



## Parent Handbook 2022-2023

Dear Cornerstone Kids Family,

Welcome to Cornerstone Kids! We are blessed to have your family join our program! Together we strive to develop the whole child and make sure each child who attends our preschool knows they are precious in “His sight”.

Our school has well-qualified teachers who love preschoolers and love Jesus. At Cornerstone Kids, we teach Christ’s word through Bible stories, songs, scripture and by the examples of spiritually mature teachers. Our students learn through play as well as activities in the classroom and throughout our school. Our preschool is a branch of Cornerstone Church, providing a learning environment that will help preschoolers grow as Jesus grew.

We want our preschool to be a loving and fun place for students. If you ever have any questions, please feel free to reach out to our staff.

Blessings,

Lela King, Director

Stephanie Howard, Assistant Director

## Cornerstone Kids Preschool Contact Information

Physical Address:

2242 W. Lucas Rd.

Lucas, Texas 75002

Cornerstone Kids Preschool Phone Number:

(469) 829-1110

Cornerstone Church:

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Cornerstone Kids Preschool Website:

<https://cornerstonechurch.online/preschool/>

Cornerstone Church Website:

[www.cornerstonechurch.online](http://www.cornerstonechurch.online)

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## Program Overview

### Our Purpose

The purpose for Cornerstone Kids Preschool is to extend the love of Jesus to our community by giving families a Christ-centered program that points our students to Jesus by sharing His love. By providing well-trained teachers who care about the education and development of each child, we are able to give our students developmentally appropriate activities and experiences that help mold them as people.

Our mission for our students: Jesus said, "Let the little children come to me..." Matthew 19:14. Providing a fun, loving and accepting environment, children will learn about and experience the characteristics of Jesus. Helping children discover who God is and how special they are to Him encourages positive self-worth and awareness of others.

Our mission for our parents: Jesus said, "Children are a heritage from the Lord..." Psalms 127:3. As a supportive ministry to families, our program provides quality care so parents can take time for themselves or tend to other responsibilities.

Our mission for our community: Jesus said, "I have come into the world as light, so that whoever believes in Me may not remain in darkness..." John 12:46. Quality care and support for families is our extension of the light of Jesus. A ministry open to the community provides an outreach to families who might not otherwise look to the church for support.

The objective of our preschool ministry is to help each child...

- Associate God, Jesus and the Bible with wonder, love and happiness
- To know the Bible as a special book that tells about God, Jesus, family, oneself and is true
- To develop a positive feeling of self-worth
- To begin thinking of others and learning to share
- To feel comfortable, happy, loved and secure with adults and children

Children can learn about the world around them through interactive play with other children and learning material. Learning transpires as young children play, manipulate, and experiment with things and interact with people. Our goal is to help your child develop spiritually, mentally, physical, emotionally and socially. Your child will be taught through learning centers including; home living/dramatic play, music, nature/science, writing/math and other hands on educational materials. Daily emphasis of hands-on learning activities (appropriate for each age group) will teach Bible stories, Bible verses and truths. Other supplementary texts will be used to enrich our material. Our curriculum introduces numbers, letters, shapes, colors, phonic sounds. Language development and early reading and writing. Our goal is to provide your child with the educational and social skills for a successful transition to kindergarten.

(Our school uses Pinnacle curriculum. Please see more information about Pinnacle on our curriculum page.)

### Summer Camps

Cornerstone Kids Preschool offers a wide array of themed summer camps. Our summer camps are offered to our preschool students through school age children.

Students (completed kindergarten through fifth grade) can take weekly field trips to fun places in our community; as well as fun activities such as water days, a luau, tie-dye, Bible study, field trips, painting, etc.

# Curriculum

All classes, infant through prekindergarten, use Pinnacle Curriculum. Our center chose Pinnacle to provide our students with the best early childhood education possible. Our center has been faithfully providing our community with a Christian preschool environment since 2017. Our teachers are our greatest resource. Our classes and ratios are small and intimate allowing us the opportunity to get to know your child and your family; together we can develop kind, well-rounded and self-confident children who will be ready to rock kindergarten and beyond. Pinnacle provides the following developmental and educational tools in their curriculum;

- Social and Interpersonal Objectives – includes learning listening skills, sharing, playing fairly, compromise, respect, and more.
- Logical and Mathematical Objectives – includes counting from 1-30, comparisons, basic number concepts, pattern recognition, and understanding spatial concepts: first, middle, last, front, back, up, down, over, under, through, in and out, and more.
- Language and Emerging Literacy Objectives – includes learning to follow directions, write a first name, tell a story in a sequence, rhyming skills, building vocabulary, recognizing the names and sounds of consonants and short vowels, forming consonants and vowels in upper and lower case and building vocabulary skills including color, words, shapes, weather, seasons, holidays, manners, friendships, community helpers, family traditions, health and safety, animals, farming, science, and mathematical, and more.
- Gross Motor Skills – includes learning to catch small objects, throw an object in the intended direction, running with control, climbing without falling, reproducing rhythmic patterns, and more.
- Fine Motor Skills – includes learning to use scissors on lines and shapes, using a crayon in a defined area, creativity with art media, using writing and drawing tools with control and holding a pencil correctly, and more.
- \*Optional Christian Objectives – includes learning who God is, who Jesus is, learning to pray, sing Christian songs, knowing that God loves them, and more.

