

Cornerstone Christian Academy  
Preschool Handbook

2011 – 2012



**CORNERSTONE**  
**CHRISTIAN ACADEMY**  
SKILLS FOR LIFE • FAITH FOR ETERNITY

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## **MISSION STATEMENT**

Cornerstone Christian Academy's mission is to equip students with skills for life and faith for eternity.

## **VISION STATEMENT**

Cornerstone Christian Academy is to be a building block of Christian influence.

## **CORE VALUES**

### *Respect*

We will show respect daily in the way we interact with our children, families and teachers.

### *Excellence*

We will show excellence in being adequately prepared, striving for flawless execution in all we do.

### *Responsibility*

We will exercise Biblical stewardship as demonstrated through ownership, citizenship, confidentiality, safety, security and taking care of property.

### *Integrity*

We will be honest in all our dealings, staying true to our mission and vision.

### *Teamwork*

We will foster communication and cooperation as key elements of an environment of teamwork with parents, faculty and the church.

## **Cornerstone School Board of Trustees**

The board of trustees consists of men and women who are active members of First Colony Church of Christ. They serve on a voluntary basis to promote school growth and development. Board meetings are normally closed meetings. If there is a need to meet with the board or a committee member of the board, please see the Cornerstone grievance policy. Parents will be given two organized opportunities to meet directly with board members during the school year at fall and spring parent events.

### Officers:

Mr.Dana Wright, *President*  
Mrs.Ann Fregia, *Vice President*  
Mrs.Ruth Temple, *Secretary*

### Members:

Mr. Mark Mize  
Mrs. Sarah Smith

## **About the Cornerstone Christian Academy Handbook**

All policies stated are intended to apply to Cornerstone Christian Academy preschool programs. Where there are differences, the specific program policies will be noted. We ask you to read and follow the policies of this handbook, supplemental notes and newsletters. The policies are intended to promote fairness, safety and a Christian perspective. We encourage all parents to be active members of this school family. We welcome suggestions, comments, and constructive criticisms, as well as financial, moral and prayerful support.

Once you have read this handbook in its entirety, please print and sign the acknowledgement form and return it to the school. (Acknowledgement forms can be printed from the [parent center](http://www.cornerstonecca.org) section of the school website: [www.cornerstonecca.org](http://www.cornerstonecca.org).) **A signed acknowledgement form must be returned before your child's first day of school.**

## **ADMISSION REQUIREMENTS**

Parents may enroll children who are 2, 3 or 4 years old by September 1 of the current year. Children must be healthy to participate in a group setting. **Parents agree to share all pertinent medical and developmental challenges on the child's enrollment forms. Children enrolled in the three-year-old and older classes must be toilet trained. Parents will provide all completed forms, registration fees, first month fees and medical records before the child attends the program.** Cornerstone does not discriminate on the basis of race, sex, color or national origin in the administration of its policies, admissions or other school-directed programs.

## **IMMUNIZATIONS & HEALTH REQUIREMENTS**

### **Health Requirements**

Children must be **certified as healthy** to be admitted to a group setting. A doctor will certify this for you and provide CCA with a written statement of health. The doctor may choose to sign the statement on the enrollment form. This is required before admission to class.

### **Immunizations**

A **current** record of immunizations that complies with state health guidelines must be in the student's file **before** admission to the program. As additional immunizations are required, parents will update the child's record at the school. The local health department holds CCA responsible for current records.

## **TUITION**

**The first month's tuition is due by June 5.** Tuition is discounted by three percent (3%) if paid in full by June 1 for returning students or at the time of enrollment for new students. The monthly payment option is only available through the FACTS tuition payment plan. Please see the business office manager for instructions on how to take advantage of this plan.

### **Cornerstone Preschool Program:**

***5 days - \$5,790***

***3 days (M/W/F) - \$3,490***

***2 days (T/TH) - \$2,290***

***Fees:***

Enrollment fee (based on days): \$100 - \$500

Returning family registration fee: \$100

New family registration fee: \$200

FACTS tuition payment annual fee: \$41

**TUITION DISCOUNTS**

Tuition discounts are available for the following:

- A three percent (3%) discount is available when tuition for the school year is paid in full by June 1 for returning students or at the time of enrollment for new students.
- A ten percent (10%) discount is available for multiple children of the same family enrolled at Cornerstone Christian Academy. To qualify, these children must be siblings from natural birth or legal adoption and must reside in the same home. The older child will pay the full tuition rate; the discount will be applied to the tuition for each of the younger siblings.

