

CORNERSTONE KIDZ



11301 W. Indian School Rd.
Avondale, AZ 85392
623.772.7217
www.cornerstonekidz.org
E-mail: info@cornerstonekidz.org

Childcare



Program



ACTIVITIES AND PROGRAMS

Cornerstone Kidz provides a caring Christian environment that is essential for healthy learning and growing in all areas: Physically, Emotionally, Mentally and Spiritually.

We will succeed together through academics (using the A Beka Book curriculum), art, music, physical education, and uniquely to our program: daily bible lessons, weekly kidz church, prayer and worship, and Community education.

DAILY BIBLE LESSONS will be planned by the teachers in order to share the love God has for each of the children through Bible stories.

The children will participate in *WEEKLY KIDZ CHURCH* learning how to talk to God through music and prayer as we lift up the community around us. Lesson subjects teach children to apply the Christian principles to their lives.

MELODY MAKERS comes each Thursday morning and teaches music along with a character lesson. Lesson plans are posted each week for you to review.

CHILDCARE SERVICES: Cornerstone Kidz provides many services to our community.

- Full-day childcare for children 1 – 5 years of age.
- Full-time summer care for school-age children K – 6th grades.
- After School care for school-age children K – 6th grades.
- Kindergarten (for details, see the kindergarten section)

Cornerstone Kidz does not discriminate against children of any race, color, sex, national origin, disability, religion or age (except as limited by our definition of services) to all the rights, privileges, programs and activities made available to students at the center.

OPERATING HOURS: We are open Monday through Friday, from 6:30am to 6:00pm. (See rate schedule for Holidays that the center will be closed). Our Liability insurance does not permit us to have children left before or after operating hours.

ENROLLMENT / WAITING LISTS: In order that all children receive individual attention, classes are limited. Students are enrolled on a first come, first served basis. In the event that a class is full, your child will be put on a waiting list. Should an opening occur, it will be filled from the current waiting list in the following order:

1. Staff of Cornerstone Kidz and Cornerstone Christian Center
2. Siblings of currently enrolled students at Cornerstone Kidz
3. New children

ENROLLMENT REQUIREMENTS: Prior to the first day of enrollment, the following must be completed:

1. Child information, Immunizations, and Emergency forms must be turned in; in addition to all other enrollment forms.
2. A shot record must be presented prior to the child's start date and all shots must be made current within 15 days of enrollment.
3. Signed Health, Attendance, and Miscellaneous policy Agreement forms by both parents.
4. Tour of the Facility.
5. Introduction to your Child's teacher.
6. Registration fee and first week's tuition paid (see rate schedule for fees).

ADDITIONAL FEES: Payments made after Wednesday of each week are subject to a \$10.00 fee. There is also a \$20 fee on all returned checks. There is a \$3 fee for each lunch that we provide. Also a late pick up fee of \$3 per minute after 6:05pm; after 5 occurrences, the fee will increase to \$4 per minute.

PARENTAL GUIDELINES:

- G rated movies only are to be brought in.
- Please leave all toys at home (except for show & tell) - this will prevent fights and lost items.
- Please avoid bringing any items in that go against our biblical beliefs such as Harry Potter, teletubbies, pokemon, digamon, darthvador, etc.
- NO balloons, hard candy, coins, tiny toys are allowed, they are choking hazards.
- No play guns, knives, swords, etc.

PARENT INVOLVEMENT: Parents are encouraged to participate in any of our specially planned events and projects at this Center. Parents are asked to participate and support the center by bringing store bought snacks, reading to the children, sharing a talent or skill in the classroom, driving for occasional field trips, or participating and attending children's programs. You are asked to bring in items periodically to be used in your child's classroom for projects.

Another area of participation is in fundraising. If you have any ideas for fundraising or would like to assist in planning the fundraisers, please contact the office. Fundraising is used to supplement the tuition fees so that we can control our costs and build up our program without increasing our rates. Although you are welcome to visit the center at any time, it would help keep the disruptions down if you let us know in advance that you are coming.

