



**CORNERSTONE CHRISTIAN PRESCHOOL
PARENT HANDBOOK 2017-2018**

INTRODUCTION

This Handbook has been prepared as an informative guide for Cornerstone Christian Preschool's children and their parents so they may know and understand the school's policies and regulations. Please read carefully and keep it for future reference. We want to ensure that becoming a part of our "school family" will be profitable and rewarding for you. It is our desire to provide a warm family atmosphere for your child. The toddler/preschool programs will provide an environment in which each child may discover their own relationship with God, peers and the world.

HISTORY

Cornerstone Christian Preschool is a ministry of Cornerstone Community Church of the Assemblies of God. Our Preschool was emergence out of the hearts of the people to reach the community for our Lord and Savior.

AFFILIATION

We are affiliated with Cornerstone Community Church of the Assemblies of God. Our facility is licensed by the State of California Department of Social Services, Sacramento, CA. Our license number is 393612255.

STATE LICENSING

The parents/guardians are hereby made aware that the State of California Licensing Agency (Community Care Licensing) has the following authority:

- To interview children, or staff, and inspect and audit child or facility records without prior consent.
- To observe the physical condition of the child (ren) including conditions which could indicate abuse, neglect, or inappropriate placement, and have a licensed medical professional physically examine the child (ren).

MISSION

Cornerstone Christian Preschool's mission is to glorify God by providing educational excellence in a nurturing, Christ centered environment in order to prepare the children to grow spiritually. We exist to connect children to Jesus Christ by communicating the truth of God's Word and by providing avenues for healthy relationships to flourish. We encourage children to develop skills through hands-on, real-life experiences that allow for self-discovery and feelings of pride in your child.

PURPOSE

The purpose of our preschool is to equip children to appreciate and enjoy the blessing of God. We deliberately intend that through the preschool we involve the family to “grow in the grace and knowledge of our Lord and Savior Jesus Christ.” 2 Peter 3:18. It is our goal to encourage the Lord’s children with their first school experience and begin the total development of a well-rounded, well adjusted Christian personality. The spiritual, mental, social, emotional, creative and physical aspects of education will be treated in a relaxed atmosphere, with emphasis on the enjoyment and pleasure of learning. In Luke 2:52 it says, “And Jesus grew in wisdom and stature, and in favor with God and men.” God tells us that children need a time to grow.

EDUCATIONAL PHILOSOPHY

Spiritual growth is apart of the child’s daily life. This is shown through appreciating the wonders of God’s creation, learning God’s love, having faith in Jesus as their Lord and Saviour and experiencing the privilege and benefits of talking God through prayer. The children will gain knowledge of the Word of God. Ephesians 3:17 it says, “so that Christ may dwell in your hearts through faith. And I pray that you, being rooted and established in love”.

Mental growth will be shown in experiencing success and a love of learning. The child will develop an interest in the world around them, increasing their attention skills. II Timothy 2:7, “Reflect on what I am saying, for the Lord will give you insight into all this”

Social growth is important. This is the way the child will learn about friendships, experience group play, learning to share. The child will begin to feel at ease when away from home, and develop responsibility in self care. Proverbs 17:17, “A friend loves at all times.”

Creativity plays a big part in the developing child. The child will explore on their own through painting, music, art, dramatic play and literature. Psalm 103:5, “who satisfies your desires with good things so that your youth is renewed like the eagles”

Emotional growth in the child; is understanding and coping with their own feelings. The child will learn appropriate ways to express feelings and to respond to the feeling of others. The child will appreciate the differences in God's people. Ephesians 4:32, "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you".

Physical growth is huge in a child's life. The child is growing very fast in these first few years of life. We will encourage the child in developing their muscles in both large and small. The child will go outside daily to use their large muscles. We will encourage the child to care for their own personal needs. Philippians 4:13, "I can do everything through him who gives me strength".

RELIGIOUS PHILOSOPHY

Cornerstone Christian Preschool believes that the Word of God as interpreted by the following statement of Faith.

We believe the Bible to be the only inspired, infallible, authoritative Word of God.

The Bible is our sufficient rule for faith and practice. 2 Timothy 3:16-17

We believe that there is one God, eternally existent in three (3) persons: Father, Son and Holy Spirit.

God can be experienced in three separate persons, God the Father, God the Son, and God the Holy Spirit. Matthew 28:19

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His vicarious and atoning death through His spilled blood, in His bodily resurrections, in His ascension to the right hand of the Father, and in His personal return to power and glory.

