



Parent Handbook 2023-2024

2242 W. Lucas Rd.

Lucas, Texas 75002

(469) 829-1110

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

Hours of Operation: 8:30 am-3:30 pm

Preschool Director, Lela King

preschool@cornerstonechurch.online

Preschool Assistant Director, Stephanie Howard

stephanie.h@cornerstonechurch.online

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

Administration Staff

Lela King is the Director at Cornerstone Kids Preschool. Lela became the Director in 2020. She and her husband, George, are long-time Allen residents and members of Cornerstone Church. Lela has taught at Kids Care at Cottonwood Creek Church, taught at Lovejoy ISD in the PPCD program for 5 years and has had the privilege of running her own Home-Preschool for 6 years. She and George have three children.

Stephanie Howard is the Assistant Director at Cornerstone Kids Preschool. Stephanie and her husband, Kenny, have four children; 2 girls and 2 boys. Stephanie and her family attend church in Plano. Stephanie has years of experience in the classroom and in administration at Hunters Glen Baptist Church and has served in ministry as Children’s, Youth and Family Minister for over 10 years.

Cornerstone Church Staff

Pastor, Jim Everidge

Children’s Directors, Randy & Sandy Fletcher

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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 teachers receive a minimum of 30 hours of continuing education each school year.

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 talks 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, physically, 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.)

Class Ratios

Infants Classes	1 teacher to 4 students
Toddler Classes	1 teacher to 9 students
Two-Year Olds Classes	1 teacher to 10 students
Three-Year Olds Classes	1 teacher to 12 students
Four-Year Olds Classes	1 teacher to 12 students
Prekindergarten Classes	1 teacher to 12 students

*Children are placed in classes at Cornerstone Kids Preschool by their age as of September 1st.

Texas Rising Star-Cornerstone Kids Preschool is currently being assessed for our ranking with TRS (Texas Rising Star). This entails classroom arrangement, higher education in the classroom and for our teachers, teacher-student interaction, and our program as a whole.

TRS for Parents: <https://texasrisingstar.org/parents/>

ProCare-Cornerstone Kids Preschool uses ProCare for our preschool management system. ProCare enables our preschool to better manage classrooms and communication with our families. Our preschool uses this app to communicate with parents, to send messages, take attendance, center

announcements, pictures, and much more. Parents also have the option to set up monthly tuition through ProCare. Please download this app on your phone to receive notifications of your student.

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 5th grade) will do fun activities such as water days, a luau, tie-dye, Bible study, in-house field trips, painting, etc.

Updating Contact Information-Updating your contact information is essential. Having your current contact information allows us to reach you in case of an emergency. Furthermore, it allows us to contact you if your child shows signs of illness or needs additional attention. To update your contact information, please email us at preschool@cornerstonechurch.online .

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, rompers, etc. Children may wear pajamas only when we host a pajama day. Seldom do children allow enough time when rushing to the toilet, and dressing and undressing successfully fosters positive self-esteem. **All children always need two full changes 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.** If students run through their two changes of clothes, a parent will be called to bring clothes by for your child. **Students should have a large backpack** to hold their belongings (extra clothes, lunch box, snack bag, etc.) and crafts. ***No toddler size backpacks.** Your child's teacher will let you know if specifics are needed for their class.

Parents must provide diapers/pullups and wipes for their child each day as our school does not have storage. 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, snack bag, 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 hosted by Cornerstone Kids Preschool. We ask for extra accessories and toys items to be kept at home.

Parent/Teacher Conferences-Our goal at Cornerstone Kids Preschool, is to work hand in hand with parents to help their students in all areas of their education and well-being. Parents are encouraged to attend our annual Meet the Teacher. Cornerstone Kids Preschool also hosts two optional parent/teacher conferences times each year. Teachers communicate scheduling conferences with parents. Directors are happy to sit in, if a parent requests. Parents are also welcome to request a Parent/Teacher Conference.

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.

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, though, 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.

Lesson Plans-Each lead teacher is responsible for creating lesson plans for their class using our provided curriculum, Pinnacle. Each class lesson plans cover all age-appropriate learning areas for childhood development. Each class has their lesson plans posted outside of their classroom.

