

Cornerstone Kids Preschool



Parent Handbook

Teach Children God's Love, Change the World

Cutler Ridge United Methodist Kindergarten & Preschool
DBA

Cornerstone Kids Preschool

20740 Old Cutler Road, Cutler Bay, FL 33189-2451

Office: 305-235-6654

Fax: 786-242-2662

DCF License: C11MD0177

Cornerstone Church: 305-235-6651

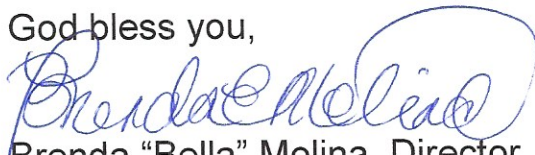
Email: cornerstonekidspreschool@gmail.com

Brenda Molina, Director

Dear School Family,

Welcome to Cornerstone Kids Preschool, a ministry of Cornerstone United Methodist Church. We are excited about your presence here. Thank you for sharing your child with us. It is a privilege to serve you. We are a Christian, full-time, full-year preschool and we seek to honor the Lord in all we do.

God bless you,



Brenda "Bella" Molina, Director
Cornerstone Kids Preschool

"You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.

Matthew 5:14-16



Cornerstone Church

Follow Jesus. Change the World.

Dear Families,

Welcome to Cornerstone Kids Preschool (CKP) and to Cornerstone Church! As a ministry of the church, CKP is deeply committed to nurturing your child's growth. We hope you'll see the following qualities about our faith community:

Diverse Backgrounds: We have people from different national origins and who grew up in different religious traditions. All are welcome at Cornerstone Church and CKP.

Christ-Centered Teaching: I lead chapel with the preschool every week, teaching Bible stories through high-energy songs and storytelling. Our classrooms are also key places for faith development. However, we believe that parents are the most important influence on a child's faith. Families are always invited to join us for worship on Sundays at 9:30 a.m. (traditional style) and 11:00 a.m. (contemporary).

Mission Priority: Our United Methodist tradition emphasizes our responsibility to care for those in need around us. We encourage preschool families to join in our community-oriented projects, such as our Food Pantry. Even children can learn how to impact their world for good.

Faith and Learning: School-wide programs, such as Thanksgiving, Christmas, and Graduation, incorporate our faith and classroom learning. We hope you will attend these events as well as events in your child's classroom.

Family Friendly: Cornerstone Church always has a lot of events going on for the entire family, led by our children's ministry, which is also called Cornerstone Kids. Preschool families are most welcome and invited to participate fully in the life of our church.

If there is any way that Cornerstone Church can be of service, please contact us. We look forward to a year full of God's blessings with you and your family.

Blessings,

Pastor Paul Cook

Keep up with us on Facebook!
Church: facebook.com/cornerstonechurchmiami
Preschool: facebook.com/cornerstonekidspreschool
Children's Ministry: facebook.com/cornerstonekidsmiami

Our Preschool Board of Directors

The Preschool Board is the advisory and governing body of the preschool education program here at Cornerstone Church. It meets monthly to consider recommendations from the director, staff, and church pastor and is comprised of six church members, the pastor, the preschool director, and three preschool parents. Through the school's quality program, we fulfill the preschool's vision of:

- *Nurturing, loving, and caring for each child, following Jesus' teaching.
- *Providing a happy and safe place away from home.
- *Providing experiences for each child to increase and enhance his/her unique qualities.
- *Helping each child to grow socially, emotionally, intellectually, physically, and spiritually.
- *Creating and maintaining a partnership with parents, the church staff, and the congregation based on mutual trust and respect.

Please contact any member of the Board with any questions, concerns, or needs of a policy/governing nature. A list of Board members will be provided by the office upon your request. Questions or concerns that relate specifically to your child should be addressed with your child's teacher and also with our director. May God bless you.

LICENSING AND ACCREDITATION

We are licensed by the Department of Children and Families (C11MD0177) for 105 children. We are accredited with the United Methodist Association of Preschools known as UMAP. We also participate in Quality Counts.

Our preschool does not discriminate against children or families for any reason. CKP abides by the Americans Disabilities Act. All are welcome.

Cornerstone Kids Preschool Mission & Vision Statements

Mission Statement

Teach Children God's Love, Change the World

Vision Statement

- *To nurture, love, and care for each child, following Jesus' teaching.
- *To provide a happy and safe place away from home.
- *To provide experiences for each child to increase and enhance his/her unique qualities.
- *To help each child grow socially, emotionally, intellectually, physically, and spiritually.
- *To create and maintain a partnership with parents, the church staff, and the congregation based on mutual trust and respect.

HOURS OF OPERATION

We are a full-year, full-time Christian preschool. Parents make a commitment to our Instructional Preschool year if interested. Parents make a separate commitment to our

Summer Camp if interested. Both require Registration and Supply Fees. Tuition for our preschool Instructional year from August to June is charged regardless of your child's attendance therein, once enrolled.

CKP operates from 7:30 am to 6:00 pm Monday through Friday. Our Instructional Preschool Calendar coincides with the Miami-Dade County Public School calendar. Please check our Instructional Calendar.

7:30 – 8:45 am	<u>Early Morning Care</u>
8:45 – 9:00 am	<u>Arrival Time for all children, in all classrooms</u>
9:00 – 12 noon	<u>Preschool Classes and VPK Instructional Hours</u>
12:00 – 12:15 pm	<u>Pick-Up for children going home from Morning or Free VPK programs</u>
12:15 – 1:30 pm	<u>Lunch Bunch</u>
1:30 – 6:00 pm	<u>After Care program</u>

Summer Camp operates 7:30 to 5:45 pm for 9 weeks for children ages 18 months to 5 years old (those who have completed VPK).

Our Preschool Office hours are 8:30 to 2:30 pm. Our Interim Director, Lisa River-Coast, is on site from 8:30 am to 3:30 pm and is available for conversation/appointments beyond that if needed. The office phone is: **305-235-6654.**

All children are asked to arrive before 9:00 am. Daily class begins with their teacher at 9:00 am. All parents are asked to wait outside the door of your child's classroom at our 12 noon pick-up time. The teacher dismisses your child directly to you.

VPK children must arrive by 9:00 am, ready to begin their day at 9:00 am daily.

CLASSROOM SIZE AND Teacher/Child RATIOS

Classroom Instruction & care for your child is in accordance with UMAP & DCF standards.

18 month olds to 2 year olds:	10 children	Ratio 1-5	1 Lead Teacher and 1 Assistant
2 years by September 1 st :	12 children	Ratio 1-6	1 Lead Teacher and 1 Assistant
3 years by September 1 st :	16 children	Ratio 1-8	1 Lead Teacher and 1 Assistant

4 years by September 1st: (VPK) 17 children Ratio 1-8 1 Lead VPK Teacher & 1 Assistant

ADMISSION PROCEDURE

All currently enrolled children are given a space for Summer Camp and/or the following Instructional Preschool year if you follow our enrollment process and deadline requirements in early spring. Yearly enrollment and registration/supply fees are required for both Summer Camp and for the Preschool year for all children. Newly interested children and families may contact our office at any time for enrollment information. We work diligently to enroll children at any time on a first-come first-serve basis as space is available.

WAITING LIST/HOLDING FEE

Children are placed according to the date of the parent's initial visit and their childcare request when filling out our waiting list form. Phone call inquiries are not placed on our waiting list. Siblings, Cornerstone Church children, and those requesting Full Day instead of Morning Only Care can be moved to the front of the list. As space becomes available, we will contact you three times. Please keep your phone number current.

At the time of an offered space, enrollment would be within 2 weeks and the non-refundable registration/supply fee would be paid. If you need longer before your start date, a non-refundable holding fee of \$75 per week up to 2 additional weeks is applied. The child would be in attendance within the fourth week after the initial invitation, otherwise your space is forfeited. Holding fees are not applied toward tuition.