The virgin will be with child and will give birth to a son, and they will call him Immanuel which means, God with us. Matthew 1:23

We believe that for Salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

Man's only hope for redemption is through the shed blood of Jesus Christ the Son of God. John 14:6

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

This is a subsequent work of the Holy Spirit that happens after someone accepts Christ. Acts 1:5

We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation.

The Bible teaches that God has prepared a place in heaven for those who have believed in and followed His Son while on earth. John 14:1-4 Revelation 20:11-15

POLICIES AND PROCEDURES

ADMISSIONS

Enrollment is open to all preschool age children of the community, regardless of racial or ethnic background. To enroll your child at Cornerstone Christian Preschool a parent/guardian may pick up an enrollment packet at the preschool office or download the packet from www.CCSMANTECA.com . The registration form along with the non-fundable registration fee must be turned in to the office to guarantee enrollment.

WAITING LIST

If the classes are filled when a parent calls, the parent may request an application and place their child on the waiting list. As vacancies occur during the year, they will be filled from the waiting list.

SCHOOL TOURS

We are more than happy give school tours. Parents are also welcome to visit the classrooms. We require all visitors, including parents, sign in at the Preschool Office. This allows us to be aware of who is in the Preschool at all times, in order to further ensure the well-being of your child while they are in our care.

REGISTRATION

Each child must have all forms from the registration packet, required by state licensing and Cornerstone Christian Preschool, by the first day of enrollment. The State Department of Social Services requires each child to have a physical examination and completion of the Physician's Report and Immunization (Form LIC 701) before he/she will be admitted.

Forms Required for Enrollment

1. Registration form must be filled out completely
2. Admission Agreement
3. Cornerstone Christian Preschool Parent Handbook
4. Identification and Emergency Information-LIC 700
5. Health History-LIC 702
6. Physician's Report-LIC 701
7. Yellow Immunization Card- Immunizations must be up to date as required by the State of California
8. Parent's Rights-LIC 995
9. Personal Rights-LIC 613 A
10. Consent for Medical Treatment
11. Payment Agreement

SESSIONS/CLASS PLACEMENT

The preschool offers part time and full time enrollment. Full days are 6:30am to 5:30pm and half days are from 8:30am to 12:00pm. Cornerstone Christian Preschool serves children 2 years until eligible for first grade. Children at Cornerstone Christian Preschool between the ages of 24 months and 36 months may be placed in the toddler program. A child older than 36 months may participate in the toddler program with written permission from the child's authorized representative. No child in the toddler program shall be placed in the preschool program before the age of 36 months without written permission from the child's authorized representative.

We accept children in the beginning stages of potty training in the preschool program. Applications are accepted year-round with enrollment depending on availability. Class Placement is based upon the age of the child. **Transitional Kindergarten Class** is for children who will be 5 by December 31st. Students with January birthdays or later may be admitted if they are ready for the structure of this program. Transitional Kindergarten Class is Monday- Friday.

STUDENT/TEACHER RATIO

The Toddler program is 1 fully qualified teacher to every 6 toddlers. The Preschool program is 12 children to 1 fully qualified teacher in the classroom. Classroom with 15 children will have 1 fully qualified teacher with 1 aide.

REGISTRATION FEE

There is an annual registration fee of \$150.00 per child. All fees are non-refundable.

Annual payments made in advance for tuition are not refundable.

Preschool Two Year Classes- Must be 2 by August 9, 2017

Ratio is 1:6

- 5 full days \$650.00 Monday – Friday 6:30am-5:30pm * (maximum 10 hours per day)
- 5 half days \$375.00 Monday – Friday 8:30am-12:00pm

Preschool Three Year Classes --Must be 3 by December 1

Ratio 1:8

- 5 full days \$650.00 Monday – Friday 6:30am-5:30pm * (maximum 10 hours per day)
- 5 half days \$375.00 Monday – Friday 8:30am-12:00pm

Pre-Kindergarten Classes --Must be 4 by December 1

Ratio 1:12

- 5 full days \$650.00 Monday – Friday 6:30am-5:30pm * (maximum 10 hours per day)
- 5 half days \$375.00 Monday – Friday 8:30am-12:00pm

Transitional Kindergarten Classes --Must be 5 by December 31

Ratio 1:12

Students with January birthdays, or later may be admitted if they are ready for the structure of this program.

- 5 full days \$650.00 Monday – Friday 6:30am-5:30pm * (maximum 10 hours per day)
- 5 half days \$375.00 Monday – Friday 8:30am-12:00pm

Full day tuition includes am/pm snack, lunch and supplies

Half day tuition includes am snack, lunch and supplies

Fees are due even if the child is absent or attends the preschool for a small amount of time due to illness or vacation. Should any personal check be returned by the bank due to lack of funds, there will be a \$25.00 processing charge. If a check payment is returned twice in one year, fees must be then paid by cashier's check, money order, or cash each month.

