



2024-2025

Parent Policies

Cornerstone Kids Preschool

2242 W. Lucas Rd.

Lucas, Texas 75002

972-727-3411

www.cornerstonelucas.org/preschool

Days & Hours of Operation: Monday – Thursday; 8:30 am-3:30 pm

Preschool Director, Lela King

ckpreschool@cornerstonelucas.org

Pastor, Craig Lloyd

Dear Cornerstone Kids Family,

Welcome to Cornerstone Kids! Our mission is to strive to develop the whole child and make sure each child who attends our preschool knows they are precious in “His sight”. Jesus said, “Let the little children come to me...”
Matthew 19:14.

Our school has well-qualified teachers who love preschoolers and love Jesus. At Cornerstone Kids, we teach Christ’s word through Bible stories, songs, scripture and by the examples of spiritually mature teachers. Our students learn through play as well as activities in the classroom and throughout our school. Our preschool is a branch of Cornerstone Church, providing a learning environment that will help preschoolers grow as Jesus grew.

We want our preschool to be a loving and fun place for students. If you ever have any questions, please feel free to reach out to our staff.

Program Overview

The purpose for Cornerstone Kids Preschool is to extend the love of Jesus to our community by giving families a Christ-centered program that points our students to Jesus by sharing His love. By providing well-trained teachers who care about the education and development of each child, we are able to give our students developmentally appropriate activities and experiences that help mold them as people. Our teachers receive a minimum of 30 hours of continuing education each school year.

The objective of our preschool ministry is to help each child...

- Associate God, Jesus and the Bible with wonder, love, and happiness
- To know the Bible as a special book that talks about God, Jesus, family, oneself and is true
- To develop a positive feeling of self-worth
- To begin thinking of others and learning to share
- To feel comfortable, happy, loved, and secure with adults and children

Class Ratios

Toddler Classes	1 teacher to 9 students
Two-Year Olds Classes	1 teacher to 10 students
Three-Year Olds Classes	1 teacher to 12 students
Four-Year Olds Classes	1 teacher to 12 students
Prekindergarten Classes	1 teacher to 12 students

*Children are placed in classes at Cornerstone Kids Preschool by their age as of September 1st.

Texas Rising Star-Cornerstone Kids Preschool is currently ranked as a 3-Star preschool with Texas Rising Star (out of 4-Stars). TRS provides our preschool with the ability to raise the bar with teaching materials, resources for teachers and families, classroom management, centers in the classroom, higher education in the classroom for our teachers, and so much more. Cornerstone Kid Preschool was also recognized as a top-tier preschool by TRS and offers mentorship to other preschools. TRS information for Parents: <https://texasrisingstar.org/parents/>

ProCare-Cornerstone Kids Preschool uses ProCare for our preschool management system. ProCare enables our preschool to better manage classrooms and communication with our families. Our preschool uses this app to communicate with parents, to send messages, take attendance, post center announcements, pictures, and much more. Parents also have the option to set up monthly tuition through ProCare. Parents are requested to download this app on your phone to receive notifications of your student.

What to Wear and Bring to School- Children should always dress comfortably for school with tennis shoes. Please avoid belts, suspenders, hard to snap pants, rompers, etc. Children may wear pajamas only when we host a pajama day. Seldom do children allow enough time when rushing to the toilet, and dressing and undressing successfully fosters positive self-esteem. **All children always need two full changes of clothing in their backpacks.** If your child is potty training, please keep three changes of clothes (including underwear) in your child's backpack. Please make sure to include an extra change of shoes and socks. **Make sure you label everything.** If students run through their two changes of clothes, a parent will be called to bring clothes by for your child. Please note, CKP does not provide extra changes of clothes for students. **Students should have a large backpack** to hold their belongings (extra clothes, lunch box, snack bag, etc.) and crafts. ***No toddler size backpacks.** Your child's teacher will let you know if specifics are needed for their class.

Parents must provide diapers/pullups and wipes for their child each day as our school does not have storage. If your child is entering into wearing pullups, we do ask that they break away on the sides. Your child's teacher will inform you when additional supplies are needed.

Each child needs to bring a nap mat. If your child does not sleep, they will still need to rest quietly on their nap mat while the other children sleep.

Cornerstone Kids Preschool requests parents to have their child leave toys, purses and accessories in the car before coming into school. Hats, tiaras, and sunglasses may be worn for special days hosted by Cornerstone Kids Preschool. These items are not needed throughout the day and can become easily misplaced or damaged. Preschool staff is not responsible for misplaced or damaged items. If a family continues to bring in extra items after a teacher has addressed it, the Director will ask the parents to leave items in the car.

Parent/Teacher Conferences-Our goal at Cornerstone Kids Preschool, is to work hand in hand with parents to help their students in all areas of their education and well-being. Parents are encouraged to attend our annual Meet the Teacher. Cornerstone Kids Preschool also hosts two optional parent/teacher conferences times each year for our Three's and Pre-K classes. Parent/Teacher Conferences for the 2024-2025 school year will be held on October 21st and 22nd, and April 28th and 29th. Scheduling information will be sent out closer to date. Teachers communicate scheduling conferences with parents. Directors are happy to sit in if a parent requests. Parents are also welcome to request a Parent/Teacher Conference.

Parental Concerns-In the event of a problem or a difficult situation occurs, parents are requested to talk to the classroom teacher. If the problem still exists after conferring with the classroom teacher, please bring your concern to the Directors. We will determine the problem, generate possible solutions and decide on means of action. If parents are concerned about the policies and/ or procedures of Cornerstone Kids Preschool, they are encouraged to speak with the Directors or Cornerstone Church's staff.

Hours of Operation

Hours of Operation-Cornerstone Kids Preschool is open from 8:30 am-3:30 pm, Monday through Thursday throughout the year. Cornerstone Kids Preschool follows the Allen ISD school for holiday closings except for first/last day of classes.

Students may be walked to their classroom doors at 8:30 am. Students must be picked up no later than 3:30 pm.

First Day of School: August 6th, 2024; Last Day of School: May 22nd, 2025.