**TUITION REFUND POLICY**

(See WITHDRAWAL FROM SCHOOL.)

**FINANCIAL AID**

Based on available resources and need, Cornerstone Christian Academy uses the FACTS financial aid system to help determine appropriate allocation of financial scholarships. While we attempt to provide some tuition assistance as part of our financial planning, Cornerstone neither guarantees nor implies scholarships will be given each year.

**BUSINESS OFFICE**

All tuition and fees are processed through the business office manager. Any questions regarding tuition, fees, extended care billing or any other school-related financial issues should be directed to the business office. See sections regarding EXTENDED CARE, TUITION and TUITION DISCOUNTS below for more information.

Keeping your account current provides for a better relationship between you and the school. Whether paying tuition in full or utilizing FACTS, the need for tuition collection is virtually unnecessary. Other expenses that may be incurred while at CCA include extended care, hot lunches, field trip fees and library fines. These expenses need to be paid in a timely manner. Please take care of any and all expenses as they occur.

**DEVELOPMENT & FUNDRAISING**

Cornerstone Christian Academy is a non-profit 501(c)(3) organization. Our goal is to provide quality Christian education at an affordable price. Relative to the programs we offer, our tuition costs are considerably low. To continue as such, we augment our operating budget with fundraisers each year. It is these fundraisers that allow us to keep fees low and, therefore, we appreciate all generous support and donations from our faculty and staff, our board, parents, grandparents, alumni and the community at large. All donations to our annual giving campaign are tax-deductible as are items donated to the auction.

Annual giving is critical to the financial foundation of the school. In all cases, some level of participation by all members of the Cornerstone Christian Academy family is expected. Annual giving generates much needed funding to support the growth and development of the school. Every student benefits from annual giving because the money raised directly supports classroom materials, facility and program creation and augmentation, as well as student activities.

The development staff and committee volunteers will provide information regarding fundraisers and campaigns throughout the year. All questions regarding fundraising should go directly to the head of school.

All events that involve the collection of money for donation or sale of items require the completion of an event proposal form and approval by the Head of School.

The Head of School must approve any and all uses of the school logo.

## **CODE of CONDUCT/ STUDENT'S DISCIPLINE**

### **Cornerstone Preschool Program**

Discipline and guidance are reflected in the teacher's classroom management plan. Our goal for children is to help them grow into independent, respectful and responsible students. Rules and routines are carefully and clearly taught from the first day of school. Teachers use the "1,2,3 Plan" to help children solve their own problems. This method is based on the golden rule: *"Treat others the way you want to be treated"* (Matthew 7:12). Students are referred to school administrators when a pattern of disrespect or a serious event occurs. A "Discipline Plan of Action" is then developed, reported to parents and followed up with for evaluation. Improvement in behavior is recognized, encouraged and expected to continue.

Teachers reinforce **appropriate behavior**:

- \* Respect for self
- \* Respect for teachers and other adults
- \* Respect for other children
- \* Respect for property

### **DAMAGE TO SCHOOL AND/OR CHURCH PROPERTY**

Parents are financially responsible for intentional or accidental damage to the building, property, furniture and/or materials. Parents will either restore damaged items to their original condition or pay to replace any damaged or lost items.

### **PROBATIONARY PERIOD**

Students new to Cornerstone will be on a 9-week probationary period beginning the first day of the child's enrollment. If necessary, intervention conferences will be held with parents to plan for additional support in terms of resources, evaluations and/or materials. Additional expenses beyond the school's planned curriculum and staff will be the parent's responsibility.

## **ATTENDANCE**

### **Cornerstone Preschool Program:**

Prompt 8:30 a.m. arrival is important for your child's learning experience. It honors the plans made by the teacher and shows respect for the class time. Your child will feel more comfortable at the Academy when he/she can begin the activities with the other children. **Please do not enter the preschool classrooms before 8:30 a.m.** Teachers use the time before 8:30 a.m. to set up their rooms and learning activities for the day. (Parents needing to drop off children before 8:30 a.m. may enroll their child in our Extended Care program. Please see the section on EXTENDED CARE below.)