Screening Policy-Our normal daily routine does not include electronic media (television/TV, video, DVDE) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All electronic media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child with a positive experience with increased understanding of the world. Electronic media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 30 minutes per week per child. Texas State rules prohibit any screentime for children under the age of two. This includes TV, videos, and computers.

Communication-Upon enrollment at Cornerstone Kids Preschool, you may follow our Facebook page, Cornerstone Kids Preschool. 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.

Support, Accommodations & Inclusive Services

Supporting Inclusive Services-Cornerstone Kids Preschool will provide children with special care needs with accommodation recommended by a health care professional, or a qualified professional affiliated with the local school district or early childhood intervention program. We will utilize, as recommended, any adaptive equipment that has been provided to Cornerstone Kids Preschool for a child's use. If a child is receiving early intervention services or special education services, they can receive those services from a qualified service provider at our center, with parental request and approval.

Cornerstone Kids Preschool will ensure that class activities integrate children with and without special needs. Teachers will adapt equipment and procedures and vary methods as necessary to ensure that we care for a child with special needs in a natural environment.

Research has shown that children with disabilities benefit from learning alongside their peers in high-quality inclusive settings. One study found that young children with disabilities in high-quality inclusive early childhood programs made larger gains in their cognitive, communication, and social-emotional development compared to their peers in segregated settings. In addition, inclusion has benefits for all children, not just children with disabilities. Young children without disabilities who participate in an inclusive classroom learn life skills; such as empathy and compassion.

If you have questions about your child's development and specialized services available in our community, please reach out to a Director. In order to best serve our families who have questions about their child's development, Cornerstone Kids Preschool will make information available regarding early intervention services. Access to such information enables families to request an evaluation of their child's development from experts who are qualified to assess the child's development and recommend appropriate services for the child. Our teachers also keep assessments and milestones on each student in their class. This information is shared with parents when teachers think the child could benefit from services.

Early Childhood Intervention Services (ECI) has additional information regarding the specific services they provide, as well as locations in our community. If a family has shared their child's Individualized Family Service Plan (ISFP) from ECI, Cornerstone Kids Preschool will make every effort to incorporate the plan, where applicable, into the child's daily activities. However, our center is not responsible for purchasing or maintaining adaptive equipment recommended for a child.

Accommodations for Additional Support-Cornerstone Kids Preschool is proud of its history of working with the individual needs of our children and will work with families whose children may need additional support. When applicable, we will make referrals to outside support services including but not limited to;

- Early intervention
- Speech services
- Occupational therapy
- Play therapy

- Physical therapy
- Other types of services; and
- To participate in IEP (Individual Education Plan) meetings where appropriate to best meet the needs of the child.

A statement of any child's special care needs must include;

1. Any limitations of restrictions on the child's activities
2. Special care the child requires, including;
 - a. Any reasonable accommodations or modifications
 - b. Any adaptive equipment provided for the child, including instructions for how to use the equipment; and
 - c. Symptoms or indicators of potential complications related to a physical, cognitive, or mental condition that may warrant prevention or intervention while the child's in care; and
3. Any medication prescribed for continuous, long-term use.

Cornerstone Kids Preschool will make reasonable accommodations to their policies, practices and procedure as appropriate in accordance with the applicable federal and state laws. Cornerstone Kids Preschool is not required by law to fundamentally alter or change the services provided for a child displaying dangerous or inappropriate behavior, developmental delays, and/or disabilities as defined by the Americans with Disabilities Act.

Cornerstone Kids Preschool will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with Cornerstone Kids Preschool, and the resources/therapist works cooperatively with us to meet the needs of the child. Each provider/therapist is required to check in at the church office with State Identification.

Presence for the resource/therapist must mitigate all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have the authority to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program. **If parents are unwilling to seek resources for their child, Cornerstone Kids Preschool may choose to end care if the child's behavior is posing a risk to themselves, the class, other students, or our staff.**

As required by Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title IX, of the Education Amendments of 1972, the Age of Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, our Early Learning Program does not discriminate on the basis of race, color, national origin, sex, age or disability in the admission of it programs, services or activities, in access to them, in treatment of individuals, or in any aspect of their operation. For additional information or referral to the appropriate system coordinator, contact Center Management.