Holiday Schedule for 2024-2025:

- Staff Development: July 29th – August 2
 - Labor Day: September 2nd
 - AISD Holiday: September 16th
- Fall Break/AISD Holiday: October 14th – 17th
 - AISD Holiday November 4th – 5th
 - Thanksgiving: November 25th – 28th
 - Christmas: December 20th – January 6th
 - MLK/Allen ISD Holiday: January 20th
- President’s Day/Allen ISD Holiday: February 17th – 18th
- Spring Break/Allen ISD Holiday: March 17th – 21st
 - Good Friday: April 18th

Enrollment & Fees

Enrollment Requirements-Before any child may attend class, the following information must be completed and on file;

- Admission Information
 - Updated Immunizations/Affidavit
 - Healthcare Professional’s Statement
 - Emergency Medical Facility Information
- Parent Handbook Agreement and Consent Form
- Copy parent/guardian driver’s license
- Paid Registration Fee (**this is non-refundable**)

Completed admission paperwork and registration fee are required for enrollment for the school year to secure enrollment. Registration fee and Enrollment Paperwork may be brought before the current school year is over or brought to “Meet the Teacher”. **All paperwork and fees are due before the first day of school.** Pre-registration for the following school year occurs in early spring. For students who join us after the school year has started; paperwork and registration & supply fee are due 7 days before the students’ start date.

Registration-A non-refundable registration is required for each child enrolling in Cornerstone Kids Preschool in August, January and June. A child’s place is secured upon receipt of three items; 1. enrollment packet, 2. Registration and 3. first month’s tuition. We begin the process of registration for each fall in the Spring and continue until our classes are full. If our classes are full, we are happy to put your child on a waiting list. Our classes fill quickly. We open registration to currently enrolled children and their siblings first, then to Cornerstone Church members, and lastly to the public.

Tuition-Tuition is due on the first of the month and must be paid no later than the 6th of the month to avoid a \$20 late fee. A child being absent is not an excuse for a late payment, nor do we prorate tuition for illnesses, State forced shutdowns or holidays. Options for payment are cash, check, money order, or online through ProCare by ACH. Tuition checks should be made payable to Cornerstone. If tuition becomes two weeks late (past the 15th of the month), your child may be dropped from their class roll. Tuition may be dropped off with office staff only. For NSF checks and declined charges, a \$25.00 fee will be assessed. After two NSF occurrences, payment will only be accepted by cash or money order.

Sibling Discount-For families with 2 siblings a \$10 discount per month will be given to the oldest sibling that is enrolled. For families with 3 or more siblings the oldest sibling will receive the \$10 discount and the 2nd & 3rd sibling will receive \$5 discount. All discounts apply to students that attend our 2 to 4 day programs. Tuition discount is never applied to the youngest sibling.

Attendance-Students enrolled in Cornerstone Kids Preschool are required to attend 75% of their enrollment agreement dates. Children have a hard time adjusting to a non-consistent schedule. This gives the student comfort and knowledge about his/her class. Students who do not attend 75% of their enrollment agreement dates will receive a warning; then on the second offense, their spot will be given to a student on the waiting list.

Withdrawals/Dismissal- Written notification must be provided to the Director two weeks prior to the date of withdrawal at no penalty. If a two-week notice cannot be given, a half-month's tuition fee will be assessed and applied to your account. We do not prorate tuition for children who withdraw mid-month. All balances are considered due and payable upon withdrawal. Monthly tuition is not refundable and non-transferable. Cornerstone Kids reserves the right to dismiss a child, upon two weeks' notice, for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal will be given before dismissal notice is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

Bad Weather Closings-In case of inclement weather, we follow the decision of the Allen Independent School District. If AISD closes, we will be closed. If AISD delays opening, our classes will begin 30 minutes after the AISD elementary schools begin. The Cornerstone Kids Preschool will not make up bad weather days, nor do we discount tuition or refund for these occurrences.

No Refunds-Cornerstone Kids Preschool does not issue refunds for days missed due to school being closed, holidays, illnesses, injuries, or unforeseen circumstances such as bad weather, damage to building, or pandemic. In the event of a closure for an undetermined length of time, the Director will notify the parents concerning the need for future tuition payments.

Late Arrival Policy-Students must be at school by 8:45 am. This allows your child and their classmates to have a fun-filled morning learning. Cornerstone Kids Preschool will not accept students after 9:00 am; except with a doctor's note from a doctors appointment. For students who do have to come late due to a doctors appointment, we will not be able to accept students after 10 am. We ask that you make appointments accordingly.

Pick Up Policy-A fee of \$10.00 late fee will be charged if your child has not been picked up by 3:30 pm. The fee will be waived on the first offense. Each additional 5 minutes will result in an additional \$5.00. At 3:40 pm, your emergency contact will be called to pick up your child if we have not been able to get ahold of a primary care provider. The Cornerstone Kids Preschool office closes at 3:45 pm. **PLEASE DO NOT BE LATE!**

Changes of Information- As families grow, there are many changes in homes, career and phone numbers. Correct contact information is critical to keep on file in the professional handling of emergencies. Please keep the office updated of any contact information changes. Please email the Director (email addresses on cover page).

Release of Children-If parents wish for their children to be released to someone other than themselves, they must provide the following information prior to that person picking up; person's first and last name and phone number. Cornerstone Kids Preschool will not release a child to a person other than the parent without prior written consent. Authorized persons should bring their drivers' license when they pick up. Additions may be made to the list during the year by updating ProCare or emailing our office staff only. Our teachers are not responsible to relay pickup information.

Custody-our school needs to be aware of specific custody circumstances, please notify the Director in writing. This would include, but not limited to, visitations, or interactions on-site, authorization or restriction for pick up from school, or any pertinent legal action set in pace by the court regarding access to a child. A copy of any legal document granted access or prohibiting access must be given to the Director and placed in the student's file.

Summer Camps-Cornerstone Kids Preschool offers a wide array of themed summer camps. Our summer camps are offered to our preschool students through school age children. Students (completed kindergarten through 5th grade) will do fun activities such as water days, Bible study, in-house field trips, painting, etc. Information is released each spring for the upcoming summer.

Curriculum

Children can learn about the world around them through interactive play with other children and learning material. Learning transpires as young children play, manipulate, and experiment with things and interact with people. Our goal is to help your child develop spiritually, mentally, physically, emotionally and socially. Your child will be taught through learning centers including home living/dramatic play, music, nature/science, writing/math and other hands-on educational materials. Daily emphasis of hands-on learning activities (appropriate for each age group) will teach Bible stories, Bible verses and truths. Other supplementary texts will be used to enrich our material. Our curriculum introduces numbers, letters, shapes, colors, phonic sounds. Language development and early reading and writing. Our goal is to provide your child with the educational and social skills for a successful transition to kindergarten.