PARENT RESPONSIBILITIES:

You are expected however, to participate in the care, education and discipline of your child. We are here to support you in the care of your child so that you are able to work without worry and concern for your child. We expect that our parents, will insure that they stay informed about the events of the center as well as the daily details of the care of your child. This information goes out to you through emails, newsletters, daily notices in the child's bag, and notices and letters clipped to your sign in/out sheets. It is your responsibility to read this information as it comes your way. Another area of expectation and responsibility is that you are responsive to the center and your child when you are called upon for discipline issues. You are expected to keep your contact information updated.

COMMUNICATION: Communication between you, the child, the child's teacher and the office is imperative to a growing and healthy learning environment. Communication can be a challenge in divorce situations. We are asking that you be patient and proactive in communicating with us when there are two parents that live separate from each other. Newsletters and other communication postings are placed at each doorway. Please let us know if you have any questions, concerns or suggestions. Also, if you have a suggestion or concern, we have a "Parents' Voice" form for you to fill out these are found outside each class and at the front office. We have an open campus: our parents are welcome any time and have full access to the campus.

DRESS CODE: Children will participate in outside play, painting, crafts, and other activities that will get them dirty. Please do not dress your child in clothes that you do not want ruined. Shoes should also be worn that are secure to the foot. High heels and flip-flops are not safe for little ones to be wearing when they are running on the playground in the woodchips so they will be required to stay on the black top when they wear inappropriate shoes.

PERSONAL ITEMS: Cubbies are not provided for our children. Please bring an extra change of clothes for your child to be stored in the bathroom, and 1 thin blanket to be stored flat on cot. We will provide a cot and a sheet for their cot. You need to take home their blanket each Friday for washing and we will wash the sheets. **NO** pillows. Soiled clothes must be picked up daily, any soiled clothes left after 1 week will be thrown away.

SNACKS / BIRTHDAY CELEBRATIONS: Food may be brought into the center for special occasions. If you would like to pass out invitations to the children in your child's class please, present them to the director.

CURRICULUM: We have used the A Beka Curriculum since the Fall of 2002. A Beka uses a phonics approach to teaching. Each classroom will have a set of workbooks that is paid for by the parents. For more information on the curriculum, stop by the front desk. For curriculum fees, see the current rate sheet.

BIBLE STUDIES: Basic Christian Doctrine will be taught according to the Assemblies of God Tenants of Faith (see brochure for further explanation).

STAFF: Our staff will work together to plan and carry out the daily activities of the Center. They will attend planning and educational workshops, maintaining 15 hours per year. In order to plan extraordinary activities and provide the attention your child needs, we do schedule extra staff (we may occasionally fall back to state ratios in the event of staff absence).

LUNCH AND SNACKS: You will need to provide your child with a sack lunch each day. We will refrigerate and reheat meals in microwave for 1-2 minutes. Kindergarten lunches must be a protected cold lunch. Please, see that all food is prepared and put in microwavable container. On occasion we will give you an opportunity to pay for the child to eat a meal from a local vendor (McDonald's, Burger King, Pizza, Deli, etc.). Milk will be provided for their lunch. Snacks will be provided for an AM and PM snack. Breakfast will be available from 7 am until 7:30 am. In lieu of additional charges, we ask that if your child eats breakfast with us to donate a box of cereal now and then.

FIELD TRIPS: At this time, all fieldtrips for preschoolers will be limited to the immediate local area (walking distance). We will have an occasional on-site field trip. When a field trip is planned, permission slips and charges will need to be signed and paid in advance.

TRANSPORTATION: It is your responsibility to provide all transportation to and from the center for preschoolers. See School – age section for more details regarding transportation for the older children.

MEDICATIONS: Over-the-counter medications may be administered only according to the label. The parents must provide all products and write the child's name permanently on them. If the child is one year's old, and the label states "see physician if under 2", then you will need to have a script from your doctor in order for us to administer the meds. We will store all meds in a locked container and will not apply any of the above without a signed permission form available from the office. All medication will be administered at lunch time with the exception of asthma, allergy, and behavioral medication. If your child has any known allergies please see that we get a supply of Benadryl or an EpiPen with a prescription label. Including vitamins, medicated lip balm and throat lozenges.

WEAPONS: For the safety of our children, we do not permit any type of weapons or firearms or anything that resembles such on the premise.

SPECIAL NEEDS CHILDREN: If a special needs child can be accommodated within the limits of our program or with reasonable adaptation within the limits of our facilities; and within the limits of the teacher's ability to handle the particular special need, such a child will be accepted into our program.