## Class Ratios

Cuddle Bugs (Infants) Classes: 1 teacher to 4 students

Tiny Tots (One-Year Olds) Classes: 1 teacher to 9 students

Busy Two's (Two-Year Olds) Classes: 1 teacher to 10 students

Clever Three's (Three-Year Olds) Classes: 1 teacher to 12 students

Pre-K Explorers (Prekindergarten) Classes: 1 teacher to 12 students

Children are placed in classes at Cornerstone Kids Preschool by their age as of September 1<sup>st</sup>.

# Fees

## Registration Fee

A yearly, non-refundable registration fee is required for each child enrolling in Cornerstone Kids Preschool. A child's place is secured upon receipt of three items; 1. enrollment packet, 2. registration fee and 3. supply fee. We begin the process of registration for each fall in the month of March and continue until our classes are full. If our classes are full, we are happy to put your child on a waiting list. Our classes fill quickly. We open registration to currently enrolled children and their siblings first, then to Cornerstone Church members, and lastly to the public.

## Tuition

Tuition checks should be made payable to Cornerstone Kids Preschool. Tuition is due on the first of the month and becomes late on the 10<sup>th</sup>. A late fee of \$25.00 will be assessed to any outstanding balance after the 10<sup>th</sup> of the month. A child being absent is not an excuse for a late payment, nor do we prorate tuition for illnesses, State forced shutdowns or holidays. Options for payment are cash, check, money order, or online through ProCare. If tuition becomes two weeks late (past the 15<sup>th</sup> of the month), your child may be dropped from their class roll.

Tuition may be dropped off with office staff only. Do not put tuition in your student's backpack, lunchbox, or folder. Teachers are not responsible for collecting and turning in their student's tuition. For NSF checks, a \$25.00 fee will be assessed. After two NSF occurrences, payment will only be accepted by cash.

**Please refer to the Preschool Tuition Agreement for pricing.**

## Attendance

Students enrolled in Cornerstone Kids Preschool are required to attend 75% of their enrollment agreement dates. Children have a hard time adjusting to a non-consistent schedule. This gives the student comfort and knowledge about his/her class.



# Hours

## Hours of Operation

Cornerstone Kids Preschool is open from 8:30-3:30 pm.

Students may be walked to their class at 8:25 am. Students must be picked up by 3:30 pm. For students who have not been picked up by 3:35, a late fee of \$1.00 per minute will be charged. **This fee must be paid before your student can return to Cornerstone Kids Preschool.**

Last day of school for the 2022-2023 school year is May 26<sup>th</sup>.

## Holiday Schedule 2022-2023:

- Staff Development: August 1-5, 2022
- Labor Day: September 5, 2022
- Fall Break: October 19-21, 2022
- Thanksgiving: November 21-25, 2022
- Christmas: December 21-30, 2022
- Staff Development: January 2, 2023
- Martin Luther King Day: January 16, 2023
- President's Day: February 20, 2023
- Spring Break: March 6-10, 2023
- Good Friday: April 7, 2023

# Polices

## Discipline

Cornerstone Kids Preschool follows the discipline and guidance policies of the state of Texas. The policies are as follows;

Discipline must be:

1. Individualized and consistent for each child,
2. Appropriate to the child's level of understanding, and
3. Directed toward teaching the child acceptable behavior and self-control. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - a. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior,
  - b. Reminding the child of behavior expectations daily by using clear, positive statements,
  - c. Redirecting behavior using positive statements, and
  - d. Using brief supervised separation or time out from the age group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited;

1. Corporal punishment or threats of corporal punishment,
2. Punishment associated with food, naps, or toilet training,
3. Pinching, shaking, or biting a child,
4. Hitting a child with hand or instrument,
5. Putting anything in or on a child's mouth,
6. Humiliating, ridiculing, rejecting or yelling at a child,
7. Subjecting a child to harsh, abusive or profane language,
8. Placing a child in a locked or dark room, bathroom, closet or any room or small space with the door closed,
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## Release of Children

If parents wish for their children to be released to someone other than themselves, they must provide the following information prior to that person picking up; person's first and last name, phone number and drivers' license number. Cornerstone Kids Preschool will not release a child to a person other than the parent without prior written consent.

Authorized persons should bring their drivers' license when they pick up. Additions may be made to the list during the year by handwriting or emailing our office staff only. Our teachers are not responsible to relay pickup information.

### Withdrawals

Two weeks written notice must be given to a Cornerstone Kids Preschool Director prior to a child's withdrawal. If it is not possible to provide two weeks' notice, a fee equal to one-half the next month's tuition is charged.

### Bad Weather Closings

In case of inclement weather, we follow the decision of the Allen Independent School District. If AISD closes, we will be closed. If AISD delays opening, our classes will begin 30 minutes after the AISD elementary schools begin. The Cornerstone Kids Preschool will not make up bad weather days, nor do we discount tuition or refund for these occurrences.