Please call by 9:00 a.m. to report an absence. No tuition credit or make-up days can be given for a child's absences. A space in a class is reserved for your child each day. This maintains consistency and quality in our instructional program. Make-up days are not allowed due to standards which limit the numbers of children in each group. If your child is absent for **5 consecutive days** without notification, we will consider your child withdrawn and the space forfeited.

### **DROP-OFF PROCEDURES**

Parents of children enrolled in CCA may park on the playground side of the building. Please respect all handicap and fire lane parking restrictions. **By order of the Sugar Land Fire Marshall, no unattended vehicles are permitted anywhere in the circle drive.** Enter only through the school lobby (NORTH entrance) and **not** through the outside classroom doors.

### **Preschool**

Preschool classes begin promptly at 8:30 a.m. Parents are expected to park in marked spaces in the church parking lot and escort children into the building. Please escort your child to their classroom and greet the teachers leaving any necessary, specific instructions. **Parents must walk their children all the way to their classroom.**

### **Extended Care/Early Drop-Off**

Extended Care is available for children needing care prior to regular school hours. Early Drop begins at 7:00 a.m. (See the section on EXTENDED CARE below for details, fees and requirements.) Enter through the NORTH entrance doors and escort children to Room 102. Sign in children with the front office staff and take your child to the extended day room. Teachers will escort children to their classrooms at the appropriate time.

### **PICK-UP PROCEDURES**

Parents of children enrolled in CCA may park on the playground side of the building. Please respect handicapped and fire lane parking restrictions. **Please do not block the drive-through lanes.** We will have the children in the lobby ready to load into your car. Teachers will issue a colored, laminated number sign specific to your child. Please display this card in your windshield when driving through the pick-up line. You may use the circle drive at pick up time, provided you remain **INSIDE your vehicle and in the driver's seat.** Please pull through the circle drive and allow your child's teacher to place him/her in the car. Then, pull around to an open parking spot to aid children unable to buckle themselves. For your safety and the safety of all the children, **DO NOT get out of your vehicle when coming through the pick-up line.**

**If it is an early dismissal day and all classes are releasing at the same time, preschool will release in the usual place under the porte cochere. Elementary and middle school will release under the small porte cochere by the courtyard. Parents will use the same traffic plan.**

Notify CCA if you are running later than your usual pick up time. We will reassure your child that you are coming. Children not picked up by 2:40 for preschool, 3:10 p.m. for elementary and 3:40 p.m. for middle school will be sent to extended care. (See the EXTENDED CARE section for specific details.)

Children will only be released to persons listed on enrollment forms. **Children may only be released to adults 18 years of age or older.**

Valid picture identification will be required for any individuals picking up children from school. Valid picture identification includes current state-issued driver's licenses, government-issued identification cards, military identification and passports.

If someone other than the persons listed on the enrollment form is going to pick up your child, please notify the front office and provide that person's name and driver's license number. A picture ID is required to help us identify the person picking up children. Children will not be released otherwise.

**Preschool pick-up is from 2:30 p.m. – 2:40 p.m. Elementary pick-up begins at 3:00 p.m. Middle school release is at 3:30 p.m.**

Every minute of the school day is important to your child's education at Cornerstone. Please schedule any appointments, lessons, etc. during after school hours. If you must pick up your child before the end of the scheduled day, please notify the school in advance.

### **EXTENDED CARE**

You may enroll your child in extended care on a regular or drop-in basis with a 24- hour notice. Parents must fill out an extended care registration form prior to entrance into the extended care program. **Children enrolled in Extended Care must be picked up by 5:30 p.m. Parents will be charged late fees (\$1 per minute) beginning at 5:30 p.m. (All times are according to CCA clocks.)**

Cornerstone Christian Academy closes at 2:30 p.m. for preschool, 3:00 p.m. for elementary, and 3:15 p.m. for middle school. Children not picked up by this time will be sent to extended care and fees will be charged and will accumulate from that time. Parents are expected to call and let the office know if they are running late. If we do not hear from you, we will begin calling emergency contacts listed on the enrollment form. Consistent lateness will be cause for withdrawal from the program.