VPK children are placed according to the following: A) Currently enrolled children in our 3-year old class who will be in VPK next year. B) Full Day VPK new children. C) Morning only VPK new children. A VPK space is held with a completed VPK certificate and registration form. A non-refundable registration fee is paid at this time if your childcare program requires one.

MULTIPLE CHILD DISCOUNT

Families are encouraged to have their multiple preschool children attend CKP. A multiple child discount of 10 percent can be applied to the lower of your children's tuition rates and would be calculated upon enrollment in discussion with our director. The registration/supply fee is paid for each child as listed on our Enrollment Form, with the second younger sibling enrollment fee being \$100.

CHURCH FAMILY, CLERGY, AND MILITARY DISCOUNT

Immediate children of parents/guardian who are members of Cornerstone Church and are actively involved therein receive a 10 percent discount per child. The parent requests a yearly letter from the Pastor indicating your family's current involvement and relationship with the church, which must be received in our CKP office before the first day of enrollment. Clergy members, of any denomination, will also receive a 10 percent discount per child. The parent requests a yearly letter from their church indicating their position and relationship with their church, which must be received in our CKP office before the first day of enrollment. Children of members of the military will also be given a 10 percent discount per child. Please show your military ID to our CKP office staff before the first day of enrollment.

YEARLY REGISTRATION/SUPPLY FEE

A non-refundable registration/supply fee is required each year. Based on the individual child's enrollment in our August to June Preschool Instructional Year: First Year-\$260, Second Year-\$230, Third Year-\$200, and siblings are \$100. Our Summer Camp Registration Fee is \$75 if currently enrolled or \$90 if enrolling at Summer time. The registration portion covers all administrative paperwork and church preschool insurance needs. The supply portion covers the supplies your child will enjoy at CKP (other than personal) which include art supplies, After Care snack supplies, classroom equipment, and paper supplies. There is only one reason why the yearly registration/supply fee would be refunded: If your child is moving out of the community BEFORE August 20, 2018. Proof of your new address related to a family household move must be provided. If enrolling after December 31, the registration fee is prorated.

ADMISSION REQUIREMENTS

AGE: Children must be 18 months, 2, 3, or 4 by September 1st to enroll. Your child is placed in a class appropriate for their age. Children must be 18 months old to 5 years old (completed VPK but not Kindergarten) to enroll in our Summer Camp.

Potty Trained: Children who are two or younger at enrollment will work on potty training as directed by the parent. All children in our 3's program and older by September 1st must be fully potty trained before their first day, due to DCF rules.

REQUIRED FORMS upon initial enrollment and every yearly enrollment:

Medical: ***HRS Form 3040: Yellow physical health exam that is SIGNED**

(This yellow form is good for two years from date of health exam)

***HRS 680: Blue Immunization record that is SIGNED and up to date**

(Immunizations must be kept up-to-date. Forms contain signature of doctor/representative or an electronic signature.)

***DCF Enrollment Application (All signatures required)**

***Notarized Emergency Medical Form-MUST BE NOTARIZED TO BE ACCEPTED**

***A copy of child or parent's insurance card**

***Tuition Agreement & Parent Handbook Policy Signed**

***VPK Attendance Policy signed, if in VPK**

***Discipline Policy signed**

***DCF "The Flu" Guide & Influenza Virus flier signed**

***DCF flyer "Know your Child's Daycare"**

***Permission & Media Permission Forms Signed**

***Children's Information Sheet for Teachers**

It is the parent's responsibility to keep all records up-to-date, including the Emergency Pick-up list, work, home, and cell phone numbers & immunization/health forms.

TUITION/LATE PAYMENT FEE

Tuition fees are referred to in three categories: Morning Only, Lunch Bunch, and Full Day. If you are in VPK, then you are either a Morning Only Free VPK, VPK Lunch Bunch, or Full Day VPK. Tuition is paid by check, cash, cashier's check, or credit card. All parents pay their child's tuition and Morning/Aftercare in a timely manner.

If Morning Only (9:00 to 12:00): For convenience, annual tuition can be charged monthly, and is due on the first day of every month, for that month. August monthly payment pays for August and June tuition. A late fee of \$20 is applied after the fifth day of EVERY month. All must be kept current; if payment is not current by the 30th of the month, termination of services will occur. **Morning Only children are charged extra tuition for Teacher Planning Days, Winter Camp, Spring Break Camp, if needed, These children MUST register for these extra mornings throughout the preschool year.**

If Full Day (7:30 am to 6:00 pm): For convenience, annual tuition can be charged monthly, and is due on the first day of every month, for that month. August monthly payment pays for August and June tuition. A late fee of \$20 is applied after the fifth day of EVERY month. All must be kept current; if payment is not current by the 30th of the month, termination of services will occur. **Full Day tuition includes Teacher Planning Days, Winter Camp, Spring Break Camp, even if you do not use it, because care is being offered.**

If Lunch Bunch (7:30 am to 1:30 pm): For convenience, annual tuition can be charged monthly, and is due on the first day of every month, for that month. August monthly payment pays for August and June tuition. A late fee of \$20 is applied after the fifth day of EVERY month. All must be kept current; if

payment is not current by the 30th of the month, termination of services will occur. Lunch Bunch children are charged extra tuition for Teacher Planning Days, Winter Camp, Spring Break Camp, if needed. These children MUST register for these extra mornings throughout the preschool year.

Tuition is charged regardless of holiday, attendance, or any emergency school closures. Tuition is due through every month you are enrolled at CKP during the preschool year, which includes through ALL of December and ALL of March/April.

ALL TUITION PAYMENTS MUST HAVE YOUR CHILD'S NAME ON THE CHECK.

ALL MORNING CARE, AFTERCARE, AND LATE PICK-UP FEES are due on the 1st of every month; \$20 late fee is assessed on the 5th of the month; services terminate on the 30th of the month if not paid by that date.

TUITION-Summer Camp for 18 months to 5 year old children

Summer Camp: Weekly tuition is due for any week that your child participates, whether it is one morning/day or more per week. Summer Camp is charged by the week, **not** by the day. Payment is due on the week used.

18 Months – Toddlers Class

Registration:	\$75.00
Morning Only: 9:00 am - 12:00 noon	\$85.00/week
Lunch Bunch: 7:30 am – 1:30 pm	\$95.00/week
Full Day: 7:30 am – 6:00 pm	\$135.00/week

3 Years Old – 5 Years Old Class

Registration:	\$75.00
Morning Only: 9:00 am – 12:00 noon	\$75.00/week
Lunch Bunch: 7:30 am – 1:30 pm	\$85.00/week
Full Day: 7:30 am – 6:00 pm	\$115.00/week

ANNUAL TUITION Instructional Preschool 2018-2019 Year

Tuition is charged according to the age of the child by September 1st.

Non-refundable registration fee due for all children (VPK Certificate ONLY for children who will attend VPK morning only)

Registration Fees: \$260 first year; \$230 second year; \$200 third year; \$170 fourth year; \$100 additional siblings

Annual Yearly Tuition covers the Academic Instructional School Calendar and can be charged monthly for the parents' convenience. Tuition is charged regardless of holiday, attendance, or any emergency school closures. Care needed for non-instructional days (Teacher Planning Days, Winter & Spring Breaks) will be assessed additional charges, except for Full-Day students.

18-24 month Class: (18 months by Sept. 1, 2018) Non-refundable registration fee required

*Morning Only 9:00 am to 12 noon (8:45 am arrival to 12:15 pm departure)

4-5 mornings a week \$3,600 School Year, divided for convenience into \$360 Monthly

3 mornings a week \$3,400 School Year, divided for convenience into \$340 Monthly

(Morning only children abide by our Academic Instructional Calendar & pay an extra \$7 per hour if in need of morning/aftercare. Teacher Planning Days, Winter, or Spring Break Camp are \$20 per morning/\$30 per day.)