### Health and Safety Medical Requirements

All students must have a notarized Emergency Authorization Form (part of Enrollment Packet), current immunization record and a health statement signed and dated by their physician on file in the Cornerstone Kids Preschool office. This must be updated yearly (each August). If immunizations are delayed, a signed statement from your child's physician is required. For more information on required immunizations and delayed immunization schedule please visit [www.immunizetexas.com](http://www.immunizetexas.com)

### Health Guidelines

Cornerstone Kids Preschool requests that parents not send a child to school if he/she shows any signs of illness. This is not only for the protection of your child, but for the protection and consideration of other children, their families and our staff and their families.

### Illness at School

If your child exhibits any of the listed symptom's fever of 100.4, vomiting, diarrhea, colored drainage from nose or eyes or a contagious illness at home, they will need to stay home until they are symptom free. A doctor note may be required upon return. If your child exhibits any symptom of fever of 100.4, vomiting, diarrhea, colored drainage from nose or eyes, or a contagious illness while in our care, you will be contacted and asked to come and pick up your child. Your child will be kept as comfortable as possible away from the other children until you arrive. **Parents have 30 minutes to arrive after being called.** You will be asked to sign an illness report upon pick up. Your child will be unable to return to preschool until he/she has been symptom free, without ibuprofen or acetaminophen, for at least 24 hours.

Siblings that also attend Cornerstone Kids Preschool: We ask that you err on the side of caution when the sibling has an illness or highly contagious illness. We ask that you keep both children at home. Please understand that we have your child and the other children in our program's best interest at heart.

Parents will be notified within 48 hours of Cornerstone Kids Preschool becoming aware that a child in our care or an employee has contacted a communicable disease that the state requires us to report to the Texas Department of Health as specified in 25TAC97, Subchapter A (Relating to Control of Communicable Disease). Families will also be notified within 48 hours of an outbreak of lice or other infestation. (TDFPS Minimum Standard 746.307)

### Medication Administration

No over the counter medication is administered at Cornerstone Kids Preschool. Designated staff (Directors/office staff) will not administer medication to children unless proper documentation has been completed and the medication log is signed. Both must be complete. Breathing treatments and prescription medication that cannot be given at home will be administered by designated staff members (Director/office staff). Do not leave medication in your child's backpack. Medication must be checked in with the Director/office staff and the medication log and authorization form must be signed for medication to be given. EPI Pens/Epinephrine auto-injector, Benadryl/oral antihistamine are the exception to this medication policy. EPI Pens will travel with the child in his/her teacher's red backpack and should be left at the center or brought to school every day. Children who have severe food allergies must have on file a written Food Allergy Plan completed and signed by a physician. Children will not be allowed to enroll/attend without this documentation on file in the office.

### First Aid

Classroom first aid involves cleansing the wounds and applying a bandage. An incident report will be completed, and you will be asked to sign the incident report at pick up. You will receive a copy of the incident report, if requested. In case of a more serious accident/injury, an immediate attempt is made to reach a parent. If a parent cannot be reached, the person listed on your child's registration form will be contacted. If necessary, 911 will be called and emergency treatment will be rendered, and Cornerstone Kids Preschool staff will defer to emergency medical professionals for advice and treatment. Cornerstone Kids Preschool's Director, Assistant Director or office staff will accompany the child to the hospital, if a parent is not onsite.

### Hearing and Vision Screenings

Hearing and vision screenings are a state requirement for all children age 4 by September 1<sup>st</sup>. Cornerstone Kids Preschool must have a record of this screening on file to be in compliance with state regulations. It is the parent's responsibility to obtain a copy of the screening and submit it to the Cornerstone Kids Preschool office. Children are screened at their 4-year well check. Children will be excluded from care if this documentation is not received.

### Pacifier Policy

While pacifiers bring comfort, we do look at the long-term effect it has on the child's health and development. At Cornerstone Kids Preschool, we will allow infants and young toddlers to have the comfort of a pacifier, if desired. During the ages of 6 weeks to 12 months the child will receive the pacifier when needed, but during this time, teachers will work with parents to wean the child from always using the pacifier. Once the child enters into the Busy Two's classroom, they will only receive the pacifier during nap time. Any child wanting the pacifier after the Busy Two's class will be handled case by case basis.

- a. If desired, parent/guardian should provide at least two new pacifiers (labeled with their child's name using a waterproof label or non-toxic permanent marker) on a regular basis for their child to use. The extra pacifiers should be available in case a replacement is needed;
- b. Staff should inspect each pacifier for tears or cracks (and to see if there is unknown fluid in the nipple) before each use;
- c. Staff should clean each pacifier with soap and water before each use;
- d. Pacifiers with attachments are not allowed (lovies, stuffed animals, etc); pacifiers should not be clipped, pinned, or tied to an infant's clothing, and they should not be tied around an infant's neck, wrist, or other body part;
- e. If an infant refuses the pacifier, she/he will not be forced to take it;
- f. If the pacifier falls out of the infant's mouth, it does not need to be reinserted;
- g. Pacifiers should not be coated in any sweet solution;
- h. Pacifiers should be cleaned and stored open to air; separate from the diapering area, diapering items, or other children's personal items.