All classes, toddler through prekindergarten, use Pinnacle Curriculum. Our center chose Pinnacle to provide our students with the best early childhood education possible. Our center has been faithfully providing our community with a Christian preschool environment since 2017. Our teachers are our greatest resource. Our classes and ratios are small and intimate allowing us the opportunity to get to know your child and your family; together we can develop kind, well-rounded and self-confident children who will be ready to rock kindergarten and beyond. Pinnacle provides the following developmental and educational tools in their curriculum;

- Social and Interpersonal Objectives – includes learning listening skills, sharing, playing fairly, compromise, respect, and more.
- Logical and Mathematical Objectives – includes counting from 1-30, comparisons, basic number concepts, pattern recognition, and understanding spatial concepts: first, middle, last, front, back, up, down, over, under, though, in and out, and more.
- Language and Emerging Literacy Objectives – includes learning to follow directions, write a first name, tell a story in a sequence, rhyming skills, building vocabulary, recognizing the names and sounds of consonants and short vowels, forming consonants and vowels in upper and lower case and building vocabulary skills including

color, words, shapes, weather, seasons, holidays, manners, friendships, community helpers, family traditions, health and safety, animals, farming, science, and mathematical, and more.

- Gross Motor Skills – includes learning to catch small objects, throw an object in the intended direction, running with control, climbing without falling, reproducing rhythmic patterns, and more.
- Fine Motor Skills – includes learning to use scissors on lines and shapes, using a crayon in a defined area, creativity with art media, using writing and drawing tools with control and holding a pencil correctly, and more.
- *Optional Christian Objectives – includes learning who God is, who Jesus is, learning to pray, sing Christian songs, knowing that God loves them, and more.

Lesson Plans-Our staff is provided with a curriculum to use each school year. This allows all of our students to learn about the same subjects, just with an appropriate age-level of teaching. Each lead teacher is responsible for creating lesson plans for their class using our provided curriculum, Pinnacle. Each class lesson plans cover all age-appropriate learning areas for childhood development. Each class has their lesson plans posted outside of their classroom.

Specials-Cornerstone Kids Preschool offers specials (Chapel and Library) to our students bi-weekly. Lessons are planned for each class according to their age and lessons match our weekly theme.

Screentime Policy-Our normal daily routine does not include electronic media (television/TV, video, DVDE) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All electronic media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child with a positive experience with increased understanding of the world. Electronic media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 30 minutes per week per child. Texas State rules prohibit any screentime for children under the age of two. This includes TV, videos, and computers.

Communication-Upon enrollment at Cornerstone Kids Preschool, you may follow our Facebook page, Cornerstone Kids Preschool. Here is where inclement weather days, reminders of holidays off, and day to day reminders will be posted. ProCare is our communication tool we use with parents, along with email and our social media.

Support, Accommodations & Inclusive Services

Supporting Inclusive Services-Cornerstone Kids Preschool will provide children with special care needs with accommodation recommended by a health care professional, or a qualified professional affiliated with the local school district or early childhood intervention program. We will utilize, as recommended, any adaptive equipment that has been provided to Cornerstone Kids Preschool for a child's use. If a child is receiving early intervention services or special education services, they can receive those services from a qualified service provider at our center, with parental request and approval.

Cornerstone Kids Preschool will ensure that class activities integrate children with and without special needs. Teachers will adapt equipment and procedures and vary methods as necessary to ensure that we care for a child with special needs in a natural environment.

Research has shown that children with disabilities benefit from learning alongside their peers in high-quality inclusive settings. One study found that young children with disabilities in high-quality inclusive early childhood programs made larger gains in their cognitive, communication, and social-emotional development compared to their peers in segregated settings. In addition, inclusion has benefits for all children, not just children with disabilities. Young children without disabilities who participate in an inclusive classroom learn life skills; such as empathy and compassion.

If you have questions about your child's development and specialized services available in our community, please reach out to the Director. To best serve our families who have questions about their child's development, Cornerstone Kids Preschool will make information available regarding early intervention services. Access to such information enables families to request an evaluation of their child's development from experts who are qualified to assess the child's development and recommend appropriate services for the child. Our teachers also keep assessments and milestones on each student in their class. This information is shared with parents when teachers think the child could benefit from services.

Early Childhood Intervention Services (ECI) has additional information regarding the specific services they provide, as well as locations in our community. If a family has shared their child's Individualized Family Service Plan (ISFP) from ECI, Cornerstone Kids Preschool will make every effort to incorporate the plan, where applicable, into the child's daily activities. However, our center is not responsible for purchasing or maintaining adaptive equipment recommended for a child.

Accommodations for Additional Support-Cornerstone Kids Preschool is proud of its history of working with the individual needs of our children and will work with families whose children may need additional support. When applicable, we will make referrals to outside support services including but not limited to;

- Early intervention
- Speech services
- Occupational therapy
- Play therapy
- Physical therapy
- Other types of services; and
- To participate in IEP (Individual Education Plan) meetings where appropriate to best meet the needs of the child.

A statement of any child's special care needs must include;

1. Any limitations of restrictions on the child's activities
2. Special care the child requires, including;
 - a. Any reasonable accommodations or modifications
 - b. Any adaptive equipment provided for the child, including instructions for how to use the equipment; and
 - c. Symptoms or indicators of potential complications related to a physical, cognitive, or mental condition that may warrant prevention or intervention while the child's in care; and
3. Any medication prescribed for continuous, long-term use.

Cornerstone Kids Preschool will make reasonable accommodations to their policies, practices and procedure as appropriate in accordance with the applicable federal and state laws. Cornerstone Kids Preschool is not required by law to fundamentally alter or change the services provided for a child displaying dangerous or inappropriate behavior, developmental delays, and/or disabilities as defined by the Americans with Disabilities Act.

Cornerstone Kids Preschool will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with Cornerstone Kids Preschool, and the resources/therapist

works cooperatively with us to meet the needs of the child. Each provider/therapist is required to check in at the church office with State Identification.

Presence for the resource/therapist must mitigate all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have the authority to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program. **If parents are unwilling to seek resources for their child, Cornerstone Kids Preschool may choose to end care if the child's behavior is posing a risk to themselves, the class, other students, or our staff.**

As required by Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title IX, of the Education Amendments of 1972, the Age of Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, our Early Learning Program does not discriminate on the basis of race, color, national origin, sex, age or disability in the admission of it programs, services or activities, in asses to them, in treatment of individuals, or in any aspect of their operation. For additional information or referral to the appropriate system coordinator, contact Center Management.