Cornerstone Christian Preschool reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parents/guardians.

LATE CHARGES

A late charge of \$5.00 per day will be assessed on all late payments. Payments must be received in the Preschool office by the 1st of the month, 1st day of week to avoid late fees. Any payment will be applied to the oldest balance on the account.

- If payment is not received when designated as above*, a letter may be sent with the following options: (1) bring the account current; or (2) withdraw child(ren). If these options are not taken, your child(ren) will not be allowed to continue after the end of the month/week until payment is made in full. It would be our hope at this point that action to pay this bill would keep us from having to take any further steps to collect.
- In the event an account should remain delinquent, the Preschool reserves the right to turn the account over to a professional agency for collection. All payments, including registration fees, will be applied to the oldest balance on the account.

RETURNED CHECK FEE

- A penalty fee of \$25.00 will be assessed on all checks returned by the bank for any reason. Repayment of the check must be made by cash, cashier's check, or money order.
- Enrollment will not be permitted under any circumstances if account is not paid in full.

UNSCHEDULED HOURS

Any changes in your child's schedule must be requested on the first of the month for the following month of care, subject to availability.

Please stop by the office for a *Change of Schedule Form*. The request must be written and signed by the parent and given to the Director for approval.

Because the teachers carefully plan ahead for the daily curriculum, and because of staffing needs, there can be no "switching" of days. There can be no "making-up" days due to absences.

LATE-PICK-UP POLICY

A fee of **\$10.00** will be assessed against any parent/guardian who arrives to pick up a child after their designated time and an additional **\$5.00** will be charged each minute after their designated time. This fee must be paid in full within 24 hours. If a parent/guardian is late three times, it is a reason for termination.

CALENDARS

We follow our schools calendar and a Teacher In-Service day. There is no reduction in tuition for holidays. Please refer to the School Year Calendar for upcoming holidays in which the Preschool is closed. Calendars may be picked up in the office at any time or online. No school is for all children.

ABSENCES/HOLIDAYS

If your child will not be attending preschool on his/her scheduled day please call or write a message in the parent communication book, located by the sign-in/out book. Please notify the preschool by 8:00 a.m. if your child is going to be absent or tardy.

The preschool cannot deduct from your tuition or trade days for illnesses, absences or holidays. Your tuition pays for direct operation cost: i.e. staff, snacks, materials, etc. All of these must be available to your child. When you enroll you are reserving the time, space, staffing, and provisions for your child whether he/she attends or not.

SNACKS & LUNCHES

A nutritious morning and afternoon snack will be provided. All children will be served lunch as it is apart of our daily curriculum. Menus are posted monthly on the bulletin board in the entry way. We are a **NUT FREE** school.

VACATION CREDIT

Payment is for reserved time. Fees are due even if the child is absent or attends the preschool for a small amount of time due to illness or vacation. We do not offer credits as our cost remain the same whether your child is here or not.

WITHDRAWAL FROM SCHOOL

At least two weeks written notice must be given when withdrawing your child. Failure to give notice will result in two weeks billing fees. We would appreciate a few minutes of your time to let us know if you are leaving for personal reason or because the preschool is not meeting the need of your child(ren).

TERMINATION

PLEASE NOTE THESE REASONS. Enrollment is withdrawn or postponed if:

- The experience is too stressful for an individual child. Each child is accepted into the preschool on a probationary basis for the first two weeks. During this time, the child can be dismissed without prior notice and any unused pre-paid fees will be refunded.

- The child's behavior is having adverse effect on other children

- Failure to pay your tuition

- Continued lateness in picking up you child (ren)

- Failure to comply with our health and safety policies which includes: failure to submit appropriate emergency forms including names to be called for emergencies: failure to sign-in /out properly; failure to honor the contract agreement; failure to submit any required paperwork in a timely manner.

A notice of action will accompany any of the above and a termination conference can be scheduled by the parent for any reason. Refund of prepaid tuition will take up to 4 weeks to process, if a refund is applicable.

STAFF

The staff's desire is to provide a warm family atmosphere for your child. All children need to feel safe, secure, loved, and accepted by their teachers and peers in the school environment. Cornerstone Christian Preschool provides a setting in which the parent and teacher establish a mutual trust, confidence and understanding. Both parent and teacher are working toward the growth and development of the whole child.

All teachers are full qualified by the state and are trained in infant/child CPR.

