



# **Parent Handbook**

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# Cornerstone Kidz

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### **Cornerstone Kidz Parent Signature Page**

\*\*\*\*\*This handbook is not all inclusive. It is very important you read the entire handbook.

# **CHILDCARE SERVICES**

## **Activities and Programs**

Cornerstone Kidz provides a caring Christian environment that is essential for healthy learning and growing in all areas: Physically, Emotionally, Mentally, Academically and Spiritually.

We will succeed together through academics (using the ABeka Book curriculum), art, music, physical education, and uniquely to our program: daily bible lessons, weekly Kidz Church, prayer and worship, and community education. The ABeka Curriculum is a faith-based, academic curriculum whose strength is in phonics and numbers. Each afternoon the children will participate in weekly teaching themes such as, immediate family, community, other countries and the solar system. This time of teaching is designed to broaden their world view.

CHARACTER is a key component to our program. It is critical in the social development of the children to teach them how to be a good friend, work together as a team, and to respect the property and those in authority.

DAILY BIBLE LESSONS will be presented using the ABeka curriculum in order to share the love God has for each of the children through Bible stories.

The children will participate in WEEKLY KIDZ CHURCH learning how to talk to God through music and prayer as we lift up the community around us. Lesson subjects teach children to apply the Christian principles to their lives.

MELODY MAKERS come once a week to teach music along with a character lesson.

### **Notice of Nondiscriminatory Policy as to Students**

Cornerstone Kidz admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**CHILDCARE SERVICES:** Cornerstone Kidz provides many services to our community.

- Full-day childcare for children 1-5 years of age.
- Full -time summer care for school age children K-6th grade.
- Before & After School care for school age children K-6th grade.

Cornerstone Kidz does not discriminate against children of any race, color, sex, national origin, disability, religion or age (except as limited by our definition of services) to all the right privileges, programs and activities made available to students at the center.

**OPERATING HOURS:** We are open Monday through Friday, from 6:30am to 6:00pm. (See rate sheet schedule for holidays that the center will be closed). Our liability insurance does not permit us to have children left before or after operating hours.

**ENROLLMENT/WAITING LISTS:** In order to ensure all children, receive individual attention, classes are limited. Students are enrolled on a first come, first serve basis. In the event a class is full, your child will be put on a waiting list. Should an opening occur, it will be filled from the current waiting list in the following order

1. Staff to Cornerstone Kidz and Cornerstone Christian Center.
2. Siblings of currently enrolled students of Cornerstone Kidz.
3. New children.

**ENROLLMENT REQUIREMENTS:** Prior to the first day of enrollment, the following must be completed:

1. Child information, Immunizations, and Emergency forms must be turned in; in addition to all other enrollment forms.
2. An Immunization record must be presented prior to the child's start date and all shots must be made current within 15 days of enrollment.
3. Signed Health, Attendance, and Miscellaneous policy Agreement forms by both parents.
4. Tour of the facility.
5. Introduction to your child's teacher.
6. Registration fee and first week's tuition must be paid in full (see rate schedule for fees).

**ADMISSION AND RELEASE OF CHILDREN:** Parents must sign their child(ren) in and out each day as they are dropped off and picked up. The signature must be a parent or someone on file designated by the parent. The signature must include at least your first initial and full last name along with the time the child was checked in/out. Picture identification will be requested from any person that the staff does not recognize. Please explain this procedure to family members and friends. On occasion, you may need to select an alternative person to pick up your child that is not on file. If needed, please inform the center. You will be asked to provide the telephone authorization code if you provided one at the time of enrollment.

