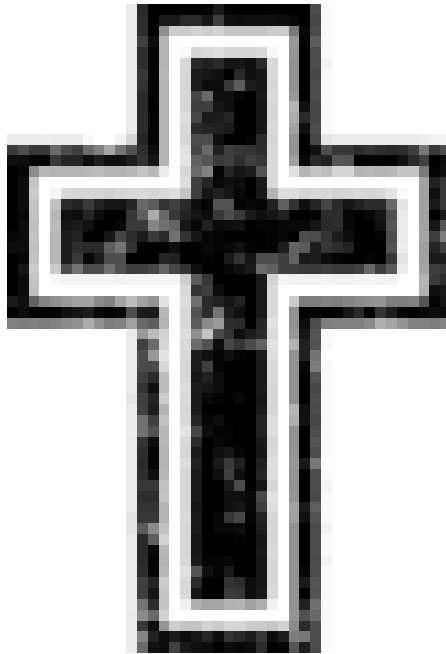


CORNERSTONE KIDS

Building Belivers Who Reach Others For Christ



First Baptist Church

Dr. Mark Richardson- Pastor

4800 S Colony Blvd.

The Colony, TX 75056

972-370-1415

TAX ID# 75-1644858

Dear Parents,

Welcome to Cornerstone Kids. We are happy to partner with you in providing an optimum early childhood education experience for your pre-school child. We are looking forward to a happy and rewarding experience for both you and your child.

We offer a Christian-based curriculum that includes age-appropriate learning centers and activities. Our staff is equipped to meet each child at his/her own level and interest.

Our teachers are the building blocks of our program. They truly love being here with your children which supports our church's mission, "Building believers who reach others for Christ". It is our desire that your child looks forward to school and you as a parent feel secure about sending your child to our program.

I look forward to getting to know you and your families.

Sincerely,

Robin Hull
Director
Cornerstone Kids

"Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you get up." Deuteronomy 11:18-19

"People were also bringing babies to Jesus to have him touch them. When the disciples saw this, they rebuked them. But Jesus called the children to him and said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these." Luke 18:15-16

General Information

Contacts

Director: Robin Hull

rhull@fbcthecolony.org

Assistant Director: Kathy Williams

Cornerstone Kids Office Hours and Phone Number

Tuesday and Thursday

8:00- 2:30

972-370-1415

Phone messages will be checked regularly.

Mailing Address

Cornerstone Kids

4800 South Colony Blvd.

The Colony, TX 75056

Purpose

Cornerstone Kids is a non-profit organization and a ministry of the First Baptist Church of the Colony. Its purpose is to serve as a ministry to parents and preschool children of the community. It is to always have a spiritually based curriculum that will provide developmentally appropriate activities, socialization opportunities, and the way of our Lord. The highest quality program is our choice.

Curriculum

Our curriculum is built using the TEKS for preschoolers developed by the State of Texas. In addition, Cornerstone Kids has a developmentally appropriate scope and sequence that our teachers follow. This includes social/emotional, math, literacy, and writing objectives. Our curriculum allows our teachers to have a well planned day to include art, dramatic play, music, blocks and building, fine motor skills, listening skills, cognitive skills, finger plays, rhymes, and group time. The daily schedule also includes a Chapel time and playground time. Our program offers centers based activities. It is our goal to provide the highest quality early childhood education for your child. Children learn through play and because children need structured and unstructured inside and outside time, we have developed our curriculum to include outdoor classrooms as weather permits.

Nondiscriminatory Policy Statement

Cornerstone Kids admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, or other program administered activities.

Tuition and Fees

Non-Refundable Fees and Tuition

(Due at time of registration)

\$125 Registration Fee and Supply Fee (includes child t-shirt)

May Tuition for the end of next year

Monthly Tuition

Our monthly tuition is always the same so that it will be an easy amount to remember and to budget for. Therefore, there will be some months that your child is attending less days than you are paying for and some months you will be paying for more days than your child is attending. Also, since the May tuition is due as a pre-payment your last tuition payment for the year will be in April even though your child will attend through the month of May.