Polices

HEALTH POLICY

Illness-Teachers will perform daily visual assessments of each child as they enter their classroom. If a staff member notices anything unusual, they will point this out to the parent at that time. Our facility is designed for well children. Children should not be at school if they cannot participate comfortably in all Cornerstone Kids activities, including outdoor play. Child should not be at school if the child's illness results in a greater need for care than the caregivers can provide without compromising the health, safety, and supervision of other children in their care.

Your child's health is important to us. For the protection of your child, as well as others, children must not be brought to Cornerstone Kids if they are ill. Children should be kept home if any of the following symptoms/conditions exist or have existed in the past 24 hours:

- Fever of 100 degrees or more
- Vomiting or diarrhea
- Any symptoms of usual childhood disease
- Common cold, with excessive cough or nasal discharge (yellow or green)
- Sore throat
- Croup
- Any unexplained rashes
- Any skin infections (boils, ringworm, hand-foot-mouth, impetigo, etc.)
- Suspected mononucleosis
- Pink eye or matted eyes
- Exposure to someone with COVID
- Any communicable disease
- Lice

If your child develops a fever or any other symptoms while at Cornerstone Kids, you will be notified to pick up your child immediately. We reserve the right to notify parents if their child displays symptoms other than those listed above

(headache, earache, etc.) and does not feel well enough to participate in classroom activities. Children who are ill will be isolated and given appropriate care until a parent/guardian arrives. It is important that you pick up your child promptly. A late will be assessed if the child is not picked up within an 45 minutes from notification of the onset of illness. Please notify the Director if your child is ill with a communicable disease (i.e. chicken pox, lice, COVID, etc.). Cornerstone Kids reserves the right to request a written permission slip from the child's physician before your child can return to our program. Please let your judgement err on the side of caution, as we know you would like other parents to be as considerate of your child. Cornerstone Kids Preschool may find it necessary to modify the illness policies during the year due to flu, or other related outbreaks. We hope these precautions will help Cornerstone Kids have a healthy environment for all children.

Cornerstone Kids reserves the right to temp check children at any time.

Parents will be notified within 48 hours of Cornerstone Kids Preschool becoming aware that a child in our care or an employee has contacted a communicable disease that the state requires us to report to the Texas Department of Health as specified in 25TAC97, Subchapter A (Relating to Control of Communicable Disease). Families will also be notified within 48 hours of an outbreak of lice or other infestation. (TDFPS Minimum Standard 746.307)

Handwashing-Handwashing is required by all staff, volunteers, parents, and children to reduce the risk of transmission of infectious diseases to themselves and/or others. Staff must assist children in handwashing as needed to successfully complete the task.

Health and Safety Medical Requirements-All students must have an Emergency Authorization Form (part of Enrollment Packet), current immunization record and a health statement signed and dated by their physician on file in the Cornerstone Kids Preschool office. This must be updated yearly (each August). If immunizations are delayed, a signed statement from your child's physician is required. For more information on required immunizations and delayed immunization schedule please visit www.immunizetexas.com

Child Abuse-Teachers and staff are required by law in the State of Texas to report suspected child abuse, neglect, or sexual abuse to the Texas Department of Family and Protective Services (DFPS) and the local police.

Medication-No medication will be administered to your child unless a "Medication Form" is completed. The form may be obtained from the Cornerstone Kids office. **Prescription medications will be the only medication given.** All medications must be in the original containers and labeled with the child's name and date, directions for administering the medication, and name of the prescribing physician. Instructions about storage must be clear. Please bring your own dropper or dosage cup. **Medications will be kept at Cornerstone Kids during the entire school year and returned to parents on the last day of school.** Cornerstone Kids will not administer medications that are fever reducers, such as Tylenol or Motrin. If your child is sick, they must remain at home.

No medicine may be kept in your child's bag, lunch box, etc. All medicine must be turned into the Cornerstone Kids office except for EPI pens (see below). You are responsible for bringing it to us and picking it up as necessary. **No medications are to be included in water cup, juice cups, etc.**

EPI Pens/Epinephrine auto-injector, Benadryl/oral antihistamine are the exception to this medication policy. EPI Pens will travel with the child in his/her teacher's emergency backpack and should be left at the center or brought to school every day.

Children who have severe food allergies must have on file a written Food Allergy Plan completed, signed, and dated by a physician and the child's parents. The complete Food Allergy Plan MUST include;

- 1). List of each food child is allergic to,
- 2). Possible symptoms if exposed to food on list,
- 3). Steps to take if a child has an allergic reaction

PLEASE ADVISE OFFICE OF ANY AND ALL ALLERGIES (including food, medications, or other). **Children will not be allowed to enroll/attend without this documentation on file in the office.**

First Aid-Classroom first aid involves cleansing the wounds and applying a bandage. An incident report will be completed, and you will be asked to sign the incident report at pick up. You will receive a copy of the incident report, if requested. In case of a more serious accident/injury, an immediate attempt is made to reach a parent. If a parent cannot be reached, the person listed on your child's registration form will be contacted. If necessary, 911 will be called and emergency treatment will be rendered, and Cornerstone Kids Preschool staff will defer to emergency medical professionals for advice and treatment. Cornerstone Kids Preschool's Director, or office staff will accompany the child to the hospital, if a parent is not onsite.

Hearing and Vision Screenings-Hearing and vision screenings are a state requirement for all children age 4 by September 1st. Cornerstone Kids Preschool must have a record of this screening on file to be in compliance with state regulations. It is the parent's responsibility to obtain a copy of the screening and submit it to the Cornerstone Kids Preschool office. Children are screened at their 4-year well check. Children will be excluded from care if this documentation is not received.

Physical Activity-Cornerstone Kids Preschool strongly believes and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Toddler age children (18-24 months) will participate in a minimum of 60 minutes of moderate to vigorous active play each day. Preschool and pre-kindergarten children (ages 2-5) will participate in a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. Opportunities for active play may overlap with outdoor play when weather permits. Children will not spend more than 10 minutes at a time outside if the weather is below 45 degrees or over 100 degrees. Be sure that your child has warm clothing for cold days and that each item is **labeled** with your child's name.

Cornerstone Kids Preschool will promote all children's active play every day. Children have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping to the extent of their abilities.

All children will participate each day in;

- Two occasions of active play outdoors when weather permits
- Two or more structured or teacher-led activities or games that promote movement over the course of the day
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills

Physical activity may take place in the classroom or on the playground when weather permits.

When practicing in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure. Do not send them in shoes or clothing that cannot be worn on the playground. Please do not dress your children in clothes you do not want soiled. Children play and get dirty. That means they are having fun! Students take their water cups with them for both indoor and outdoor play.