**TERMINATION OF ENROLLMENT:** The program of the center is designed to be a positive experience for children. Occasionally the program may not be appropriate for a child's continued enrollment. Termination may result if the program does not meet the needs of the

child or expectations of the parent, or if the child/parent manifests repeatedly disruptive or inappropriate behavior. The Center Director in consultation with the teacher and child's parent(s), will decide regarding continued enrollment. Services may also be terminated due to a past due account (**tuition is due each Monday**). Your child will not be able to return to the center on Mondays if your account is delinquent. The Center reserves the right to refuse services. \*\*\*If you decide to withdraw your child for more than 4 weeks, in order to guarantee your spot, the retention fee is 50% of your weekly tuition. A 2-week notice is required and can only be used once in every school year. **A 2-week written notice of intent to withdraw is required.** All items left behind will be donated or thrown out after 2 weeks.

**ATTENDANCE:** Please understand that our program and curriculum begin in the classroom at 8am. **We encourage you to have your child in their classroom by 7:45 so they may have a few minutes to connect to their friends and teachers and transition with the entire class to their structured learning time.** You are not required to have your children here at any specific time, but keep in mind that the children are missing out on the curriculum if they come in later than 8am. **If you are going to be in later than 10 am please call the center so we can ensure we have appropriate staffing.** On special days, please have your child here at 8 am so they don't miss out on any special activities. If your child will not be at the center, please call the office and let us know. You will be given 10 credit days at the start of per year for children that are enrolled in full time care to be applied when you would like for sick, holiday or vacation days. Children that are enrolled on a part time schedule will receive the following: 4-day schedule- 8 credit days, 3-day schedule- 6 credit days, 2-day schedule-4 credit days. Credit days do not apply to children on a floating schedule. Let us know when you want to use credit days and we will adjust your tuition that week. In order to obtain the credit, your child must be absent on those days. Once your days are used up, there will be no credit made for sick, vacation, or holidays. Credit days do not carry over into the new school year. **Full tuition is due on Holiday weeks.**

**ADDITIONAL FEES:** Payments made after Wednesday of each week are subject to \$10.00 late payment fee. There is a \$20 fee on all returned checks and a \$3.50 fee for credit or debit card transactions. If we need to prepare a lunch, there is a \$3 fee. We have a late pick up fee of **\$3 per minute after 6:05**; after 5 occurrences, the fee **will be increased to \$4 per minute.**

**PARENT RESPONSIBILITIES:** You are expected to participate in the care, education and discipline of your child. We are here to support you in the care of your child so that you are able to work without worry and concern for your child. We expect that you will insure that you stay informed about events of the center as well as the daily details of the care of your child. This information goes out to you through emails, newsletters, daily notes in your child's bag and notices and letters clipped to your child's pick-up card. It is your responsibility to read this information as it comes your way. Another area of expectation and responsibility is that you are responsive to the center and your child when you are called upon for illness, business communication and discipline issues. You are expected to keep your contact information updated.

**PARENT INVOLVEMENT:** Parents are encouraged to participate in any of our specially planned events and projects at this Center. Parents are asked to participate and support the center by bringing store brought snacks, reading to the children, sharing a talent or skill in the classroom, or participating and

attending the center programs. You may be asked occasionally to bring in items to be used in your child's classroom for projects.

Another area of participation is in fundraising. If you have any ideas for fundraising or would like to assist in planning the fundraisers, please contact the office. Fundraising is used to supplement the tuition fees so that we can control our costs and build up our program without increasing our rates. Although you are welcome to visit the center at any time, it would help keep the disruptions down if you let us know in advance that you are coming.

**COMMUNICATION:** Communication between you, the child, the child's teacher and the office are imperative to a growing and healthy learning environment. Communication can be a challenge in divorce situations. We are asking that you be patient and proactive in communicating with us when there are two parents that live separate from each other. Newsletters and other communication postings are placed at each doorway. Please let us know if you have any questions, concerns or suggestions. We have an open-door policy: our parents are welcome any time and have full access to the campus.

At the end of each day any written documentation and receipts will be placed either in your sign in/out sheet or attached to your child's pick-up card. Newsletters and daily communication will be in your child's bag or lunch box.

