



Welcome To Cornerstone Christian Pre-K Cornerstone Kids

It is a pleasure to have your family involved in our Pre-K program. This will be our 5th year of our Pre-K and over 30 years of our school's ministry to our community. Our program is designed to encourage language development, discovery learning, social skills, creativity, physical development and a beginning of the understanding that God made us, He loves us and He wants to be our friend. Our hope is that this handbook will be helpful to you regarding our purpose and policies. Please contact the staff if you have questions that the handbook does not address. We look forward to an exciting year with you and your children! Welcome to Cornerstone Kids!!

Samantha VanEenwyk
Pre-K Director



Cornerstone Christian Academy



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Mission Statement

Cornerstone Christian Academy is a co-educational, college preparatory school established in 1983. It is the mission of Cornerstone Christian Academy to serve the Christian community of western Monroe, eastern Orleans and northern Genesee counties. The school will model and teach conservative Christian values and a Christ-centered worldview to the students. Our staff, curriculum and all school activities will be selected to fulfill the instructions for equipping the members of the body of Christ as described in Ephesians 4:11-16. We seek to nurture and train the next generation of Christians to glorify God in ministry, industry, education, government, and in all aspects of life.

Pre-K: The Pre-K program, Cornerstone Kids, exists to provide a Christian environment where children from our local communities are led in their transition from home to school life.

Cornerstone Christian Pre-K will:

- Provide an introduction to Biblical concepts
- Provide a basis for pre-academic learning
- Expose children to a variety of activities which will stimulate individual interests
- Provide an environment where play is part of the learning process
- Provide an environment for hands-on learning, discovery, and reinforcement
- Provide avenues for personal and group exploration
- Stimulate imagination
- Provide avenues for individual and group social development
- Provide a staff where classroom leaders will each have a personal testimony of faith in Jesus Christ as their Lord and Savior
- Provide rooms designed with age appropriate needs in mind

ADDITIONAL INFORMATION

The school website www.cornerstonechristianacademy.us is a valuable resource for information such as the school calendar, contact information, and school events, as well as online copies of Pre-K forms.

WHEC TV-10, and WHAM 1180 radio station. A text, though not the first form of communication may be sent to those who sign up. Contact the Director for more information, if interested.

When the school district announces a delayed start time or an early release time due to weather related issues, we will continue classes at the normal times unless you hear from us.

WITHDRAWALS

Withdrawals from school will be reimbursed as follows:

⇒ Withdrawal between August 15 – September 4:

Payment will be refunded less a \$15.00 processing fee

⇒ Withdrawal between September 5 – October 19:

Tuition will be pro-rated based on the number of sessions provided by the Pre-K. The refund amount will be subject to a \$30.00 processing fee.

⇒ Withdrawal after October 22:

Tuition will be pro-rated based on the number of sessions provided by the Pre-K. The refund amount for the remainder of the school year will be 50% of the payments received.*

Parent who choose to withdraw their child once school is in session are expected to notify the director in writing 30 days in advance. Failure to give such notice may result in your being responsible for the full tuition.

***A 50% tuition reduction is necessary as materials have already been ordered by this time and it is unlikely that a class can be filled after this date.**

Social Media/Photographs

No pictures of our students will be posted in the Pre-K, on blogs/social media sites, or in publicity about Cornerstone Kids without parental consent. This consent, or lack thereof, will be given on the program registration forms at the time of registration.

We ask that all Pre-K parents refrain from using their personal social media and/or blog sites for the following:

- Photos of children in the center, other than your own, without written consent from the child's parent and Cornerstone Christian Pre-K
- Inappropriate comments about the center in general, about specifically named staff or about other children/families in the center

Program Overview

The daily schedule in the Pre-K is flexible enough to meet the individual needs and interests of the children. The atmosphere in the school demonstrates the love of Christ in all areas of activity. Throughout the session, evidence of the principles of Christian living is the first and foremost aim.

Through informal learning situations, children enrich their backgrounds of information. Stories for both amusement and educational benefit are read and told. Each child is encouraged to verbally share ideas and interests with friends. The teacher stimulates their enthusiasm and curiosity about their environment with questions and suggestions. Encouragement is given to children as they use their imagination through dramatic play and with creative materials.

Children broaden their horizons as they gradually make the transition from home to school. The Pre-K programs help to bridge the gap with Christian understanding. Children are encouraged to be responsible for cleaning up after play, finishing what they have begun, and putting away clothes and supplies. They become more independent as they make small decisions and choices. They learn to respect and cooperate with those their own age and are encouraged to look upon themselves as individuals of importance and worth.

Enrollment and Admission

Cornerstone Christian Academy and Pre-K is designed to accommodate a maximum of 18 children in class per session. The school is open to children who will be four years old by **December 1, 2016**. All children who are fully potty trained and of the appropriate age will be admitted to the school regardless of sex, race, religion or national origin.