*Full-Day 7:30 am to 6:00 pm Monday thru Friday \$6,650 School Year, divided for convenience into \$665 Monthly

(Full Day includes Teacher Planning Days, Winter & Spring Breaks and will be charged regardless of attendance, because care is available. You must sign up in advance.)

*Lunch Bunch 7:30 am to 1:30 pm \$5,000 School Year, divided for convenience into \$500 Monthly

(Lunch Bunch children abide by our Academic Instructional Calendar & pay an extra \$7 per hour if in need of aftercare. Teacher Planning Days, Winter, or Spring Break Camp are \$20 per morning/\$30 per day)

Two Year Old Class: (2 by Sept. 1, 2018) Non-refundable registration fee required

*Morning Only 9:00 am to 12 noon (8:45 am arrival to 12:15 pm departure)

3 mornings a week \$3,400 School Year, divided for convenience into \$340 Monthly

5 mornings a week \$3,600 School Year, divided for convenience into \$360 Monthly

(Morning only children abide by our Academic Instructional Calendar & pay an extra \$7 per hour if in need of morning/aftercare. Teacher Planning Days, Winter, or Spring Break Camp are \$20 per morning/\$30 per day.)

*Full Day 7:30 am to 6:00 pm Monday thru Friday \$6,400 School Year, divided for convenience into

\$640 Monthly

(Full Day includes Teacher Planning Days, Winter, & Spring Breaks and will be charged regardless of attendance, because care is available. You must sign up in advance.)

***Lunch Bunch 7:30 am to 1:30 pm** \$5,000 School Year, divided for convenience into \$500 Monthly
(Lunch Bunch children abide by our Academic Instructional Calendar & pay an extra \$7 per hour if in need of aftercare. Teacher Planning Days, Winter, or Spring Break Camp are \$20 per morning/\$30 per day)

Three Year Old Class: (3 by Sept. 1, 2018) Non-refundable registration fee required

***Morning Only 9:00 am to 12 noon** (8:45 am arrival to 12:15 departure)

5 mornings a week Monday thru Friday \$3,400 School Year, divided for convenience into \$340 Monthly
(Morning Only children abide by our Academic Instructional Calendar & pay an extra \$7 per hour if in need of morning/aftercare. Teacher Planning Days, Winter, or Spring Break Camp are \$20 per morning/\$30 per day.)

***Full Day 7:30 am to 6:00 pm** Monday thru Friday \$6,400 School Year, divided for convenience into \$640 Monthly

(Full Day includes Teacher Planning Days, Winter, & Spring Break and will be charged regardless of attendance, because care is available. You must sign up in advance.)

***Lunch Bunch 7:30 am to 1:30 pm** \$5,000 School Year, divided for convenience into \$500 Monthly
(Lunch Bunch children abide by our Academic Instructional Calendar & pay an extra \$7 per hour if in need of aftercare. Teacher Planning Days, Winter, or Spring Break Camp are \$20 per morning/\$30 per day)

Free VPK for those who turn 4 before September 1, 2018: Non-refundable registration fee as needed and VPK Certificate

***Morning Only 9:00 am to 12 noon**

VPK Academic Instructional Calendar only = Free

-Morning Care Use

7:30 am - 8:45 am \$15 per use

-Late Pick-up after 12:15

12:15 pm -1:30 pm \$15 per use/\$7 each additional hour after 1:30 pm

We abide by the Early Learning Coalition's request that FREE VPK be offered free of charge. If a Free VPK child moves into a tuition-charged program such as VPK Lunch Bunch or VPK Full Day, a registration fee is applied. Free VPK children must pay \$20 a morning from 9 am-12 noon or \$30 a day Full Day from 7:30 am-6:00 pm if needing care during Teacher Planning Days, Winter, or Spring Break.

VPK Lunch Bunch 7:30 am to 1:30 pm \$3,000 School Year, divided for convenience into \$300 Monthly

-A non-refundable registration/supply fee of \$100 is to be paid at time of registration or program need

-Aftercare charges of \$7 per hour will apply after 1:30 pm

(VPK Lunch Bunch children must pay \$20 each morning from 9 am-12 pm or \$30 a day Full Day from 7:30 am-6:00 pm if care is needed during Teacher Planning Days, Winter, or Spring Break.)

VPK Full Day 7:30 am to 6:00 pm Monday thru Friday \$4,800 School Year, divided for convenience into \$480 monthly

-A Non-refundable registration/supply fee of \$100 is to be paid at time of registration or program need.

(VPK Full Day tuition includes Teacher Planning Days, Winter & Spring Break and will be charged regardless of attendance, because care is available)

Non-VPK 4 year olds:

- Registration fee of \$260

- **Full Day care 7:30 am-6:00 pm** \$6,400 School Year, divided for convenience into \$640 Monthly (Non-VPK Full Day tuition includes Teacher Planning Days, Winter & Spring Break and will be charged regardless of attendance, because care is available.)

- **Morning only 9:00 am-12:00 pm** \$3,400 School Year, divided for convenience into \$340 Monthly (Non-VPK Morning only children must pay \$20 each morning from 9 am-12 pm or \$30 a day Full Day from 7:30 am-6:00 pm if care is needed during Teacher Planning Days, Winter or Spring Break.)

- **Lunch Bunch 7:30 am-6:00 pm** \$5,000 School Year, divided for convenience into \$500 Monthly (Non-VPK 4 year old Lunch Bunch children must pay \$20 each morning from 9 am-12pm or \$30 a day Full-Day from 7:30 am-6:00 pm if care is needed during Teach Planning Days, Winter or Spring Break.)

A 10% discount is offered for Cornerstone Church Members; Members of the Military; Ministry families; Second+ sibling (lower tuition).

ANNUAL TUITION AMOUNTS AND FULL PAYMENT OPTION

The tuition for your program covers all days in the Academic Instructional School Calendar. For children in our Full Day Program, your tuition covers all instructional days, Teacher Planning Days, Winter Camp, and Spring Break Camp, regardless of use, from August 20, 2018 until June 6, 2019. For the convenience of our families, we can divide your tuition into monthly payments. Below you will find the full annual amounts for each tuition program. For families wishing to pay in full at the start of the school year (or upon enrollment), we give a **10% discount for pre-payment in full. This option must be paid in the preschool office with check, money order, or cash and not online through Child Watch.**

18 Month Olds Annual Tuition

Full Day: \$6,650, divided for convenience, into 10 monthly payments of \$665

Lunch Bunch: \$5,000 divided for convenience, into 10 monthly payments of \$500

Morning Only:

3 Mornings/Week: \$3,400, divided for convenience, into 10 monthly payments of \$340

4-5 Mornings/Week: \$3,600, divided for convenience, into 10 monthly payments of \$360

August monthly tuition pays for August and June

(Lunch Bunch & Morning Only do not include Winter Camp, Spring Break Camp, or teacher workdays, but they can be added for a fee.)

2 Year Olds Annual Tuition

Full Day: \$6,400, divided for convenience, into 10 monthly payments of \$640

Lunch Bunch: \$5,000, divided for convenience, into 10 monthly payments of \$500

Morning Only:

3 Mornings/Week: \$3,400, divided for convenience, into 10 monthly payments of \$340

5 Mornings/Week: \$3,600, divided for convenience, into 10 monthly payments of \$360

August monthly tuition pays for August and June

(Lunch Bunch & Morning Only do not include Winter Camp, Spring Break Camp, or teacher workdays, but they can be added for a fee.)