ADMISSION AND RELEASE OF CHILDREN: Parents must clock their child(ren) into the computer system each time they are admitted to and released from the center. At the time of enrollment, your fingerprint will be registered in our system. In addition, all children must be signed in and out in our attendance log on a daily basis. The signature must be of a parent or someone on file designated by the parent. The signature must include at least the first initial and last name along with the time the child was checked in/out. ID will be requested from a person other than the parent, so please explain this to your friends/family. On occasion, you may need to select an alternative person to pick your child up that is not on file, when you call the center, you will be asked to provide the telephone authorization code that you provided us at the time of enrollment.

ATTENDANCE: Please understand that our program and curriculum begins in the classroom at 8am. Your are not required to have your children here at any specific time, but keep in mind that the children are missing out on the curriculum if they come in later than 8am. **If you are going to be in later than 10am please call us so that we do not send staff home.** On special days, please have your child here at 8am so that they do not miss out on any special activities. If your child will not be at the center, please call the office and let us know. You will be given 10 credit days per year on the start of each school year. These credits can be substituted in lieu of payment for sick or vacation days (just let us know and a daily fee will be calculated for credit, however, your child must be absent). Once your days are used up, there will be no credit made for sick and vacation days. Credits do not carry over onto a new year. **Full tuition is due on Holiday weeks.**

TERMINATION OF ENROLLMENT: The program of the center is designed to be a positive experience for children. Occasionally the program may not be appropriate for a child's continued enrollment. Termination may result if the program does not meet the needs of the child or the expectations of the parent, or if the child/parent manifests repeatedly disruptive or inappropriate behavior. The Center Director in consultation with the teacher and child's parent(s), will make a decision regarding continued enrollment. Service may also be terminated due to a past due account (tuition is due each Monday. Your child will not be able to return to the center on Mondays if your account is delinquent). The Center reserves the right to refuse services. ***If you decide to withdraw your child for more than 4 weeks, in order to guarantee your spot, the retention fee is 50% of your tuition. A 2 week notice is

required and can only be used once in every school year. **A 2 week written notice of intent to withdraw is required.** All items left behind will be donated or thrown out after 2 weeks.

DISCIPLINE POLICY: As part of our daily activities we expect to have opportunities to help the children learn self-control, cooperation and sharing. Discipline is approached in a positive understanding manner. If a child breaks established classroom rules, represents a danger to himself or others, or interferes with the ability of classmates to learn or participate, appropriate measures will be taken by his/her teacher to halt such behavior. Children will be encouraged to re-direct their actions in constructive play and work activities or be given a short time out from the group (no longer than 3 minutes once the child has regained control). If a child is involved in a situation that is potentially dangerous, he will be physically removed from that situation. Biting will not be tolerated. Each time your child bites you will be notified. If your child consistently bites, hits, kicks, etc. any child or staff member, you will be expected to participate and intervene in discipline, professional counseling, periodic visitation, or removal of child from center.

**** See Discipline Section in this handbook for further details.**

LICENSING: Cornerstone Kidz is fully licensed by and regulate by the State of Arizona, Department of Health Services, Office of Child Care Licensure, which is located at: 150 N. 18th Avenue, Ste 400, Phoenix, AZ 85007, 602-364-2539. We are inspected by the Department of Health Services on an annual basis. Copies of the reports are kept here on the premises in the director's off and are available upon request.

LIABILITY INSURANCE: Cornerstone Kidz maintains a liability / accident insurance policy as pursuant to R9-5-308.

PESTICIDES: We post a notification on the board in the front lobby 3 days prior to pesticide application.

REQUIRED RECORDS: According to Arizona laws, no hospital or emergency room care can be given to a child without the consent of the parent or guardian. It is vital that we receive the emergency cards prior to your child's first day. If you have a custody issue with your child, we must have papers on file in the office in order for us to follow them.

CHILD VISITATION: If you have a court ordered visitation schedule, we will have to have a copy on file for reference. Please understand that I can not prevent any birth parent from picking up their child without a restraining order or custody papers.

REQUEST FOR COPIES: If you require copies of your child's records for any reason, we will be glad to copy them with the following requirements. The Mother or Father must request them in writing 2 days in advance and there will be a \$5 copy fee (up to 20 pages) due upon request.