CURRICULUM

Developmentally appropriate lessons are introduced at Cornerstone Christian Preschool. All activities are fun-filled but with clear educational goals. Our quality educational program features daily Bible lessons, academics, art, music, and physical education. Our advance curriculum we use is Essentials Preschool with a Theme Basics, Zoo Phonics, Handwriting Without Tears and Math Their Way. Limited class sizes allow for individual nurturing of the child's spiritual, social, physical and mental development.

God consciousness through Bible stories, songs, and verses.

Social development through play and relationships with other children and adults.

Creativity and self-expression through art, free play, and show and tell.

Language and thinking skills through conversation, circle time activities.

A healthy self-image by encouraging self-control, good manners, and independence.

Visual and motor development through planned perception activities.

I will instruct you and teach you in the way you should go; I will counsel you and watch over you.

Psalm 32:8

DAILY ACTIVITIES Full-Time Students

6:30am	School Opens
6:30-8:00	Free choice activities, coloring, puzzles, table blocks, books
8:00-8:30	Science, cooking projects, fine motor activities, manipulative, dramatic play, sensorial and cognitive actives
8:30	Students arrive (half day)
8:45	Group Time, calendar, weather, flag pledges, helper assignments
9:15	Snack time
9:30-9:50	Outdoor Play trikes, sand activities, jumping, ball play, running, skipping
10:00-10:20	Music, stories, finger play, Bible time, sharing, Chapel is once a week
10:25-11:30	Math, Handwriting, Zoo Phonics, Art
11:30-12:00	Lunch (Family Style)
12:00	Half day students go home
12:00-12:30	Outdoor Play
12:30-2:30	Nap/Quite Time

2:30-3:00	Reading, Art, Math
3:00-3:30	Snack
3:30-4:30	Outdoor Play
4:30-5:00	Group Time-story, music and movement
5:00-5:30pm	Free Play/clean up

STAY N' PLAY

The day doesn't have to end at 12:00 for your preschooler (3.5 year old or older and must be potty trained) who attend the morning classes. Let the learning continue with Stay N' Play. Our goal is to provide a safe, loving and God-centered environment. Preschoolers will have fun while reinforcing basic skill. We will have themes that will be creative, hands on activities and enhancing projects.

What are the hours and fees?

Stay N' Play will be available Monday-Friday. The program will begin at 12:00pm when the children are brought to Stay N' Play by their morning teacher. You may choose to leave your child until 1:30 or 3:30 when the program ends.

Daily Rates: 12:00-1:30 \$9.00

12:00-3:00 \$13.00

How do you sign up?

You may sign up on a daily basis, for multiple days or for the school year.

Sign-up Deadline: You must sign up by 8:30am to participate that day. After 9:00am space availability is not guaranteed

CHAPEL

Bible stories are shared with the children in the classroom as well as at a weekly chapel time to help them know God as one who loves them and cares for them. This kind of sharing allows the preschooler to become aware of his or her uniqueness as a child whom God has created and continues to love.

Each child will develop the habit of prayer individually and in groups. Throughout the day children will pray for snacks, lunch and when there is a special need.

DISCIPLINE

Discipline is derived from the word disciple meaning “to teach”. Therefore, we do not think of discipline as punishment but rather as teaching self-control and Christian attitudes. Teachers will deal with each child in accordance with the teachings of God’s Word. Our attention will be focused on helping the child. No member of the staff will strike a child, nor act in a way which would humiliate or frighten a child. No member of the staff will use the denial of food or necessary activities as a punishment or to manipulate a child. We will try to anticipate problems and redirect children’s activities. Positive words will be used to encourage positive behavior. We will encourage children to use words rather than bodily force to express themselves.

If a child is exhibiting an inappropriate behavior we will tell the child that they need to stop, explain why the behavior is unacceptable and offer reasonable alternatives. Logical and natural consequences as well as a time in with a teacher (a very brief time to calm down) may be used as a reasonable alternative.

Should your child injure another child, an incident report form will be filled out and then signed by the parent. A copy will be put in the child’s folder and another copy sent home. This routine will keep the parents and teachers aware of the child’s behavior and assist in addressing it promptly. Removal from school is possible in extreme cases.

Proverbs 15:1 “A gentle answer turns away wrath, but harsh work stirs up anger.”

Behavioral Expectations

It is the policy of this preschool that children, parents, and staff will be treated with respect at all times. Therefore, we ask that parents refrain from spanking or striking their child in the preschool. Abusive language from children, staff or parents is not allowed. A misbehaving child is treated with love, gentleness, and courtesy without ridicule. He/she is redirected into constructive activities.