In compliance with state law, it is necessary that each child have a physical examination by a qualified physician and have had all required inoculations prior to entering school. A copy of your child's immunization record must be turned in to the school office before the start of the school year.

There will be a six-week probationary period, as an aid to both parents and the school, during which time it may be decided by one or both parties that a child is not ready to make the adjustment to preschool. Parents will be financially responsible for those sessions attended during this period.

Registration Procedure

1. Contact the Pre-K Registrar at 637-4540 for information.
2. Enrollment forms and a parent handbook will be mailed to the registrant.

MEDICATION ADMINISTRATION POLICIES

Medications may be administered by staff only. Medications must be checked in with a staff member who will ensure their immediate and proper storage in the designated lock box or refrigerator. There are basic guidelines we must follow in order to administer medications, including specific paperwork we will need from your child's physician. Please see the Pre-K Director if you have any questions regarding medication administration.

TUITION & FEES

Cornerstone Christian Pre-K is a non-profit program. The expenses of the school are met by the tuition fees.

For the Tuition Schedule, see the attached Registration Form.

Fees:

- ◇ **Registration Fee:** A non-refundable fee of \$30.00 is to be paid at the time of registration each year.
- ◇ **Late Payment Fee:** A late fee of \$25.00 will be charged for any payments that are 10 or more days past due. Failure to follow this schedule may result in the child being withdrawn from the program.
- ◇ For every 10 minutes you are late at the end of your child's session there will be a charge of \$10.00.

Make all checks payable to Cornerstone Christian Academy and note Pre-K on the memo portion of the check.

SCHOOL CLOSINGS: INCLEMENT WEATHER & EMERGENCIES

In case of inclement weather, the Pre-K will be closed when the Brockport Central district is closed. The following media outlets will be called to post closings: 13 WHAM-TV, R-News, WROC TV-8,

If a child develops any of the symptoms while at Cornerstone Kids, you will be notified and asked to pick up your child immediately.

POLICIES FOR RETURNING FROM ILLNESS

| ILLNESS | RETURN |
|------------------------------|---|
| Chicken Pox | 24 hours after lesions have crusted |
| Conjunctivitis (pink eye) | 24 hours after the start of treatment (if drainage and excessive tearing has stopped) |
| Croup | After illness has subsided |
| Diarrhea Gastro Enteritis | 24 hours after loose stools or after one normal bowel movement |
| Fever | 24 hours after temperature is normal without the aid of medicine |
| Impetigo | 24 hours after the start of antibiotic Rash must be covered with Band-Aid |
| Influenza | 24 hours after symptoms have ended |
| Measles | At least 4 days after onset of rash |
| Lice | 24 hours after treatment is completed NO NITS may be present |
| Whooping Cough | At least 7 days after therapy is begun |
| Pinworm | After treatment is completed |
| Roseola | After illness has subsided |
| Strep Throat | 48 hours after start of treatment |
| Poison Ivy | After lesions have dried up |
| Pneumonia or Epiglottitis | Written note from physician |
| Mumps | 14 days after swelling begins |

A doctor's note will be required for a child to return to the program if they have displayed symptoms of a contagious illness (e.g. strep throat, conjunctivitis, whooping cough, etc.).

- Parents must complete all forms and return them to the school office before children begin the program.
- The non-refundable registration fee must accompany the form.

Schedule of Classes

Please see the specific information provided in the registration packet.

Calendar

The programs will follow a schedule similar to that of the Cornerstone Christian Academy for school holidays/vacation days. The opening and closing dates for the Pre-K will vary slightly from the public school calendar. Parents will be given a schedule prior to the opening of school.

Daily Schedule

We have a daily schedule that we generally follow in Pre-K to provide consistency and routine for the children. The time and length of activities may be shortened or extended as each day, activity, and needs of the children dictate. Every day we have snack and active play time either in the gym or outside on the playground. Calendars will be posted monthly with activities listed for each day.

Some of the daily activities in which the children will participate may include:

- ⇒ Art activities (free and directed)
- ⇒ Christian Development
- ⇒ Language and Concept Development
- ⇒ Story Time

- ⇒ Songs, Rhythms, Group Games
- ⇒ Listening Center
- ⇒ Computer

Our school strives to provide an atmosphere of security. Through planned activities, children are guided into successful experiences in many areas. These experiences allow each child to gain self-confidence in their own ability to interact with peers within their environment.

Facility Provision

Furniture, bathroom facilities, toys and other equipment are developmentally appropriate for four year old children. In order to help children develop coordination, as well as provide them with a place to release their boundless energy, we have provision both inside in the school gym and outside on the school playground for large motor, active play.

Concept and Skill Development

All classes will follow a program designed to be a Kindergarten readiness program. Through literature, circle time activities, games, free play, music and art, the following areas will be presented and encouraged:

Adjustment

- Be comfortable within the school environment
- Become aware of and follow school routines
- Work and play well with others
- Develop good safety habits

securely.

