



CORNERSTONE CHRISTIAN PRESCHOOL *Established 1981*

Member of Association of Christian Schools International



"Behold, children are a gift of the Lord." - Psalms 127:3

PARENT / STUDENT HANDBOOK 2017-2018

*Developing students who are biblically grounded,
academically equipped,
and globally prepared.*

1777 Arneill Road
Camarillo, CA 93010
(805) 987-7108
www.ccsed.org / Facility # 566210701

CORNERSTONE CHRISTIAN SCHOOLS

Address: 1777 Arneill Rd., Camarillo, CA 93010

School Website: www.ccsed.org

Preschool Office Phone: (805) 987-7108

School Office Fax: (805) 987-8208

Preschool EDC Phone: (805) 889-5800

Office Hours:

Monday – Friday 8:15 A.M. – 3:30 P.M.

Tax ID Number: 73-1707906

Established: 1981

Mascot: Eagle

Camarillo Christian Church

Website: www.camchristian.com

Phone: (805) 482-3116

FACTS Tuition Management

Website: www.factsmgmt.com

Phone: (800) 624-7092

RenWeb ParentsWeb Login

Website: www.renweb.com/Logins/ParentsWeb-Login.aspx

District Code: COR-CA



Welcome to Cornerstone Christian Preschool!

We are looking forward to an exciting year that will be filled with many learning experiences for your child. Our staff has been praying for your family and is anticipating a wonderful school year. We appreciate the opportunity to partner with you in the growth and development of your child.

Biblical values are the foundation of our program. Under the umbrella of Christian principles we will address the developmental needs of your children to include social, emotional, physical, intellectual and spiritual. We strive to maintain a nurturing, stable learning environment with an emphasis on individuality.

Cornerstone Christian Preschool is licensed by the State of California. We serve children who are toilet trained, between the ages of two years six months and kindergarten age. We are members of the Association of Christian Schools International (ACSI).

May God bless your family as we continue through this year.

Mrs. Anita Butler
Preschool Director

*“Whatever you do, work at it with all your heart,
as working for the Lord, not for men.”
- Colossians 3:23*



TABLE OF CONTENTS

Who We Are / What We Believe	4
Mission	5
Purpose in Early Childhood Education	5
Conflict Resolution Principles	6
School Calendar/Holidays	7
CCS Team	8
Policies & Procedures	9
Admissions Information	9
Notice of Non Discriminatory Policy	9
Student Insurance	9
Fee Explanations	9
Attendance and Tardiness	10
Hours of Operation	11
Withdrawal from School	11
Schedule Changes	11
Vacation Credit	11
Departure	11-12
Late Pick-Up Policy	12
Daily Health Check	12
Behavior Management	13-14
Closed Campus Policy	14
Serving at Cornerstone Christian Schools	14
Volunteer Policy	14
Snacks	15
Lunches	15
Nap Time	15
Holiday Breaks	15
Health & Safety	16
Administration of Medication on Campus	17
Immunization	17
Accidents and Injury	18
Change of Address/Phone	18
Emergency Contact Information	18
Emergency Preparedness	18
Parking Lot Safety	19
Parent-School Communications	20
Parent-Teacher Conferences	20
Teacher/Parent Communication	20
Special Events	20-21
General Information	21
Clothing	21
Change of Clothing	21
Lost and Found	21
School Pictures	22
Staff & Curriculum	22
Staff	22
Curriculum	22
Bible Curriculum	22-23

Who We Are

Cornerstone Christian Schools is an independent school system offering preschool, elementary, and middle school. Founded in 1980 by Camarillo Christian Church, Cornerstone operates on a not-for-profit basis, supported by the fees it charges, fund raisers, and donations. The facilities leased to the school consist of an educational wing of the church building, as well as all of the regular church facilities. The church sanctuary is used for weekly chapels and special programs.