Pacifier use outside of a crib in rooms and program where there are mobile infants or toddlers is not recommended.

### Infant Safe Sleep

All staff, substitute teachers and volunteers of Cornerstone Kids Preschool will follow these safe sleeping recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product 10 Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception Form 2710 signed by the infant's health care professional.
- Place infants on a firm mattress, with a tight-fitting sheet in a crib that meets the CPSC federal requirements for full size cribs and for non-full-size cribs.
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and mattress cover or protector. Items that should not be placed in a crib include soft or loose bedding, such as blankets, quilt or comforters, pillows stuffed animals/toys, soft objects, bumper pads, liners, or sleep positioning devices. Also, infants must not have their heads, faces or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners The AAP (American Academy of Pediatrics) has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, the use of sleep clothing can be used as an alternative to blankets.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during their sleep. The pacifier must not be attached to a stuffed animal or the infants clothing by a string, cord or other attaching mechanism that might be a suffocation or strangulation risk.

- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrive to school in their car seat), move the infant immediately, unless provided with an Infant Sleep Exception Form 2710 signed by the infant's health professional.
- Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaping devices).
- Actively observe sleeping infants by sight and sound. If an infant can roll from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest. Swaddlers or any type of sleep wraps are not allowed at Cornerstone Kids Preschool.

### Naptime

Every classroom has a designated nap time after lunch. All children will be required to lay or sit on their nap mat for sleeping or quiet time. After an hour of quiet time, if your child has not fallen asleep, they will be allowed to get up and engage in a quiet activity while classmates sleep.

### What to Wear and Bring to School

Children should always dress comfortably for school with tennis shoes. Please avoid belts, suspenders, hard to snap pants, etc. Seldom do children allow enough time when rushing to the toilet, and dressing and undressing successfully fosters positive self-esteem. **All children always need one full change of clothing in their backpacks.** If your child is potty training, please keep three changes of clothes (including underwear) in your child's backpack or in your child's cubby in his/her classroom. Please make sure to include an extra change of shoes and socks. **Make sure you label everything.** Children may wear pajamas only when we host a pajama day. Parents must provide diapers and wipes for their child. Your child's teacher will inform you when additional supplies are needed.

Children who are able to walk through pre-k need to bring a nap mat. If your child does not sleep, they will still need to rest quietly on their nap mat while the other children sleep.

Students need to bring their water cup, lunch box, nap mat and backpack to school. Please do not allow your child to bring toys, coins, rocks, or small items in their pockets. Hats, tiaras, and sunglasses may be worn for special days when hosted by Cornerstone Kids Preschool. We ask for extra accessories and toys items to be kept at home.

### Communication

Upon enrollment at Cornerstone Kids Preschool, you may request to be added to our closed Facebook group, Cornerstone Kids Preschool (closed group). Here is where inclement weather days, reminders of holidays off, and day to day reminders will be posted.

ProCare is our communication tool we use with parents, along with email and our social media. All students 6 weeks-18 months will have daily communication added to their personal page ProCare. The teacher will give details on how they ate, slept, and diaper. All other ages will utilize this app as a daily communication with parents, but not in such detail.

## Restroom and Toilet Training

### **Toilet Training-**

Learning to use the toilet is a big event in a toddler's life. Because toilet training is a complex process, there are many issues teachers and parents must consider before and during the process of toilet training so it will be successful for everyone involved.

At Cornerstone Kids Preschool, we believe the decision to begin toilet training should always be based on the child's development level rather than the child's age. It is important to remember that starting the toilet training process before a child is developmentally ready can create stress and anxiety for the child, teachers, and parents, and increases the length of time it takes to train a child.

Is your child ready to begin toilet training?

Physical Signs: coordinated enough to walk and run steadily, urinates a fair amount at one time, has regular well-formed bowel movements at relatively predictable times, has "dry" periods of at least two hours or during naps, which shows their bladder muscles are developed enough to hold urine.

Behavioral Signs: can sit down quietly in one position for 2-4 minutes, dislikes the feeling of wearing wet or dirty diapers, shows interest in others' bathroom habits (wants to watch you go to the restroom or wear underwear), gives physical or verbal signs of when having a bowel movement (such as grunting, squatting or telling you), demonstrates a desire for independence, takes pride in his/her accomplishments, isn't resistant to learning to use the toilet, isn't resistant to sitting on the toilet, is in a generally cooperative stage, not a negative or contrary one.

Cognitive Signs: understands the physical signs that mean having to go potty and can tell you before it happens or even hold it until the bathroom is available, can follow simple directions, has words for urine and stool, understands the value of putting things where they belong.

If your child has most of these skills, then they are probably ready for toilet training. If they do not have most of these skills, they are not ready yet.

If your child is ready to toilet train, we are committed to helping you and your child succeed. Cornerstone Kids Preschool requires that the following guidelines are followed;

- Training diapers (Velcro sided pull-ups only) are to be used at school and are provided by parents/guardians. These will continue to be used at school until your child is completely potty trained (please see "Toilet Trained" below).
- Dressing your child in loose clothing with water-proof shoes (Crocs or clogs) are extremely helpful during this time. Please consider sending one to two extra outfits during the potty-training time.
- Toilet training is a joint effort, it takes parents and teachers both.