Nursery (8 weeks – 24 months)

\$185 per month

2's - 4's (Pre-Kindergarten)

\$175

Tuition Guidelines

To have a successful program we must be financially accountable to our budget. Please know that Cornerstone Kids is a **self-supporting** program. We are a ministry of First Baptist Church, but we do not receive financial support from the church. Once your pre-pays and your registration information is fully completed your tuition and fees secures that your child has a place in a classroom. In order to have a class, we must have a set number of full paying tuition students. For that reason, there are no credit days for absences. You are still responsible for full month tuition.

Cornerstone Kids must receive the following **non-refundable payments** for your child to receive a permanent spot in a classroom.

- Registration and Supply fee \$125
- Last month's tuition (May)

Your child's monthly tuition is due one month in advance. For example, your September tuition will be due no later than the first class day of September.

We use PayPal as our invoicing tool and will email payment requests each month. All payments are to be made through PayPal.

A one month written notice must be given to the Director if a child is to withdraw from the program. TUITION IS NEVER REFUNDED AFTER THE FIRST DAY OF SCHOOL.

Late Fees

Important, please note: If we do not receive your payments by the 10TH of each month a \$10 late charge will be added to your amount due.

Receipts

When you make your payment on PayPal you will be sent a receipt by Paypal.

Year End Statements

federal tax# 75-1644858

In order to keep tuition costs low, please save all receipts for tax purposes and refer to our federal tax id # to claim childcare deductions. Year end statements can be printed by request by January 31.

Enrollment

Our Open Enrollment begins in March for the school year that will begin in the fall

Registration priority is as follows:

- Currently enrolled students and their siblings (starts two weeks before Open Enrollment)
- First Baptist Church Staff and Cornerstone Kids Staff
- First Baptist Church Members
- Community

To secure a permanent spot in a class for the upcoming year you must have all of the following on file in the Cornerstone Kids Office:

- A completed enrollment package
- Paid registration fee (non-refundable)
- Paid supply fee (non-refundable)
- Paid May (of next year) Tuition

Your child is not placed on the class list until all payments are paid and you have received a confirmation email from Cornerstone Kids.

To keep a permanent spot in a class for the upcoming year you must have all of the following on file in the Cornerstone Kids Office at the Open House:

- Current Immunizations
- Doctor's Statement (if no immunization records)
- Pre-K only Vision/Hearing test performed by a doctor
- Parent Policy Agreement (located at the end of this book)

Health Policy

Health Forms

All children MUST have on file at the Cornerstone Kids office a copy of:

- current Immunization Record
- Doctor's Statement showing your child has examined in the past year and that he/she is able to take part in our program. **(if not immunization records)**
- **PreK must also have a document showing that a Vision/Hearing test has been administered by their doctor.**

Failure to provide these documents will place your child on the class waiting list until all forms are received.

Allergies and special medical conditions

If your child has any allergies or special medical conditions, please notify the office and classroom teachers. Medications can not be dispensed to the child except with written permission from the child's' parent and the child's doctor. Directions for giving the medication must be in writing on the medication forms. Medication must be in its original container with the doctor's directions and pharmacy label clearly printed. All prescription medication must be in the name of the child who is to receive it.

Guidelines for school attendance

For the protection of your child and other children, parents may not leave a child who appears ill or with the following symptoms:

- Fever(within the last 24 hours and without the aid of fever reducing medicines)
- Vomiting and/or Diarrhea (within the last 24 hours)
- Any symptoms of childhood diseases such as Scarlet Fever, Fifth Disease, Measles, Chicken Pox, Strep Throat or Flu, or any infectious, contagious diseases
- Chicken Pox- all sores must be completely scabbed over and dry underneath
- Sore throat
- Croup
- Head lice (must be nit free or have been treated in the last 24 hours)
- Skin infections- boils, ringworm, impetigo, thrush, hand-foot-mouth disease or unexplained rash
- Pink eye or other eye discharge
- Green runny nose
- Persistent cough
- Mononucleosis

Illness at school

If a child comes to school ill or becomes ill at school, we will notify the parents and keep the child separated until the parent arrives. We expect parents to arrive as quickly as possible.