3 Year Olds Annual Tuition

Full Day: \$6,400, divided for convenience, into 10 monthly payments of \$640

Lunch Bunch: \$5,000, divided, for convenience, into 10 monthly payments of \$500

Morning Only: \$3,400, divided for convenience, into 10 monthly payments of \$340

August monthly tuition pays for August and June

(Lunch Bunch & Morning Only do not include Winter Camp, Spring Break Camp, or teacher workdays, but they can be added for a fee.)

VPK (4 year olds) Annual Tuition

VPK Morning Only: No Charge

VPK Full Day: \$4,800, divided for convenience, into 10 monthly payments of \$480

Lunch Bunch: \$3,000, divided for convenience, into 10 monthly payments of \$300

Non-VPK 4 year olds Annual Tuition

Full Day: \$6,400, divided for convenience, into 10 monthly payments of \$640

Morning Only: \$3,400, divided for convenience, into 10 monthly payments of \$340

Lunch Bunch: \$5,000, divided for convenience, into 10 monthly payments of \$500

August monthly tuition pays for August and June

(Lunch Bunch & Morning Only do not include Winter Camp, Spring Break Camp, or teacher workdays, but they can be added for a fee.)

August tuition for all programs pays for August and June.

TUITION CHECKS/CASH/NSF

Checks are made to Cornerstone Kids Preschool and are placed in the locked wooden wall box in Room 104 or hand delivered to the preschool office. Cash payments are the same and must be clearly marked and bound. Cash and checks are not to be left with any teacher; staff should not be distracted with a parent conversation about monetary matters. CKP accepts online payments via check. CKP also accepts credit card payments online through our Child Watch childcare software system. A 3% convenience fee is added to credit card payments.

A \$25.00 returned check fee is charged for any check that is returned from the bank or is assessed as NSF – Insufficient Funds. After two NSF checks, payment will be in cash or by money order for the remainder of summer camp or the preschool year.

LATE PICK-UP CHARGES

If a child is an 18 month, 2's, or 3's morning only child, they are moved to after care at 12:15 pm if not picked up by a parent/person on the child's emergency contact list. The child is charged for after care use beginning at 12:15 pm at \$7 per hour.

If a child is a Free VPK child, they are moved to our VPK Lunch Bunch program at 12:15 pm if not picked up by a parent/person on the children's emergency contact list. The child is charged for VPK Lunch Bunch at \$12 AND a VPK late pick-up charge of \$15, for a total of \$27 total.

If a child is a VPK Lunch Bunch child already paying \$300 monthly, the late fee is \$15 per hour starting after 1:30 pm daily.

If a child is an 18 month, 2's, 3's, or VPK full day child, late pick-up charges beginning at 6:01 pm according to our staff cell phones. Late pick-up fees are calculated at \$15 per 15-minute increments per child.

Late pick-up after 6:00 is serious. If a child is left late for a third time over a two-month period of time, you will be asked to find another center that meets your need of later pickup. Our preschool phone is always answered. Please let us know of your late pick-up in advance. Fees remain assessed. Emergency contact phone numbers will be contacted. The director is called when a child remains at 6:01 pm. Arrangements are made to relieve staff; DCF is called if parents and emergency contacts cannot be reached.

Late pick-up charges are assessed, recorded, and paid to our preschool office. Any concerns about late pick-up charges are handled by our director and not with staff who assist your child.

CORNERSTONE KIDS PRESCHOOL DISCIPLINE POLICY

Discipline is necessary for all of us to live in the world together. Without discipline we wouldn't get to work safely, catch planes, or buy groceries while the stores are open. The ultimate discipline is that which comes from within and does not depend on an external reward or punishment to insure positive behavior and good personal choices.

An important part of our CKP teaching task involves helping children develop inner discipline. This means we must provide reasonable rules, logical consequences for breaking those rules, and be willing to give more responsibility to children as they are able to assume it.

We use positive techniques of guidance, including redirection, anticipation of and elimination of potential problems, positive reinforcement and encouragement. We provide a safe place in the classroom to spend quiet time apart as the child needs or requests. Consistent, clear rules, and daily routines are established and followed by all.

We do not spank children. In the event we have a child whose behavior is consistently not acceptable, a conference with parents and an observation by NEED will be necessary to ascertain the next most appropriate step to be taken and to determine the future continuation of the child in our program.

Remember that a crisis at home affects the child's behavior at school. Let the Center know the joyous happenings, the upsetting experiences, or important changes at home that may affect behavior. These will be held in confidence between director and teacher and will help teachers understand the child's behavior. Please inform teachers about what a child has been told concerning an impending birth, serious illness, being adopted, or a recent death, so that any conversations at CKP can support your words with empathy.

A signed copy of this page is included in our Application Packet as required by DCF for discipline concerns. Parents are required to sign that they have read & understand CKP's Discipline Policy.

Parent or Guardian Signature: _____

Date: _____

Child at CKP: _____

(Revised 6-2017)

CKP's CURRICULUM: Three Main Sources

A) The Cornerstone Church Curriculum: Our weekly Chapel program on Wednesday mornings with Pastor Paul Cook is our highlight. To be in Rudy Chapel with the church pastor and hear Bible stories about God and Jesus in the Old and New Testaments is what makes us unique in our community. There is a strong connection between our church and our preschool through Chapel, daily conversation, prayers before eating, and Bible songs. If you would like to visit Chapel on Wednesday mornings at 11:30 am, you are invited to come. Please call our office so we can expect you.

B) The Creative Curriculum by Teaching Strategies involves teacher observation and documentation in relation to curriculum objectives. CKP focuses on social and emotional skills needed for future success in school, relationships, and life. We offer a well-balanced program which fosters intellectual growth by discovering, exploring, and experiencing. We use child-directed and teacher-directed instructional strategies to discover letters, shapes, colors, and general knowledge that is age-appropriate. Teachers set up learning centers, establish schedules and routines, organize choice times and small/large group activity. Our interest and learning centers include: Blocks and Large Toys, Dramatic Play, Art Center, Library, Table Toy manipulatives/puzzles, Discovery Center, Writing Center, Computer, Music & Movement, Sand & Water Table, and Outdoor Play. Materials in these centers meet the developmental needs of young children and enhance the domains of learning in our VPK program. Teacher observation & documentation leads to a variety of instructional strategies to guide learning. Teachers interact with children throughout the day by asking open-ended questions, engage in conversation, observe activities, and note social interaction among classmates. Social skills are a large part of Creative Curriculum as children learn how to interact and solve conflicts peacefully. A Creative Curriculum Goals & Objectives sheet is included in the back of this Parent Handbook. "**Conscious Discipline**" by Becky Bailey is used to help achieve these goals. Children learn to respect individual differences and cultures, to include rather than exclude in work and play, to cooperate with other children and adults, and to care about others. We desire all children to develop their own inner discipline, to be empathetic towards others and to be good citizens.

The Creative Curriculum for Toddlers by Teaching Strategies will be used. This involves teacher observation and documentation in relation to developmentally appropriate activities for 18-24 month children. Each child will have a morning routine developed in relationship with parents within the overall class routine maintained for consistency. CKP focuses on social and emotional skill development as well as language and cognitive development in an emergent literacy-rich classroom. We offer a well-balanced program which fosters intellectual growth by discovering, exploring, and experiencing. We use child-directed and teacher-directed instructional strategies to introduce general knowledge themes and conversation which introduces letters, numbers, shapes, colors, science, and math. Teachers set up learning centers, play areas, establish schedules and routines, organize choice times and small/large group activity. Teachers interact with children throughout the morning through intentional conversation, sensory activities, reading, creative arts, and movement to music. Social skills are a large part of Creative Curriculum as children learn how to parallel play with other children their age. A Creative Curriculum Goals & Objectives sheet is included in the back of this Parent Handbook.

