



CORNERSTONE
PRESCHOOL

Touching Lives Forever

Student Handbook

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Psalm 127:3a

"Children are a heritage from the Lord..."

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Cornerstone Preschool

Cornerstone Preschool Mission Statement

As a ministry of Cornerstone Presbyterian Church, the goal of Cornerstone Preschool is to love and serve our community by providing an excellent preschool educational program founded on Biblical principles. It is our mission to prepare early learners by challenging their developing minds and nurturing their spirits.

Cornerstone Preschool Core Values

At Cornerstone Preschool, children will take an active role in their learning through hands-on activities while being challenged intellectually, socially, emotionally, physically and spiritually. Children will engage all five senses as they learn about the world around them through a Christian worldview. Children will develop and grow in a safe, nurturing, and loving environment.

- Intellectual Development – Children will participate in hands-on learning through thematic units. Activities will challenge children academically and will provide new and exciting opportunities for learning.
- Social Development – Children will learn to navigate and build positive relationships with their peers by displaying love, forgiveness, kindness, and respect.
- Emotional Development - Children will be encouraged to grow in their confidence, independence, communication, curiosity and self-control in a safe and loving environment.
- Physical Development - Children will enhance their fine and gross motor skills through a variety of activities such as indoor/outdoor games, art, and free play.
- Spiritual Development - Children will approach learning from a Biblical worldview as they learn about the God who created them and the world in which we live. All teaching is grounded in the belief that each child is wonderfully made, uniquely created, and gifted differently by God.

Non-Discrimination Policy

Cornerstone Preschool does not discriminate on the basis of race, color, national and/or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, programs, the arts and/or other programs.

Payment and Tuition Policy

Tuition Payment Options

Cornerstone Preschool uses a preschool software called Brightwheel to manage student information and billing. Prior to the school year, parents will receive an invite from Brightwheel to set up their student and billing account. Parents have the following options:

- **Annual:** Full tuition must be received by check or ACH no later than August 1st
- **Semi-Annual:** ACH enrollment through Brightwheel is required. Payments will be deducted from your checking account through Brightwheel on August 1st and January 2nd.
- **10 Month:** ACH enrollment through Brightwheel is required. Payments will be deducted from your checking account on the 1st of every month from August 1st-May 1st.

Current Account Policy

Cornerstone Preschool expects that parents take full responsibility to ensure their account is kept up to date. Any concerns should be addressed with the preschool director.

Students will not be able to continue to attend Cornerstone Preschool until accounts have been brought up to date or special arrangements have been made with the preschool director.

Financial Questions/Concerns

Parents should not discuss financial matters with teachers or aides. Please communicate with the preschool director.

Class Information

Toddler (2 year old)

The 2 year old toddler class meets two days per week (Tuesday/Thursday) from 8:45-11:15am. All students enrolled in the toddler program must be 2 years of age on or before August 31st of the current school year.

Preschool (3 year old)

The 3 year old preschool class meets three days per week (Tuesday, Wednesday and Thursday) from 8:30am to 11:30am. All students enrolled in the Preschool program must be 3 years of age on or before August 31st of the current school year.

Pre-Kindergarten (4 year old)

The 4 year old Pre-Kindergarten class meets three days per week (Tuesday, Wednesday and Thursday) from 8:30am to 11:30am. All students enrolled in the Pre-Kindergarten program must be 4 years of age on or before August 31st of the current school year.

Pre-Kindergarten (4 year old) Extended Day

The 4 year old Pre-Kindergarten class meets three days per week (Tuesday, Wednesday and Thursday) from 8:30am to 2:30pm. All students enrolled in the Pre-Kindergarten program must be 4 years of age on or before August 31st of the current school year

Lunch Bunch

Cornerstone Preschool offers an optional Lunch Bunch (additional fee) for preschool and PreK students. Students bring their own lunch to eat with their classmates. Lunch Bunch extends the day an extra hour (11:30am-12:30pm).

Student Conduct

Cornerstone Preschool assists parents in the nurturing of Christian hearts and minds in their children not only in the classroom, but also at home and in their community.