Examples of appropriate clothing/footwear include;

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a light, breathable jacket without any hood or neck strings

Examples of inappropriate clothing/footwear include;

- Footwear that can come off while running or that provide insufficient support for climbing
- Clothing that can catch on playground equipment, such as those with drawstrings or loops

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days".

FOOD & CELEBRATIONS

Lunch and Snacks-Students bring their own lunch, and afternoon snack. All snack and lunch times are listed on your child's class schedule. Cornerstone Kids Preschool asks that each student's lunch consist of finger foods, please do not send soupy/gravy style food items. Licensing guidelines require that we monitor what children eat while they are in attendance, and see that children are receiving 1/3 of their daily nutritional needs. Your child's lunch needs to contain a minimum (1) of each of the following food groups;

- Milk: milk, cheese, yogurt
- Vegetable and Fruit: ¼ cup (cut for age-appropriate eating)
- Protein: meat, eggs, beans, and poultry
- Grains: all breads and crackers

Cornerstone Kids Preschool may occasionally send home a reminder note, if needed. **We ask students not to bring soda or candy with their child's lunch or snack.**

Each student is provided a snack bag with a nametag attached. Please fill your student's bag each morning your child attends school. Healthy ideas for snack; cereal bar, fresh fruit, fresh veggies and dip, yogurt, pretzels, crackers, trail mix, etc. Please keep snack simple.

Each class allows 30 minutes for lunch, 15 minutes for afternoon snack. Please include items that your child will eat that are nutritious and are not required to be refrigerated or heated. The only foods we will heat are medically prescribed dietary plans due to severe allergy/intolerance conditions. If your child prefers a warm lunch, please warm at home, and send in a thermos. Your child's teacher will communicate with you if your child needs more items in their lunchbox, or if your child is not caring for a particular type of food. **Bite size items are mandatory for Toddlers and Twos class.**

Cornerstone Kids Preschool is required by state to serve water at snack and lunch time for all children. Parents may send milk or a juice pouch in addition to your child's lunch. Students must have only water in their water cup, this is a requirement from the state. This is the cup your child keeps with them throughout the day. Please note, if any other

liquid than water (Pedialyte, Gatorade, juice, tea, soda, milk, etc.) is in your child's water cup, your child's teacher will dump and replace it with water.

Birthday Treats and Celebrations-Parents are welcome to bring a store-bought birthday snack to celebrate your child's birthday. Please be conscious of food allergies when planning birthday treats. We are not a peanut-free facility; however, we may ask that certain classes not send peanut items to school for snack or lunch. Our goal is to keep all children safe while at Cornerstone Kids Preschool. Our parents have the option to give or not give consent on the Parent Handbook Agreement Form.

Birthday parties are fun, unless you are the only student not invited. Cornerstone Kids Preschool has a strict policy that all students in your child's class are invited to the birthday party or invitations cannot be passed out. We are happy to provide a class roster to parents in aid of emailing party invitations. (If you do not want your email address shared, please notify the Director within two days of your child's enrollment.)

Cornerstone Kids Preschool will host class parties: Christmas, Valentines & Easter, teachers will set up their own parties and communicate with parents. Parents will be asked to sign up to bring an item or assigned an item to bring. Students are welcome to bring favors to share with their classmates; there must be one for each student in your child's class. Please keep in mind that we are celebrating the birth of Jesus at Christmas and His resurrection at Easter, please do not send Santa or Easter Bunny goodies. If you choose to bring fall or Halloween goodies, please refrain from using ghosts, goblins or other Halloween characters.

DISCIPLINE POLICY

Discipline-Cornerstone Kids Preschool follows the discipline and guidance policies of the state of Texas. The policies are as follows;

Discipline must be:

1. Individualized and consistent for each child,
2. Appropriate to the child's level of understanding, and
3. Directed toward teaching the child acceptable behavior and self-control. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - a. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior,
 - b. Reminding the child of behavior expectations daily by using clear, positive statements,
 - c. Redirecting behavior using positive statements, and
 - d. Using brief supervised separation or time out from the age group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited;

1. Corporal punishment or threats of corporal punishment,
2. Punishment associated with food, naps, or toilet training,
3. Pinching, shaking, or biting a child,
4. Hitting a child with hand or instrument,
5. Putting anything in or on a child's mouth,

6. Humiliating, ridiculing, rejecting or yelling at a child,
7. Subjecting a child to harsh, abusive or profane language,
8. Placing a child in a locked or dark room, bathroom, closet or any room or small space with the door closed,
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Generally, teachers will address inappropriate behavior in an age-appropriate way by verbally discouraging the behavior and/or redirecting a child to an appropriate activity. Short cooling-off periods followed by a discussion of the incident and appropriate behavior may be used with preschoolers and older children at the teacher's discretion. Corporal punishment is not allowed at Cornerstone Kids Preschool.

If serious or repeated behavior issues develop, the school may notify parents and provide copies of relevant incident reports (see below), copies of which will be kept in the student's file at school. Cornerstone Kids Preschool invites parents/guardians to work with our school to prepare an Individual Action Plan for their child. The Individual Action Plan is used to determine cause for concern, based upon repeated or serious behavioral issues, to ensure the child's best interest is being considered, and to identify any reasonable changes to the school environment that may address behavioral concerns. Cornerstone Kids Preschool, students and parents are expected to implement the Individual Action Plan. If an Individual Action Plan is not successful in addressing repeated behavioral challenges, or in the case of behavioral challenges that the school determines to be very serious, Cornerstone Kids Preschool may determine that the most appropriate response is to separate the child from our school on a temporary suspension or permanent disenrollment basis. While the decision to separate a child ultimately rests with the school in its sole discretion, the school will communicate its recommendations for separation to the child's parent and will, when reasonably possible discuss with the parent whether alternative measures are safe, reasonable, and appropriate for the child and the school.

Examples of behavioral challenges that may result in separation include a child's failure to adjust after a reasonable amount of time and multiple attempts using different strategies, uncontrollable tantrums or angry outbursts, physical or verbal abuse to staff or their children, and or excessive biting (see below). If a child is separate from the school or behavioral reasons, full tuition must be paid for period of temporary separation and no refunds will be offered for temporary or permanent separation.