**LICENSING:** Cornerstone Kidz is fully licensed and regulated by the State of Arizona, Department of Health Services, Office of Childcare Licensure, which is located at: 150 N 18th Avenue Ste 400, Phoenix, AZ 85007, 602-364-2539. We are inspected by the Department of Health Services on an annual basis. Copies of the reports are kept here in the premises in the director's office and are available upon request.

**LIABILITY INSURANCE:** Cornerstone Kidz maintains a liability/accident insurance policy as pursuant to R9-5-308.

**PESTICIDES:** Notification is posted 72 hours prior to pesticide application. This notice is located on the bulletin board in the front office.

**REQUIRED RECORDS:** According to Arizona laws, no hospital or emergency room care can be given to a child without the consent of the parent or guardian. It is vital that we receive the emergency cards prior to your child's first day. If you have a custody issue with your child, we must have papers in the office in order for us to follow them.

**CHILD VISITATION:** If you have a court ordered visitation schedule, we will have to have a copy on file for reference. Please understand that we cannot prevent any birth parent from picking up their child without a restraining order.

**REQUEST FOR COPIES:** If you require copies of your child's records for any reason, we will be glad to copy them with the following requirements. The Mother or Father must request them in writing 2 days in advance and there will be a \$5 copy fee (up to 20 pages) due upon request.

**FIELD TRIPS:** When a field trip is planned, permission slips and charges will need to be signed and paid in advance.

**TRANSPORTATION:** It is your responsibility to provide all transportation to and from the center for preschoolers. Please see School Age section for more details regarding transportation for the older children.

**WEAPONS:** For the safety of our children, we do not permit any type of firearms or anything that resembles such on the premises.

**DISCIPLINE POLICY:** As part of our daily activities we expect to have opportunities to help the children learn self-control, cooperation and sharing. Discipline is approached in a positive understanding manner. If a child breaks established classroom rules, represents danger to himself or others, or interferes with the ability of classmates to learn or participate, appropriate measures will be taken by his/her teacher to halt such behavior. Children will be encouraged to redirect their actions in constructive play and work activities or be given a short time out from the group (no longer than 1 minute per their age, time does not begin until they have regained control). If a child is involved in a situation that is potentially dangerous, he will be physically removed from that situation. Biting will not be tolerated. Each time your child bites you will be notified by phone and an "opportunity for improvement" will be sent home. If your child consistently bites, hits, kicks, etc. any child or staff member, you will be expected to participate and intervene in discipline, professional counseling, periodic observation and/or removal of child from the center. **See Discipline Section in the handbook for further details.**

**PARENTAL GUIDELINES:** The following section is a list of guidelines (that is not meant to be all inclusive), all of which assist in establishing our safe and respectful environment.

- Only G rated are to be brought in to share. Any PG movies will only be shown in the school age program with parent permission form signed.
- Please leave all toys at home (except for show & tell days) this will prevent fights and lost items. We have plenty of toys here at the center.
- Any items that go against our biblical beliefs such as Harry Potter, Teletubbies, Pokémon, Digimon, Darthvador, skulls, etc. are not permitted at the center. As crazy as it may seem some shirts that have slogans that are often perceived as cute and funny actually become "self-prophesying" such as: "I'm a brat" etc. - many times your child will actually struggle with the very thing that is on their shirt. In some cases, if a child is wearing something that does not demonstrate the positive behaviors and respect that we teach here, we will change their clothing.
- NO balloons, hard candy, coins, tiny toys are allowed, they are choking hazards.
- If your child is having a conflict with another child in his/her classroom, we encourage our children to forgive each other. Please do not instruct your child to "hit back" or "stay away" from any other children.
- No play guns, knives, swords, etc., again we want to teach all children to have value for their friends' lives.