### **SIGN OUT/LATE ARRIVALS**

Teachers will sign out children as you drive through to pick them up. Children arriving to school late must be signed in at the front office before being admitted to class. Please escort your child into the front office to sign them in. A staff member will escort the child to

class. If it is necessary that you pick up your child from school early due to illness or appointment, you must sign out in the front office (notifying the office and your child's teacher in advance, if possible). A staff member will retrieve your child from class and release him/her to you upon signing out.

## **WEBSITE**

Cornerstone Christian Academy maintains a current website designed to keep parents informed. To limit the amount of papers that are sent home and the associated costs, much of the information of which parents must be aware regarding calendar, special events and associated ticketing or RSVPs, deadlines, re-enrollment dates, special orders (t-shirts, DVDs, sweatshirts, etc.) and other matters will be posted online. **Parents are expected to keep themselves aware of events posted on the site.**

## **COMMUNICATION**

Effective education is a partnership between parents and educators. To that end, we intend to use as many effective, available means of communication as is practical to maintain strong relationships with our families. Cornerstone Christian Academy will communicate with parents in a number of ways including email, regular mail and notes in your child's folder. It is imperative that all legal guardians have a current email address *that is checked regularly* on file with CCA. Be certain to update any address or phone number changes that occur during your child's enrollment at CCA as well.

### **Communication with Teachers:**

We encourage parents to share ideas, concerns and news with their child's teachers. Brief chats are welcome anytime. **Please schedule conferences through your teacher if you need more than a minute or two.** Teachers take their responsibilities toward their students very seriously. They will plan a time to meet with you at your request. Please do not interrupt teachers during teaching time. You may leave a note at the front desk, and the teacher will get back with you.

Watch for **notes** from teachers which may be sent home or posted on/near the door. To limit the amount of papers that go home and the costs associated, the school website will serve as the primary form of communication to parents en masse. A detailed calendar of events will be posted on the school website. It is your responsibility to maintain awareness of upcoming events. It is our commitment to you that we will notify you of important news and events, and we ask you to commit to utilizing all avenues available to you to stay informed. This maximizes your child's experience and helps your family and the school run smoothly.

Please ask your child's teacher about any activity occurring within his/her responsibility before approaching school administration. Teachers are professionals who enjoy keeping parents informed and serve as educational resources for you.

We welcome your **phone calls**. Please feel free to leave a message; we commit to returning your call promptly.

Preschool teachers will check email at least two times a day and will use this as a tool to communicate with you. Teacher email addresses are located on the [Faculty and Staff](#) page on the school website by clicking on the teacher's name.

#### **Communication with Administration:**

The school administration welcomes calls and visits from parents. **Please call to schedule an appointment.** Administrative offices receive email via links on the school website.

#### **Communication with Board of Trustees:**

Please refer to the GRIEVANCE POLICY and PARENT FORUMS sections of this handbook. Questions and comments may be submitted to the board throughout the year via an email link on the school website. Do not expect a reply to every email. Please use discretion when emailing board members as their time is just as precious as yours.

### **ASSESSMENT & CONFERENCES**

Twice each school year teachers will schedule conferences to meet with you and share **progress reports.** Preschool teachers will use standardized developmental milestones and assessment summaries. Please refer to the school calendar for specific dates.

From time to time and under certain circumstances, teachers and/or administrators may call for special conferences with parents. Teachers or administrators will notify parents directly if such a need arises. Parents may also request special conferences with their child's teacher. **Please schedule conferences through your teacher if you need more than a minute or two to discuss a situation regarding your child.** Teachers take their responsibilities with their students very seriously. They will meet with you at a mutually agreed upon time. Please do not interrupt teachers during teaching time.

### **PARENT EVENTS**

Parents are offered two opportunities during the school year to meet directly with the Board of Trustees regarding the growth and progress of Cornerstone Christian Academy. These events will be held during the fall and spring semesters. Every Cornerstone family will receive an invitation to join the board in discussing the state of CCA in a positive, constructive environment and to discuss future plans for CCA. Although every attempt will be made to accommodate all interested families, please RSVP upon receipt of invitations to ensure a spot. Childcare will be provided free of charge during parent events.

### **GRIEVANCES**

Parents will follow this procedure to address concerns about their child:

1. Speak directly **to the teacher** about your concern.
2. If the situation is not resolved, speak **to school administration.** A conference will be scheduled with everyone involved to seek a solution.
3. If the situation still is not resolved, see school administration to schedule an appointment with the CCA Board at their next scheduled monthly meeting or at a mutually agreed upon time. A **2-week notice in writing** is required stating the grievance and purpose of the meeting. The decision of the board will be final in all matters.