Individual Action Plan-The purpose of an Individual Action Plan is to help the student improve their behavior and participate in class activities. The following actions will be taken in addressing challenging behaviors at our preschool to ensure the safety of everyone;

- 1). The child will be told that his behavior is inappropriate. The teacher will first talk to the child about the behavior and try to guide the child into using more appropriate ways to communicate.
- 2). The child will be redirected and, if necessary, given a short time out (1 minute per age) away from the rest of the class.
- 3). Parents will be notified about the behavior, as well of a choice report filled out per incident. If repeated incidents occur, staff will develop a plan of intervention that includes shadowing the child and a conference with parents.
- 4). For incidents involving biting, refer to our Biting Policy
- 5). Follow up will be made with the parent daily until the issue is resolved.

We ask for your patience and complete assistance in helping students with an Individual Action Plan. Our staff wants the best for all our students at Cornerstone.

Biting-Occasionally, biting happens in a group setting. When it does happen, it is frustrating, and can be stressful for children, parents, and teachers. Biting is a developmentally appropriate behavior but not a desirable behavior, nor one we want to encourage. Biting, like any other undesirable behavior will be addressed on an individual basis. When biting occurs, the child who bites will be told no, that biting hurts and our teeth are for eating only. When a child is bitten, the teacher will love the child, hug them, hold them and comfort them. First aid will be administered, if needed, to the injured area. An incident report will be filled out to document the occurrence and require a parent signature at pick up. A choice report will also be filled out to document the behavior and will require a parent signature at pick up. Cornerstone Kids Preschool must keep all incident reports on file. Teachers will look at the environment and will investigate possible reasons for this behavior. In the event of continued biting behavior, the teachers, parents, and director will conference together and develop a behavior plan. Biting usually occurs because children have not yet developed the language skills to effectively communicate their needs and desires. Biting also happens most between children who play together often and are friends. Teachers will shadow both children in hopes to intervene and mediate, giving both children the words to successfully communicate and solve problems that arise. Hopefully, this can prevent an incident from escalating. Teachers are not always successful, but please know they try their best to keep their students from getting injured. A child can be dismissed from the program for undesirable behavior.

Expulsion Policy-Occasionally, some situations result in the expulsion of a child from our program on either a short term or permanent basis. These situations are always unfortunate. We want you to know that we will do everything possible to work with you, the parents/guardian, to prevent this policy from being enforced. The following are reasons why we may need to remove a child from our program:

Immediate Cause for Expulsion

- The child is at risk of causing serious injury to other children or himself/herself
- A parent threatens physical or intimidating action toward staff members
- A parent engages in verbal abuse toward a staff member of Cornerstone Kids Preschool
- Unsuccessful resolution of an issue where a parent develops and expressed or apparent lack of confidence in the staff

Parental Actions for Child's Expulsion

- Failure to pay and/or habitual lateness in tuition payments
- Failure to complete required forms including the child's updated immunization records
- Habitual tardiness when picking up child(ren)
- Verbal or physical abuse to staff

Child's Actions for Expulsion

- Failure of the child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Consistently causing an interruption during class time, preventing the teacher from teaching/caring for other children in the class

Incident & Choice Reports -Parents are notified about injuries at school by an Incident Report. Incidents include cuts, scrapes, injuries, bumps, etc. Parents are asked to sign the Incident Report at pick up, then a copy is emailed to parents. The original copy is filed in the student's file in the preschool office. If a student has hit their head a parent will be notified and if a student hurt where professional medical attention will be needed, a parent is called directly after 911.

Parents are notified about behavioral choices at school by a Choice Report. Choice Reports are filled out for hitting, biting, kicking, punching, etc. Parents are asked to sign the Choice Report at pick up, then a copy is emailed to parents. The original copy is filed in the student's file in the preschool office.

SLEEP POLICY

Naptime-Per Texas Minimum Standards each child enrolled in Cornerstone Kids Preschool must have 1 hour of rest/quiet time each day they are in attendance. Every classroom has a designated nap time after lunch which is approved by the director. All children will be required to lay or sit on their nap mat for sleeping or quiet time. After an hour of quiet time, if your child has not fallen asleep, they will be allowed to get up and engage in a quiet activity while classmates sleep. All students are expected to participate in naptime. **Each student must bring a nap mat. Lovies may not be larger than 12"x12" and can only be used at naptime.** If students nap mat will not hang on their classroom hook, parents are required to keep them in a reusable bag so they can be hung. Cornerstone Kids Preschool provides each student with a cot.

Pacifier Policy-While pacifiers bring comfort, we do look at the long-term effect it has on the child's health and development. At Cornerstone Kids Preschool, we will allow young toddlers to have the comfort of a pacifier, if desired. Once the child enters into the Two Year Old Class, they will only receive the pacifier during nap time. Any child wanting the pacifier after our Two Year Old Class will be handled on a case by case basis.

RESTROOM & TOILET TRAINING

Toilet Training-At Cornerstone Kids Preschool, we believe the decision to begin toilet training should always be based on the child's development level rather than the child's age. It is important to remember that starting the toilet training process before a child is developmentally ready can create stress and anxiety for the child, teachers, and parents, and increases the length of time it takes to train a child. Is your child ready to begin toilet training?

Physical Signs: coordinated enough to walk and run steadily, urinates a fair amount at one time, has regular well-formed bowel movements at relatively predictable times, has "dry" periods of at least two hours or during naps, which shows their bladder muscles are developed enough to hold urine.

Behavioral Signs: can sit down quietly in one position for 2-4 minutes, dislikes the feeling of wearing wet or dirty diapers, shows interest in others' bathroom habits (wants to watch you go to the restroom or wear underwear), gives physical or verbal signs of when having a bowel movement (such as grunting, squatting or telling you), demonstrates a desire for independence, takes pride in his/her accomplishments, isn't resistant to learning to use the toilet, isn't resistant to sitting on the toilet, is in a generally cooperative stage, not a negative or contrary one.

Cognitive Signs: understands the physical signs that mean having to go potty and can tell you before it happens or even hold it until the bathroom is available, can follow simple directions, has words for urine and stool, understands the value of putting things where they belong.

If your child has most of these skills, then they are probably ready for toilet training. If they do not have most of these skills, they are not ready yet.