What We Believe

We believe the Bible is the inspired, infallible and authoritative Word of God. (2 Timothy 3:16; 2 Peter 1:21)

We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit. (John 10:30; Matthew 28:19)

We believe in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His vicarious death and atonement for sin by the shedding of His blood, His physical and bodily resurrection, His ascension into heaven to sit at the right hand of the Father and His personal and visible return in power and glory. (John 3:16-19; Romans 3:23; 5:8-11; 6:23; Titus 3:5-6)

We believe that regeneration by the Holy Spirit is necessary for the salvation of lost and sinful men. (Romans 8:13-14)

We believe in the present ministry of the Holy Spirit by whose grace and indwelling the Christian is enabled to live a Godly life. (John 14:15-17; Romans 8:9-11)

We believe in Heaven and Hell; that Heaven is a place of eternal life and bliss with our Savior, the Lord Jesus Christ, and that Hell is a place of eternal death and separation from God for those who have rejected His son. (John 3:18-20; 5:24; Matthew 13:40-43)

We believe in the spiritual unity of all believers in the Lord Jesus Christ, all of whom are joined in His body, the Church. (Romans 12:5; Ephesians 4:4-5).

We believe the Bible teaches that sexual activity may take place only within the bonds of marriage between one man born male and one woman born female. (Matthew 19:4-6; Thessalonians 4:1-8)

The New International Version Bible (NIV translation) is the standard translation of the Bible that our students use in all classes at Cornerstone Christian. The use of only one translation facilitates learning and deeper understanding on the part of students as we discuss passages of Scripture.

Mission

We exist to develop students who are biblically grounded, academically equipped, and globally prepared.

Purpose in Early Childhood Education

- ❖ To provide a stable environment for the Christian nurturing of children.
- ❖ To guide the child to a knowledge of God and his/her importance in God's world.
- ❖ To prepare the child for a more advanced learning through purposeful activities in all developmental area (physical, social, emotional, intellectual and spiritual.)
- ❖ To provide an opportunity for friendship among young children.
- ❖ To encourage creativity through music, art, and play.
- ❖ To develop a sense of wonder and investigation of nature and science as God's world is explored.
- ❖ To introduce the child to multiple techniques of learning.
- ❖ To introduce the child to the joy of literature.
- ❖ To provide equipment and opportunity for developing both fine and gross motor skills.

Conflict Resolution Principles

There is no perfect school. We realize that over the course of the year problems and conflicts may arise between individuals or with the school. We expect these to be resolved according to Biblical principles laid out in Matthew 18:15-17. *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church.”* This scripture instructs us to talk to people and not about people.

If a conflict arises, we ask that the following guidelines be observed:

1. Go directly to the individual first and share your concern. Going to other people including friends,
parents, staff or board members only magnifies the problem.
2. If you feel that the problem was not resolved in an acceptable manner, meet with the person and the
CCS principal.
3. If after working with that individual and the principal and the issue is still not resolved, please contact
the school board chairman.
4. If resolution has not occurred, the principal and school board chairman will arrange for a meeting of all
parties before the School Board, if deemed necessary. There are no further appeals and the decision of the Board is final.

Please keep the conflict only between the parties involved. Gossip only breeds more divisiveness and problems. Remember that everyone make mistakes. Once a conflict is resolved, it is our responsibility to forgive, as our Father forgives, and continue on.

2017-2018 School Year

First Quarter

August 28	First Day of School
September 4	Labor Day Holiday
October 9	Golf Tournament, No School, Preschool - 8 th grade
October 27	End of 1 st Quarter

Second Quarter

November 10	Veteran's Day Holiday
November 22 to 24	Thanksgiving Break
December 21	Christmas Break Noon Dismissal, Preschool - 8 th grade
December 22 to Jan. 5	Christmas Break
January 8	School Resumes
January 15	Martin Luther King Jr. Holiday
January 19	End of 2 nd Quarter

Third Quarter

February 16	President's Day Holiday
February 19	President's Day Holiday
March 23	End of 3 rd Quarter
March 26 to April 2	Easter Break