PARENT OBSERVATION/CONFERENCES

Parents may visit the classroom and/or activities of their child. We invite you to drop in, unannounced, at any time. Stop and see us whenever you wish.

- We encourage parents to view their child in the classroom setting.
- You may also enter the room and speak with your child.
- We ask you to try not to disturb the class as a whole where possible.
- You may speak with the teacher concerning your child at any time.

- We prefer this be arranged ahead of time so as not to disrupt the flow of instruction for other students.
- Conferences may be requested for children having special needs or problems.

We do request that parents **stop at the office and sign in first**. You will be given a Visitor's Badge to wear. We must *KNOW* who is in the building at all times for security reasons.

CHANGE OF ADDRESS/PHONE

Please let the office know if there are any changes in your address or phone numbers.

NUMBER/EMERGENCY PICK-UP

Your emergency form/cards must have the same names, addresses, and phone numbers (work/home numbers) of local adults you wish us to contact in any emergency when we cannot reach you, the parent or guardian. These are the only adults to whom we will release your child. The form is not considered complete without at least two (2) local people and their home/work phone numbers. If your child has not been picked up by 6:00 p.m., one of the adults on the emergency form will be contacted to pick up your child(ren). The late fee is due within 24 hours. If no one on the form can be reached, and you have not picked up your child(ren) by 7:00 p.m. the preschool will contact the local protective services. The preschool is licensed until 6:00 p.m. and cannot operate after this time.

MONTHLY NEWSLETTERS

There will be a monthly newsletter sent home with your child. Please check your child's file daily for valuable information. Teachers will have a weekly newsletter for your child. The information will hold the theme of the week, letter, color, memory verse, etc. You may download all newsletters and lesson plans online at www.CCSMANTECA.com

INFORMATION BOARD

The information board is located in the entry way of the school. The information board is one way we communicate with our parents. Please view daily. We have Parent Square as a way of communicating through email.

PARENT MEETING

Our Parent Teacher Fellowship meets on a regular basis throughout the school year. In addition to providing assistance and support for special and on going needs within the school, they help foster a spirit of community among all the participants in the school.

RIGHTS OF THE PARENTS

Each enrollment packet provided for the parents shall contain a **NOTIFICATION OF PARENTS RIGHTS**. This form is intended to meet the requirements that parents or guardians be informed of their right to enter and inspect the preschool facility where the child is receiving care. The parent is required to complete the bottom of the form and return it to the preschool facility acknowledging the receipt of the top of the form. The parent should keep the top of the form. The bottom portion will be retained in the child's file.

PERSONAL RIGHTS

Each child receiving services from a preschool facility shall have the right to include, but are not limited to, the following:

- To be accorded dignity in his/her personal relationships with the staff and other persons.
- To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- To be free of corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication aids to physical functioning.
- To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- Not to be locked in any room, building, or facility premised by day or night.
- Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

MEDICAL ASSESSMENT AND MEDICATION AUTHORIZATION

A health assessment will be done each time your child is signed in. The assessment is to determine the advisability of having your child be in care both for their health and the health of others. Parents shall be responsible for assessment of their children's health before coming to the program as well.

A parent should report any illness or medical condition having occurred since the child's last attendance at Cornerstone Christian Preschool. If a child attended the prior day and was sick during the night, do not expect to bring the child the next day. There should be no fever or illness for 24 hours before returning to preschool. Please report any contagious condition as soon as you become aware of the problems. Examples would include chicken pox, lice, and flu-like symptoms.

If a child is returning after 5 or more day's medical absence, a note from a doctor or clinic is required. The note should include any medical condition or restrictions we should be aware of regarding your child. If the child is not able to resume the activities at the preschool, the director reserves the right to delay re-entry.

If a child becomes sick at the preschool, we will call you or another adult from your emergency form to pick up the child. You are expected to respond within 30 minutes, to have your child picked up. If your child has an emergency situation, involving either a medical or dental problem, all efforts will be made to contact the parent/guardian. First aid/CPR will be administered by trained staff and 911 will be called. The Consent for Medical Treatment (LIC 627) will be presented to authorize emergency medical or dental care prescribed by a duty licensed physician or dentist. This care may be given under whatever conditions are necessary to preserve the life, limb, or well being of the child. The physician and dentist to be used are listed on the identification and emergency information provided by the parent.

The preschool will administer medication to children if the following provisions have been made:

- Parent/guardian must fill out our Medication Authorization Form which includes directions for time of administering and written permission from you.
- Parent/guardian must bring in a prescription bottle clearly labeled with the name of the child who will receive the medicine.

- If the medication is over-the-counter, a note from the doctor authorizing the use of the medicine and the duration of administering must accompany the drug. All medicine must be in the original container.