HEALTH / EMERGENCY POLICIES

HEALTH CHECK: A health check will be performed on every child as they arrive each morning. A child must be kept home if he/she has a communicable disease; shows evidence of a fever over 100 degrees; has run a fever within the past 24 hours; has diarrhea or vomiting, or has a heavy or colored nasal discharge. If a child becomes ill, he/she will be isolated from the group and given proper attention and the parent/ guardian will be notified. Please phone the Center Office when your child will be kept home. Notify the center at once if your child has a communicable disease or has been exposed to one.

COMMUNICABLE DISEASES

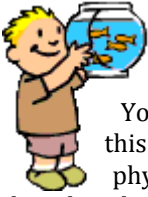
Chicken Pox	Impetigo	Head Lice	Scabies
Poison Oak	Ring Worm	Common Cold	Measles
Strep Infection	German Measles	Scarlet Fever	Athletes Foot
Meningitis	Poliomyelitis	Mumps	Pink Eye
Tuberculosis	Whooping Cough	Diphtheria	Infectious Hepatitis

Our health policy is taken very seriously. State regulation requires “that a center shall not accept or allow a child to remain at the center if the child shows symptoms of inflammation, fever, rash, diarrhea, vomiting, pinworms, and lice, is suspected of having a contagious or infectious disease or infestation.”

One sick child can affect many other children causing a huge domino effect. It is important that we all take part in keeping our center free from disease. Please have an alternate childcare plan. All illnesses must be called in so that we may post to warn parents for signs of illness. Some diseases are required by law to be reported to the Department of Health Services.

In addition, there is a sink located in the front of the building. As children arrive each day, they must wash their hands as they enter the building. This will assist in cutting out disease from the beginning. Please remind your child to do this each day prior to joining the other children.

EMERGENCIES: In case of an emergency, 911 will be called and then at least one parent will be notified.



Exploring Healthy Sexuality Development in Young Children as they see it

Young children develop as a whole; not separated into different areas of development. Part of this whole is sexuality development. Just as children have individual language, thought, and physical patterns, they also have individual sexuality patterns. Their feelings, words, and thoughts about sexuality are very different than adult or adolescent thoughts, language, and feelings. So when we observe sexual behavior or hear sexual words in young children we need to keep their developmental level in mind, as we do with all other areas of development (physical, cognitive, social and emotional).

Children treat sexuality as curiously and playfully as they treat other areas of interest. Young children are curious about their bodies, and other people's bodies in terms of both similarities and differences. Children take this interest much less seriously than do adults.

Children are spontaneous and open about their interest in bodies and reproduction. Young children have not experienced questions, comments, or engage in behaviors without considering suitability of time or place. For example, one five years old asked his Sunday School teacher, "What is sex?"

- **Physical development:** Children are interested in exploring all of their body parts as well as in their bodily functions. They touch their genitals because it feels good. Preschoolers are notorious for their interest in urination and defecation.
- **Cognitive development:** Young children are curious and want to know facts about where babies come from, even if their understanding is different from that of older children and adults. They learn accurate for all of their body parts.
- **Social development:** Young children establish friendships and learn how to get along with others. They are developing a conscience as they learn right from wrong.
- **Emotional development:** When children feel good about themselves, they can feel good about others. They are learning appropriate ways of expressing their emotions, both positive and negative.

Family involvement is very important in all area and essential for the development of healthy sexuality.

The following guidelines will be used at Cornerstone Kidz:

- Both girls and boys will be able to put on any clothing that is out in the dramatic play center as well as play with all toys available in the classroom.
- Anatomically correct words, penis and vagina, will be used.
- Children who publicly explore their bodies will be guided to understand: that this is personal behavior and is appropriate for private time but not group time (just as other bodily functions are not appropriate in group settings, but are private and personal).
- Each time a child displays this behavior, you will receive a letter letting you know so that as parents you have to opportunity to teach your children according to your personal beliefs regarding this issue.

Discipline



Policy

Parent / Child Observation

Guidelines

Purpose: The purpose of an observation is to witness behaviors your child might be having in the classroom so that you may respond to your child in a timely manner. We feel that this lets the child know that you support the rules and consequences of the center.