Fourth Quarter

May 28	Memorial Day Holiday
June 5	Last Day of School – Noon Dismissal, Preschool – 8 th grade
June 5	End of 4 th Quarter
June 5	Pre-K/Kinder Cadets Promotion
June 5	5 th Grade Promotion
June 5	8 th Grade Promotion

****Dates subject to change****

CCS Team

Administration

Mrs. Colleen Brewer
Mrs. Valerie Caulk
Mrs. Anita Butler
Mr. Dave Foucar

Principal
Associate Administrator
Preschool Director
Administrator Finance/Consultant

Office Staff

Mrs. Heather Arena
Mrs. Jane Gin
Mrs. Debbie Hanks
Mrs. Betsy Lundberg
Mrs. Sharlyn McHenry

Registrar
Bookkeeper
Office Assistant
Preschool Assistant Director
Office Assistant/Health Tech.

Faculty and Staff

Preschool

Mrs. Elaine Brown
Mrs. Kimberly Couchman
Mrs. Chrissey Fujii
Mrs. Mary Gonzales
Miss Stacy Perez

Preschool Aides

Mrs. Martha Alvarez
Mrs. Tracey Bell
Miss Genesis Butler-Calderon
Mrs. Mariacruz Garcia
Miss Breanna Handley
Mrs. Lisa Handley
Mrs. Tracey Weigele

Preschool Support Aide

Mrs. Bonnie Jo Zittel

Elementary

Mrs. Debbie Vogt (K)
Mrs. Lisa Delgado (1)
Mrs. Elizabeth Thompson (2)
Mrs. Melissa Rizer (3)
Mr. Josh Chambers (4)
Mrs. Jennifer Baer (5)
Mrs. Jana Austinson (Music)
Mr. Elden Sandy (Comp)

Elementary Aide

Mrs. Cindy Burt

Middle School

Mrs. Amy Allen
Mr. Joshua Hanks
Mrs. Debbie Hanks
Mrs. Wendy Hartman
Mrs. Anne Kimball
Mrs. Julia Martin

EDC Director

Mrs. Suzanne McMackin

POLICIES AND PROCEDURES

Admissions Information

Cornerstone Christian Preschool accepts children who are potty trained and are between the ages of two years six month and kindergarten age with evidence that the family shares in the school's philosophy. Students are admitted on a first come first serve basis. The preschool desires to place each student in a setting where he/she will be most successful. Therefore, Cornerstone Christian Preschool reserves the right to deny enrollment or to admit students, and the preschool also reserves the right to place a student in the class that is most suitable. Each student is accepted on a 30-day probationary basis, and the preschool reserves the right to dismiss the student any time during probation should it be deemed necessary. Cornerstone Christian Preschool admits students of any race, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admission policies, or any other school-administered programs.

Notice of Non-Discriminatory Policy

Cornerstone Christian Schools admit students of any sex, race, color or national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex or national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

Student Insurance

Our insurance carrier requires CCS families to demonstrate proof of medical insurance in order to avoid redundant expenses. At the time of enrollment or re-enrollment, all families must complete and return the proof of insurance information on the Annual Field Trip / Emergency Medical form. Families who would like to purchase student accident insurance may do so through Student Insurance. An application can be obtained by going on line to www.studentinsuranceusa.com or by calling (800) 367- 5830

Fee Explanations

*All tuition must be paid through FACTS.

I. Registration Fee. This fee is applied to the expenses acquired in registering students, processing student records, establishing and maintaining student files and is non-refundable.

2. Tuition fee. This fee is applied to staff salaries, curricular materials, building expenses, licensing fees and the overall operating expenses of the School. The tuition fees are for one school year and does not cover any summer programs. Payment may be made in 12 equal monthly payments from June to May through our tuition management company, FACTS, or in one lump sum. Families enrolling after mid-June will follow a different payment schedule.