C) The Wright Skills Literacy Curriculum is implemented in our VPK program. This is an age-appropriate phonological awareness curriculum that covers the alphabet in all areas of learning as well as through emergent literacy skill development.

D) Music and Movement is held weekly once our preschool year has begun. Children learn the art of listening, moving, and creating music.

E) Spanish Class is held weekly once our preschool year has begun. Our Spanish program rotates through the classes and is engaging with vocabulary, music, and stories.

F) Specific Age-Related Benchmarks OR Growth Goals are shared with each parent at the time of enrollment.

G) VPK is assessed using the Required VPK Assessment tool three times during the VPK year.

VPK-Voluntary Pre-Kindergarten

CKP has participated in the Florida VPK program since it began in 2005. A child must be 4 by September 1st and present a VPK certificate to register and participate. We begin VPK registration in early spring each year.

Our VPK program is 540 instructional hours over 3 hours per day Monday through Friday in our preschool year. (Please see our Instructional Preschool Calendar.) The state of Florida pays our center directly for your child to participate in the VPK program. Daily attendance is monitored and expected. If a child misses more than the allotted absences for our VPK program per month and per year according to the VPK 80/20 rule, tuition will be charged for that child to complete VPK at \$25 per VPK instructional morning. All absences are counted.

Daily attendance sign-in & out forms are used and parent signatures will be monitored at all times. VPK children are ready for each day from 9:00 am to 12 noon. VPK teachers meet specified teaching requirements through the Early Learning Coalition office. Beyond our 3 curriculums, VPK includes ½ hour of outside play, ½ hour of emergent literacy skills, ½ hour of music, ½ hour of teacher directed activities, and 1 hour of uninterrupted child-choice play. VPK helps prepare your child for kindergarten in age-appropriate ways. VPK parents are required to sign our VPK Attendance Policy before beginning VPK. Parents will also sign a monthly attendance calendar as required.

SPECIAL NEEDS CHILDREN

We realize our facility may not be appropriate for all children and their particular needs. Families of a child with special needs may schedule a conference with the school's director. The director will, at that time, determine whether your child may enroll in our center on a trial basis. After an appropriate trial period, the director will, once again, schedule a conference and determine whether the specific needs of your child are being met without interfering with the everyday care of the other children attending our school. If it is determined that we cannot accommodate your child's needs, within the confines of our current staffing requirements and schedule, you will be required to find other childcare within a reasonable amount of time. The allotted time frame will be at the discretion of the director.

Interview and Tour: Contact us to schedule an interview and tour of our facility. Feel free to bring your child with you to meet the other children and see what opportunities are here at CKP. Allow for

approximately 30 minutes, so we have adequate time to discuss your child's specific needs, our program policies, and to address all of your questions.

Note: We highly recommend that all parents visit any center they are considering prior to enrolling. It's almost impossible to tell if a program is right for your child without seeing it in person.

Check Availability – We have a limited number of vacancies/openings at any one time. If we do not have availability in a classroom for your child at the time you wish to enroll, we do have a waiting list. You may place your child on this list and we will notify you, if space becomes available.

Teacher Planning Days/Winter Camp & Spring Break Camp

Because our preschool instructional calendar follows the Miami-Dade County Public School calendar closely, we schedule the same Teacher Planning Days for our staff, as well as abide by Winter & Spring Breaks. All participating children must sign up ahead of time for us to schedule the correct number of staff needed for these days.

TO ATTEND TEACHER PLANNING DAYS/WINTER & SPRING BREAK CAMPS:

A child may attend if they are Full-Day children, including Full-Day VPK. A child may attend if you pay extra for care if you are Morning Only or Lunch Bunch. All **MUST** sign up specifically for each day needed, so we can be prepared with staffing and supplies for your child.

Please note that participating children will be grouped together and activities are planned beginning in the Morning Care room. Children will not be in their regular room or with their regular teacher so that teachers can plan, clean, etc. in their regular classrooms. Children will be cared for by our Assistant Teachers with planned activities for the day. Thus, Free VPK children, VPK Lunch Bunch children, and 9-12 noon Morning Only children have additional charges for these days.

MANDATORY SIGN-IN & OUT DCF BOOK

It is a state policy that every child be signed in by an adult 18 years or older upon arrival and that the signature is legible and readable. It is a Department of Children & Families law that the correct time be recorded and that the parent sign in each and every time the child is left for care at CKP. At pick-up time, the correct time of pick-up is recorded by an adult over the age of 18 who is on the child's contact list according to the parent's application instructions. Both drop-off and pick-up are completed as quickly as possible by the parent while still maintaining care for your child. This lessens the amount of parent/adult conversation because the CKP staff continues to watch all children under their care. At pick-up, the parent escorts their child out the gate and to their car as soon as possible. After the parent has signed out the child, the child is fully in the parent's care. Signed out children are not to roam freely while parents converse with one another, nor are siblings to engage in playground activities during pick-up. CKP staff is required to maintain the playground for enrolled children only while CKP is in session due to our insurance policies. Grandparents and parents are not to linger on the playground at pick-up time. Thank you very much.

DAILY ARRIVAL ROUTINE

It is the policy of CKP that all parents take their child upon arrival to the bathroom to wash hands and use the bathroom before entrance into any of our rooms, including Morning Care. Washing hands is the most important thing that we as parents and teachers can do to stop the spread of germs. Thank you for making this part of your daily arrival routine. CKP staff continue washing your child's hands many times daily.

We encourage all families to create their own goodbye/greeting ritual for their child. Perhaps it is a special hug, kiss, handshake, verbal poem, or whistle. This enables your child to know that when their "ritual" is done, that you as parent will leave and that the child will be safe. Your ritual is a quick and gentle one. Parents are not to linger in the classroom. Staff will help you with a crying child and will take the child at your direction. Parents are not able to stay in the classrooms past 9:00 am because the instructional day for all children has begun and parents must go. A phone call to or from the office at 305-235-6654 will help you to know how your child is doing. If a little one is having a difficult time adjusting, please keep to the normal drop-off time of before 9:00 am, and pick up early, after consultation with our director.

If your child is in the 18 month old or 2's program and you enroll for our 3 mornings a week program, we request your child be enrolled 5 days at first, for three weeks, while they adjust to preschool. Moving to 3 mornings weekly after three weeks enables your child to adjust better.

ILLNESS POLICY AND HEALTH ISSUES

A child attends only if he/she is in good health & able to participate in all daily activities. All families must have a care plan in place for when your child becomes sick. CKP does not care for sick children according to our DCF license.

The following DCF guidelines indicate when a child is kept at home for their health and the health of all children in classrooms. The following are also our guidelines for sending a child home from CKP:

*The child has vomited, has a fever of 101, or has diarrhea within the last 24-hour period.
(If we send a child home with a fever or diarrhea, that child may not come back to school the next day. Do not give a child over-the-counter fever reducers and then send them to school. Your child is sick if they need these medications.)

*The child has a heavy nasal discharge, which has color

*Pink eye, Conjunctivitis, Impetigo, Head Lice & Nits, Rash or any contagious infection.

*Exposed open skin lesions

*The child has evidence of a cold, sore throat, frequent sneezing or coughing

*Concerning antibiotic medications: 24 hours must pass before the child may come to Preschool

When your child is sick, please call the office to say your child will not be in school. This information helps us care for all children. Please notify us immediately if the illness is a communicable disease. If so, children will need a doctor's note to return. All parents will be notified if there has been exposure to a communicable disease.

Emergency contact information is updated at all times by parents, as well as current immunizations and health record forms. Failure to update an immunization record is cause for the child not to be admitted back into the classroom until the immunization records are in DCF compliance.