- Students must use the regular toilet at school. We are unable to allow toddler potties, portable potty chairs/covers, etc. **This is a guideline set by state and is non-negotiable.** It is best if parents do the same at home for consistency.
- List of clothing items that should not be worn to school until your child is fully trained; overalls/bibs, pants that require the use of a belt, outfits that snap in between the legs, one-piece outfits and dresses (child cannot see down to pull up the training diaper).

### **Toilet Trained**

Cornerstone Kids Preschool will not consider a child to be fully toilet trained until they are completely accident free for two full weeks while in attendance at school. **This is an absolute non-negotiable policy.** This policy is in place for sanitization. We have set up policies that maintain infection control standards for the school and to protect our carpet, furniture, equipment, and inventory of the center. To be viewed as toilet trained, a child must be able to do the following on their own;

- Able to tell an adult they have to potty before they have to go;
- Able to pull down and up their underwear and pants without assistance;
- Able to wipe themselves after using the toilet;
- Able to get on and off the toilet by themselves;
- Able to postpone going to the toilet/waiting a few minutes

Children are taken to the restroom regularly (please refer to your child's class schedule). Your child needs to be independent and able to take care of their personal hygiene needs in the 3-year-old and pre-k classes. Students will not be able to bump up to our Clever Three's class until they are fully potty trained during the day, and naptime. This includes wiping themselves, and pullup down/up their pants. Please work on these self-help skills at home so that your child so they do not encounter problems while at school.

### Notification of Policy Changes or Updates

If Cornerstone Kids Preschool updates or changes a policy, parents will be contacted within 24 hours in writing by both a hard copy placed in your student's backpack and an email. To view our Parent Handbook online, visit [www.cornerstone.online/preschool](http://www.cornerstone.online/preschool) .

### Biting

Occasionally, biting happens in a group setting. When it does happen, it is frustrating, and can be stressful for children, parents, and teachers. Biting is a developmentally appropriate behavior but not a desirable behavior, nor one we want to encourage. Biting, like any other undesirable behavior will be addressed on an individual basis. When biting occurs, the child who bites will be told no, that biting hurts and our teeth are for eating only. When a child is bitten, the teacher will love the child, hug them, hold them and comfort them. First aid will be administered to the injured area. Ice will be applied. An incident report will be filled out to document the occurrence and require a parent signature at pick up. Cornerstone Kids Preschool must keep all instances on file. Teachers will look at the environment and will investigate possible reasons for this behavior. In the event of continued biting behavior, the teachers, parents, and directors will conference together and develop a behavior plan. Biting usually occurs because children have not yet developed the



language skills to effectively communicate their needs and desires. Biting also happens most between children who play together often and are friends. Teachers will shadow both children in hopes to intervene and mediate, giving both children the words to successfully communicate and solve problems that arise. Hopefully, this can prevent an incident from escalating. Teachers are not always successful, but please know they try their best to keep their students from getting injured. A child can be dismissed from the program for undesirable behavior.

### Security

Parents and children must enter and exit Cornerstone Kids Preschool through the East double doors. Cornerstone Kids Preschool doors are locked and monitored at all times by staff. All guests, other than Cornerstone Kids Preschool parents, must sign the visitors log at the coffee bar. A Cornerstone Kids Preschool staff member will be present at the coffee bar for early care drop off, school day drop off, pick up and after care pick up. Do not leave children or purses unattended in cars while you are bringing your student in for school or picking up. All staff wear a name badge during work hours. If you encounter an individual that is not easily identifiable, please notify Cornerstone Kids Preschool staff ASAP.

### Physical Activity

Cornerstone Kids Preschool strongly believes and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate in a minimum of 60 minutes of moderate to vigorous active play each day.

Preschool and pre-kindergarten children will participate in a minimum of 90 minutes of moderate to vigorous active play each day.

School age children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after school will participate a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

Cornerstone Kids Preschool will promote all children's active play every day. Children have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping to the extent of their abilities.

All children will participate each day in;

- Two occasions of active play outdoors when weather permits
- Two or more structured or teacher-led activities or games that promote movement over the course of the day

- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills

Physical activity may take place in the classroom or on the playground when weather permits.

When practicing in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include;

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a light, breathable jacket without any hood or neck strings

Examples of inappropriate clothing/footwear include;

- Footwear that can come off while running or that provide insufficient support for climbing
- Clothing that can catch on playground equipment, such as those with drawstrings or loops

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days".

### Child Abuse

Teachers and staff are required by law to report suspected child abuse, neglect, or sexual abuse to the Texas Department of Family and Protective Services (DFPS) and the local police.

### Video and Pictures

Cornerstone Kids Preschool loves taking pictures and videos to post onto ProCare for Mom and Dad to see! Pictures and videos may be used on the school's social media pages and the school's website for publicity.

## Procedures

### Arrival and Dismissal

Please do not bring your child into the classroom until 8:30 am. Our staff uses this time for final room preparation, devotion, and prayer time. This time is especially important to our teachers.