SUPPLIES

We ask that you try to provide basic school supplies for your preschooler; pencils, crayons, etc. as well as tissues and snacks for the class. A list of school supplies will be provided before school starts. One box of tissues and a box or two of snacks will be fine to start the year. The teacher will inform parents when snacks or tissues are running low; they usually last a few months. The school is able to provide some snacks and supplies if that is an issue, please let the Director know before the start of the school year.

HEALTH POLICY

Cornerstone Kids is a well-child center and parents are asked to keep children home from school if they are showing symptoms of illness or have a temperature. Such symptoms include:

- A temperature of 100 degrees or any fever accompanied by:
 - ⇒ A deep cough
 - ⇒ An earache or draining ear
 - ⇒ Spasms of cough
 - ⇒ A sore throat
- A rash of any kind until diagnosed, treated or declared harmless by a physician. (Documentation from the physician must accompany the child when returning to school.)
- Bronchitis, early colds (coughing and sneezing), or very bad colds with purulent discharge
- Diarrhea or vomiting (child needs to be free from vomiting and diarrhea for 24 hours before returning to school)
- Red, running or matting eye

pushed into paper and pencil arithmetic too soon. To acquire the foundation for logical thinking, children need many opportunities to count objects, sort them into piles, and add some to a pile and take some away. It is by playing games like these that they will learn to truly understand addition, subtraction, division and multiplication. Without these concrete experiences, children may give correct answers, but probably won't understand what they are doing and why.

If children are rushed into academic subjects too soon, they may lose their enthusiasm for learning and lose their sense of themselves as learners. If children are told what to learn and memorize by the teacher, they may become more passive and dependent learners, and be less excited about learning something new. Children who are given plenty of time to play, however, learn to ask their own questions and figure out their own answers. They are responsible for their own learning. They see themselves as explorers, discoverers, problem solvers, and inventors.

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TRANSPORTATION

No transportation to and from school is furnished by Cornerstone Christian Pre-K. Arrangements must be made by the parents to transport children to and from school for regular school days.

DRESS CODE

Cornerstone Kids does not require wearing a uniform, as the school does. Children are allowed to wear modest and weather appropriate clothes, including shorts and tank tops. Flip flops with open backs are discouraged as they are not as sturdy or secure for children running around the gym or playground. Flip flops with straps on the back are fine, as they stay on their feet more

Language

- Verbally express their needs and ideas
- Participate in group discussion
- Relate an experience or tell a simple story from pictures
- Develop vocabulary skills through the use of literature
- Songs
- Finger plays
- Make predictions about stories

Listening

- Listen to stories and rhymes
- Listen to others in group discussion
- Follow one and two step directions
- Listen for letter sounds
- Listen for patterns in books

Identification

- Basic colors
- Basic shapes
- Own name in manuscript form
- Letters
- Numbers

Math

- Count from 1 to 20
- Identify numerals
- Become familiar with the calendar
- Copy patterns using math materials
- Use a variety of math manipulative such as pattern blocks, to enrich math learning

Visual Discrimination

- Recognize likeness and difference (size, shape, action)
- Locate details in pictures

Coordination

- Develop gross motor coordination (run, jump, gallop)
- Develop eye-hand coordination (color, paste, cut)
- Write name in manuscript
- Fine Motor Skills

Spiritual Development

- Participate in prayer to start the preschool day
- Listen to Bible stories and do related activities
- Learn about God's creation
- Learn that God created each person unique
- Learn that God loves each person

Observation of the World Around Them

- Weather
- Change of Season
- Colors in Nature

The children will not be expected to master all of the skills listed or have all of the concepts fully developed. Each child is to progress at his/her own rate of speed.

Communication and Assessment

Regular communication between parents and teachers is very important in our Pre-K program. Teachers will communicate about the students' day with weekly newsletters that are filled out and sent home daily. Semi-weekly emails are sent out to keep parents informed on hand-outs, classroom needs, birthdays or other special events, etc. Students needs and progress will be informally evaluated and discussed with parents as needed. A parent/teacher conference is usually scheduled in the fall to coincide with CCA's conferences which provides an excellent time to discuss student's growth, needs, and any other concerns.

Earlier IS NOT Better...

Many parents are concerned when their children aren't learning letters and numbers. They feel that work sheets and homework in preschool programs will prepare their children for elementary school.

Children who are rushed into reading and writing too soon miss important steps in learning and may suffer later on because they lack the foundation they need for using language. Children who are taught to read in preschool may be able to sound out and recognize words, but they may also have little understanding of what they are reading. If they haven't been given time to play, they won't have explored concepts enough to know what words (like "hard, harder, hardest") mean. If they aren't allowed to string beads, buttons, dress up, cut, paste, pour, and draw, they won't develop the small muscle skills they need for writing.

Because math involves more than memorizing facts (like $2=2=4$), because it involves logical thinking, children shouldn't be