Accidents

We have first aid supplies at Cornerstone Kids. The staff will render first aid to an injured child and then determine if the parents should be contacted immediately. You will be notified of any serious injuries or concerns by phone. Minor bumps and scratches will be explained to you at pick-up time in the afternoon.

Arrival and Departure

Arrival

You may park and enter the church from the double doors on the west side of the church. Please do not park in the circular drive or in handicapped parking unless you have a handicapped permit. For security reasons, all other doors of the building are locked.

Children are to arrive at 9:00 a.m. If you arrive before 9:00 please wait in the waiting area by the doors. Parents are to sign in using the Brightwheel Application and walk children to their class. If someone other than the parents are to pick up your child on a regular basis, make sure their name is on the Enrollment form and create a login in for them in Brightwheel. Also, if there are people that may pick up or drop off from time to time be sure they are listed on the Enrollment form. **We assume that if a person has a Brightwheel login that it is acceptable for them to pick up your child since you have either added them yourself or listed them on then Enrollment form. It is up to you to delete from this list if someone needs to be removed.**

Say your "good-byes" at the door and let the teachers escort your child in the class. It is less stressful for the child if you make your "good-byes" **brief and cheerful**. Please do not wait around and try to peek in the class. Not only can this be a distraction to the class, but it can also upset your child all over again if he/she sees you. If you are concerned about how your child is doing after drop off or during the day, you may call the office and we will gladly check on your child. Our teachers and staff are very well trained and experienced in this area. Know that we will comfort and care for your child until they have integrated into the class. We will not let them cry alone at the door.

Classroom activities begin promptly at 9:00 a.m. When a child is tardy to class, he/she misses out. Late arrivals can be a disruption to the class. Children are accepted at the classroom until 9:15 a.m. **If you arrive after 9:20 the doors will be locked and you will need to ring the doorbell to be admitted. If you are set to arrive after 9:30 please bring a doctor's note. Children arriving after 10:00 will not be accepted for the day unless the Director has been notified in advance.**

The classroom teacher will be at the classroom door to greet the children until 9:10 a.m. At 9:10 a.m. the teachers go into the classroom, close the door, and begin their class day.

If you do arrive after 9:10 a.m., please have your child enter the room quietly and alone. Please do not enter the room at this time, it can be disruptive to the other children in the classroom.

Pick-up in the afternoon

Pick up time is at 2:00 p.m. You may park and enter the church from the double doors on the west side of the church. Please do not park in the circular drive or in handicapped parking unless you have a handicapped permit. For security reasons, all other doors of the building are locked. Adults other than the legal guardians must have a photo I.D. ready to show to the teacher at pick up.

When you arrive at your child's classroom in the afternoon, please:

- Finish your cell phone call before entering the building.
- Wait outside the door. The classroom Teacher will come to the door once class is finished.
- She will call your child to the door.
- Please do not enter the classroom at this time or allow other siblings in the classroom.
- **Sign your child out at the front desk using the Brightwheel Application.**

Late Fee

A \$5 late pick up fee is charged for children picked up after 2:10. When you are late and your child is the only one left in the classroom, they can become anxious. If your child is unsure and uneasy about being the only child who's parents have yet to pick them up, this can also have a negative affect on your morning drop off. If you are going to be late, please notify the office so we can reassure you child that you are on the way. This does not relieve you of a late fee.

Most of our staff have other children in the program who they need to pick up as well as children in other LISD schools that dismiss between 2:40 p.m. and 2:50 p.m. Because we share space with other ministries at First Baptist Church, our teachers have to break down their classrooms and return all teaching materials to the Cornerstone office before they leave to get their children from school.

Classroom Information

Visitors in Classroom

For the safety of each child and for compliance with state standards, Cornerstone does have a policy that any adult in a classroom must have completed a background check. If you would like to come eat lunch with your child or visit during a birthday celebration, please let the classroom teacher know in advance. Staff relatives are not allowed in the classrooms unless they have children enrolled in the program and their children are in that classroom.

Labels

Please label all of your children's belongings. This includes lunch boxes, lunch containers, jackets, hats, gloves, extra clothing, diapers, bedding and nap lovies.