Expectations: Our expectations are for you, the parent, to observe the child and respond to the child when he/she decides to make a “bad” choice. Typically we will not call on you to come down for observation, unless your child has chosen not to respond to the staff on several occasions and we have already made phone calls to you during the work day.

Guidelines: We ask that you observe your child from outside the classroom. If the child knows that you are present, then they will naturally choose the right decisions. We want you to be able to respond to the behavior that has been being repeated in the classroom.

When you witness the behavior, you must quietly enter the classroom and remove your child calmly but firmly to respond to the behavior. Take your child out of the center to respond. If you are leaving the campus please make sure that you are clocking your child out and then back in when you return.

If the occasion arises that you feel that it would benefit you being inside the classroom, then please speak to the administrative staff. If you are ever in the classroom, please refrain from yelling or spanking your child as well as be very careful in the manner that you “grab” your child. Basically, while in the classroom, you are held to the same standards and restrictions that our staff is.

Important: It is imperative that you do not ever correct or discipline another child in the center. If you observe a situation that needs to be dealt with, please notify a staff member.

DISCIPLINE POLICY:

As part of our daily activities we expect to have opportunities to help the children learn self-control, cooperation and sharing. Discipline is approached in a positive understanding manner. If a child breaks established classroom rules, represents a danger to himself or others, or interferes with the ability of classmates to learn or participate, appropriate measures will be taken by his/her teacher to halt such behavior. Children will be encouraged to re-direct their actions in constructive play and work activities or be given a short time out from the group (no longer than 1 minute per age of child once the child has regained control). If a child is involved in a situation that is potentially dangerous, he will be physically removed from that situation. Biting will not be tolerated. Each time your child bites you will be notified. If your child consistently bites, hits, kicks, etc. any child or staff member, you will be expected to participate and intervene in discipline, professional counseling, periodic visitation, and/or removal of child from center. The following guidelines will be followed (**up to 3 offenses per step depending on severity**):

Biting:

Two's:

1 st step –	Staff intervention in classroom
2 nd step-	Removal from classroom
3 rd step-	Sent home for the day
4 th step-	2 day suspension
5 th step-	Removal from program

Three's through School Age/Kindergarten:

- 1st step- Removal from classroom
- 2nd step- Sent home for the day
- 3rd step- 2 day suspension
- 4th step- Removal from program.

Hitting, Kicking, Spitting, Pinching, Flicking, etc.:

Two's & Three's:

- 1st step- Staff intervention in classroom
- 2nd step- Loss of consequence (following class rules)
- 3rd step- Removal from classroom
- 4th step- Phone call to parents
- 5th step- Parent observation/Come down and discipline
- 6th step- Sent home for the day
- 7th step- 2 day suspension
- 8th step- Removal from program

Hitting, Kicking, Spitting, Pinching, Flicking, etc.:

Four's through School Age/Kindergarten:

- 1st step- Staff intervention
- 2nd step- Removed from classroom
- 3rd step- Phone call to parents
- 4th step- Parent to come down
- 5th step- Sent home for the day
- 6th step- 2 day suspension
- 7th step- Removal from program

Verbal/ Disrespect to Staff: (not listening, talking back, laughing at staff, etc.)

Three's through Pre-Kinder

- 1st & 2nd step- Staff intervention/education
- 3rd step- Removed from classroom
- 4th step- Call to Parents
- 5th step- Parent observation/come down
- 6th step- Sent home for the day
- 7th step- 2 day suspension
- 8th step- Removed from program

School Age/Kindergarten

- 1st step- Staff intervention
- 2nd step- Removed from classroom
- 3rd step- Call to Parents
- 4th step- Sent home for the day
- 5th step- 2 day suspension
- 5th step- Removed from program/Suspension

*** Anytime your child is removed from the classroom and they are brought to the front office you will receive a note home letting you know.

**** Depending on severity, above steps may be skipped.

The individuality of each child makes discipline a challenge. Not every child responds the same way. We are partnering with you as parents to help your child be successful in school. We both have a responsibility to do our part and we look forward to working with you this year.

School Age



Program

SCHOOL AGE PROGRAM

SCHOOL AGE POLICY:

Tutoring: Students will be able to obtain extra help from our staff each day during their study period. We will have extra textbooks for practice and review. Group activities will be offered such as math games & spelling bees to help maintain skills during their summer break.