3. Late Fee. Any tuition payment not received by the 5th of the month in which it is due is delinquent and will incur the late-payment charge.

4. Returned-check policy. Uncollected checks returned to the School by the bank (NSF, refer to maker, account closed, stop payment, etc.) will not be redeposited. The check must be replaced with a bank check or a money order. A \$30.00 service charge will be assessed on each returned check. If an excessive number of checks are returned on a given account, payment on that account must be made by certified bank checks, money orders or EFT for the remainder of the school year.

Attendance and Tardiness

Please notify the preschool office if your child is going to be absent or late. Our preschool classes begin at 8:45 a.m. At that time, the children are counted and that number is submitted to the preschool office. This insures that our ratios are appropriate.

Please remember that late arrival is disruptive to the start of class and can cause unnecessary anxiety for your child.

All children should enter through the EDC room (#132). Class lists are on color coded clipboard and will be either in the classroom or outside of Room 132 on a small table just outside the door. You must sign your full signature each day. If we see that you forgot to do so we will call you to return to the school to do so. This is required by Community Care Licensing Title 22.

Siblings of children in K-8 may be dropped off as early as 8:15 a.m. Please communicate with our of our staff that your child is a sibling and requires an earlier drop-off.

Hours of Operation

The preschool facility is open daily from 7:00 a.m. until 6:00 p.m. or until the last child is picked up for the day. Preschool office hours are from 8:15 a.m. to 3:30 p.m. We are open year round with exceptions to holidays and teacher in-service days. Please check your annual and monthly calendars for the exact dates.

Withdrawal from School

Withdrawal of a student from the preschool requires the filing of a Notice of Withdrawal form which states the reasons for withdrawal. In such an event, all financial obligations must be paid. If a student withdraws or is dismissed from Cornerstone for any reason during the school year, no refund will be issued for the month in which the withdrawal or dismissal occurs.

Schedule Changes

Please check with the director for availability if a change needs to be made in your child's schedule. A schedule change form will need to be filled out and signed by the parent requesting the change.

Vacation Credit

We do not credit vacation days. Tuition is to be paid monthly to hold your child's space in his/her class.

Departure

Please note the following pickup times and places.

- 12:45 p.m. – Children in the Rainbows and Flitterbugs will be picked up in Room 131. Children in the Pre-K or Kinder Cadets will be picked up on the playground.
- 4:00 p.m. - All children will be on the playground or in Room 132.
- 6:00 p.m. – All children will be in Room 132.

Please be on time to pick up your child. Children can become anxious and unsettled if you are not here on time. If you are detained and cannot pick up your child on time, please make arrangements for someone previously authorized to pick up your child. Please contact the

preschool office if this occurs so that we can let your child know of the change. Proof of identification will be required.

Children will not be released to any individual that the parents have not listed on the appropriate release forms. Please keep this information current throughout the school year. Changes must be made in writing by filling out the Changes to Emergency/Pick-up Information form which can be found in the preschool office. The sole exception to this policy will be made under the following circumstances:

In the case of separated or divorced parents, the child may leave the school with either parent unless we have on file a copy of a restraining order, from a competent court, that specifically limits visitation rights. If a biological parent not listed on the release form comes to pick up the student, we cannot legally deny access. Cornerstone Christian Preschool cannot be the mediator in these visitation matters, except by directive of a court order. We will, however, make a reasonable attempt to contact the other parent concerning these actions. It is our desire to be supportive of families in these situations. However, we must operate under clearly defined guidelines.

Late Pick-Up Policy

Late charges can be avoided by planning ahead. However, in the case that a parent is running late or an emergency arises, the school needs to be notified. Pick up later than your child's regularly scheduled hours will result in a fee of \$15 for every 15-minute increment or portion thereof. All late fees are to be paid to the preschool office.