Lunches/snacks

For the safety of all the children in our program, Cornerstone Kids is a **“nut-free”** environment. **Please do not bring any items to school that contain nut products.**

For infants:

- Please make sure all food items, bottles, and sippy cups are labeled.
- Infants will be fed baby friendly snacks. Let your teacher and director know of any allergies.

For toddlers and older children:

- Morning snack will be provided.
- Each child needs to bring a lunch to school each day. Lunches must meet the State requirements. Your child's lunch must offer one-third of their daily food needs.
- We suggest that the lunch be made up of primarily finger foods that can be served with little assistance.
- Please cut up all foods that could be a choking hazard (i.e. grapes, hot dogs, etc.)
- Pack any utensils needed in their lunch.
- Water will be available for children who do not bring a drink.
- Please be sure to label your child's lunch and all other containers that are not disposable.
- We are unable to heat or refrigerate lunches.
- **No carbonated drinks, nuts, gum, or candy**

Bags and Backpacks

Your child will need a backpack of some type in which to carry items to and from school. Make sure the back pack is labeled with your child's name.

Item to bring each day:

1. a nap mat for those napping children who do not sleep in a crib. Please have your child's name on the mat.
2. An extra set of clothes. Be sure to include socks and underwear.
3. Additional diapers/pull-ups should also be included if needed. Please label these with your child's name.

Clothing

Washable play clothes are recommended for school days. Your child will be encouraged to play and do messy projects. We do use washable paints, but it will stain some fabrics.

Select clothing that is free of complicated fastenings. This will help staff who are changing or assisting your child. Also, for children who are potty trained that will allow him/her to go to the restroom with little assistance from the teacher.

Children should wear comfortable shoes that allow your child to run and play outside. Flip flops and sandals are not allowed. This is for safety on the playground and during indoor activities.

Remember to pack a jacket or coat labeled with your child's name during cooler weather. If the temperature is above 40 degrees at your child's outdoor playtime, they will go outside.

Nap Time

Children who are not napping in a crib need to bring a nap mat for rest period. Mats should be made of washable or waterproof material. Mats are to be taken home each day as there is not a place to store them in the building. Children can bring a blanket and/or a pillow and one small stuffed animal friend. Please do not bring irreplaceable items. As much as we try to prevent lost items, they can be misplaced or go home with another child. Mats, blankets, pillows, and stuffed animals must be labeled with your child's name and be washed on a regular basis.

The Pre- Kindergarten and Three's classes are not required to have a nap.

Personal Toys

We recommend that you leave your child's toys at home or in the car with the exception of a naptime security item. Other children find it too difficult to understand why the child who brought a toy to class does not have to share his/her toy. Also, all the other children want to bring in a toy creating classroom management problems. We have plenty of toys and materials for the children to use when playing.

Play guns and weapons of any kind are not allowed.

Children's Birthdays

Children's birthdays may be recognized at school. Parents can make arrangements with the classroom teacher if they would like to bring refreshments. All refreshments must be store bought, no homemade food items. Notifying the teacher ahead of time will allow the teacher time to check for any allergies among the students. Please do not use this time to exchange gifts. You may pass out invitations as long as there is one for every child in the classroom. If you do not invite every child please mail the invitation.

Field Trips

There may be occasions that we will have walking field trips. If we schedule one the parents will be notified in advance and will be required to sign a consent form. Information for each field trip will be distributed for each event.

Discipline

In all classrooms, positive methods of discipline and guidance that encourage self-esteem, self-control, and self direction will be used. The methods will be appropriate to the child's level of understanding, individualized and consistent for each child. Classroom rules will be made clear to the children. Children thrive when they know that they have boundaries and limits. When a child does not follow these guidelines, he/she will be reminded and redirected. Multiple reminders may result in time away from an activity.

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.
4. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which included at least the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - Reminding a child of behavior expectations daily by using clear, positive statements;
 - Redirecting behavior using positive statements; and
 - Using brief supervised separation or time out from the 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 a 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, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Teachers have been instructed not to discuss discipline issues at the classroom door. This is for your privacy so that others, including your child, will not overhear. The teacher will arrange a time to conference with you.