## **EMERGENCY PROCEDURES/CLOSING OF SCHOOL**

Your child's safety is among our top concerns. Therefore, Cornerstone Christian Academy has adopted a thorough emergency operations plan to ensure, to the best of our earthly abilities, the safety of all children and staff at CCA. This plan mirrors plans in place at local public schools and covers a multitude of possible situations.

Parents will be notified of any emergency involving their children as quickly and directly as possible. Parents will receive notification of situations affecting the entire student body by mass email or letter as deemed appropriate by CCA administrators and the Board.

If the public school system calls for immediate pick up from school due to an area-wide emergency or disaster, please pick up your child right away. If public officials require that the church building be evacuated, we will provide transportation to a safe place for your child. CCA officials will attempt to notify parents of such situations as soon as possible. Our first and most timely method of mass communication will be via email. For this purpose, it is imperative that all legal guardians have a current email address *that is checked regularly* on file with CCA. CCA staff will stay with children until they can be picked up. Please pick up your child as soon as possible.

In the event of a "shelter in place" or "lock down" call from Fort Bend or Sugar Land emergency officials or at the discretion of CCA administrators, Cornerstone Christian Academy and First Colony Church of Christ doors will be closed and locked. No entrance to or exit from the building will be permitted until an "all clear" is given. Messages will be posted at all building entrances and on the school website.

## **INCLEMENT WEATHER DAYS**

In some cases of severe weather, CCA will close. Please follow the radio/TV broadcasts of Fort Bend area conditions. In most situations, **if FBISD closes, Cornerstone Christian Academy will also close.** Please call CCA's main line (281.980.0842), and listen for a message from school administration to verify closing. In the event of a closing, CCA staff will make every effort to post information on the school website as quickly as possible. Links to the FBISD school website and local television network websites can be found on the "Useful Links" page of the Cornerstone website ([www.cornerstonecca.org](http://www.cornerstonecca.org)).

## **FIRE and EMERGENCY DRILLS**

Your child will practice emergency procedures every month that school is in session. An evacuation map is posted in each classroom.

## **SCHOOL DAY GUIDELINES and PERSONAL BELONGINGS**

We ask parents to take responsibility for labeling all items brought to CCA. The school is not responsible for lost or damaged personal items. **Children may not bring toys, pets, money, candy or gum to school.** It is a good idea to check your child's pockets before you leave home. To minimize distraction, the following restrictions apply on all school days:

- No make up for girls except clear lip gloss.
- No excessive jewelry or hair ornaments.
- Leave toys at home or in the car.

- No weapons, real or pretend, or weapon paraphernalia may be brought to school. This includes guns, ammunition, knives, letter openers, exploding devices or materials related to any of these.
- No electronic games, recording devices, cell phones or radios may be brought to school.
- Special items brought at a teacher's request must be in a labeled bag.

The front desk maintains a **lost and found basket** for items left behind. Please take your child's backpack home each program day.

### **OUTSIDE PLAY**

Except in cases of severe weather, outdoor play is planned each day. Cold weather **does not** cause illness. Fresh air and opportunities for large muscles to develop are an ideal combination. Please dress your children **appropriately for inside and outside activities**. The building is maintained at a comfortable temperature year round. You may include a jacket/sweater/coat in your tote bag for outside play. **Multiple layers of clothing are unnecessary and restrict a child's movement**. Children will not be kept in from outside play without a written directive from a physician.

### **CHAPEL**

Chapel occurs daily at 11:30 a.m. Preschool children meet in the open area in the preschool wing. This joyous time reflects our praise to God at a child's participation level. Prayer, singing, memory verses, Bible stories and applications, Bible, and drama are some of the ways we share in this special time of the day. Classroom teachers lead the children in Chapel each day. Parents and grandparents are welcome to join their child for Chapel. **All parents and guests must sign in at the front desk and obtain a visitor's badge prior to entering the children's area**. See the section on VISITORS below.