Enrollment & Fees

Enrollment Requirements-Before any child may attend class, the following information must be completed and on file;

- Admission Information
 - Updated Immunizations/Affidavit
 - Healthcare Professional's Statement

- Emergency Medical Facility Information
- Parent Handbook Agreement and Consent Form
- Copy parent/guardian driver's license
- Paid Registration & Supply Fee (**this is non-refundable**)

Completed admission paperwork and registration & supply fee are required for enrollment for the school year to secure enrollment. Registration & supply fee and Enrollment Paperwork may be brought before the current school year is over or brought to "Meet the Teacher". **All paperwork and fees are due before the first day of school.** Pre-registration for the following school year occurs in February. For students who join us after the school year has started; paperwork and registration & supply fee are due 7 days before the students' start date.

Registration & Supply Fee-A yearly, non-refundable registration & supply 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 & supply fee and 3. first month's tuition. 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 is due on the first of the month and becomes late on the 5th.** A late fee of \$25.00 will be assessed to any outstanding balance after the 5th 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 by ACH. If tuition becomes two weeks late (past the 15th of the month), your child may be dropped from their class roll. Tuition checks should be made payable to Cornerstone.

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

Scholarships-Financial burdens arise and we understand the stress that can take on a family. Cornerstone Kids Preschool handles scholarships on an individual basis. Applications are available in our preschool office upon request.

Sibling Discount-Cornerstone Kids Preschool offers a sibling discount for families with two or more students enrolled in our 2-5 day program. Discount is automatically applied to your Tuition Statement. **Please refer to the Preschool Tuition Agreement for details and 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. Students who do not attend 75% of their enrollment agreement dates will receive a warning; then on the second offense, their spot will be given to a student on the waiting list.

Hours of Operation

Hours of Operation-Cornerstone Kids Preschool is open from 8:30 am-3:30 pm.

Students may be walked to their class at 8:25 am, teachers will open their classroom doors at 8:30 am. Students must be picked up by 3:30 pm. **Please refer to our Pick Up Policy for details & fees.** The last day of school for the 2023-2024 school year is May 24th. **First Day of School: August 8th, 2023; Last Day of School: May 24th, 2024.**

Holiday Schedule for 2023-2024:

- Staff Development: July 31st-August 4th
- Labor Day: September 4th
- Staff Development: September 18th
- Fall Break: October 9th-13th
- Thanksgiving: November 20th-24th
- Christmas: December 22nd-January 5th
- Staff Development: January 15th
- President's Day: February 19th
- Spring Break: March 11th-15th
- Good Friday: March 29th
- Staff & Student Holiday: April 22nd
- Inservice for Summer Camps: May 27th-31st

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. 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.

Policies

DISCIPLINE POLICY

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.

Generally, teachers will address inappropriate behavior in an age-appropriate way by verbally discouraging the behavior and/or redirecting a child to an appropriate activity. Short cooling-off periods followed by a discussion of the incident and appropriate behavior may be used with preschoolers and older children at the teacher's discretion. Corporal punishment is not allowed at Cornerstone Kids Preschool.

If serious or repeated behavior issues develop, the school may notify parents and provide copies of relevant incident reports (see below), copies of which will be kept in the student's file at school. Cornerstone Kids Preschool invites parents/guardians to work with our school to prepare an Individual Action Plan for their student. The Individual Action Plan is used to determine cause for concern, based upon repeated or serious behavioral issues, to ensure the child's best interest is being considered, and to identify any reasonable changes to the school environment that may address behavioral concerns. Cornerstone Kids Preschool, students and parents are expected to implement the Individual Action Plan. If an Individual Action Plan is not successful in addressing repeated behavioral challenges, or in the case of behavioral challenges that the school determines to be very serious, Cornerstone Kids Preschool may determine that the most appropriate response is to separate the child from our school on a temporary suspension or permanent disenrollment basis. While the decision to separate a child ultimately rests with the school in its sole discretion, the school will communicate its recommendations for separation to the child's parent and will, when reasonably possible discuss with the parent whether alternative measures are safe, reasonable, and appropriate for the child and the school.

Examples of behavioral challenges that may result in separation include a child's failure to adjust after a reasonable amount of time and multiple attempts using different strategies, uncontrollable tantrums or angry outbursts, physical or verbal abuse to staff or their children, and or excessive biting (see below). If a child is separate from the school or behavioral reasons, full tuition must be paid for period of temporary separation and no refunds will be offered for temporary or permanent separation.