If your child is ready to toilet train, we are committed to helping you and your child succeed. Cornerstone Kids Preschool requires that the following guidelines are followed;

- Training pullups (Velcro sides) are to be used and are provided by parents/guardians. These will continue to be used at school until your child is completely potty trained (please see "Toilet Trained" below)
- Dress your child in loose clothing with water-proof shoes (Crocs or clogs) are extremely helpful during this time
- Toilet training is a joint effort, it takes parents and teachers both

- Students must use the regular toilet at school. We are unable to allow toddler potties, portable potty chairs/covers, etc. This is a guideline set by the state. It is best if parents do the same at home for consistency.
- List of clothing items that should not be worn to school until your child is fully trained; overalls/bibs, pants that require the use of a belt, outfits that snap in between the legs, one-piece outfits and dresses (child cannot see down to pull up the training diaper)

TOILET TRAINED-Cornerstone Kids Preschool will not consider a child to be fully toilet trained until they are completely accident free for two full weeks while in attendance at school. This is a non-negotiable policy. This policy is in place for sanitization. We have set up policies that maintain infection control standards for the school and to protect our flooring, furniture, equipment, and inventory of the center. To be viewed as toilet trained, a child must be able to do the following on their own;

- Able to tell an adult they have to potty before they must go
- Able to pull down and up their underwear and pants without assistance
- Able to wipe themselves after using the toilet
- Able to get on and off the toilet by themselves
- Able to postpone going to the toilet/waiting a few minutes

Children are taken to the restroom regularly (please refer to your child's class schedule). **Your child needs to be independent and able to take care of their personal hygiene needs in the 3-year-old and pre-k classes. This includes wiping themselves and pulling down/up their pants.** Please work on these self-help skills at home so that your child does not encounter problems while at school.

MISC. POLICIES

Fundraisers-Cornerstone Kids Preschool is a nonprofit program, and all funds are generated by tuition and fees. Throughout the year we will participate in a few fundraisers. These fundraisers help us improve our program and provide enrichment supplies, playground equipment and additional classroom resources. We hope you will prayerfully consider participating. Participation in fundraising is always optional.

Facility Maintenance-Cornerstone Kids Preschool is a ministry of Cornerstone Church and uses their facilities. Therefore, Cornerstone Church schedules inspections and is responsible for the maintenance of the facility. The church is treated quarterly for insects/pests by SureGuard Termite and Pest Services. A notice is given before any applications. Fire extinguishers are serviced yearly by Allied Fire Protection. Our sprinkles are maintained yearly by Metro Fire and Century is contracted for our fire system monitoring. The final fire safety inspection, which includes storage of chemicals, is performed by the Lucas Fire Marshall once a year in July before our school year begins.

Gang Free Zone-The Texas Penal Code indicates that any area within 1000 feet of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to higher penalty.

Notification of Policy Changes or Updates-If Cornerstone Kids Preschool updates or changes a policy, parents will be contacted within 48 hours in writing by email. To view our Parent Policies online, visit www.cornerstonelucas.org

Open Door Policy & Volunteering-Parents are welcome to visit the center to observe their child or observe an activity going on that day. We love parents volunteering throughout the center or in your child's class. Cornerstone Kids Preschool loves to have parents volunteer for the following;

- Picture day
- Holiday parties
- Reading to your child's class (your child's teacher will send out information)
- In-house Field Trips

If you are interested in volunteering, please contact the office.

Parking Lot Safety & Arrival and Dismissal-The top priority of Cornerstone Kids Preschool is keeping our school a safe environment for our students and their families. Every decision made focuses on keeping students and their families safe while on our campus or in our care. Please remember these important safety tips for the benefit of all our students, their siblings and family members:

- 1). Park in a parking spot and walk your child(ren) into the building.
- 2). Never leave children unattended in a car while dropping off or picking up at Cornerstone Kids Preschool
- 3). Exercise extreme caution when driving into and out of the Cornerstone parking lot, please be mindful of your speed, children, etc.
- 4). Keep a tight hold on your children when traveling through the parking lot
- 5). DO NOT talk, text or scroll on your cell phone when driving through or walking in our parking lot**
- 6). All exterior doors are always locked as a safety precaution. If you need to enter the preschool, please ring the doorbell and someone from the office will come to greet you.

Families will be greeted at the main entrance of Cornerstone Kids Preschool each morning and afternoon. Parents then check their child in/out using the ProCare app on the iPad located in the foyer, then drop-off/pick up their child(ren) from their class. **Please do not leave your child unattended at any time during drop off/pick up.**

The classroom doors will be opened at 8:30am. Please encourage your child to enter the classroom without you. The teacher will greet your child and get them engaged in an activity. If you have questions or information for your child's teacher, please write a note with the information on it and give it to them at drop off or send a note through ProCare. Our students need their teacher's attention, and this is not the time for a conference. Our teachers focus on their students as soon as their classroom doors open. If you would like to schedule a time to meet with your child's teacher, please email our office and we will get this schedule for you. **Our school day starts at 8:30am and ends at 3:30 pm. Please pick up your child promptly. Children become anxious when parents are late. Please refer to our Pick Up Policy for details and late fee information.**

CELL PHONE USAGE: TO ENSURE PROPER COMMUNICATION BETWEEN TEACHER AND PARENT, WE ASK FOR PARENTS TO REFRAIN FROM USING THEIR PHONES DURING DROP OFF AND PICK UP.

Security- All guests, other than Cornerstone Kids Preschool parents, must sign the visitors log at the office. All staff wear a name badge during work hours. If you encounter an individual that is not easily identifiable, please notify Cornerstone Kids Preschool staff ASAP.

Special Activities/Water Days/Sunscreen/Insect Repellent-During the summer months, our school has water days. Water fun consists of a sprinkler and small water filled containers. **Swimsuits are required on these days and parents will be notified in advance.** Please apply sunscreen/insect repellent to your child prior to drop off. Teachers are not responsible for applying or providing sunscreen/insect repellent.

Video and Pictures-Cornerstone Kids Preschool loves taking pictures and videos to post onto ProCare for Mom and Dad to see! Pictures and videos may be used on the school's social media pages and the school's website for publicity. Our parents have the option to give or not give consent on the Parent Handbook Agreement Form.

Emergency Procedures

Emergency Preparedness Plan-In the event of a disaster or emergency evacuation from the school our first responsibility is to move your children to a designated safe, or an alternate shelter. In all cases of emergencies, the teacher for each class will have with them the class backpack with the class rolls with contact information for all students of authorized persons allowed to pick up, first aid supplies and a flashlight.

When children evacuate the building in the event of fire drill or true emergency, each class will follow the evacuation routes that are posted in the classroom. The designated evacuation routes detail fire routes, severe weather room assignments and lockdown procedures. The designated Cornerstone Kids Preschool evacuation location is the far North parking lot. In the event of an emergency, parents will be contacted as soon as the children are in the designed safe place. The Director will contact emergency authorities in these situations.