### **REST TIME**

This quiet time follows lunch. Our licensing agency requires rest time following a very active morning. Parents are asked to provide a nap mat for their children. This nap mat may be brought the first day of class for the week and taken home the last day of class for the week to be laundered. Children are encouraged, but not forced, to sleep. As they wake up, they may participate in **quiet activities** until the other children wake up.

### **CLOTHING & BEDDING**

Please send your child dressed for an active day. Closed toe, rubber-soled shoes are required for safety's sake. Rain boots, open-toe sandals, "cros" and cowboy boots are not permitted. Please include an extra complete set of clothes (top, bottom, underclothes, socks) to be kept in your child's backpack in case of any accidents or spills that may occur during the school day. **Label all items that come to school with your child**. During colder weather, please send a heavy coat for outside activities, as outdoor play is an important part of the day and will occur each day except in cases of severe weather.

Preschool children will also need an oversized shirt for art in addition to a small pillow and lightweight blanket for naptime. Please remember to **label each item**. Parents are asked to

provide a nap mat for their children. This nap mat may be brought the first day of class for the week and taken home the last day of class for the week to be laundered.

### **FIELD TRIPS**

Field trips currently are for elementary and middle school students only.

### **BIRTHDAYS**

We welcome birthday celebrations. Please consult with your child's teacher to confirm snack times. You may bring a **nutritious treat, cookie, muffins or cupcakes**. **Please do not bring cakes, drinks, candles, pizza, party favors, presents, etc.** Also due to allergy concerns, do not bring any food items with **peanuts or peanut butter** to school. Parents must sign in at the front desk any time they enter student areas. See the section on VISITORS below.

**Teachers are happy to pass out party invitations to parties outside of the program days provided all children in the class receive an invitation.**

### **HOLIDAYS and SPECIAL EVENTS**

Please refer to the school calendar for all school holidays and special event activities available in the back of this handbook and on the school website.

### **LUNCH & SNACKS**

**Cornerstone Christian Academy, housed within First Colony Church of Christ, is a *peanut-free space*. DO NOT send *any* food containing peanuts or peanut butter. You may substitute other nut butters.**

#### **Morning Snack**

CCA will provide a mid-morning snack of water plus a variety of finger foods for children in preschool. Snack menus are posted in preschool hallways. Check with your teacher's schedule for specific snack times.

#### **Lunch**

Students have two options for lunch:

- Partake of lunches provided for all students by Sage Dining Services
- Bring a lunch from home.

### **ILLNESS/CONTAGIOUS DISEASES**

When your child becomes ill at school, we will separate him/her from the other children and hold him/her in the office area. We will call you to come and pick up your child **immediately** as we do not have accommodations or staff to care for sick children. Please help us protect all of the children and staff at the school. **DO NOT BRING CHILDREN WHO ARE ILL TO SCHOOL. Children must be free of fever over 100.4 degrees without medication and must have not vomited for 24 hours before returning to school after an illness.** Please refer to these symptoms:

## **Contagious Illness**

Children who display the following symptoms may not remain at school or be brought to school:

- Fever 100.4 degrees or higher during the **previous 24 hour period**
- Diagnosis of a contagious disease
- Profuse colored nasal discharge
- Reddened or discharging eyes
- Diarrhea or vomiting
- Constant coughing, sneezing or wheezing
- Rash, sore throat, headache or abdominal pain.

Parents are required to notify CCA ***immediately*** if the child is diagnosed with or exposed to a **contagious or infectious disease**. In turn, we will notify you if your child is exposed to a communicable or infectious disease while at CCA.

## **ACCIDENTS**

Your child's safety is among our top priorities. Children are active at CCA, and **unavoidable** accidents are bound to occur. In case of an injury on campus or under CCA supervision, CCA acts in place of the parent. All teachers and staff are certified in CPR and first aid procedures. Parents will be called if medical attention is required or if a mark is left. We will use limited first aid procedures. As we deem appropriate and necessary, we will seek immediate emergency medical attention. Parents will be notified immediately in such cases. A written report will follow. Accidents not requiring attention will be reported to you on an accident report form. This report will be sent home in the child's folder/backpack at the end of the day with an additional copy kept in the child's school file. Parents are financially responsible for medical service rendered by outside medical agencies for their injured child.