Conduct expected of students is based upon the Biblical principles of respect for authority (Romans 13:1-2*; Hebrews 13:17**) and the "Golden Rule" (Matthew 7:12***). Parents and preschool personnel are called upon to work together in the training of our children in appropriate behavior.

Students are expected to:

- Show respect for adults in actions and words by being courteous and obedient
- Show respect, consideration and kindness to other students
- Respect others' work
- Communicate a positive attitude
- Play harmoniously
- Use appropriate, non-offensive language
- Avoid rough play
- Refrain from teasing
- Refrain from physical aggression
- Follow safety rules
- Properly care for equipment/school materials
- Report problems to the teacher
- Practice good hygiene

*Romans 13:1-2 NIV

"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves."

**Hebrews 13:17 NIV

"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Their work will be a joy, not a burden, for that would be of no advantage to you."

**Matthew 7:12 NIV

"So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets."

Discipline

Teachers use a variety of classroom management techniques to ensure a superior learning environment, including statements of positive reinforcement, reminders, redirection, time out, and notes or phone calls to parents. All discipline will be conducted in an age appropriate constructive manner. Conferences may take place at any point throughout the discipline process. Parents must be involved as we work together to help students correct inappropriate behavior. If there are persistent problems with a child, parents will be asked to work with the school to correct the disruptive behavior.

Communication

Parents are encouraged to communicate with teachers on a regular basis. It is our hope that parents and staff maintain effective communication throughout the school year. Preferred contact methods are outlined by each teacher at the start of the year.

Should an issue or concern arise which involves your child or a classroom matter, please adhere to the following protocol to ensure appropriate and timely resolution:

1. Seek to resolve that concern with the teacher directly by requesting a conference with your child's teacher as soon as possible.
2. If not satisfied with the resolution or if the issue remains unresolved, contact the preschool director. A scheduled conference may be arranged with the parents, teacher(s) and director.
3. If not satisfied with the resolution, a meeting with a Cornerstone elder may be requested. It is our desire that all matters be resolved in a God honoring way.

Progress Reports

Parents will receive a report of their child's progress in May of each school year.

Snack / Lunch

Students will have a snack time each day. Parents will be asked to provide snacks on a rotating basis for the entire class. Snacks or special treats must be selected from an approved snack list given out by the classroom teacher.

(More information listed under Peanut Policy below)

Students enrolled in Lunch Bunch will need to bring their own lunch from home.

Peanut Policy

Cornerstone Preschool will work with parents and students to accommodate those with peanut allergies and to provide a peanut-safe environment. Cornerstone Preschool acknowledges that despite our best efforts, we cannot guarantee an absolutely allergen-safe environment. The goal of this policy is to create an atmosphere that will reduce the risks to children with life-threatening peanut allergies.

No sharing: To help decrease the possibility of accidental exposure to peanuts or other nuts, students will not be permitted to share food during snack or lunch times. Additionally, staff will encourage hand washing before and after meals to decrease the chance of cross-contamination.

Many young children have severe peanut allergies. Within this group are children that have a potentially life threatening allergy to peanuts and tree nuts. Therefore, preschool classrooms are peanut-safe zones. We will not be serving any food items that contain peanut ingredients or food items that are made on equipment that produces these products. Snacks for our classrooms will be provided for the entire class by classroom parents on a rotating basis. Snacks must be selected from a pre-approved list of foods that are safe for children with peanut allergies. Parents are asked to double-check all labels of food sent to school for allergy information due to changes in manufacturer packaging and processing.

Personal Belongings

Please make sure that ALL possessions are clearly labeled with your child's name. Cornerstone Preschool reserves the right to send home any toys, etc. not deemed suitable or safe. It should be understood that each child who shares his/her toys should be prepared for breakage or loss. The school will not be responsible for the replacement of personal possessions brought to school due to loss or damage for any reason. Careful consideration should be given prior to bringing "favorite toys" to school.

Attendance

While we understand that there are no regulations regarding preschool attendance, please know that our teachers plan crafts and class time based on the number of students enrolled in their class. There is no guarantee that children will have the opportunity to make up missed activities. If children are absent for an extended time due to a medical illness, parents are welcome to request craft and other activities to be sent home for students.