Daily Health Check

Our staff is required by law to do a quick visual health check of your child each morning to make sure that he/she is healthy enough to be at school. This check consists of a staff member looking for things like a green runny nose, red droopy eyes, or other obvious signs of illness. If for some reason your child does not seem to be healthy, our staff will talk with the adult dropping off the child regarding their concerns to determine if the child is healthy enough to be at school. We work diligently to keep all children healthy while at school and limit the sharing of germs.

Behavior Management

Our desire is to help children develop the healthy emotions of love, confidence and self worth by teaching and building self control and self discipline. We believe that teaching children correct behaviors and encouraging them to make right choices is the best way to help them learn to be kind, share, get along with others, and understand consequences. Each teacher sets up boundaries, expectations, and consequences in the class at the beginning of the year.

Training children in conflict resolution skills looks different at different ages. Children who are younger may not completely understand why they did what they did, for instance, hit another child, but the teacher taking the time to talk through the situation and give the child the words is the beginning stages of helping children grow in this area. As children get older it is important that they communicate with their words how they are feeling directly to the person who has caused the problem. The teacher usually has to facilitate this process. Eventually this trains children to properly deal with conflicts that arise and fosters independence as they learn and grow.

One of the ways in which we help guide children into right decision making and try to encourage them on into independence through conflict resolution skills is by using God's Word, the Bible. We specifically focus on the fruit of the Spirit and use this as a model for how we should live and treat others as Jesus did.

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” - Galatians 5:22

We want children to feel secure in their school environment with the boundaries and expectations that are in place. We try to focus on the positive, often using a high-five, hug, encouraging word or even a sticker. Unacceptable behavior is handled in a purposeful manner, either by a loss of privilege, directing the child to another activity or by having a talk with the child about the behavior that is unacceptable. Talking between staff and child gives the one-on-one attention necessary to truly understand the child. Giving children opportunity to talk and listen with a staff member helps them recognize how their choice could have been different resulting in a better outcome.

If unacceptable behavior is excessive and becomes disruptive or dangerous to himself and/or others the child will be removed from the group, possibly to the director's office. If, after a reasonable period of time, the child continues to be unable to gain control the parent will be called. This will happen only when absolutely necessary. The goal is to help children gain self-control.

Our goal at Cornerstone Christian Schools is the academic and spiritual training of students within a Christian atmosphere and philosophy, in accordance with Colossians 3:23 – “*Whatever you do, work at it with all your heart, as working for the Lord, not for men,*” (NIV 1984). This goal simply cannot be attained if a student lacks respect for authority and/or a desire to learn and grow. Any student having consistent problems with behavior and proper respect for authority will be in jeopardy of dismissal from the school.

Closed Campus Policy

CCS has a closed campus policy. All visitors must sign in and out at the preschool or school office. Visitor name tags should be worn. Also, visitor badges are available in the Preschool office.

Serving at Cornerstone Christian Schools

We encourage parent participation. Throughout the year parents will be asked to help with our program. This may involve sending supplies or helping in the classroom. School-wide events are coordinated by our Parent Support Group Mom/Dad. We appreciate the help of our families. Please note: California State law requires that anyone who volunteers in a classroom must provide the school with a copy of immunizations for MMR, TDaP and Influenza.

Field trips are planned by your child’s teacher and will require parent drivers. Each teacher will send out information regarding specific field trips. A current copy of your Driver’s License and insurance coverage will be required, in addition to a signed Driver/Chaperone Agreement.

Volunteer Policy

CCS appreciates Volunteers! In the interest of student safety, we require our volunteers to submit to a background check. Background checks will not be conducted without a signed release. Release forms are available in the school office.

Snacks

Nutritious snacks are provided in the morning for all children and in the afternoon for students enrolled in our full day program. Snack is served with 100% juice, 1% milk or water. A monthly snack menu will be posted on parent boards.

Lunches

You have the option to purchase a lunch in advance or to send a lunch you've prepared.