Incidental Medical Services Plan

The providers at **Cornerstone Christian Preschool** prefer not to administer any medications while a child is in our care. We do realize sometimes it is necessary to do so for the health and welfare of the child. Medications will be administered under the following conditions. Types of incidental medical services to be provided will be prescription medications and OTC medications with a doctor's note only.

Prescription Medications Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The doctor recommended dosage must be on the label as well as the child's name. A consent form must be filled out. Consent forms will be placed in your child's file. If a change in dosage occurs, a new label must be obtained.

Over the Counter Medications OTC medications will be administered only if the medication is in its original container. A consent form must be filled out. Consent forms will be placed in your child's file. OTC medications also require a doctor's note with the following information. Duration the child will be taking the medication, start date, stop date, amount to be administered, and a time schedule of when the medication is to be administered. The note must be on the prescribing doctor's letter head with a phone number, doctor signature, and an office stamp.

Other Medications Epi Pens, Inhalers, Nebulizers, Diabetic testing and medications will be given with a prescription and according to doctor instructions, require written parental consent and an individual plan.

Epi Pens Epi pens require an allergy list that is to be kept in a child's file with a list of reactions to look for. If an Epi Pen is administered, parents will be called.

Glucose Chart A child's glucose chart is to be kept in their file and with their testing equipment.

Record Keeping Records to be obtained and maintained are Parental/Authorized representative permission to provide the incidental medical service. Written instructions from the child's Physician. Staff training is to be provided by the child's doctor, it must be written instructions or referral to a website. The referral to a website must be in writing. It is the parent's responsibility to obtain training materials for the child care staff. A record of medication service log with the times that medication was administered will be kept in the child's file.

Storage of medication will be kept in a lock box and stored in the office. Medications that require refrigeration will be kept in a lock box in the refrigerator. It is the parent's responsibility to collect medications at the end of the day.

Administration Director will administer all medications. If the director is not available, the assistant will administer all medications. Medications will be brought to field trips or to an evacuation due emergency situation, in a lock box if deemed necessary.

Precautions Gloves will be worn while administering medication to insure no potential exposure to blood or body fluids. Hands will be washed immediately after removal and

disposal of gloves, and disposal of used instruments in approved containers. A note will be attached to your child's daily sign in sheet if an incidental medical service was provided for your child.

IMMUNIZATION CHECK LIST

Prior to admission to a child care center, children shall be immunized against diseases as required by the California Code of Regulations (101220.1)

Health Check: Striving to keep the children, families, and staff healthy, each day when your child arrives, he/she is required to thoroughly wash his/her hands (and face if needed) immediately upon entering the center. One of the staff members will conduct a daily health check. It is **required** that the parent or primary adult caretaker stay with the child until the health check is completed. Please inform the staff of any health issues at this time, including any incidence outside of the preschool that has resulted in insect bites, bruising, bumps, fever, runny nose, cough, diarrhea, etc. Children who are assessed to be ill during or after the health check will be sent home. The teaching staff is not allowed by Department of Social Services (DSS)/licensing to put sun screen, bug repellent, or any ointment to cleanse wounds. Adult family members can put sunscreen or bug repellent on the child before he/she begins school each day.

Parking lot/road: Please make sure that your child is holding your hand or staying right next to you as you get near the street. Do not leave any child unattended in the car or in the building.

Toilet Learning/Diapers/Pull-Ups: Children are not required to be "toilet trained" when they enter into the program. When a child is wearing pull-ups or a diaper, the parent is required to fill out the "Diaper/Pull-Up Form" upon arrival each morning. The parent is **required** to check the child's diaper/pull-up while in the bathroom (even if child was dry when family left home) and mark on the form whether they are being changed at arrival or the child is dry at arrival. The teacher will give only one mid-morning check/reminder right before lunch time to all children who are in the "toilet learning" stage or who are wearing pull-ups/diapers as this is a natural transition time in the bathroom as the children wash their hands before lunch or the diaper/pull-up will be changed sooner if needed. If the child in the toilet learning stage is exhibiting behaviors that indicate a need to use the toilet earlier than lunch, a reminder will be given at that time. Our preschool is not set up to accommodate reminders every 30

minutes. Preschool-aged children stand up when being changed; a diaper changing table is not utilized unless there is a special need for a particular child. Our toddler program; diapers are checked every 1 to 1-1/2 hours or as needed.

ATTENDANCE

A regular pattern of attendance should be encouraged at an early age. Please have your child at the school by 8:30am. If your child must be absent, please call the preschool. We do not offer illness credits as our costs remain the same whether your child is here or not.