MEDICATION POLICY

CKP will not administer medicine to children. This includes all over-the-counter medications and prescription medications. (PLEASE SEE SEVERE MEDICATION STATEMENT FOLLOWING) **Sunscreen or hand sanitizing gel may not be in a child's backpack at any time.** Concerning sunscreen and/or bug repellent, please apply these at home.

Because some children has severe life threatening allergies to peanuts, peanut products, other nuts, and shellfish, all classrooms will ban these products from their classroom at all time. CKP is a peanut-free preschool.

ALL PARENTS MUST INDICATE THE MEDICAL AND ALLERGY CONCERNS OF THEIR CHILD ON THEIR ENROLLMENT APPLICATION FORM BEFORE THE FIRST DAY OF ENROLLMENT.

If **severe medications** are needed such as Epi-pens or asthma inhalers, a **Severe Medication Form** is filled out at the time of enrollment. Such prescriptions are checked and our severe medication procedure is discussed with that parent. We ask that parents request from their pediatrician a different medication other than Albuterol if a nebulizer is needed at CKP. If Albuterol is the only drug available for your child, a doctor's note must accompany your nebulizer request for CKP because the heart rate is increased with the use of this drug.

If "severe medication" is needed as described on your child's form, a phone call to parents will be made when severe symptoms arise and the child presents a need for medication. Consent will be given over the phone and the parent will pick up the child as soon as possible. Epi-pen use requires a 911 call immediately. CKP staff are certified in Pediatric First Aid and CPR and best practice is followed.

All children and staff must wash their hands upon arrival to our school and periodically throughout the day including before snack, lunch, and after bathroom use. Hand sanitizing gel will be used with supervision and our staff routinely cleans and sanitizes all surfaces in the classrooms. We employ a daily cleaning service for our facility as well.

BITING POLICY

Biting is fairly common among young children. However, such behavior is not acceptable. Though our teachers use best practices to prevent biting, children occasionally do bite each other. When it happens, the area where the child was bitten is immediately washed with antiseptic soap and water. Both children, the child who was bitten and the child who did the biting, are then given care. An accident/incident form is filled out and the parent of the child who was bitten is given a copy. The parent of the biter will be notified so that they can work with the staff to eliminate the behavior. An accident/incident form is completed and given to the parent of the child who did the biting. After two biting incidents by the same child, the lead teacher and/or director will have a conference with the parents/guardians to help them form a plan to reduce future re-occurrences. After a third occurrence, parents will be encouraged to be open to and seek outside/professional help. If a fourth biting incident occurs, the child will be asked to be withdrawn from participation.

This Biting Policy is part of the school's registration packet and must be signed by the parent/guardian before the child's attendance begins.

ACCIDENT and INCIDENT REPORTS

Accident and Incident Report forms are filled out for any accident, injury, or note-able incident that takes place. Our staff complete the form, our director is made aware of the concern, and forms are given to parents to sign at pick-up times. The signed original is kept in our office. It is our policy that names of other children involved in accidents or incidents are not given out.

If a child becomes ill or is injured at school, a parent (or designated emergency contact) will be notified immediately. If a child has a head injury, the parent will be called. **It is IMPERATIVE that your emergency contact/work information be kept current at all times. If you have a cell phone, please make sure it is listed on your child's file.** The child must be picked up ASAP. We do not have facilities to care for sick children. The comfort and care of your child is most important, as is protecting others from illness. If you cannot be reached, your designated alternate emergency contact will be phoned. Sick or injured children are separated from their classmates and will be in the Office (Room 206) until pick up. If CKP sends a child home that is sick, they will not be able to return until 24 hours later. (Example: Johnny has thrown up on Monday morning at 10 am; he/she cannot return until Wednesday morning.)

EMERGENCY CONTACTS

Emergency contact numbers are of utmost importance **AND THE EMERGENCY CONTACT RELEASE STATEMENT IS TO BE NOTARIZED BY A NOTARY THAT YOU ACQUIRE BEFORE YOU TURN IN YOUR ENROLLMENT.** Please acquire a notarized signature **BEFORE** you turn in your enrollment form. Parents are to keep this information current at all times.

If someone else is sent to pick up your child, that adult must be over 18 years of age and must be on your authorized pick-up list or on your emergency contact list. The parent may call and talk to the director if there is an unplanned pick up with someone new or the parent may send in a written, signed, & dated note or a fax (786-242-2662) to the office which should include the name of the person, your child's name, the date, and your signature. **That person must bring a picture ID** and that person is to be included on your contact information as soon as you are able to add them. Parents make written updates in the office and not through the child's teacher. **Staff will ask for driver's licenses of all people picking up your child until we recognize them.**

EMERGENCY PROCEDURES

During weather emergencies, CKP follows Miami-Dade County Public School decisions for our area. Listen to radio/television announcements for our area. If necessary, CKP will notify you by phone, email, or text. CKP will open or close during or after a weather emergency based on the needs of our staff & facility in consultation with our director and church pastor. For emergencies specific to our building (no electricity or water, etc.), decisions are made by our director. After any emergency, we reopen as soon as possible.

According to DCF rules, monthly fire drills are held. Dates and times for these drills will vary according to DCF policy. Your child's emotional well-being is kept first and foremost in all fire drill plans and children are prepared for these drills in a calm and reassuring manner.

DISASTER PREPARATION

As part of our policies and procedures, we are required to have an evacuation plan in place. If for any reason we would need to evacuate the building, we would leave a note taped to the gate doors of the school. The note would contain the following information:

- Where we have evacuated to
- A cell phone number where we can be reached

We would evacuate to the main Sanctuary or the Fellowship Center here on the church campus. As soon as we are certain that all children are safe, we will begin to contact the parents via cell phones. Please ascertain that all contact numbers have been updated and are in working order. Staff will remain with the children and care for their needs until all children are secured with their individual families.

We will send an email and a text message via our Child Watch application.

LOCK DOWNS

If it should occur that authorities require us to have a lockdown for safety and security of our children, we will abide by the following procedures:

- All doors/windows will be secured and locked, once it is established that all children are accounted for and in their assigned classrooms.
- Administration personnel will quickly double check to ascertain that all windows and doors are secured.
- **NO ONE** (including parents, guardians, or staff) will be permitted to enter or exit the building during this time.

Once authorities have given the all clear, persons will be permitted to enter and exit the school. Families will be notified by phone, text message, or in person when the lockdown procedure has ended.

BEST-PRACTICE SAFETY RULES

***Cell phone use at CKP within preschool grounds or parking lot is not allowed.** Please devote full attention to your child and to all children on the property.

*Children must be accompanied to the classroom door and be picked up by an authorized adult over the age of 18 years.

*All children are to be signed in and out daily with the correct date, time, & signature.

*Please hold small children by the hand at all times.

*Parents must monitor their child on the stairs.

*The playground is closed to all parents, children, and siblings.

*All gates are to be closed. Locks and codes are only as good as those who use them. Please care for all children by closing gates daily. The gate code can be changed as needed by our director.

Parents are to open our gates. Children are not to be taught how to push the gate open!!!

*Drive slowly in the parking lot and actively look for children! Hold your child's hand! Use the marked spaces in the parking lot to be considerate of others and our high volume of traffic.

*Children, purses, and keys are not to be left in your car. **LOCK YOUR CAR DAILY!** Please do not leave valuables in plain sight in your car. Do not leave your car running when you enter and exit.

*All children must be in car seats, boosters, and/or seatbelts. It's the law----coming and going.

*Do not give money to any person in our parking lot at any time. Direct them to our church office and then call immediately to our preschool office or come back in with your child to alert someone on staff immediately.

*Do not allow any stranger into the gated area of the preschool. Tell them to wait outside while you return to find staff to help. Thank you.

*We are a non-smoking church and preschool. No smoking on church grounds. *Pets cannot be brought to school at drop-off or pick-up and cannot be tied by entrance gate or at trees.