Biting, Scratching, and Hitting

If a child bites, hits, or scratches another child, the parents will be notified by the classroom teacher or director. Upon the second occurrence, the parent will be notified to come and pick up the child. At that time, we will set up a conference between the Director, Teacher, and Parent to discuss the situation. We will never release the name of the child who is biting, scratching, or hitting.

Separation Anxiety

It is common for some children to experience sadness and crying because of separation from their parents, but most will calm down after a few weeks. Most children may cry for just a few minutes and then settle into their classroom routine. For heavy crying that continues for an extended period of time (20-30 min.), the classroom teacher will contact a parent to discuss the situation. We might ask you to come and pick up your child. In some cases, we will ask parents to gradually ease their child into the program by bringing the child for initially short periods of time, and then working up to a full day. We have found that in most cases, this method works best.

Communication

When to contact the Cornerstone Kids office:

- If you have any changes in phone numbers, addresses, emergency contacts, or doctors
- If your child contracts a contagious childhood disease following a school day. We will inform other families in the classroom to take preventive care.
- If your child has any medical changes, such as allergies
- If you or your family has a specific prayer request for which we could be praying
- If you are interested in resources related to childhood topics

Communication with parents:

- Most communication will be via our sign-in app Brightwheel. Be sure to add the app to your phone and turn on notifications in your settings.
- Office and Class information may be sent home with your child. Be sure to check backpacks daily.
- We will sometimes send out emails and you can always send an email to the director at rhull@fbcthecolony.org. Please keep in mind that it may take a few days for a response since standard office hours are on Tuesday and Thursday only.

Your Child is Something Special

When Jesus sent you to us,
We loved you from the start
You were just a bit of sunshine
From Heaven to our hearts.
Not just another person,
'Cause since the world began,
There's been something very special
For you in His plan.
That's why He made you special,
You're the only one of your kind.
God gave you a body and bright healthy mind;
He had a special purpose
That He wanted you to find,
So He made you something special,
You're the only one of your kind.

By: William & Gloria Gaither



Church Staff

Pastor
Pastor for Evangelism and Students
Cornerstone Kids Director
Children's Ministry Director
Administrative Assistant

Dr. Mark Richardson
John Pecoraro
Robin Hull
Kecia McCright
Donna Reneau

Something for Everyone!

Preschool (birth – 4 years)

Sunday Community Groups – 9:00 a.m.
Sunday Extended Session - 10:30 a.m.
Mission Friends (3&5 yr olds) – Wednesday 7:00 p.m.

Adults

Sunday Community Groups - 9:00 a.m.
Sunday Worship - 10:30 a.m.
Wednesday Bible Study -7:00 p.m.
Adult Choir Wednesday – 7:00 p.m.
Senior Fellowship Luncheon once a month

Children (K – 5th Grade)

Sunday Community Groups - 9:00 a.m.
Royal Ambassadors – Wed. 7:00 p.m.
(Boys 1st – 5th grade)
Girls in Action – Wed. 7:00 p.m.
(Girls 1st – 5th grade)

Youth (6th – 12th Grade)

Sunday Morning Worship - 10:30 a.m.
Sunday Community Group - 9:00 a.m.
Sunday Pier 7 – 4 -6 p.m.
L.I.F.E. – Wed. 7:00 p.m.

Parent Policy Agreement(Parent Copy)

I have received a copy of the Cornerstone Kids Preschool and Mother's Day Out Parent's Handbook.

I agree to READ and ABIDE by ALL the policies and procedures.

I understand the policies and procedures outlined in this book. And that failure to abide by the policies and procedures outlined may result in my child being released from the Cornerstone Kids Program.

I understand that the registration fee, supply fee and May Tuition is NON-REFUNDABLE. And I understand that a two-week written notice must be given to the Director for all withdraws.

I understand that Cornerstone Kids Preschool and Mother's Day Out has the right to make any necessary additions and/or changes to the Parent Handbook and I understand that I would be notified of any change and/or additions.

Child's Name: _____

Date: _____

Parent or Legal Guardian Signature

*Please keep this copy for your records.

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Child's Name: _____

Date: _____

Parent or Legal Guardian Signature

*Please return this page to the Cornerstone Kids Office, keep the Parent Handbook for your file. (Copies of this page given upon request)