When preparing your child's lunch, please remember that preschool children do not need a lot of food but they do need the right kind of food. Fresh fruit and/or veggies, half of a sandwich and a drink would be plenty. Other healthy choices you may consider putting in your child's lunch might include cheese cut in cubes, pretzels, whole wheat bread, hard boiled egg, yogurt, trail mix or a healthy snack bar.

Please do not send candy or soda to school. If either of these are sent in your child's lunch we will not serve them to the child and have them keep it in their lunch box and saved for home.

Nap Time

If your child stays for a nap please provide a fitted crib sheet **and** small blanket. (No pillows please, unless attached to blanket.) Please mark your child's nap items clearly. Nap items will be sent home on Thursday/Friday to be returned clean on Monday/Tuesday. Nap time is from 1:00 to 3:00 p.m.

Holiday Breaks

Please refer to our current-year school calendar for a listing of school holidays. Our school will be closed for several holidays. Longer closures will occur during Thanksgiving, Christmas and Easter. Child care for full-time children will be available during some of those closures. A childcare registration sheet will be posted for those who need this service.

HEALTH & SAFETY

Keeping your child healthy is important to us! **Please do not send your child to school if he/she is ill or has any abnormal symptoms.** As your child arrives at school each day, a brief health check will determine if your child is healthy enough to attend school.

Reasons your child may be excluded from school are:

If your child is not feeling well enough to participate in day to day activities, or if more care is required than our staff is able to provide without compromising the health and safety of other children, or if any of the following symptoms or illness are present:

- Cold/flu
- Fever
- Running nose with thick, or colored secretions
- Watery/inflamed eyes, conjunctivitis
- Earache
- Diarrhea or vomiting
- Marked drowsiness or dizziness
- Rash (unless accompanied by a doctor's note stating it to be not contagious)

A child will be sent home if he/she appears to have any symptoms of illness during the day. A child who has gone home with an illness will need to wait at least 24 hours before returning. Please keep the school informed regarding your child's progress

Allergies are not contagious, but may make your child feel less than normal, as will some medications. Even if your child shows no signs of illness but is unusually irritable, tired or fussy, please consider how that behavior affects the class and his/her experience at school. By staying at home to rest, the development of an illness or the spread of a contagious childhood disease may be prevented.

Please notify the preschool office immediately if your child has a communicable disease (mumps, chicken pox, lice, conjunctivitis, strep-throat, any rash, etc.). The preschool will send home an exposure notice to families who may have been affected, giving the date of the exposure and information regarding the disease. A child may come back to school once he/she has been symptom and fever free for at least 24 hours. Some illnesses may require a doctor's release.

ADMINISTRATION OF MEDICATION ON CAMPUS

In compliance with California Title 22, we maintain an “Incidental Medical Services” plan, in the event that a child requiring such services is admitted to our school.

If your child requires prescription medication during school hours it is preferable for you to come to the school to administer it. If this is not possible, the Director or appointed teacher will administer it. Any medication must be in its original labeled prescription bottle. It will be handed by the parent to the director or the teacher and will be stored in the preschool office. Medication must be accompanied by written authorization and an instruction signed by the child’s parent/guardian and the child’s physician. Instructions must match the prescription label. Medication must be in its original container and labeled. The school has an authorization form that should be used. These authorization forms are available in the preschool office.

Immunization

California Community Care Licensing, Title 22, requires that all children are current on immunization. Additionally, Under the California School Immunization Law (California Health and Safety Code, Sections 120325-120375), children are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries and developmental centers.

The California School Immunization Law also requires schools, child care centers, and family child care homes to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to the local health department.

Immunizations need to be current for attendance to begin.

Accidents and Injury

In the midst of preschool play, accidents happen. In the case of an accident requiring a physician, we will make an immediate attempt to contact the parent, or 911, if necessary. After an injury at school, a Student Accident/Illness Report or “Boo Boo Report” will be sent home with your child indicating the injury and any treatment or care administered. If there is an injury on the child’s head, parents will be contacted so that they can make the best decision for their child. Our preschool staff is trained in CPR and First Aid.