Individual Action Plan-If harmful behaviors or discipline becomes an issue with a student, Cornerstone Kids Preschool Directors and the child's teacher will sit down with parents to create an Individual Action Plan. The purpose of an Individual Action Plan is to help the student improve their behavior and participate in class activities.

Incident & Choice Reports -Parents are notified about injuries at school by an Incident Report. Incidents include cuts, scrapes, injuries, bumps, etc. Parents are asked to sign the Incident Report at pick up, then a copy is emailed to parents. The original copy is filed in the student's file in the preschool office. If a student has hit their head a parent will be notified and if a student hurt where professional medical attention will be needed, a parent is called directly after 911.

Parents are notified about behavioral choices at school by a Choice Report. Choice Reports are filled out for hitting, biting, kicking, punching, etc. Parents are asked to sign the Choice Report at pick up, then a copy is emailed to parents. The original copy is filed in the student's file in the preschool office.

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, if needed, 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. A choice report will also be filled out to document the behavior and will require a parent signature at pick up. Cornerstone Kids Preschool must keep all incident reports 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.

Expulsion Policy-Occasionally, some situations result in the expulsion of a child from our program on either a short term or permanent basis. These situations are always unfortunate. We want you to know that we will do everything possible to work with you, the parents/guardian, to prevent this policy from being enforced. The following are reasons why we may need to remove a child from our program:

Immediate Cause for Expulsion

- The child is at risk of causing serious injury to other children or himself/herself
- A parent threatens physical or intimidating action toward staff members
- A parent engages in verbal abuse toward a staff member of Cornerstone Kids Preschool
- Unsuccessful resolution of an issue where a parent develops and expressed or apparent lack of confidence in the staff

Parental Actions for Child's Expulsion

- Failure to pay and/or habitual lateness in tuition payments
- Failure to complete required forms including the child's updated immunization records
- Habitual tardiness when picking up child(ren)
- Verbal or physical abuse to staff

Child's Actions for Expulsion

- Failure of the child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children

- Consistently causing an interruption during class time, preventing the teacher from teaching/caring for other children in the class

MISC. POLICIES

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 and phone 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. Release requests are not accepted over the phone. Our parents have the option to give or not give consent on the Parent Handbook Agreement Form. Our teachers are not responsible to relay pickup information.

Custody-if the school needs to be aware of specific custody circumstances, please notify a Director in writing. This would include, but not limited to, visitations, or interactions on-site, authorization or restriction for pick up from school, or any pertinent legal action set in pace by the court regarding access to a child. A copy of any legal document granted access or prohibiting access must be given to a Director and placed in the student's file.

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.

No Refunds-Cornerstone Kids Preschool does not issue refunds for days missed due to school being closed, holidays, illnesses, or unforeseen circumstances such as bad weather, damage to building, or pandemic. In the event of a closure for an undetermined length of time, a Director will notify the parents concerning the need for future tuition payments.

Late Arrival Policy-Students must be at school by 8:45 am. This allows your child and their classmates to have a fun-filled morning learning. Cornerstone Kids Preschool will not accept students after 9:00 am; except with a doctor's note from a doctors appointment. For students who do have to come late due to a doctor's appointment, we will not be able to accept students after 10 am. We ask that you make appointments accordingly.

Pick Up Policy-A fee of \$10.00 late fee will be charged if your child has not been picked up by 3:30 pm. The fee will be waived on the first offense. Each additional 5minutes will result in additional \$5.00. At 3:40 pm, your emergency contact will be called to pick up your child if we have not been able to get ahold of a primary care provider. The Cornerstone Kids Preschool office closes at 3:45 pm.

Extra Personal Items-Cornerstone Kids Preschool requests parents to have their child leave toys, purses and accessories in the car before coming into school. These items are not needed throughout the day and can become easily misplaced or damaged; Cornerstone Kids Preschool staff is not responsible for misplaced or damaged items. If a family continues to bring in extra items after a teacher has addressed it, a Director will ask the parents to leave items in the car.

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.