*Remember that once you have signed for your child, responsibility is turned back to you. **DO NOT LET CHILDREN WANDER THROUGHOUT THE SCHOOL ALONE, PLAY ON THE PLAYGROUND, BE OUTSIDE ALONE, OR BE IN THE BATHROOMS ALONE.**

PARENT INVOLVEMENT

CKP maintains a partnership with parents based on mutual trust and respect. You are invited to observe and participate in your child's classroom after checking with our director and your child's teacher for the best time to do so. Our doors are always open for you.

A staff member must accompany visitors through the school.

News of activities and special programs are announced by email, bulletin boards outside the classroom doors, stairwell door, monthly newsletters, calendars, office memos, and our website. Please check your child's backpack every day. All parents are invited to participate in our CKP media pages.

Families are invited to Sunday worship services and all Cornerstone Church activities. CKP children participate in a special children's service once a year if you wish.

PARENT-TEACHER COMMUNICATION

It is important to a child that the important people involved with them communicate feelings, share ideas, and listen to one another. Your child is watching all of us! Because of this, we provide different ways to communicate with parents. It is imperative that you read the notes posted on the bulletin boards, stapled to the handles of backpacks, listed on the calendar, or through web pages and emails.

You as a parent can always call the office and we will take a message or ask a teacher to call you back when possible. You are encouraged to make calls to the teacher or to the director during our time of operation, schedule a conference, or send a note

Throughout your child's preschool year, there will be Visitation Day, Open House, Parent/Teacher conferences to review "how our child is doing," and other events. We encourage both parents to attend conferences and be involved in the life of their child here at CKP. At the end of the year, parents have the opportunity to evaluate CKP programs annually. CKP treats all family records and conferences with utmost confidence and only shares information with agencies where we have received parental permission.

Each year the Kendall Speech and Language Center comes to CKP on a "parent-pay-for-service" basis to assess children who are 3, 4, & 5. You will be notified and would give written permission if you want this service provided for your child. Vision, hearing, and speech are checked and CKP is notified of the results, as well as parents.

YOUR CHILD NEEDS THESE ITEMS EVERY DAY...

- *A backpack which they bring themselves, to develop personal responsibility and independence
- *A labeled water bottle DAILY. They use it on our playground and in their classroom daily. If left at home, water bottles are available at drop-off in Room 104 for \$1.00.
- *A change of clothes daily which includes: socks, underwear, shirt (long sleeved or short sleeved), shorts/pants, labeled jacket (if necessary), and sneakers/crocs. (See our Dress Code policy).
- *A nutritious morning snack of two items only, along with juice or water
- *A nutritious lunch in a lunch box & bedding, if in Afternoon Care (See below).

NAPTIME PILLOWS AND BLANKETS

Children registered as Full Day or children staying for afternoon hourly After Care must bring in the following for your child's nap/rest time:

- *A fitted sheet that fits a 51 by 21 inch cot
- *A small child's pillow (NOT a bed pillow)
- *A blanket that fits the cot and is comforting to your child (NOT a bed blanket)

All freshly laundered naptime items, each of which are labeled with the child's name, are brought on Monday mornings in a **labeled WHITE plastic bag and all items fit securely in the plastic labeled bag.—Do not use small grocery bags.** Bags are placed in the naptime wheeled containers. All bedding is taken home on Friday afternoons. Our cots are cleaned and stacked after use. **Plastic bags are a requirement by the DCF Sanitary Codes for naptime children and it is our policy as well.**

MORNING CARE

Morning Care is used by children who arrive between 7:30 am and 8:45 am and the charge for Morning Care is outlined for each age group of care under our tuition section. If you are a Full Day child or a Lunch Bunch child, there is no extra charge for Morning Care. Morning Care is arranged in a specific room for your child's age group according to the number of children needing care on a regular daily basis. Morning welcome and free play interaction and activities are set up for children as parents sign in their child. Children do not eat during Morning Care because breakfast is eaten before arrival to CKP.

AFTERNOON AFTERCARE

Aftercare is used by children who need extra hours of care beyond 12:15 pm after completing the morning instructional hours. There is a special charge for Aftercare outlined for each age group under our tuition section. If you are a Full Day child, there is no extra charge for Aftercare. Aftercare includes playground activities, eating lunch, quiet room activities, nap time from 2 to 3 pm, afternoon snack, which CKP provides, followed by playground activities. **LUNCH BUNCH** includes ½ hour lunch, ½ hour playground time, and extra VPK instructional time by our VPK staff for our VPK children.

MORNING SNACK, LUNCH & AFTERCARE SNACK

Children eat breakfast at home before arriving at CKP. All children bring a nutritious 2-item snack and a labeled water bottle every day. We do not allow sharing. We will not allow sugar based items such as Fruit Roll-ups, gummy fruit snacks, candy, gum, soda, nor yogurt in long plastic tubes. We encourage cheese, meat, yogurt, fruit, vegetables, crackers, milk, 100% juice or water. **ALL CHILDREN MUST BRING A LABELED BOTTLE OF WATER EVERY DAY.** Please make sure your child's water bottle and lunch box are labeled with first and last name.

When creating a food activity in the classrooms, a note will be posted outside the classroom door ahead of time. Please continue to send a nutritious snack with your child because they may or may not enjoy trying the foods created in class.

If your child stays for lunch in Aftercare, you must send a nutritious lunch and a drink to CKP. Teachers eat with the children. We are there to monitor and help them. We encourage them to eat what is sent in. Please do not send more than one dessert as extra sweets will be sent home. We do have a microwave in each classroom. **Please send a spoon and/or paper plate every day if needed.** Please use an ice pack in your child's lunch box. CKP's plastic spoons are for backup only and are not to be depended on as everyday supplies for your child. A metal spoon from home is the safest for your child.

If your child stays after 3:30 pm, we provide an afternoon snack.

CKP IS A PEANUT, PEANUT PRODUCTS, AND SHELLFISH FREE SCHOOL. PLEASE READ LABELS ON PRE-PACKAGED FOODS BEFORE SENDING IN YOUR SNACK OR LUNCH ITEM.

No peanuts should be sent with a child to Cornerstone Kids Preschool. Thank you.

BIRTHDAY PARTIES

Your child's birthday is a very special day. Talk with your teacher ahead of time. Only the parent(s), and not extended family, may come to CKP. A parent/teacher conversation must take place to designate date/time. We keep sweets (and icing) to a minimum —small mini cupcakes are suggested – no large cakes. Only one small item like mini-cupcakes may be brought in. Party bags are sent home if provided. If invitations for a birthday party off-site are passed out at CKP, you must include all children in the class. Invitations would be placed in backpacks at your request: staff are not responsible for invitations or RSVP's. Do not bring in balloons.

HOLIDAY CELEBRATIONS

CKP celebrates holidays from a Christian perspective as we are Cornerstone Church. We do mention all holidays that pertain to children in our classrooms as part of our cultural diversity program. Parents are invited to participate in classroom holiday parties according to the teacher's plan for that event. A sign-up sheet is available at various times. All parties include healthy and nutritious foods. **If your child is allergic, the parent must bring in specific food for every birthday or holiday event.** Do not bring in balloons.

CLASSROOM BAKE SALES

Each classroom will host a bake sale once during the preschool year for the entire school. Monies made from the event are used by your child's teacher for special educational items in their classroom. Classroom parents bring in individually wrapped items (NO large cakes) for sale for \$1.00. Children participate at pick-up time with their parent. Full Day children must send in cash or change so that staff know they have your permission to participate. Bake sales are a fun event and are not considered a "money-making event" for CKP.