**DRESS CODE:** Children will participate in outside play, painting, crafts, and other activities that will get them dirty. Please do not dress your child in clothes that you do not want ruined. Shoes should also be worn that are secure to the foot. High heels and flip flops are not safe for little ones to be wearing when they are running on the playground or in the woodchips. Keep in mind that if their shoes are unsafe, they may need to stay on the blacktop.

**PERSONAL ITEMS:** Cubbies are not provided for our children. Please bring an extra change of clothes for your child to be stored in a designated space in the classroom, a thin blanket that can be stored flat



on a cot. We will provide the cot and sheet for their nap. It is your responsibility to launder their blanket weekly. Soiled clothes must be picked up daily, any soiled clothes left after one week will be thrown away. All items must be labeled with your child's first and last name.

**SNACKS/BIRTHDAY CELEBRATIONS:** Food may be brought into the center for special occasions. If you would like to pass out invitations to the children in your child's class, please present them to the director.

**BREAKFAST:** Breakfast is available from 7am until 8am. We ask that if your child eats breakfast you periodically donate a box of non-sugar cereal.

**LUNCH AND SNACKS:** Cornerstone Kidz is a **Nut Free Zone**. You will need to provide your child with a lunch each day. His/her lunch will be dropped off at the kitchen counter each morning. Please pack the lunch with an icepack if needed. Sending hot food in a thermos is a great way to provide variety. Place lunches to warm up in a microwavable container. Please do not pack a lunch requiring more than a 1-minute warm up time.

As part of the Department of Health guidelines, we ask that you pack healthy lunch options. Limit the number of snack and sugar items that you send. Do not supply your child with sugar drinks such as Kool-Aid or soda. Remember that your child is preparing for rest/nap time immediately following their lunch time and it is unrealistic to expect them to rest after a lot of sugar. We will encourage your child to eat their healthy options first and then choose one treat. On occasion we will give you an opportunity to pay for your child to eat a meal from a local vendor (McDonald's, Burger King, Pizza, Deli, etc.). Snacks will be provided for an AM and PM snack. Drinking water is available to the children all day. You are welcome to bring a water bottle for your child that is labeled with their first and last name.

**CURRICULUM:** We have used the ABeka Curriculum since the Fall of 2002. ABeka uses a phonics approach to teaching. Each child will have a set of workbooks that is paid for by the parents. For more information on the curriculum, stop by the front desk. For curriculum fees, see the current rate sheet.

**BIBLE STUDIES:**

Basic Christian Doctrine will be taught according the Assemblies of God Tenants of Faith (see brochure for further explanation).

**STAFF:** Our staff will work together to plan and carry out the daily activities of the Center. They will attend planning and educational workshops, maintaining 18 hours of training per year. In order to plan extraordinary activities and provide the attention your child needs, we do schedule extra staff (we may occasionally fall back to state ratios in the event of staff absence).

**SPECIAL NEEDS CHILDREN:** If a special needs child can be accommodated within the limits of our program or with reasonable adaptation within the limits of our facilities; and within the limits of the teacher's ability to handle the particular special need, such a child will be accepted into our program. If an enrolled child's special need(s) grows outside our ability to accommodate, we reserve the right to terminate our contract. It takes all of us to be supportive to all children and their needs in the classroom in order to have a successful program. **See the Positive Behavior Intervention Section – pg. 11.**

**POTTY TRAINING:** Both our one's and two's class are potty training classrooms. The teacher will let you know when your child begins to show signs of readiness. We will help train your child once we have parent involvement. Children must be potty trained to move into the preschool.

**MEDICATIONS:** Over the counter medications may be administered only according to the manufactures label. The parents must provide all products and write the child's full name with permanent marker. If the child is one years old, and the label states "see physician", then you will need to have a script from your doctor in order for us to administer the medication. We will store all medications in a locked container and will not apply any of the above without a signed permission form available from the front office. This policy includes vitamins, medicated lip balm and lozenges. All medication will be administered at lunch time or at 2:30 PM with the exception of asthma, allergy and behavioral medication. If your child has any known allergies please see that we receive a supply of Benadryl or an EpiPen **with a prescription label**.