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 & CELEBRATIONS

Infant Feeding, Breastfeeding & Breastmilk-Infants will be held for bottle-feeding until able to hold their own bottle. Bottles will not be propped. Infants are fed according to the schedule provided by parents. Cornerstone Kids Preschool will not allow an infant to go more than three hours without eating.

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 location of room and times you need to nurse. Expressed breastmilk may be brought from home, if frozen, or kept cold during transit. All breastmilk and formula shall be returned to the parent or discarded at the end of the day. Previously frozen, thawed breastmilk must be used within 24 hours. Breastmilk Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breastmilk must be dated and may be kept in the freezer for up to 24 hours. Breastmilk and formula brought for home must be dated and labeled with the child's name. Bottles and sippy cups must have a water resistant label and contain child's first name and last initial when washing and handling. **Per Minimum Standards, students are not allowed to bring bottles or use bottles at school outside of our infant class.** Solid foods will only be introduced after a consultation with the child's family. **Parents are required to complete a Infant Feeding Form each month.**

Lunch and Snacks-Students bring their own lunch, and afternoon snack (Infants and Toddlers bring an additional snack for morning). All snack and lunch times are listed on your child's class schedule. Cornerstone Kids Preschool asks that each student's lunch consist of finger foods, please do not send soupy/gravy style food items for Toddlers and Twos classes. Licensing guidelines require that we monitor what children eat while they are in attendance, and see that children are receiving 1/3 of their daily nutritional needs. Your child's lunch needs to contain a minimum (1) of each of the following food groups;

- Milk: milk, cheese, yogurt
- Vegetable and Fruit: ¼ cup (cut for age-appropriate eating)
- Protein: meat, eggs, beans, and poultry
- Grains: all breads and crackers

Cornerstone Kids Preschool may occasionally send home a reminder note, if needed. **We ask students not to bring soda or candy with their child's lunch or snack.**

Each student is provided a snack bag with a nametag attached. Please bring this bag each day your child attends school. Healthy ideas for snack; cereal bar, fresh fruit, fresh veggies and dip, yogurt, pretzels, crackers, trail mix, etc. Please keep snack simple. Candy, chips and cookies will not be served for snacks.

Each class allows 15 minutes for morning snack (Infants and Toddlers only), 30 minutes for lunch, 15 minutes for afternoon 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. **Bite size items are mandatory for Toddlers and Twos class.**

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 it with water.

Birthday Treats and Celebrations-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. Our parents have the option to give or not give consent on the Parent Handbook Agreement Form.

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.

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. We encourage parents to attend. 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 ghosts, goblins or other Halloween characters.

HEALTH POLICY

Health & Well Check-Teachers will perform daily visual assessments of each child as they enter their classroom. If a staff member notices anything unusual, they will point this out to the parent at that time. 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 Medical 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.

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

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 symptoms fever of 100, 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's note may be required upon return. If your child exhibits any symptom of fever of 100, 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's and the other children in our programs' 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.** All medications must be provided in their medical prescription original container, labeled with the child's first and last name, date, instructions, and the physician's name. Medication that is out of date will be disposed of or returned to the parent.

Cornerstone Kids Preschool will not administer medications that are fever reducers, such as Tylenol or Motrin.

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.

At this time, Cornerstone Kids Preschool is only choosing to dispense medication when it is 3 or more doses per day. Cornerstone Kids Preschool will assist parents with the middle dose. All medications, with the exception of EPI pens, will be kept in our medication box in the preschool office. A refrigerator is available in the preschool office for medications that must be refrigerated.

If a child requires specialized medical assistance, we must have a copy of the health care professional's recommended orders.

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 1st. 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.

SLEEP POLICY

Naptime-Every classroom has a designated nap time after lunch, with the exception of the infant room. 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. All students are expected to participate in naptime. Each student must bring a nap mat. We do not allow students to bring a blanket and pillow. **Lovies may not be larger than 12"x12" and can only be used at naptime.** If students nap mat will not hang on their classroom hook, parents are required to keep them in a reusable bag so they can be hung. Cornerstone Kids Preschool provides each student with a cot.

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 Consume 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.

Upon enrollment, all infants are required to have an Infant Safe Sleep Form completed by a parent or guardian. These are kept in our student’s file.

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, teacher swill work with parents to wean the child from always using the pacifier. Once the child enters into the Two Year Old Class, they will only receive the pacifier during nap time. Any child wanting the pacifier after our Two Year Old Class will be handled on a case by case basis.