Talent Show: Our plans are to have the student's practice all summer towards presenting their talents at the end of the summer. (Summer program only)

Music / Science: Melody Makers comes in on Thursdays to teach music and the children will explore the world of science through age appropriate science projects. (Summer program only)

Field Trips: Field trips will be scheduled during summer vacation (expenses to be paid for by parents through an activity fee). No field trips will be taken during the school year. Transportation will be provided by Cornerstone Kidz and possibly parent volunteers. You will be required to sign a permission slip for each individual trip taken. We will staff on the average of a 1:12 ratio while on our trips. The children are signed in on a trip roster and counted every hour by their staff member.

Items from Home: Students are welcome to bring in items to the center from home to make their stay more comfortable. However, keep in mind that we have plenty for the children to do during their time spent with us. Also, Cornerstone Kidz or staff will not be held responsible for any lost or damaged items. We also reserve the right to take away an item or the privilege to bring items if the object is causing a disruption to the group. Skates, boards, bikes and skate shoes are prohibited unless a special event is planned by the staff.

Absolutely no items may be brought in that represent anything that goes against our religious beliefs (Harry Potter, Pokemon, etc.). We reserve the right to change or inside out any clothing with inappropriate pictures/logos.

Medications: Must be checked in at the Preschool building with the front desk and will only be given at lunch time.

Transportation: It is your responsibility to make transportation arrangements to and from our Center. If you decide to have your student walk or ride a bike to/from our Center, you will need to obtain a Self-Release form from the Director. See after-school care for transportation options from school.

Discipline Policy: Our goal at Cornerstone Kidz is to create a safe and fun environment for all children. Therefore we have a no tolerance policy when it comes to discipline issues. We expect all children to respect the property of other students, staff and of Cornerstone Kidz. In addition, we demand that all students respect their classmates and staff both physically and verbally.

See Discipline Section in this handbook for detailed policy.

Summer Care: We will be open all day for school age children during the summer months.

Grades:	K thru 6th
Operating Hours:	6:30am – 6:00pm
Rate:	See current rate sheet
Activity Fee:	\$100-\$125 (see current rate sheet)

In our program, the students will be given the opportunity to participate in bible, arts/crafts, drama, games, science, music and outside play. We will also schedule into their daily routine a study period that would allow staff to tutor students that need extra help in any area.

After School Care: Our after school program is designed to provide a safe and fun place for the students to go after school. We understand that they have been in a structured learning environment all day and want to give them the freedom to relax and have fun. However, there will be time set aside for mandatory homework time. Staff will be available to assist during this time. The student will be offered a snack, time to play outside, and given the opportunity to participate in many centers set up for them. They will also receive bible teachings on a weekly basis.

Ages:	5 years to 12 years old
Operating Hours:	6:30- 8:00am Before School 2:00pm – 6:00pm After School
Rate:	See current rate sheet

We will be providing transportation to and from school for AM Kindergarten, All day Kindergarten and 1st thru 6th graders; and after school for PM Kindergarten for the following schools:

Garden Lakes	Rio Vista	Copper King	Sonoran Sky
--------------	-----------	-------------	-------------

If we are providing transportation to and/or from school, you must have a signed permission slip on file. The children will be signed in and out of our system by a Cornerstone Kidz' staff member.

We will also provide before and after care for our Cornerstone Kidz Kindergarteners.

All day care will be provided during the Pendergast scheduled days off at the full-time summer rate.

Kindergarten



Program

Cornerstone Kidz Kindergarten Program

Our kindergarten program was established in order to meet the need of our community. Our goals are to build early reading and math skills in our children. Just as important are the social skills required to successfully work and play in a group setting. We also hold the child's spiritual growth as equally important. We look forward to working with you and your child this coming school year.

START / END DATES: August 9, 2010 – May 27, 2011

SCHOOL HOURS: 7:50am – 2:00pm
Children not enrolled in our before school program may arrive no earlier than 7:50am and must be picked up by 2:10pm.

AFTER SCHOOL CARE: Available on campus

CURRICULUM: A Beka

CLASS SIZE: 16 children

TRANSPORTATION: Is the responsibility of the parents

DROP OFF/PICK UP: We will have a staff available at 7:50am to receive the children. Children must be picked up by 2:10pm. If you can not pick up your child by 2:10pm then the child must be enrolled in our after school program for an additional fee. If your child is enrolled in the before or after school program, you must park your vehicle and come in and sign your child in/out.