ARRIVAL AND DEPARTURE

Our sign-in/out book is located in the foyer. The parent must sign their fully legal signature in the book. The sign-in/out sheets are MOST important; since this is our legal record of the time your child is in our care. An approved adult (18 years of age or older) must sign your child in and out each day with their fully legal signature. It is not acceptable for you to remain in your car and send a sibling to pick-up. We must have written or verbal permission by the legal parent/guardian in order to release your child to any adult other than those you have indicated on your emergency form. Adults other than the contracted parents/guardian will have to show a driver's license with picture I.D. in order to pick up your child. Any custodial parent has the right to pick up the child(ren) and is considered on the form unless there is a court forbidding contact or a restraining order against drop-off/pick-up.

A fee of \$10.00 will be assessed against any parent/guardian who arrives to pick up a child after their designated time and an additional \$5.00 will be charged each minute after their designated time. This fee must be paid in full within 24 hours. If a parent/guardian is late three times, it is a reason for termination.

According to the Health and Safety Code (Sec 1596.857), Cornerstone Christian Preschool may deny access to an adult whose behavior presents a risk to children present in the facility. Furthermore, the preschool may deny access to non-custodial parents or guardian if so requested by the custodial parent or legal guardian.

CLOTHING

Students are to dress appropriately and accordingly to the weather. Children should wear casual, **washable play clothes**. Simple self-help clothes, free of complicated fasteners are very important to a child's independence. We request that girls wear shorts under their dress. Clothing will not be allowed

that display violence, sex, or anything deemed unacceptable by the preschool. The following attire is not permitted: halter tops, spaghetti straps, cut-off shorts, flip flop sandals.

Outdoor activities are held nearly every day, weather permitting. All children NEED to have a sweater or jacket at all times. Label ALL clothing with you child's first and last name.

We ask that all students come to school with clean clothes and hair and teeth brushed. Children should have 1 complete changes of clothing available at the preschool at all times. They should be in a zip lock bag labeled with your child's name.

SHARE ITEMS/TOYS

Teachers will assign which day students in their classroom will be able to bring show and tell items. They should be interesting and educational. Please bring them in a closed bag with the child's name on it. Do not send fragile items, violent toys, weapons, or scary creatures. No animals.

LOST AND FOUND

1. Cornerstone Christian Preschool will not replace lost/stolen articles or make reimbursement for lost/stolen articles.
2. Students and their parents are responsible for damaged property, (personal, school or church) whether damage was willful or accidental.
3. Lost and found items will be cleaned out periodically and donated to a charitable organization. In order to prevent missing articles, please label *EVERYTHING!* In spite of all the care you take, clothing will occasionally get lost or taken home by another child. Please check to make sure that what is taken home indeed belongs to your child. If something is missing, please check the "Lost & Found" located in the sign in area.

NAPS

A time for rest for **full time children** will be a part of each day from 12:30pm-2:30pm. Please send your child with a nap kit at the beginning of the week. Nap kits must include a child size favorite blanket, pillow and fitted crib sheet with your child's name. They must be kept at school and will help your child

rest better with something familiar. These items will be sent home weekly for washing on the last day of the week. If your child does not have a nap kit, you will be required to rent a kit for your child to use at a fee of \$5.00 per day to offset the cleaning fee.

BIRTHDAYS/PARTIES

The preschool enjoys celebrating most holidays. If a party occurs on the day your child is not scheduled to come, your child is welcome to participate if a parent/guardian stays during the whole activity. Notices will be sent home for parent support and/or donations.

Students are welcome to bring special treats for birthdays. This is a special and fun time at preschool. The birthday child is honored with personal recognition. Please contact the director or child's teacher for the class number in advance. **Please send nutrition snacks (muffins, bagel, fruit, yogurt, etc.)**

ACCIDENTS/INJURY

An Incident/Accident Report will be completed for each accident that occurs at the Preschool. The report will be made as soon as possible following the accident. The original report will be sent home with the parent and a copy will be retained in the child's file.

1. The Preschool will give appropriate first aid to an injured child to include minor cuts and bruises.
2. A parent or guardian will be contacted, if it is the judgment of the Preschool staff that immediate medical attention is necessary.
3. If it is further the judgment of the Preschool staff that the injury is of an emergency nature, paramedics will be called to the Preschool and the parents contacted.
4. A Permission Form for Emergency Medical Care is *REQUIRED* at registration.

Medical or Dental Emergency-Ambulatory Transportation

In the event of a serious illness or injury requiring immediate medical attention, your child will be transported by ambulance. You will be notified immediately and your child's physician will be contacted as soon as possible. Parents are responsible for all medical costs, including the ambulance.