Arrival

Preschool and PreK Children should be dropped off between 8:15 and 8:30am. Parents may drop their child in car line (near the preschool playground doors), or walk them into the building.

Toddlers (2 year olds) begin at 8:45am. Toddlers should be walked into the building through the fellowship hall doors (doors to the building open at 8:30am). Park in the upper lot closest to the fellowship hall doors, escort your child into the fellowship hall lobby, and wait for staff to come get your children at 8:45am.

Arrival Notes: Please ensure the following practices are followed during morning drop off.

- All parents, (Toddler, Preschool, and PreK), please enter the parking lot via the lowest driveway.
- Preschool and PreK parents walking their children into the building should park in the lower lot near the preschool playground to walk their children into the building.
- Preschool and PreK parents dropping off via carline should **SLOWLY** drive around to the preschool entrance. Toddler parents should drive to the lot closest to the fellowship hall doors. Please be careful going around the curve near the preschool playground where others are dropping off.
- Preschool and PreK students being dropped off will exit on the passenger side of the vehicle.
- Parents of Preschool and PreK children using carline drop off will not exit the vehicle. (If the driver must exit the vehicle, please park the vehicle in the lower lot to escort your child to the building. This will allow traffic to continue to flow without extended waits.)
- Absolutely no backing up. Placing your car in reverse is not permissible.

*Note: Drop students off at the preschool playground entrance only when a staff member is there to welcome your child. Students who arrive late must be accompanied into the building if a staff member is not at the designated entrance. As necessary, please park in the designated parking spaces. Please do not park in the fire lane or the drive at the front of the church to escort children into school.

Early Dismissal

Parents should communicate with their child's teacher and the preschool office for any early dismissals. Unless prior arrangements have been made for you to meet at the preschool playground doors, parents should enter the building through the main doors and walk to the preschool wing to buzz the walkie talkie. A preschool staff will bring your child to you for dismissal. Children will only be released to those listed on the Emergency Contact Form or designated individual when a parental note is provided in advance. Children must be signed out of the building before leaving. Sign-out sheets are located outside the preschool wing.

Dismissal

Out of respect for teachers' schedules, please note the class dismissal times.

- Toddlers: 11:15am
- 3yr and 4yr Preschool Program: 11:30am
- Lunch Bunch: 12:30pm
- Extended Day: 2:30pm

All students will be escorted to their cars in carline. Cars will line up in the fire lane in front of the fellowship hall entrance and students will be escorted to their cars.

Please ensure the following practices are followed during all dismissal times:

- 1) All students will enter on the passenger side of the vehicle only
- 2) Please do not pull around vehicles that are loading students in front of you in the car line
- 3) Please do not back up (place your car in reverse) in the car line
- 4) Please be courteous to the cars behind you and move through the pick-up line as quickly and efficiently as possible

To ensure a quick, **safe**, and smooth dismissal, remain in your car while staff members walk students to their vehicles. If you need to assist your child in buckling, please pull up to the main entrance to do so. If you need to speak with a staff member, or other parent, utilize the parking spaces provided. Please be considerate of those waiting behind you in line to pick up their child(ren).

It is important for you to be prompt in picking up your child. If a child is picked up more than 15 minutes late, a fee of \$5 for each 5-minute interval will be imposed until the student is picked up.

Upon dismissal of children, each child's behavior and safety then becomes the responsibility of the person to whom they are dismissed. Cornerstone Preschool (teachers, staff, etc.) cannot assume responsibility for students once they have been dismissed.

Children will only be released to those listed as an Emergency Contact or when a parental note is provided in advance.

Visitors/Volunteers

All visitors during regular school hours, including parents, must sign in and out.

When signing in, all visitors must obtain a visitor's badge.

It is very important to your child that you share in his/her school life; therefore, you are invited and encouraged to visit the school for special programs or serve as a volunteer. **Parents and grandparents are welcome to visit their child's classroom, provided they make arrangements in advance with the teacher. This will ensure minimal interference with scheduled activities.**

To remain in compliance with state regulations and to ensure the safety of our students, adults who wish to volunteer at Cornerstone Preschool with students must submit the following clearances and certifications.