The classroom doors will be opened when teachers are ready to receive students. Please encourage your child to enter the classroom without you. The teacher will greet your child and get them engaged in an activity. If you have questions or information for your child's teacher, please write a note with the information on it and give it to them at drop off. Our students need their teacher's attention, and this is not the time for a conference. Our teachers focus on their students as soon as their classroom doors open. If you would like to schedule a time to meet with your child's teacher, please email our office and we will get this scheduled for you. Our school day ends at 3:30 pm. Please pick up your child promptly. Children become anxious when parents are late.

### Arrival and Dismissal-Before & After Care

Parents utilizing our am or pm care will be asked to use the main double-door entrance at the front of the center for access to classrooms. There will be someone to greet you at the door, then you will check your child in. Your children will then be taken to their assigned before care classroom. The exception for the rule is our infants. Infants will be taken to their classroom.

### Health Check

Teachers will perform daily visual assessments of each child as they enter their classroom. A child who does not feel well enough to participate in normal preschool activities needs to be home. Children cannot be kept inside while their class is outside for recess. IF the child is too sick to go outside, he/she is too sick to be at school. Please be aware that all preschool health policies are strictly enforced. Children will be excluded from school when any of the follow exist;

- Fever (must be fever free for 24-hours without the aid of fever reducing medicine),
- Vomiting and/or diarrhea (must be free of vomiting and/or diarrhea for 24 hours),
- Any symptoms of contagious, communicable, or reportable childhood diseases or infections,
- Chicken pox (all sores must be completely scabbed over and dry),
- Persistent cough or croup,
- Skin rash or skin infection (boils, ringworm, impetigo, hand-foot-and-mouth disease, etc.),
- Difficult or rapid breathing,
- Draining wound, conjunctivitis, or other eye discharge (all eye infections are considered contagious in a childcare setting). Children must be on medication for 24 hours before returning to school.
- Head lice (must be nit free)

Cornerstone Kids Preschool may find it necessary to modify the illness policies during the year due to flu, or other related outbreaks. If there are any questionable symptoms of a contagious illness observed, the parent will be asked to take their child home. Please be aware that it is the discretion of the Cornerstone Kids Preschool director and office staff to make the determination to send a child home due to illness. It is also at the discretion of the director to request that the parent provide a medial release form to be completed by the physician before the child can return to school.

### Handwashing

Handwashing is required by all staff, volunteers, parents, and children to reduce the risk of transmission of infectious diseases to themselves and/or others. Staff must assist children in handwashing as needed to successfully complete the task. Children wash either independently or with teacher assistance.

### Outside Play

Classes have regularly scheduled playground times for both indoor and outdoor play, weather permitting. Children will not spend more than 10 minutes at a time outside if the weather is below 45 degrees or over 100 degrees. Be sure that your child has warm clothing for cold days and that each item is **labeled** with your child's name. Do not send them in

shoes or clothing that cannot be worn on the playground. Please do not dress your children in clothes you do not want soiled. Children play and get dirty. That means they are having fun! Students take their water cups with them for both indoor and outdoor play.

### Food and Celebrations

Students bring their own morning snack, lunch, and afternoon snack (after care students bring an additional snack). All snack and lunch times are listed on your child's class schedule.

Parents are welcome to bring a store-bought birthday snack to celebrate your child's birthday. Please be conscious of food allergies when planning birthday treats. We are not a peanut-free facility; however, we may ask that certain classes not send peanut items to school for snack or lunch. Our goal is to keep all children safe while at Cornerstone Kids Preschool.

Birthday parties are fun, unless you are the only student not invited. Cornerstone Kids Preschool has a strict policy that all students in your child's class are invited to the birthday party or invitations cannot be passed out. We are happy to provide a class roster to parents in aid of emailing party invitations. (If you do not want your email address shared, please notify a director within two days of your child's enrollment.)

Your child's teacher will communicate if a special occasion snack will be served with a 24 hours' notice. Cornerstone Kids Preschool will not serve snacks, or any food not provided by a parent to infants (6 weeks to 12 months) without written consent from the parent. Infants will not be served foods that are considered a choking hazard. Each class allows 15 minutes for morning snack, 30 minutes for lunch, 15 minutes for afternoon snack and 10 minutes for after care snack. Please include items that your child will eat that are nutritious and are not required to be refrigerated or heated. The only foods we will heat are bottles and baby food and medically prescribed dietary plans due to severe allergy/intolerance conditions. If your child prefers a warm lunch, please warm at home, and send in a thermos. Your child's teacher will communicate with you if your child needs more items in their lunchbox, or if your child is not caring for a particular type of food.

Cornerstone Kids Preschool is required to serve water at snack and lunch time for all children 12 months and older. Parents may send a juice pouch in addition to your child's lunch. Students must have only water in their water cup, this is a requirement from the state. This is the cup your child keeps with themselves throughout the day. Please note, if any other liquid than water (Pedialyte, Gatorade, juice, tea, soda, milk, etc.) is in your child's water cup, your child's teacher will dump and replace with water.