EMERGENCY CARE & DISASTER

Fire Drills

1. Emergency drills are held monthly to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a fire drill is held, but your child will soon become accustomed to it and know just what to do.
2. The Preschool is equipped with a fire alarm system and fire extinguishers. We train all our employees on procedures and practice regularly.

Emergency School Closure or Dismissal

An emergency could occur that would warrant an emergency school closure (outside of regular school hours) or dismissal (during regular school hours). Every effort will be made to notify parents by phone. Students will be released to parents and/or adults listed on the emergency cards only!

Evacuation

In the event we need to evacuate Cornerstone Christian Preschool we will relocate to New Hope Church 17218 S.Comconex Road unless told otherwise by the authorities.

SCHOOL PICTURES

We will contract a local professional photographer to take pictures twice during the school year. Pictures are usually done in September and in the spring for our Transitional Kindergarten. Purchase of these pictures is optional.

KINDERGARTEN READINESS TESTING

At the end of each school year the teacher will give a child an evaluation to see if he/she is ready for kindergarten. We believe that major educational decisions are not made only on the basis of a single evaluation, but consider all relevant information about a child. Observations by teachers, parents, and specialists will be used to assess the child's progress.

Inclement or Excessively Hot Weather

On days of inclement or excessively cold or hot weather, children's activities will be kept inside the classrooms as appropriate. Special activities will keep children involved and comfortable. The preschool building has both heating and air conditioning for your child's comfort

No Cell Phone Zone

Cornerstone Christian Preschool is a "no cell phone zone." As a courtesy to the staff, other preschool families, and for the safety of the children, we request that you refrain from using your cell phone while in the preschool.

CLASS PLEDGES

American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again, with life and salvation for all who believe.

Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path and I will hide its words in my heart that I may not sin against God.

A DAY IN THE LIFE OF A PRESCHOOLER

Block Area: When I play with blocks I learn concepts of shape, size, length, and location as well as reading and math skills. I also learn to use my imagination and cooperate with others.

Dramatic Play: In the dramatic play area I learn to improvise and use things in a symbolic way to represent something else. This is abstract thinking. I also am able to try on different big people roles and to solve social problems through negotiation with friends.

Circle Time: In circle time I learn to listen, sit still and play with and understand language. I learn to listen to others.

Story Time: At story time I learn that letters on a page represent words and to interpret a picture to represent words and ideas. I learn to follow the development of thoughts and ideas in the plot of a story. These are all pre-reading skills.

Sensory Activity: During sensory activities I learn to use new vocabulary while exploring concepts of texture, color, weight, and size. I observe differences and similarities. These are math and science skills.

Science: During science I use my fine motor skills and tactile senses. I learn about real-life situations and experiences, cause and effect, questioning and logic.

Coloring/Writing: During coloring and writing I learn to hold a crayon and a pencil. I learn to control the pressure when using writing tools. I learn to express myself through pictures and words.

Outside Play: When I am outside I use my energy in a constructive way. I am able to show my physical strength, coordination, and balance. I use my imagination and learn to cooperate with others when involved in group play.

Arts and Crafts: I am able to use my imagination, creativity, and express my feelings. I learn about space, size, and concepts of symmetry, balance, and design. These are math and reading skills.

Snack and Lunch Time: At snack time I practice using my manners. I visit with my friends and teachers as we eat snack and when we are done I throw away my trash. I am learning to be independent and social skills, too.

Clean-up Time: At clean-up time I learn to cooperate and work with my classmates to put toys back where they belong. When putting the toys away, I learn to categorize.

SCHOOL VISITS

Parents are encouraged to help in the classrooms and participate in special events. Parents are also welcome to visit the classrooms and to attend Chapel on Wednesday or Thursday mornings. We require all visitors, including parents, sign in at the Preschool Office. This allows us to be aware of who is in the Preschool at all times, in order to further ensure the well-being of your child while they are in our care.

SCHOOL EVENTS

Family members are welcomed at Cornerstone Christian Preschool events. There are many to choose from; weekly chapels, Christmas programs, back to school night, Thanksgiving Feast.

TRANSPORTATION

Cornerstone Christian Preschool does not transport any child.

In Conclusion

A child's early years are critical to their future growth and development. We are committed to providing a place where your child can have enjoyable learning experiences.

If, at any time, you feel there is an area in which we could improve, let us know! If there is anything at all that you would like to communicate to us (problems, solutions, needs, or even compliments), just give us a call at 209-825-5700.

ccp@cornerstonemanteca.com

God Bless!

Cornerstone Christian Preschool