**HEALTH/EMERGENCY POLICIES:** As part of our health policy, we require all children to wash their hands at the sink in the entrance prior to entering the classroom. This includes even if they just had a bath prior to the start of school. Remember, they have touched themselves, their cars, door handles, etc. By everyone doing this one simple step, it will cut any disease in our center by half.

**HEALTH CHECK:** A health check will be performed on every child as they arrive each morning. A child must be kept home if he/she has a communicable disease; shows evidence of a fever over 100 degrees; has run a fever within the past 24 hours; has had diarrhea or vomiting, or has a heavy colored nasal discharge. If a child becomes ill, the parent/guardian will be notified with a one-hour pickup allowance.

A child that has been sent home with any of the above symptoms cannot return to school the following day. They cannot return to school until they are free from symptoms for 24 hours WITHOUT using medications.

Please call the Center Office when your child will be kept home. Notify the center if your child has a communicable disease or has been exposed to one.

#### COMMUNICABLE DISEASES

Chicken Pox	Impetigo	Head Lice	Scabies
Poison Oak	Ring Worm	Common Cold	Measles
Strep Infection	German Measles	Scarlet Fever	Athletes Foot
Meningitis	Poliomyelitis	Mumps	Pink Eye
Tuberculosis	Whooping Cough	Diphtheria	Infectious Hepatitis

Our health policy is taken very seriously. State regulation requires "that the center shall not accept or allow a child to remain at the center if the child shows symptoms of inflammation, fever, rash, diarrhea, vomiting, pinworms, and lice, is suspected of having a contagious or infectious disease or infestation.

One sick child can affect many other children causing a huge domino effect. It is important that we all take part in keeping our center free form disease. Please have an alternate childcare plan. All illnesses must be called in so that we may post to warn families for signs of illness. Some diseases are required by law to be reported to the Department of Health Services.

**EMERGENCIES:** In case of an emergency, 911 will be called. Once your child has been transferred to the paramedics, we will contact the person listed 1st on the blue card.

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS), AND EARLY INTERVENTION (EI)**

PBIS is a well-known classroom management and school support system that is used in preschools and elementary schools across the country. There are different methods and strategies, but it always has the same goal in mind: success in the classroom. EI is the process of supporting children ages 0 to 5 in areas outside of academics. This can include assessing developmental milestones, guiding children in social-emotional learning, using various intervention techniques, and assisting parents in the process of finding outside support for their child's needs. Cornerstone Kidz has adopted these support methods in their program beginning in the 2022-2023 school year.

Our school has widely-used Tier 1 PBIS strategies established for classroom management, teacher and student support, and success in academics and social-emotional learning. These strategies are used in every classroom, adapted for each age group, and include the following strategies:

- Seating Charts and Job Assignments
- Provide a set classroom structure and routine.
- Give clear lesson objectives.
- Explain and discuss instructions clearly; ask students to recall instructions.
- Use multi-modal methods of delivering information (visual, hands-on, and auditory).
- Use a calm tone, initiate eye contact, and implement non-verbal cues.
- Give clear behavioral guidelines.
- Teach students to monitor their own behavior.
- Use visual cues, or gestures, to get students back on track with minimal interruption or distraction.
- Utilize praise, and acknowledge positive behavior.
- Practice and model calming techniques that students can use.