Cornerstone Kids Preschool will have class parties to observe Christmas, Valentine's Day and Easter. Parents will be asked to sign up to bring an item or assigned an item to bring. Students are welcome to bring favors to share with their classmates, there must be one for each student in your child's class. Please keep in mind that we are celebrating the birth of Jesus at Christmas and His resurrection at Easter, please do not send Santa or Easter Bunny goodies. If you choose to bring fall or Halloween goodies, please refrain from using ghost, goblins or other Halloween characters.

Breastfeeding Moms, we recognize that breastmilk is best for baby. You are welcome to send your breast milk, or you may use a room to nurse your infant. See your teacher for a location of room and times you need to nurse.

### Parental Concerns

In the event of a problem or a difficult situation occurs, parents are requested to talk to the classroom teacher. If the problem still exists after conferring with the classroom teacher, please bring your concern to the Directors. We will determine the problem, generate possible solutions and decide on means of action. If parents are concerned about the policies and/ or procedures of Cornerstone Kids Preschool, they are encouraged to speak with the Directors or Cornerstone Church's staff.

### Special Activities/Water Days/Sunscreen

During the summer months, our school has water days. Water fun consists of a sprinkler and small water filled containers. Swimsuits are required on these days and parents will be notified in advance. Please apply sunscreen to your child prior to drop off. Teachers are not responsible for applying or providing sunscreen.

### Open Door Policy & Volunteering

Parents are welcome to visit the center to observe their child or observe an activity going on that day.

We love parents volunteering throughout the center or in your child's class. Cornerstone Kids Preschool loves to have parents volunteer for the following;

- Picture day
- Holiday parties
- Reading to your child's class

If you are interested in volunteering, please contact the office.

### Emergency Preparedness Plan

In the event of a disaster or emergency evacuation from the school our first responsibility is to move your children to a designated safe, or an alternate shelter. In all cases of emergencies, the teacher for each class will have with them the class backpack with the class rolls with contact information for all students of authorized persons allowed to pick up, first aid supplies and a flashlight.

Infants, ages 6 weeks to 12 months will be evacuated in cribs. All our cribs have evacuation wheels on them and are easy to roll. When children evacuate the building in the event of fire drill or true emergency, each class will follow the evacuation routes that are posted in the classroom. The designated evacuation routes detail fire routes, severe weather room assignments and lockdown procedures. The designated Cornerstone Kids Preschool evacuation location is the far North parking lot. In the event of an emergency, parents will be contacted as soon as the children are in the designed safe place. Directors will contact emergency authorities in these situations.

Emergency practice drills are as follows;

- Fire drills are practiced each month, evacuation routes are posted in each room by the door. There are primary and secondary routes posted.

- Severe weather drill will be practiced 4 times a school year, instructions and map are posted on the evacuation map in each room.
- Lockdown drills will be practiced 4 times a school year. In the event of a lockdown, such as an intruder in the building, teachers will lock classroom doors and move all children to a location away from the door. Children and teachers will remain there until told by emergency personnel it is safe to come out. Teachers always have contact numbers for students and their cell phones.

### Contacting Licensing

If parents have questions or concerns about the weekday program or childcare policies in the state of Texas, they may contact the intake line at 214-583-4253 or the local office at 469-229-6900. If you need to report abuse or neglect of a child, call the child abuse hotline at 1-800-252-5400 or go to the DFPS website at [www.txabusehotline.org](http://www.txabusehotline.org). A copy of Minimum Standards is available in the Cornerstone Kids Preschool office for parents to review. We always have a copy of our last inspection report in the office as well.

### Gang Free Zone

The Texas Penal Code indicates that any area within 1000 feet of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to higher penalty.

### Emergency Preparedness Plans

Your child's safety is our main priority. The first responsibility of Cornerstone Kids Preschool's staff is to move all children to a designated safe area, or alternative shelter. Tornado drills and active shooter drills are performed once every quarter and fire drills are performed monthly. Safety Escape Routes are posted in each room.

**Evacuation Process**-When the decision is made to evacuate the facility, a Director will make the announcement two-way radio to all persons that all persons are to evacuate the facility and await further instruction. **The building is to be completely evacuated!** A Director will communicate to all employees what type of emergency is present.

- In the event of an actual fire, a Director will be responsible for notifying 911 of the emergency by a cell phone outside the building once the evacuation procedure is completed. A Director will contact State after all children and staff are accounted for and before closing for the day.
- In non-emergency evacuations, parents will be called to pick up their children. State will be notified within 24 hours of evacuation.
- Designated evacuation assembly area; the tree line across the facility's front parking lot.
- Alternate Temporary Shelter: Cornerstone Church Equipment Building at 2242 W Lucas Rd. Allen, Texas 75002 (building behind the facility).
- Alternative Off Site Shelter will be Lucas Wal-Mart by Subway.

Center staff will evacuate their children as follows:

**Infants**-Infant teachers shall put infants in an evacuation crib and move to the designated evacuation assembly area. Upon arriving at the designated evacuation assembly area, all infants must be physically accounted for against the sign-

in log and the results reported directly to a Director via two-way radio immediately. Infant teachers are responsible to bring their daily attendance sheet and their red emergency bag that contains essential student information for each child present, information containing parent information and authorization for care.