1. Report of criminal history from the Pennsylvania State Police (PSP)*

<http://epatch.state.pa.us/Home.jsp>

2. Child Abuse History certification from the Department of Human Services (Child Abuse)*

<https://www.compass.state.pa.us/CWIS>

**These (2) certifications must be renewed every 60 months (5 years)*

3. FBI Federal Criminal History (fingerprinting) OR Signed Affirmation Statement

A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is **NOT required** as long as:

- The position the volunteer is applying for is an unpaid position; AND
- The volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the ten years.
- Volunteers who are not required to obtain the FBI certification because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must affirm in writing by completing Cornerstone Preschool's **Volunteer Disclosure form** that they are not disqualified from service based upon a conviction of an offense under §6344. *(Forms are available at the school office)*
- If you live outside the State of Pennsylvania or have lived in Pennsylvania less than 10 years, an FBI certification must be completed. Securing your FBI fingerprinting clearance is a multi-step process. To begin, you must register and pay on-line through IndentGo (link below). You will need to enter the following service code to begin the registration process.

o **Service Code:** 1 K G 6 Z J

<https://uenroll.identogo.com/workflows/1KG6ZJ/appointment/bio>

After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The locations, as well as days and hours for each site are posted on IDEMIA's website at <https://uenroll.identogo.com>

****NOTE:** If a volunteer has not been a resident of Pennsylvania for the past 10 years, but obtained their FBI certification at any time since establishing residency, they must provide a copy of the certification to the person responsible for the selection of volunteers and they are not required to obtain any additional FBI certifications.*

Photography

We understand that parents like to take photos of or video record their children during functions. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes. We will not allow images of pupils to be used on school websites, publicity, Cornerstone social media pages or press releases, without signed permission from the parent, and if we do obtain such permission, we will not identify individual children by name.

The school cannot, however, be held accountable for photographs or video footage taken by parents or members of the public at school functions. Cornerstone does discourage parents from posting photographs including fellow class and school mates on personal web-based (including social-media and blog) sites.

Illness

As a courtesy, if your child is ill please notify his/her teacher if he/she will not be attending school. If your child becomes ill while at school, the parent/emergency contact will be notified. Children will not be allowed to come to school with fever, diarrhea, vomiting or any infectious disease. **Your child must be symptom free for at least 24 hours before returning to school.** In addition, if your child has been diagnosed with a communicable disease (pink eye, lice, chicken pox, etc.), please notify your child's teacher immediately.

School Closings and Early Dismissals

In the event of inclement weather, Cornerstone Preschool will take the same action as the Avon Grove School District for snow days and early dismissals.

In the event of a one-hour delay, Cornerstone Preschool will start at 9:30 AM. In the event of a two-hour delay, Cornerstone Preschool will start at 10:30 AM.

Parents are responsible for making arrangements for childcare in the event of a delay. No staff members will be available to accept children until 15 minutes before school begins.

Medication Policy

Please make every effort to administer both prescription and non-prescription medication outside of school hours.

If your child needs medication, please notify the director to obtain a Medication Release Form.

Students are not permitted to store medication on their person or in their backpacks throughout the school day.

Medical Care

Medical Care is limited to first aid in case of an in-school accident or illness. As Cornerstone Preschool does not have a nurse on the premises, it is essential for the school and the parents to work together to ensure the safety of each child. If your child has a medical condition or severe allergy, please communicate the details to the preschool director and the student's teacher so a plan of care can be coordinated.

Emergency Medical Care

A completed Emergency Contact Form must be on file prior to the beginning of the school year.

In the event of an injury, the parent and/or emergency contact will be notified. If the injury is serious, both the parent/emergency contact and the local emergency unit (911) will be notified. A school representative will remain with the child until the parent / designee arrives and assumes responsibility of the child.

Emergency Classroom Contact

In the event of an emergency or a situation which requires the teacher's attention during school hours (e.g. an unscheduled transportation change involving your child), call (610) 255-5512.

If there is not an answer on this extension, please leave a message as the staff will return your call as soon as possible.

** Cornerstone Preschool reserves the right to amend this information without prior notice.

January 2022