



PRESCHOOL

STUDENT

HANDBOOK

2018-2019

CORNERSTONE PRESCHOOL STAFF

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WELCOME TO CORNERSTONE CHRISTIAN SCHOOL

From its founding in 1992, CCS has lived up to its name in excellence. As a school, we are committed to equipping students with academic skills and a knowledge base that prepares them for post-secondary education.

Cornerstone seeks to serve families in the London/Corbin and surrounding communities, working cooperatively with many evangelical churches. With them, our objective is to support and assist parents in fulfilling their God-given responsibility to bring up their children "in training and instruction of the Lord" (Ephesians 6:4). Cornerstone's mission is to develop students with a heart for God who grow as Jesus did, "...in wisdom and in stature and in favor with God and man." (Luke 2:52)

Every aspect of our school life is characterized and controlled by the fact that we are a "Christian" school. Scholastically, it means that the Bible will be the foundational textbook for every subject. It is the source of TRUTH revealed by God and supersedes facts discoverable by human understanding alone. Relationally, it means that students will be guided toward a personal faith in Jesus Christ as Savior, Friend, and Lord; a relationship that bonds faculty, students and parents as a member of a single body (Romans 12:5). Vocationally, it means that students will be encouraged to seek and follow God's unique plan for their lives, the purpose for which He wisely and lovingly created and gifted them. Morally and ethically, it commits the CCS community to a distinctive lifestyle, "blameless and pure...in a crooked and depraved generation" (Philippians 2:15).

This is Cornerstone Christian School, a community of people committed to linking the influences of home, church, and school to produce young people who think and live according to dictates of the Word of God. We thank you, parents, for entrusting your children's education to us, and we pledge the full use of our resources, including the resources of prayer, that each one may grow "in wisdom and stature, and in favor with God and man" (Luke 2:52).

As partners with us in this educational experience, I urge you to watch for and participate in the frequent occasions when your presence, counsel, time, energy, and yes, your money, will, with participation of many others, enable us to advance the quality educational program at CCS. Above all, we are counting on your family to join us as daily partners in prayer for this school year.

CCS Preschool Staff

WELCOME

Welcome to Cornerstone Christian Preschool! We are so excited to have your child enrolled this year, and we look forward to partnering with you as you raise your child in the nurture of the Lord. Much of the foundation for success in school is laid in the preschool setting, and we praise God for giving us the opportunity to be part of this first school experience. This handbook will help you understand the policies and procedures of the school. Please read each section carefully and refer to teachers or staff for any additional clarification.

SCHOOL HOURS

Half Day Preschool: 8:30AM–11:30AM

Full Day Preschool 8:30AM–3:00PM

After School Care: 3:00PM–5:00PM (separate charge of \$3.00 per hour)

Early Morning Care: Beginning at 7:30 AM (no charge)

Please note: There will be a charge of \$1.00 per minute for any child left after 5:00PM in after school care. This money will go directly to the teacher on duty.

OFFICE HOURS

Cornerstone Christian School office hours are from 8:00AM to 3:30PM.

ARRIVAL AND DEPARTURE

Sign-In and Sign-Out: The parent will sign each child in upon arrival, and the parent will sign the child out upon departure. Please do not allow your child to leave the building ahead of you. This will ensure the safety of your child. Please do not linger in the classroom after signing your child in. This creates stress upon you, your child and the staff. Class will promptly begin at 8:30AM and all parents will be asked to leave at this time. Your cooperation in these matters are greatly appreciated.

Preschool Classes Daily Schedule

8:30-9:00	Assembly: (includes pledges, chapel, prayer and music)
9:00-9:30	Structure: (includes letter and number activities)
9:30-10:00	Bathroom Break and Snack Time
10:00-11:00	Center Time (includes activities in math, science, family living, art, computer, etc.)
11:00-11:30	Play Time: (outside play if weather permits or inside gym play during bad weather)
11:30-11:45	Half-Day Students Dismissed
11:45-12:00	Wash Hands for Lunch
12:00-12:30	Prayer and Lunch Time
12:30-12:45	Bathroom Break & Prepare for Rest Time
12:45-1:45	Rest Time
1:45-2:00	Bathroom Break & Clean Up
2:00-3:00	Special Activities Time

***Preschool Schedule Subject to Change if the Need Arises.**

WEEKLY FOLDER

A weekly folder will be sent home on Mondays with your child's work for review. Please take time to go over these and praise your child for their accomplishments. Folders are to be returned the following day to be reused.