Change of Address/Phone

If you need to update any information in your child’s student file, this must be done in the preschool office by filling out the Changes and Additions to Student Information Form. This will ensure that the change in information happens school wide, and is entered into our database.

Emergency Contact Information

Upon enrollment, you will have filled out an Identification and Emergency Information form with names and numbers of persons to call in case of an emergency and those who are authorized to pick your child up from school. Please make sure to give us the most up-to-date information so that we are prepared. If you need to make any changes please come to the preschool office and fill out the Changes to Emergency/Pick-up Information form.

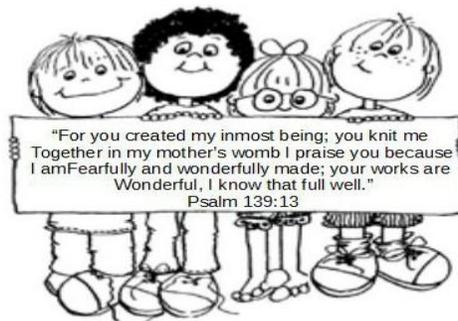
Emergency Preparedness

Each month we have a fire, earthquake, or lock down drill according to regulations. All classrooms have a posted emergency exit plan. In the event of a major emergency, we have a supply of emergency food and supplies on hand at all times and we would implement our comprehensive Disaster Plan. Crisis Management training occurs regularly for staff. This includes policies, procedures, responsibilities, emergency contacts, Levels I-V Emergencies, and Safety and First Aid. Additionally, we participate annually in the Great California Shake Out, www.shakeout.org.

Parking Lot Safety

Please use caution in the parking lot. Please observe the **5 mph** speed limit. The safety of our students must be the foremost concern. Drivers are to enter the parking lot slowly, in one lane. Parking is permitted only in the designated “school parking” areas. Parking is not allowed along the red curb or chain link fence. If at all possible, please park your automobile in such a manner that you will not need to back up; it is difficult to see smaller students who may be walking behind your vehicle. Also, do not drive into the barricaded areas which are reserved for playground use and student foot traffic. The parking spaces nearest to the building are for church office use only. No school parking is permitted in the “church only” parking area.

(Detailed maps available in the preschool office.)



PARENT-SCHOOL COMMUNICATIONS

Parent-Teacher Conferences

Parent-Teacher conferences are conducted once Mid-Year. Teachers will post sign-up sheets on the doors of their classrooms. This is a great time for you to meet with the teacher and discuss your child's development in school. If you need to cancel, please reschedule.

It is in the best interest of your child that parents and teachers communicate freely with one another. Situations that may arise at home can influence the typical behavior of a child. Please feel comfortable in discussing with the teacher and/or director anything that will help your child have the best possible experience here at school.

When talking informally with a teacher about your child, please be sensitive to what your child hears. A phone call might be better. The Director has an open door policy and is available to discuss any concerns you may have.

Teacher/Parent Communication

At the beginning of each month a class newsletter will be sent home highlighting activities, days off, and general information of the events going on in your child's classroom and/or preschool. In addition, you will receive information in your child's file/cubby regarding lunch menu, school wide activities and events, and fund raising opportunities. Please read your newsletters when you receive them and refer to them as needed. All information will be sent home through your child's file or cubby on either Monday or Tuesday of each week. Additionally, school newsletters and communication will be emailed. Please make sure we have your current email address on file so that you can stay up to date with what's going on in our Cornerstone Christian Schools' community.

Special Events

In addition to our daily routines at school, we enjoy special events that may include:

- Holiday Parties
- Grandparent's Day
- Veteran's Day Parade
- Christmas Programs
- Spring Programs



- Parent's Day
- Pre-K & Kinder Cadets Promotion

During our holiday seasons we celebrate the great gifts God has given us, such as His bountiful harvest in the Fall as an alternative to Halloween, the birth of His son at Christmas and the celebration of His life, death, and resurrection at Easter. At Cornerstone, we focus on the true reason of these holidays

GENERAL INFORMATION

Clothing

Please dress your child in comfortable play clothes. It is our desire that children have a great time while they are here. Painting, exploring the playground, building in the sand box, playing in water, etc., are all part of our daily activities. So please send your child in clothes that can get dirty.