**Toddlers and Preschoolers**-Toddler and preschool teachers shall be responsible for gathering their class into a group and supervise an orderly evacuation to the designated evacuation assembly area. Upon arriving at the designated evacuation assembly area, all toddlers and preschoolers must be physically accounted for against the sign-in log and the results reported to a Director via two-way radio immediately. Ones teachers are responsible to bring their daily attendance sheet and their red emergency bag that contains essential student information for each child present, information containing parent information and authorization for care.

**Tornado Plan**-In the event of a tornado, a director will notify all employees via two-way radio and the following plan is to be implemented;

**Infants**-The infant teachers will load infants into an evacuation crib and move to the restroom inside their classroom, close the door and wait for further instruction. Once in the restroom, all infants must be physically accounted against the sign-in log and the results reported to a Director via two-way radio immediately. Infant teachers are responsible to bring their daily attendance sheet and their red emergency bag that contains essential student information for each child present, information containing parent information and authorization for care.

**Toddlers (2's)**-Toddler teachers shall be responsible for gathering their class into a group and moving into the restroom inside their classroom, close the door and wait for further instruction. Once in the restroom all toddlers must be physically accounted for against the sign in log and the result reported to a Director via two-way radio immediately. Ones and Two's teachers are responsible to bring their daily attendance sheet and their red emergency bag that contains essential student information for each child present, information containing parent information and authorization for care.

**Preschool (3's) and Preschoolers (4s)**-Preschool 3s and 4s teachers shall be responsible for gathering their class into a group and moving into the men's restroom, close the door and wait for further instruction. Once in the restroom, all preschool 3s and 4s must be physically accounted against the sign-in log and the results reported to a Director via two-way radio immediately. Threes and Pre-K teachers are responsible to bring their daily attendance sheet and their red emergency bag that contains essential student information for each child present, information containing parent information and authorization for care.

A Director will contact State within 24 hours of enforcing the Tornado Plan.

**Active Shooter Plan**-In event of an active shooter situation, the Director or person who first becomes aware of an active shooter situation will notify employees via two-way radio and the following plan is to be implemented.

**Infants/Ones**-the infants' teachers will lock the classroom door then load infants into an evacuation crib and move to the restroom inside their classroom, close the door and lock it and wait for further instruction. Once in the restroom, all infants must be physically accounted against the sign-in log and the results reported to a Director via two-way radio immediately. Infant teachers are responsible to bring their daily attendance sheet and their red emergency bag that contains essential student information for each child present, information containing parent information and authorization for care.

**Twos, Threes and Pre-K**-the teachers will close their classroom door, lock the door, close the window shade, and move the children in front of the cabinets inside their classroom and wait for further instruction. Once the children are in the

designated area, all children must be physically accounted against the sign-in log and the results reported to a Director via two-way radio immediately. Twos, Threes and Pre-K teachers are responsible to bring their daily attendance sheet and their red emergency bag that contains essential student information for each child present, information containing parent information and authorization for care.

\*If an active shooter were to be inside the building while a class is outside, teachers are to take their students to the back side of the Alternate Temporary Shelter: Cornerstone Church Equipment Building at 2242 W Lucas Rd. Allen, Texas 75002 (building behind the facility-listed as Alternate Temporary Shelter above). Once in safety, all students must be physically accounted against the sign-in log and the results reported to a Director via two-way radio immediately. Teachers are responsible to bring their daily attendance sheet and their red emergency bag that contains essential student information for each child present, information containing parent information and authorization for care.

A Director will contact State within 24 hours of enforcing the Active Shooter Plan.



## Activities to Look Forward to Throughout the Year

### **Grandparents Day**

We are extremely excited to invite our grandparents to our All-School Chapel on Grandparent's Day to worship with us and then join us in our classrooms for a special treat.

### **Texas Week**

Texas Week is a fun week hosted at Cornerstone Kids Preschool with a different theme each day!

### **Open House**

Open House is a sneak peek into your child's day at Cornerstone Kids Preschool. You can expect your children to show you around the room, maybe work in centers or do a favorite activity. This is a rare opportunity for children to share their world with their parents, they will delight in this opportunity to tell you what to do and where to go. This is an event you will not want to miss!!

### **Class Holiday/Season Parties**

Each class holds their own holiday/season party and parents are welcome to join us!

### **School Pictures**

We bring in a photographer to capture your student each year. Photographs are available for purchase from the photographer.

### **Prekindergarten Graduation**

Join us as we celebrate our sweet prekindergartners with a fun celebration and ceremony! Make sure to bring your camera!

## Consent Form & Acknowledgement

Please complete the following and turn in to the Cornerstone Kids Preschool office prior to your child's first day of class.  
**Please complete one form per child.**

I give consent for photographs and/or video to be taken of my child or my family and used for future publicity.

Yes

No

I give permission for my child to participate in special snacks served at Cornerstone Kids Preschool.

Yes

No

By signing below, I acknowledge that I have read the Parent Handbook and that I agree to all terms explained updated as of \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Please print**

Parent/Guardian's name (first and last): \_\_\_\_\_

Student's name (first and last): \_\_\_\_\_

Student's date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_