DRESS CODE

PLEASE DRESS YOUR CHILD COMFORTABLY FOR A FUN DAY! Athletic shoes are required for playground play, for running, climbing, and going up stairs and ladders. Flip-flops and shoes with heels or wheels may not be worn. Shoes must fit your child correctly and laces must be the correct size. Sandals or crocs must have a fitted band.

Girls wearing dresses or skirts must have shorts on underneath. CKP T-shirts are available for your child to wear on any day. Please order in our office.

All clothing should be easy for your child to manage in the bathroom. Please avoid belts as elastic waistbands make it easier for your child to use the toilet and create independence.

ALL CHILDREN MUST HAVE A FULL CHANGE OF CLOTHES AT ALL TIMES. This includes underwear, socks, shorts and shirt, or long pants and long sleeved shirt, as the

weather dictates, and shoes or crocs. Such a change of clothes would be kept in your child's backpack daily.

We do encourage play clothes because of our many varied activities, which include playground to painting, sitting in chairs to being on the floor. Please provide a labeled jacket on cooler windy days. Please label all outside clothing.

POTTY TRAINING in our 2's Class

Potty training for our 2's is a parent-directed activity that our teachers will partner with you on, as you ask them to do. When potty training, parents provide 3 to 4 full changes of clothes every day. **For potty training at CKP, the child must show signs for success and the child must receive the same potty training process at home. Please do not continue with pull-ups at home if you have asked CKP to help you with potty training!**

Parents provide daily diapers for their child as needed. Bags of diapers will not be stored in our 2's classroom. Specific diapering ointments and creams are not permitted or used per DCF rules, unless there is a severe diaper rash, and a severe medication form has been filled out ahead of time in the office. The parent would then provide the specific cream or ointment in a new container or tube.

Children will need to be fully potty trained for our 3's classroom for the coming school year.

MEDIA POLICY

CKP uses media such as videos and CD's as they pertain to our instructional goals and activities for the day. Computer centers in specific classrooms are available as the teacher allows, using child-appropriate software. Specific child and family photos are requested for sharing in each classroom. Onsite pictures of activities are taken for our yearbook, website, Facebook page, and our end-of-year picture presentations and CDs. We use pictures in our multi-media presentations for family gatherings at Thanksgiving, Christmas, and our VPK year-end graduation. We also use photos of school activities in our advertising for CKP. Parents are requested to sign a Media Policy permission form at the beginning of each preschool year for enrollment.

ANIMAL VISITS AT CKP

Occasionally specific animal visits are arranged by our staff under the supervision of our director for the enjoyment of all children. This may include dogs, pigs, rabbits, snakes, etc., that have

been approved by our director. Cats or kittens will not be allowed in any classroom. If your family has a new pet, that pet must be approved and visited by our director before coming on site at any time, which includes drop-off and pick-up times. Thus, do not bring your pet to school with your child. Please know that fish aquariums are in our classrooms from time to time. Parents are requested to sign an Animal Visit permission form at the beginning of each preschool year.

ITEMS NOT TO BRING

Children will not be allowed to bring pacifiers, tiny toys, toys with small pieces, toy guns or other weapons, candy, gum, soda pop, make-up, jewelry, or money to CKP. Please do not bring videos, computer games, or balloons to school. Please keep your child's toys at home or in your car, unless there is a request or invitation from your child's teacher. Toys from home create unnecessary conflict and they can be misplaced, broken, or lost.

Jewelry should not be worn; it can be hazardous in play and can be lost. Bottles and pacifiers will not be admitted to CKP. These only increase a child's chances of exposure to germs in the classroom. Teachers may disallow other items at their discretion.

CKP Activities Within our Church Property Complex

Parents sign a Permission Slip giving your child permission to move about our church complex under teacher supervision for the following activities: Naptime in Rudy Hall, Chapel in Rudy Chapel, activities in our Fellowship Center, Music & Movement, picnics on our back lawn, Vacation Bible School in the summer, sprinkler activity in the summer, etc. These areas are not monitored by DCF, thus special permission is requested. And as always, your child would be under the direct supervision of our CKP staff at all times.

Food & Your Child While at CKP

Whether here for three hours or more, each day we encourage your child to eat healthy to stay fit and happy. Please know:

*Refrigeration is not provided. A cold pack needs to be used in snack/lunch boxes

*No nuts of any kind, no peanut butter, no chocolate...**CKP IS A PEANUT-FREE**

PRESCHOOL

*All must be fully cooked/prepared...we warm up food, but we do not add boiling water

*No yogurt in plastic tubes

*No Gummies or Fruit Roll-ups

- *No candy or soda
- *No toothpicks to hold food together
- *Please prepare and cut food in small pieces
- *Popcorn, fresh carrots, hot dogs—all are choking hazards. Please do not send.
- *Containers are kid friendly...Children build self-confidence when they open their containers
- *Provide your child with a metal or plastic spoon/fork when needed
- *Please send less juice with corn syrup sweeteners and more 100% juice if sending juice
- *Please refer to myplate.gov website for nutritional education**

Your child needs these items every day at CKP:

- *A labeled water bottle—first and last name**
- *Fresh water provided daily by parent
- *No “sippy cups” ... The top MUST have a cover ... No open straws
- *The mouth of the water bottle MUST be large....no metal small openings for safety reasons
- * \$1 water bottles are available daily in the Morning Care Room if you forget

Morning Snack

- *Please only two items to eat within 15-20 minutes
- *Fruit, veggies, dairy, protein....please do not send in chips or cookies for snack

If Lunch

- *A full lunch to eat within 20-25 minutes
- *A child MUST have a lunch if staying past 12:15 pm
- *\$2 charge for Spaghetti-O's & Aftercare crackers is charged if you forget to provide a lunch

Please provide variety for your child. Do not send the same thing for your child day after day. They are growing so their taste buds are also growing and developing. CKP staff sit and eat with your child to encourage eating/trying all that you have provided. Children are encouraged to eat main course before crackers or juice. As possible, food is sent home so you know what they have eaten. There is no sharing among children.

Please talk with our director if you have any questions or thoughts about your child's food here at CKP.

CHILD ABUSE AND NEGLECT POLICY

CKP is required by state law and bound by ethics to report all suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline as stated in the DCF Florida Statutes for licensed childcare facilities. All childcare employees have been trained in detection and report of suspected abuse, neglect, and abandonment. We are mandated reporters.

WITHDRAWAL POLICY

CKP requires two weeks' notice of withdrawal if a family is moving or a child is being taken out of CKP. Parents will be charged according to tuition plan until **written** notice is received by the preschool office.

DISMISSAL POLICY

Our director and staff are committed to creating and maintaining a relationship built on communication, trust, and respect with all parents, their children, and their family members. Based upon that, a family can be dismissed by our CKP Director for the following reasons:

*Failure to keep current on registration, tuition, and/or Morning/Aftercare payments

*Failure to respect our Late Pick-up Policy for Free VPK or for any child

*Failure to abide by the VPK attendance policies as set forth through the Early Learning Coalition of Florida for all VPK providers and VPK children, which includes the 80/20 attendance rule.

*Failure to update required DCF Immunization and Health Forms

*Failure to communicate in good faith with our staff and director concerning any issue pertaining to our childcare policies herein

*Failure to treat other parents, staff, and children on our CKP location with respect and kindness in every aspect of behavior

All dismissals are resolved by our director in discussion with our pastor and Preschool Board if necessary.

Dismissal could also result for children based on observed and documented behavioral concerns which create an inability by our staff or facility to meet the needs of your child. In this case, documentation is required and outside resources are sought to meet the needs of your child.

If you have a question that is not answered in this handbook, please call the CKP office at 305-235-6654 and speak to Lisa River-Coast, our Interim Director

Cornerstone Kids Preschool

20740 Old Cutler Road, Cutler Bay, FL 33189

DCF # C11MDO177