Clothes with many buttons, buckles, belts, and straps, for example overalls, can be hard for little hands to maneuver. Children can usually manage elastic waist style pants, shorts, etc. Clothing that is easy to manage encourages independence and self-help. Girls who wear dresses or skirts must wear shorts underneath. Please do not send children to school in scary or inappropriate t-shirts.

For safety, boots, platform or high-heeled shoes, slides, and flip-flops are **not** permitted. Closed toed sandals are permitted only if they are secure fitting and have a heel strap. Tennis shoes or rubber-soled shoes are safest and highly recommended. Please be sure to clearly mark your child's removable clothing (ie. sweaters, jackets, hats, etc.) with his/her name.

Change of Clothing

Please send a change of clothes in a Ziploc bag with your child on the first day of school. Be sure to label it with your child's name so that we will know whom it belongs to. It will remain in the classroom and will be used in case of an accident or spills. Please include socks, underwear, pants or shorts and a shirt.

Lost and Found

Please check the lost and found box located outside the preschool office if you are missing an item. Two times a year, unclaimed items are donated to local charities.

School Pictures

You will have the opportunity to purchase school pictures in the fall. Each child will receive a complimentary student ID card.

STAFF AND CURRICULUM

Staff

A warm, loving, dedicated Christian teaching staff has been trained to promote the best development for your child. We are governed by Title 22 Regulations, and each staff member is qualified and serves with a willingness to show God's love to you and your family.

Curriculum

Our curriculum emphasizes monthly thematic units that are broken down into sub themes for each week. We also include learning themes, which cover Bible stories, math, science or discovery, fine and gross motor skills, and concepts such as shapes, colors, numbers, and letters.

Our basic approach includes a developmental hands-on learning style, literature based activities, discovery and an emphasis on play, both creative and dramatic. Language development is accomplished through the use of music, games, dramatic play, blocks, creative art, share time, and social interaction. Small muscles are strengthened by the use of play dough, scissors, puzzles, and other manipulative materials. Gross motor skills are developed by using obstacle courses, balance beams, tricycles and scooters, horizontal bars, swings, and games with balls. Perceptual and conceptual development is challenged with puzzles, board games, finger plays, and books.

BIBLE CURRICULUM

We take every opportunity to teach and model Biblical standards and characteristics, using everyday occurrences, to teach God's character and love. Each day the children enjoy a time in their classrooms when they pray and discuss Bible stories and the Fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (from Galatians 5:22-23)).

Preschool chapel is on Tuesdays and Fridays. During that time we pray, sing and have a story or object lesson. A "Treasure Box" often contains an object that helps initiate our special discussion.

Our primary focus is helping the children understand God as the Creator and Savior, as well as helping them know that His Spirit is with us always. We learn from the Bible, God's Holy Word. Those terms are presented regularly, as well as emphasizing His great love for us through His Son Jesus Christ.

Two Sculptors

*"I dreamed I stood in a studio and watched two sculptors there;
The clay they used was a young child's mind,
and they fashioned it with care.
One was a teacher,
the tools he used were books and music and art.
The other a parent,
who worked with a guiding hand and gentle loving heart.
Day after day, the teacher toiled with touch that was deft and sure,
While the parent labored by his side,
and polished and smoothed it o'er;
And when at last their task was done,
they were proud of what they had wrought,
For the things they had molded into the child,
could neither be sold nor bought.
And each agreed he would have failed if he had worked alone.
For behind the TEACHER stood the SCHOOL,
and behind the PARENT, the HOME."*

Author Unknown