We believe the more positive redirection and connection you can have with your students, the better. At times, a student may need extra support in the classroom. At this point, the Director, will work with the teacher to create a Tier 2 intervention plan that works for everyone involved. These strategies may include the following:

- Token Economy System
- Flexible Seating
- Noise-Cancelling Headphones
- Weighted Items: Vest, Lap Pad, Blanket, Ankle or Wrist Bracelets
- Sensory Assistive Devices such as Body Sack, Chew Necklace, Toys, Redirectors, Fidget Chair Bands
- Essential Oils (Diffused Only)
- Alternative Communication such as Picture Cards or American Sign Language
- Other Classroom Accommodations

If a student needs Tier 3 interventions, the Director will meet with the teacher and you as a parent. In this meeting, the team, including the Director, teacher, and parent, will create a behavior intervention

plan (BIP) that works to encourage the student in being successful in the classroom through individualized, targeted strategies. No child will receive these interventions without prior written consent.

Beyond that, our EI process includes screening, observation, assessments, documentation, and if necessary, referrals for further professional services.

### **EXPLORING HEALTHY SEXUALITY DEVELOPMENT IN YOUNG CHILDREN (AS THEY SEE IT)**

Young children develop as a whole; not separated into different areas of development. Part of this whole is sexuality development. Just as children have individual language, thought, and physical patterns, they also have individual sexuality patterns. Their feelings, words, and thoughts about sexuality are very different than adult or adolescent thoughts, language, and feeling. So, when we observe sexual behavior or hear sexual words in young children we need to keep their development level in mind, as we do with all other areas of development (physical, cognitive, social and emotional).

Children treat sexuality as curiously and playfully as they treat other areas of interest. Young children are curious about their bodies, and other people's bodies in terms of both similarities and differences. Children take this interest much less seriously than adults do.

Children are spontaneous and open about their interest in bodies and reproduction. Young children have not experienced questions, comments, or engage in behaviors without considering suitability of time or place. For example, one five-year-old asked his Sunday School teacher, "What is sex?"

- **Physical Development:** Children are interested in exploring all of their body parts as well as their bodily functions. They touch their genitals because it feels good. Preschoolers are notorious for their interest in urination and defecation.
- **Cognitive Development:** Young children are curious and want to know facts about where babies come from, even if their understanding is different from that of older children and adults. They learn accurate for all of their body parts.
- **Social Development:** Young children establish friendships and learn how to get along with others. They are developing a conscience as they learn right from wrong.
- **Emotional Development:** When children feel good about themselves, they can feel good about others. they are learning appropriate ways of expressing their emotions, both positive and negative.

Family involvement is very important in all areas and essential for the development of healthy sexuality.

The following guidelines will be used at Cornerstone Kidz

- Both girls and boys will be able to put on any clothing that is in our dramatic play center as well as play with all toys available in the classroom.
- Anatomically correct words, penis and vagina, will be used.
- Children who publicly explore their bodies will be guided to understand: that this a persona behavior and is appropriate for private time but not group time (just as other bodily functions are not appropriate in group settings, but are private and personal).
- Each time a child displays this behavior, you will receive a letter letting you know so that as parents you have the opportunity to teach your children according to your personal beliefs regarding this issue.

# **DISCIPLINE POLICY**

# Parent/Child Observation

## Guidelines

**Purpose:** The purpose of a parent observation is to witness behaviors your child might be having in the classroom so that you may respond to your child in a timely manner. We feel that this lets the child know that you support the rules and consequences of the center.

**Expectations:** Our expectations are for you, the parent, to observe the child and respond to the child when he/she decides to make a "bad" choice. Typically, we will not call you to come down for an observation, unless your child has chosen not to respond to the staff on several occasions and we have already made phone calls to you during the work day.

**Guidelines:** We ask that you observe your child from outside the classroom. If the child knows that you are present, then they will naturally choose the right decisions. We want you to be able to respond to the behavior that has been repeated in the classroom.

When you witness the behavior, you must quietly enter the classroom and remove your child calmly but firmly to respond to the behavior. Take your child out of the center to respond. If you are leaving the campus please make sure that you are clocking your child out and then back in when you return.

If the occasion arises that you feel that it would benefit you being inside the classroom, then please speak to the administrative staff. If you are ever in the classroom, please refrain from yelling or spanking your child as well as be very careful in the manner you "grab" your child. Basically, while in the classroom, you are held to the same standards and restrictions that our staff is.