STUDENT ADMISSION

Non-Discriminatory Policy:

CCS admits students of any race, color, national or ethnic origin, to all the rights, privileges, programs and activities made available to students at the school. CCS also does not discriminate in the hiring of faculty or staff.

The K-2 program is available for children who are two (2) years old by August 1st.

The K-3 program is available for children who are three(3) years old by August 1st.

The K-4 program is available for children who are four (4) years old by August 1st.

PERMANENT RECORDS

The following items **are needed** for our files **before the first day** of preschool:

1. Application
2. Birth Certificate
3. Copy of child's social security card
4. Immunization Certificate
5. Emergency Card
6. Medical Consent
7. Consent to publish form

CLOTHING REGULATIONS

Please dress your child in play clothes with simple fasteners which encourages independence in caring for personal needs. Please follow these guidelines:

1. Shorts or pants with elastic waistbands work best. Try to avoid clothing with belts, tiny buttons, shoulder straps or suspenders.
2. Closed-toed shoes and socks are required by all students. Velcro fasteners are preferred.
3. All K-2, K-3 and K-4 preschoolers **are required** to be potty trained, however, K-2 preschoolers are also allowed to wear pull-ups. We all know that accidents do happen. A change of clothes, both summer and winter, including socks and underwear, should be sent to school in a zip-lock bag on or before the first day of school. Please label each item.

4. Please keep in mind that we use various art materials such as markers, paint, play dough, etc. These may or may not come off certain fabrics. Simple play clothes are encouraged for your child's comfort.

LABEL! LABEL! LABEL!

The keyword in preschool is LABEL! We ask that you label the following items:

1. All apparel that can be taken off.
2. Any money that is given to the preschool should be in an envelope or Ziploc bag with your child's name and purpose on it.
3. Lunch boxes and containers, if applicable.
4. Stuffed animal to sleep with, if the child stays for full day.
5. Crib sheet and blanket for rest time, if the child stays for full day.

TOYS

We ask that the students NOT bring toys from home. Toys can become a distraction for the class. The preschool has many toys and enrichment activities that teach and entertain the children.

NUTRITION/FOOD POLICY

Your child may buy a school lunch or bring a healthy lunch from home, if he/she stays all day. State regulations REQUIRE that their lunch include one from each of the following food groups:

1. Meat
2. Vegetable
3. Fruit
4. Bread
5. 1% milk or juice, if not purchased through the school

We are glad to microwave food for your child. Please limit the cook time to three minutes.

PLEASE MAKE SURE ANY FOOD ALLERGIES ARE REPORTED TO THE PRESCHOOL TEACHERS. THANK YOU.

SNACK TIME

Each week each preschool class will send the Snack Bear home with 2 students from each class. This means that the children will be responsible for bringing the snack for the preschool for the following week. We do try to make sure that each child is the snack leader during their birthday week if these dates all within the school year. If the parents would like to celebrate their child's birthday with a class party during snack time, please make arrangements with the teacher in advance. We encourage healthy snacks such as fruits and vegetables, macaroni and cheese, hot dogs, cereal, muffins, salsa and chips, etc. Milk or juice will be purchased at school for the children, so you do not need to provide drinks during your child's snack week. We will send telephone numbers of the corresponding snack leaders home with your child so you can coordinate with the other snack leader for the week, in an effort to cut down on your expenses. When your child is snack leader, he/she will be allowed to bring special "show and tell" items each day including, toys, movies, photos or even family members to share with his/her classmates.

REQUIRED REST TIME

A required rest time is scheduled each day for our full-day preschoolers. A labeled crib sheet and blanket should be brought in for use at this time. These will be put into a labeled Ziploc bag each day after use, and will be washed weekly by the teacher. We usually listen to classical music or soothing tones during this time.