- a. If desired, parent/guardian should provide at least two new pacifiers (labeled with the child's name using a waterproof label or non-toxic permanent marker) on a regular basis for their child to use. The extra pacifier 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 with 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 programs where students are mobile for infants or toddlers is not recommended.

Parent Participation-Parents participate at Cornerstone Kids Preschool through our activities. During seasonal parties, you may sign up to help with your preschooler's parties. Parents can also volunteer to help with any of our school events. Parents are welcome to observe their child's classroom at anytime during the hours of operation. Parents are required to check in with the church office first.

Room Parents-A parent from each classroom may volunteer to help the teacher coordinate all the holiday celebrations, i.e. reminding parents what they signed up to bring. They may also contact all of the classes parents for any special events.

Special Volunteers-Our classes have in-house field trips during the school year. These may include, but not limited to, visits from the Fire Department, Librarians, Animal Experts, Science Programs, Food Trucks, etc.

Facility Maintenance-Cornerstone Kids Preschool is a ministry of Cornerstone Church and uses their facilities. Therefore, Cornerstone Church schedules inspections and is responsible for the maintenance of the facility. The church is treated quarterly for insects/pests by SureGuard Termite and Pest Services. And notice is given before any applications. Fire extinguishers are serviced yearly by Allied Fire Protection. Our sprinkles are maintained yearly by Metro Fire and Century is contracted for our fire system monitoring. The final fire safety inspection, which includes storage of chemicals, is performed by the Lucas Fire Marshall once a year in July before our school year begins.

RESTROOM & 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 are to be used 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)
- Dress your child in loose clothing with water-proof shoes (Crocs or clogs) are extremely helpful during this 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. 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. This includes**

wiping themselves, and pull 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 .

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 office. 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 60minutes 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. 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 in the State of Texas 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. Our parents have the option to give or not give consent on the Parent Handbook Agreement Form.

Procedures

Arrival and Dismissal-Families will be greeted at the main entrance of Cornerstone Kids Preschool each morning. Parents then check their child in using the ProCare app on the iPad located in the foyer, then walk their child(ren) back to class. 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 or send a note through ProCare. 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.**

CELL PHONE USAGE: TO ENSURE PROPER COMMUNICATION BETWEEN TEACHER AND PARENT, WE ASK FOR PARENTS TO REFRAIN FROM USING THEIR PHONES DURING DROP OFF AND PICK UP.

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.

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 Baptist Church Equipment Building at 2242 W Lucas Rd. Allen, Teas 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, Twos, Threes, Fours and PreK- 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-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.

Twos, Threes, Fours and PreK--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-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.

Toddlers, Twos, Threes, Fours and Pre-K-the teachers will close their classroom door, place a door stopper in front of the door, close the window shade, and move the children in front of the cabinets inside their classroom and await 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. Ones, 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.

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!

Pumpkin Patch-Our preschool's pumpkin patch is one of our student's favorite events! Each student gets to go out into the Pumpkin Patch and pick their own pumpkin, then they get to take it home at the end of the 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 encouraged to join us!

Book Fairs-Parents are welcome to volunteer at our Book Fairs to help families make purchases and earn books for our school library and classroom libraries.

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!

Resources for Parents

Early Childhood Education Intervention-<https://hhs.texas.gov/services/disability/early-childhood-intervention-services>

ECI is a statewide program for families with children, birth to the age of three, with disabilities and developmental delays. ECI supports families to help their children reach their potential through developmental services.

Hearing-<http://www.advancedhearingcenter.com>

Speech and Occupational Therapy of North Texas-www.speechandot.com

Children's Advocacy Center of Collin County-www.caccollincounty.org

We provide safety to children victimized by abuse or neglect through an assessment of needs and risks the child may face.

Learner Services/Allen Independent School District-<http://www.allenisd.org/Domain/6050>

Texas Department of Family Protective Services-www.dfps.state.tx.us

Center for Disease Control-www.cdc.gov

Texas Health and Human Services-<http://hhs.texas.gov>

Child Find-<http://www.regin10.org/prpgrams/child-find/parents/>

CKP Consent Form & Acknowledgement

2023-2024 Parent Handbook

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: ____/____/_____