Emergency practice drills are as follows;

- Fire drills are practiced each month, evacuation routes are posted in each room by the door. There are primary and secondary routes posted.
- Severe weather drill will be practiced 4 times a school year, instructions and map are posted on the evacuation map in each room.
- Lockdown drills will be practiced 4 times a school year. In the event of a lockdown, such as an intruder in the building, teachers will lock classroom doors and move all children to a location away from the door. Children and teachers will remain there until told by emergency personnel it is safe to come out.

Evacuation Process-When the decision is made to evacuate the facility, the Director will make the announcement on the two-way radio to all persons that all persons are to evacuate the facility and await further instruction. **The building is to be completely evacuated!** The Director will communicate to all employees what type of emergency is present.

- In the event of an actual fire, the Director will be responsible for notifying 911 of the emergency by a cell phone outside the building once the evacuation procedure is completed. The Director will contact State after all children and staff are accounted for and before closing for the day.
- In non-emergency evacuations, parents will be called to pick up their children. State will be notified within 24 hours of evacuation.
- Designated evacuation assembly area; the tree line across the facility's front parking lot.
- Alternate Temporary Shelter: Cornerstone Baptist Church Equipment Building at 2242 W Lucas Rd. Allen, Teas 75002 (building behind the facility).
- Alternative Off Site Shelter will be Lucas Wal-Mart by Subway.

Center staff will evacuate their children as follows:

Toddlers, Twos, Threes, Fours and PreK- Toddler, Twos, Threes, Fours and PreK teachers shall be responsible for gathering their class into a group and supervising an orderly evacuation to the designated evacuation assembly area. Upon arriving at the designated evacuation assembly area, all students must be physically accounted for against the sign-in log and the results reported to the Director via two-way radio immediately. All teachers are responsible to bring their daily attendance sheet and their emergency bag that contains essential student information for each child present, information containing parent information and authorization for care.

Tornado Plan-In the event of a tornado, the director will notify all employees via two-way radio and the following plan is to be implemented;

Toddlers, Twos, Threes, Fours and PreK -Toddler teachers shall be responsible for gathering their class into a group and moving into the restroom inside their classroom, close the door and wait for further instruction. Twos, Threes, Fours and PreK teachers shall be responsible for gathering their class into a group and moving into the men's/women's restroom, close the door and wait for further instruction. Once in the restroom all students must be physically accounted for against the sign in log and the result reported to the Director via two-way radio immediately. Teachers are responsible to bring their daily attendance sheet and their emergency bag that contains essential student information for each child present, information containing parent information and authorization for care.

A Director will contact State within 24 hours of enforcing the Tornado Plan.

Active Shooter Plan-In event of an active shooter situation, the Director or person who first becomes aware of an active shooter situation will notify employees via two-way radio and the following plan is to be implemented.

Toddlers, Twos, Threes, Fours and Pre-K - Toddlers, Twos, Threes, Fours and PreK teachers will close and lock their classroom door, close the window shade, and move the children in front of the cabinets inside their classroom and wait for further instruction. Once in plan locations, all students must be physically accounted against the sign-in log and the results reported to the Director via two-way radio immediately. All teachers are responsible to bring their daily attendance sheet and their emergency bag that contains essential student information for each child present, information containing parent information and authorization for care.

A Director will contact State within 24 hours of enforcing the Active Shooter Plan.

Activities to Look Forward to Throughout the Year

Grandparents Day-We are extremely excited to invite our grandparents to our All-School Chapel on Grandparent's Day to worship with us and then join us in our classrooms for a special treat.

Texas Week-Texas Week is a fun week hosted at Cornerstone Kids Preschool with a different theme each day!

Pumpkin Patch-Our preschool's pumpkin patch is one of our student's favorite events! Each student gets to go out into the Pumpkin Patch and pick their own pumpkin, then they get to take it home at the end of the day.

Open House-Open House is a sneak peek into your child's day at Cornerstone Kids Preschool. You can expect your children to show you around the room, maybe work in centers or do a favorite activity. This is a rare opportunity for children to share their world with their parents, they will delight in this opportunity to tell you what to do and where to go. This is an event you will not want to miss!!

Class Holiday/Season Parties-Each class holds their own holiday/season party.

School Pictures-We bring in a photographer to capture your student each year. Photographs are available for purchase from the photographer.

Prekindergarten Graduation-Join us as we celebrate our sweet prekindergartners with a fun celebration and ceremony! Make sure to bring your camera!

Resources for Parents

Licensing-If parents have questions or concerns about the weekday program or childcare policies in the state of Texas, they may contact the intake line at 214-583-4253 or the local office at 469-229-6900. If you need to report abuse or neglect of a child, call the child abuse hotline at 1-800-252-5400 or go the DFPS website at www.txabusehotline.org. A copy of Minimum Standards is available in the Cornerstone Kids Preschool office for parents to review. We always have a copy of our last inspection report in the office as well.

Early Childhood Education Intervention-<https://hhs.texas.gov/services/disability/early-childhood-intervention-services>

EI is a statewide program for families with children, birth to the age of three, with disabilities and developmental delays. EI supports families to help their children reach their potential through developmental services.

Hearing-<http://www.advancedhearingcenter.com>

Speech and Occupational Therapy of North Texas-www.speechandot.com

Children's Advocacy Center of Collin County-www.caccollincounty.org

We provide safety to children victimized by abuse or neglect through an assessment of needs and risks the child may face.

Learner Services/Allen Independent School District-<http://www.allenisd.org/Domain/6050>

Texas Department of Family Protective Services-www.dfps.state.tx.us

Center for Disease Control-www.cdc.gov

Texas Health and Human Services-<http://hhs.texas.gov>

Child Find-<http://www.regin10.org/prpgrams/child-find/parents/>

CKP Consent Form & Acknowledgement

2024-2025 Parent Handbook

I give consent for photographs and/or video to be taken of my child to be **posted on ProCare**.

Yes

No

I give consent **for photographs and/or video to be taken of my child or my family and used for future publicity** (social media).

Yes

No

I give permission for my child to participate in special snacks served at Cornerstone Kids Preschool.

Yes

No

The Cornerstone Kids Preschool Parent Policy book is located at www.cornerstonelucas.org and you will also receive an email copy upon your child's first day at CKP. I acknowledge receipt of Cornerstone Kids Preschool operational policies including those for discipline and guidance and I agree to adhere to those policies.

Parent Signature: _____

Student's name (first and last): _____

Student's date of birth: ____/____/_____

Date: ____/____/_____