DISCIPLINE POLICY

At CCS, we believe that good discipline is carried out consistently, in love. We teach that disobedience is against God. We partner with parents to direct the child's path according to God's standards. We use positive reinforcement and praise to encourage appropriate behavior. Our discipline policy **prohibits** children from being subjected to discipline, which is severe, humiliating, frightening, or associated with rest or toileting. Spanking or any other form of corporal punishment **is prohibited** by all childcare personnel. Methods we use to encourage appropriate behavior include:

1. We endeavor to train the child in Godly character through Scriptural applications in all areas of our curriculum.
2. We use positive communication techniques. We want the child to become calm, express his/her feelings, and take responsibility for their actions.
3. We use redirection to another activity or to sit or play near the teacher whenever appropriate.
4. We give the child a brief period of "time-out" to consider his/her actions.
5. We take the time to counsel your child.
6. IF YOUR CHILD BITES ANOTHER CHILD AT SCHOOL, he/she will be sent home for that day in an effort to make a strong impression on your child that this is inappropriate and should not happen again.
7. If inappropriate behaviors continue, the Principal will be called upon to speak with your child.

PARENT-TEACHER CONFERENCES

Daily contacts are made with parents as children are dropped off or picked up, as well as texts, messaging and email. The teachers may on occasion send notes or call parents to share important information.

PARTIES AND HOLIDAYS

The students will have class parties during the school year. Preschool teachers will request your attendance if needed to help supervise a class party. CCS is single-minded in the celebration of Christian holidays such as Christmas and Easter. The true meaning of these celebrations is drawn from the birth, death and resurrection of our Lord Jesus Christ. We ask the support of our parents in keeping these holiday "Holy Days." Therefore, there is NO observance, in the form of food, dress, worksheets or decoration within Cornerstone concerning the celebration of Halloween. "...Therefore, come out from them and be separate, says the Lord. Touch no unclean thing and I will receive you, and you will be my sons and daughters says the Lord Almighty." (2 Corinthians 6:17)

HEALTH POLICY

CCS follows the guidelines listed below regarding children who are ill or become ill while in attendance:

1. We are not permitted to accept children with any of the following symptoms:
 - *Elevated temperature within the last 12 hours.
 - *Upset stomach within the last 24 hours, including diarrhea or vomiting.
 - *Unidentified rash.
 - *Sore throat, pink eye, stiff neck, difficult or rapid breathing, or severe coughing.
 - *Yellow or green drainage from the nose.
 - *Any other unusual sign or symptom of illness.
2. If the child should become ill while in attendance at school, he/she will be isolated from the other children and the parent or designated contact person will be notified and required to pick up the child ASAP. Parents are to provide current emergency numbers.
3. If the child should become injured while at school, only minor first aid treatment will be given. Parents will be notified of all significant accidents and injuries.

For re-admittance to class, a student who has been diagnosed with a contagious illness such as CHICKEN POX, PINK EYE, SCABIES, STREP THROAT, etc., must have a doctor's note. In case of LICE, a student MUST BE checked by the staff before returning to class. If a child is found to have nits in their hair, they WILL BE sent home to prevent further spread of lice to the class.

GENERAL GOALS

1. To lead the child to an appropriate awareness and understanding of the Bible, God, the Holy Spirit, Jesus, and His sacrifice for us.
2. To help the child learn appropriate social behavior.
3. To help the child learn self-control.
4. To help the child increase in independence.

5. To help the child give and receive appropriate affection.
6. To help the child begin to understand and appreciate the world around them.
7. To help the child develop both large and fine motor skills.
8. To help the child develop a good self-image and realize they are "fearfully and wonderfully made" (Psalm 139:14).
9. To help the child develop language skills that enhance good communication.
10. To promote empathy and compassion for others.

ACADEMIC GOALS

1. To name and recognize shapes, colors, numbers and letters and the sounds they make.
2. To understand basic concepts such as first, last, next, middle, same, etc.
3. To spell and print their name correctly.
4. To be able to turn-take and share with their peers.
5. To exhibit appropriate listening skills, including following commands in order.
6. To be able to perform fundamental gross motor skills such as walking, running, hopping, skipping, and galloping; and fine motor skills such as cutting with scissors, holding a pencil correctly, lacing and tying.
7. To develop body awareness: knees, head, shoulder, elbow, hip, front back, side, etc.
8. To develop memory skills through poems, songs and rhymes.

PROGRAMS

We have two Open Houses per year, a Thanksgiving Feast with families, a Christmas music program, and a Spring Graduation ceremony.

CHAPEL

Chapel services are held weekly for preschoolers. This is a wonderful time of worship with singing, prayer, and Bible stories. We often schedule Pastors and leaders to come and share a Bible story with the children during this time.