**Important:** It is imperative that you do not ever correct or discipline another child in the center. If you observe a situation that needs to be dealt with, please notify a staff member.

### **DISCIPLINE POLICY:**

As part of our daily activities we expect to have opportunities to help the children learn self-control, cooperation and sharing. Discipline is approached in a positive understanding manner. If a child breaks established classroom rules, represents danger to himself or others, or interferes with the ability of classmates to learn or participate, appropriate measures will be taken by his/her teacher to halt such behavior. Children will be encouraged to re-direct their actions in constructive play and work activities or be given a short time out from the group (no longer than 1 minute per age of the child once the child has regained control). If a child is involved in a situation that is potentially dangerous, he will be physically removed from that situation. Biting will not be tolerated. Each time your child bites you will be notified. If your child consistently bites, kicks, hits, etc. any child or staff member, you will be expected to participate and intervene in discipline, professional counseling, periodic visitation, and/or removal of child from the center.

The individuality of each child makes discipline a challenge. Not every child responds the same way. We are partnering with you as parents to help your child be successful in school. We both have a responsibility to do our part and we look forward to working with you.

Anytime your child is removed from the classroom and they are brought to the front office you will receive a note home letting you know.

The following guidelines will be followed (**up to 3 offenses per step depending on severity**):

***Biting:***

One's & Two's

- |           |                                 |
|-----------|---------------------------------|
| 1st step- | Staff intervention in classroom |
| 2nd step- | Removal from classroom          |
| 3rd step- | Sent home for the day           |
| 4th step- | 2-day suspension                |
| 5th step- | Expelled from program           |

Three's through School Age

- |           |                        |
|-----------|------------------------|
| 1st step  | Removal from classroom |
| 2nd step- | Sent home for the day  |
| 3rd step- | 2-day suspension       |
| 4th step- | Expelled from program  |

***Hitting, kicking, spitting, pinching, flicking, etc.:***

One's, Two's and Three's

- |           |  |
|-----------|--|
| 1st step- | Staff Intervention in classroom              |
| 2nd step- | Loss of consequence (following class rules)  |
| 3rd step- | Removal from classroom                       |
| 4th step- | Phone call to parents                        |
| 5th step- | Parent observation/ Come down and discipline |
| 6th step- | Sent home for the day                        |
| 7th step- | 2-day suspension                             |
| 8th step- | Expelled from program                        |

***Hitting, kicking, spitting, pinching, flicking, etc.:***

Fours' through School Age

- |           |                        |
|-----------|------------------------|
| 1st step- | Staff intervention     |
| 2nd step- | Removed from classroom |
| 3rd step- | Phone call to parents  |
| 4th step- | Parent to come down    |
| 5th step- | Sent home for the day  |
| 6th step- | 2-day suspension       |
| 7th step- | Expelled from program  |

***Verbal/ Disrespect to Staff: (not listening, talking back, laughing at staff, etc.)***

Three's through Pre-Kinder

- |                 |                              |
|-----------------|------------------------------|
| 1st & 2nd step- | Staff intervention/education |
| 3rd step-       | Removed from classroom       |
| 4th step-       | Call to parents              |
| 5th step-       | Parent observation/come down |
| 6th step-       | Sent home for the day        |
| 7th step-       | 2-day suspension             |
| 8th step-       | Expelled from program        |

School Age

- |           |                        |
|-----------|------------------------|
| 1st step- | Staff intervention     |
| 2nd step- | Removed from classroom |
| 3rd step- | Call to parents        |
| 4th step- | Sent home for the day  |
| 5th step- | 2-day suspension       |
| 6th step- | Expelled from program  |

***Depending on severity, above steps may be skipped.***

# **SCHOOL AGE PROGRAM**



## **SCHOOL AGE PROGRAM**

### **SCHOOL AGE POLICY:**

**Tutoring:** Students will be able to obtain extra help from our staff each day during their study period. We will have extra textbooks for practice and review. Group activities will be offered such as math games & spelling bees to help maintain skills during their summer break.