## **MEDICATION**

Parents may bring medicine to CCA to be administered by the staff during program hours. The Texas Department of Regulatory Services requires the following procedures:

- (1) Parents must sign an authorization and include times for CCA staff to administer each medication according to label directions.
- (2) The medication must be brought in the original container labeled with the child's full name and date brought to school. A zip-lock bag labeled with the child's name is required.
- (3) Office staff will administer the medication in amounts according to the label directions or as amended by a physician (physician's signature is required).
- (4) Medicine that has reached its expiration date will not be administered.

Parents will log in the medicine at the front desk. Medicine may not be left in the child's bag or lunch bag or handed to a teacher. Medicine requiring refrigeration will be stored in the front office refrigerator. All labeling and dosage directions must be in English. It is the parent's responsibility to pick up the medicine at the end of the day at the front desk. Medicine will not be sent home in the child's bag.

Medicine can only be given on an “as needed” basis under these conditions:

- The parent has pre-arranged with school administration with directions given in writing.
- Medicine is stored in the front office, labeled the same way as above.
- A new authorization must be given at the end of six months.
- A written description of symptoms must be in the child’s file.
- An attempt to reach the parent by phone before administering the medicine will be made. In an emergency, the call will follow the administering of the medicine.  
Documentation of the dosage and the time of giving it will be sent home and also filed.

## **VISITORS**

Although CCA is a closed campus, parents are welcome as visitors. Please join your child for chapel, lunch or other activities and planned family events. There are to be no visitors unless approved by school administration. “Visitor” is defined as any person who is not regular CCA or First Colony Church of Christ staff. Visitors include CCA parents, board members, delivery persons, prospective students and their parents, et al. ALL visitors are required to check in and check out at the CCA front office. Visitor badges are to be worn the entire time a visitor is on campus.

## **VOLUNTEER REQUIREMENTS**

Cornerstone welcomes parent volunteers. There are a variety of support positions available. In order to volunteer in a classroom on a regular basis, parents must have the same level of security screening as a teacher. Please visit with school administration to begin the paperwork for classroom and/or special event volunteering

## **WITHDRAWAL FROM SCHOOL**

### **Preschool Policy**

We hire teachers for the calendar year, August through July. When a child is accepted for admission to Cornerstone’s program, it is based on the assumption that the child will complete the academic year.

The Head of School has the right to immediately dismiss any child who proves not to be well-suited for our program.

Should a preschool parent choose to remove the child on their own for any reason, notification of intent to withdraw must be submitted to CCA in writing at least two weeks prior to the intended withdrawal date.

Registration fees are not refundable at any point.

No transcripts or records will be released until all financial obligations to the school have been satisfied.

All parents/guardians sign an admission agreement upon registering which acknowledges acceptance of CCA’s policy on refunds. This is a written contract binding all parties to said policy.

We appreciate your cooperation and acceptance of our policies as it helps to keep CCA a school of excellence.

Appendix A

**CHILD CARE LICENSING**

You are entitled to see the following information. You may ask a school Administrator to show you the most recent copy of:

- The minimum standards for our facility. (These are also available on the internet at [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us) or at the local licensing office),
- The most recent Department of Protective and Regularory Services Inspection/Investigation Report (compliance information is also available on the internet at [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us) or from the local licensing office),
- Documentation of liability insurance that complies with Human Resources Code, Section 42.0491,
- The most recent Fire Marshal's Inspection Report,
- The most recent Health Department's Sanitation Inspection Report,
- The most recent Gas Pipe Inspection Report,
- The Child Care Center's operational policies.

Please see the front office if you have any questions regarding child care licensing.

**REPORTING ABUSE AND NEGLECT**

Texas state law requires caregivers to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or a law enforcement agency. Call 1.800.252.5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

**Cornerstone Christian Academy  
Parent/Student Preschool Handbook**

**ACKNOWLEDGEMENT FORM**

We, \_\_\_\_\_ and \_\_\_\_\_  
Father's Name Mother's Name

hereby affirm that we have received and read the Cornerstone Christian Academy Parent/Student Handbook in its entirety. We understand and agree to abide by all guidelines, regulations, and procedures contained therein.

Signed,

\_\_\_\_\_  
Father's Signature Date \_\_\_\_\_

\_\_\_\_\_  
Mother's Signature Date \_\_\_\_\_

Parents of:

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

\*This form must be signed and returned to school before your child(ren)'s first day of school.