LUNCHES/SNACKS: A sack lunch needs to be brought daily. Please pack a lunch that requires no more than 1-2 minutes of heating and protect the child's food with a cold pack. They may bring a water bottle for the classroom.

HOMEWORK: Will be sent home on Mondays to be returned on Fridays. Homework is given to practice, review and reinforce

REPORT CARDS: Will be sent home on a quarterly basis. Abeka does issue letter grades.

SCHOOL CALENDAR: You will receive a school calendar at the beginning of the school year. We follow the same holidays and breaks as the Pendergast School district.

ATTENDANCE POLICY:

Absences: If your child will be absent please call the center by 8am to notify the teacher.
Students will be allowed to make up work for excused absences only.

Tardies: Students must arrive and be prepared for school no later than 8am. Three unexcused tardies will be marked on your child's quarterly report card as one absence.

Vacations: The students are scheduled ample time off throughout the year for holidays and vacations. However, if you have a vacation planned during schedule school days and would like to request work, please give the teacher a two day notice. If you request advance work without a 2 day notice, it will not be guaranteed prior to your vacation.

PARENT CONFERENCES: Conferences are held twice a year to update you on your child's progress. Parents who may have concerns or questions for the teacher must schedule a time after school or over the phone during a scheduled time. During school hours (8am -2pm) is not an appropriate time for parents to expect the teacher to discuss concerns or answer questions.

Our program provides an organized and structured classroom environment. Students will excel best when they are on time and prepared for school. When children are absent, they miss out on valuable class time that will never be able to be made up. We want each child to get the most from this program and to build a positive foundation for Christ and for school that will follow them throughout their education. Be aware that this year will begin to build your child's attitude towards school and we want nothing more for your child than to have a positive experience here at Cornerstone.

PARENT VOLUNTEERS: Each parent is encouraged to help at some point within the school year. We understand that many of you lead busy lives that will not permit you to volunteer in class. The teacher will have a list of projects or times when help is needed and we encourage parents to sign up as much as possible. For those of you, who do have time to volunteer in class, please make sure it is a time when you are needed.

PROGRAMS: The children will be participating in a Christmas Program and our Graduation Ceremony at the end of the year. Our Meet the teacher, Open house and programs will all be held in the evening.

ITEMS FROM HOME: Toys or other items from home will not be permitted unless the teacher has scheduled a special share time.

KITCHEN: The children will be given the opportunity to occasionally go over to the church kitchen and participate in cooking projects.

DISCIPLINE POLICY: Our goal at Cornerstone Kidz is to create a safe and fun environment for all children. We expect all children to respect the property of other children, staff and of Cornerstone Kidz. In addition, we demand that all children respect their classmates and staff both physically and verbally.

Students will receive at note home for excessive behavior issues. Any discipline communication sent home will be required to be sent back with a parents' signature.

Behaviors such as: Fighting, bad language, refusal to follow rules, etc. will not be tolerated. After the third phone call to parents, the child will be required to be picked up for the remainder of the day. Continuing offenses will result in suspension or removal from the program.

<p><i>See Discipline Section in this handbook for detailed policy.</i></p>

CORNERSTONE KIDZ

Table of Contents

CHILDCARE SERVICES-	
Overview	3
Childcare Services, Enrollment requirements	4
Parent Guidelines	4
Celebrating Birthdays	5
Communication	5
Dress Code	5
Curriculum	5
Lunches/Snacks	5
Parent Involvement	4
Parent Responsibilities	5
Medications	6
Admission, Attendance Policy	6
Termination of Enrollment	6
Required records, Child visitation, Copy requests	7
Health Policy	8
Sexuality Development Policy	8
DISCIPLINE POLICY-	10
SCHOOL AGE CARE –	13
Summer care	15
Discipline Policy	10
After School care	15
KINDERGARTEN –	16
Start Date, school hours	17
Program information	17
Drop off/ pick up procedures	17
Lunches	17
Attendance	17
Parent Conferences	18
Parent Volunteers	18
Discipline Policy	10, 18

**** This list is not all inclusive. It is very important that you read the entire handbook.