**Field Trips:** Field trips will be scheduled during summer vacation (expenses to be paid for by parents through an activity fee). No field trips will be taken during the school year. Transportation will be provided by Cornerstone Kidz and possibly parent volunteers. You will be required to sign a permission slip for each individual trip taken. We will staff on average of a 1:12 ratio while on our trips. The children are signed in on a trip roster and counted every hour by their staff member.

**Items from Home:** Students are welcome to bring in items to the center from home to make their stay more comfortable. However, keep in mind that we have plenty for the children to do during their time spent with us. Also, Cornerstone Kidz or staff will not be held responsible for any lost or damaged items. We also reserve the right to take away an item or the privilege to bring items if the object is causing a disruption to the group. Skates, boards, bikes and skate shoes are prohibited unless a special event is planned by the staff.

**Absolutely no items may be brought in that represent anything that goes against our religious beliefs (Harry Potter, Pokémon, etc.) We reserve the right to change or turn inside out any clothing with inappropriate pictures/logos.**

**Medications:** Must be checked in at the Preschool building with the front desk and will only be given at lunch time.

**Discipline Policy:** Our goal at Cornerstone Kidz is to create a safe and fun environment for all children. Therefore, we have a no tolerance policy when it comes to discipline issues. We expect all children to respect the property of others students, staff, and of Cornerstone Kidz. In addition, we demand that all students respect their classmates and staff both physically and verbally.

***See Discipline Section in this handbook for detailed policy.***

**Summer Care:** We will open all day for school age children during the summer months.

Grades: Kindergarten - 6th grade

Operating Hours: 6:30am-6:00pm

Rate: See current rate sheet

Activity Fee: \$150 (varies due to chosen activities, *see current rate sheet*)

In our program, the students will be given the opportunity to participate in bible, arts/crafts, games, science, music and outside play. We will also schedule into their daily routine a study period that would allow staff to tutor students that need extra help in any area.

**Before/After School Care:** Our before and after-school program is designed to provide a safe and fun place for the students to go after school. We understand that they have been in a structured learning environment all day and want to give them the freedom to relax and have fun. However, there will be time set aside for mandatory homework time. Staff will be available to assist during this time. The student will be offered a snack, time to play outside, and given the opportunity to participate in many centers set up for them. They will also receive bible teachings on a weekly basis.

Ages: 5 - 12 years old

Operating Hours: 6:30-7:30am (Before School)

2:45-6:00pm (After School)

Rate: See current rate sheet

We will be providing transportation to and from school for All-Day Kindergarten and 1st through 6th graders for Canyon Breeze Elementary School, Copper King Elementary School, and Garden Lakes Elementary School. After school transportation will be provided for Legacy Traditional School – Phoenix.

If we are providing transportation to and/or from school, you must have a signed permission slip on file. The children will be signed in and out from our system by a Cornerstone Kidz staff member. If your child did not attend school or you are picking them up from school, we need for you to notify CKidz as well. Our driver will not leave the school without having all enrolled children on the bus. If we are unaware of the absence, the driver is delayed.

All day care will be provided during the Pendergast scheduled days off at the full-time summer rate.

## **CORNERSTONE KIDZ PARENT HANDBOOK SIGNATURE PAGE**

Thank you for reading through the Cornerstone Kidz Parent Handbook. Your signature below indicates that you have read and understand the policies and procedures outlined in the Cornerstone Kidz Parent Handbook. Complete one Cornerstone Kidz Signature Page per family and submit with our enrolment or re-enrolment packet. Be sure to list your child or children's names below. If you have any questions about the content of the Cornerstone Kidz Handbook, please do not hesitate to contact administration.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)