

Cornerstone Christian Academy

Preschool/Daycare

909 Highway 65 North

Tillar, AR 71670

870-392-2381

Welcome to Cornerstone Christian Academy Preschool/Daycare, a program sponsored by the First Baptist Church of Tillar, Arkansas as a ministry to children and their families in the community. This handbook explains the mission, policies, and procedures of the program.

Cornerstone Christian Preschool/Daycare opened in August 2001 and consolidated with Cornerstone Christian Academy on July 5, 2012. The preschool/daycare provides a Christian environment and program for preschoolers and school age children. The CCA Board of Directors and the Center Director govern the program. Each member of the staff is experienced with preschoolers and possesses the competency and understanding essential in teaching young children. CCA PreK is a Better Beginnings facility.

Mission

It is the desire of this preschool/daycare ministry to provide a Christian environment in which faith can be integrated with learning to enable students to become spiritually, academically, emotionally, socially, and physically prepared for the calling as image bearers of God.

As Proverbs 22:6 says, “Train a child in the way he should go, and when he is old, he will not turn from it,” therefore we will provide a Christian example and direction for all children in our care.

Cornerstone Christian Academy
Preschool/Daycare
Parent Handbook
Amendment

I have read the CCA Preschool/Daycare Doctrinal Statement and agree with and understand that my child will be taught according to it and no other doctrine.

Parent Signature_____

Student Name_____

Date_____

Policies and Procedures

A. QUALIFICATIONS FOR ENROLLMENT

1. All children entering the preschool/daycare must meet the following age qualifications prior to enrollment:
 - a. 2 ½ -year old class- must be 2 ½ years of age by August 1st
 - b. 3-year-old class – must be 3 years old by August 1st
 - c. 4- year- old class- must be 4 years old by August 1st.

Must be potty trained. Description below.

1. **Be able to TELL the adult they have to go potty BEFORE they have to go.**
 2. **Be able to take care of their toileting needs with little or no assistance.**
 3. **Be able to wipe themselves after using the toilet.**
 4. **Be able to get off the potty by themselves.**
 5. **Be able to wash and dry hands.**
 6. **Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside on the playground.**
2. CCA Preschool/Daycare admits student of any race, color, religious belief, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at this center.

B. TUITION

1. **Preschool half-day: Monday-Thursday 7:30-12:00, August-May**

- a. \$2700.00 (school year)
- b. \$270.00 monthly
- c. \$135.00 on the 1st and 15th of the month

2. **Preschool: Monday-Thursday 7:30-4:00**

- a. \$3500.00 (school year) or
- b. \$350.00 monthly or
- c. \$175.00 on 1st and 15th of the month

Late Fee - \$1.00 per minute first 5 times. \$5.00 per minute next 5 times. If 10 late pickups accrue, the student will be dismissed from afterschool care.

3. **Preschool with extended care: Monday-Thursday (7:30-5:30)**

- a. \$4000.00 (school year) or
- b. \$400.00 monthly or
- c. \$200.00 on 1st and 15th of the month

Late Fee - \$1.00 per minute first 5 times. \$5.00 per minute next 5 times. If 10 late pickups accrue, the student will be dismissed from afterschool care.

4. **Friday Care: Friday care is offered from 7:30-5:30 on Fridays that aren't on holiday schedule. See tuition sheet. Cost: \$20.00 per Friday. (No drop- ins for Friday care.)**

Fees are as follows:

- a. \$300.00 Annual registration fee

5. **Tuition is the same regardless of holidays, vacation, scheduled closings or missed days.**

6. If a child leaves school for an extended length of time without payment he/she will be dismissed from the program. Re-admittance will be determined by the center director and CCA Board.

7. All tuition and fees must be paid and account current before students can participate in end of year award ceremonies/graduations.

8. **If a check is returned for insufficient funds, a \$40.00 overdraft fee will be charged and you will be placed on a cash only payment for 3 months. If a second check is returned you will be put on a cash basis for the remainder of the year. CHECKS CANNOT BE HELD!**

9. Summer Tuition (June – July)
450.00 per month
10. The CCA cafeteria is closed during the summer months. Parents are required to provide lunch daily. Lunches must reflect the Minimum Licensing Guidelines. (Meat, Bread, Vegetable, Fruit and Milk)
11. Bank drafts will end in May. Parents who are set up on a draft will be required to submit tuition by check or cash during summer months.
12. Scholarships will not be applied to summer care.
13. **DISCHARGE: If at any time it is found a child or parents are unable to cooperate with or benefit from the program, the Center reserves the right to request withdrawal of the child. Children may be discharged for any of the following reasons, or any other just cause as determined by the director under the direction of CCA School Board.**
 - a. Parent's refusal to pay tuition/fees.
 - b. Parent's refusal to keep immunization updated.
 - c. Refusal to follow policies of preschool/daycare.
 - d. Any situation where the child causes harm or danger to others.
 - e. Any situation where the child maintains disruptive behavior.

C. SCHEDULE OF OPERATION

1. The center is open Monday thru Friday from 7:30-5:30. See tuition statement for detailed schedule options. The center will be closed for the following major holidays: New Year's Day, Martin Luther King's Birthday, Easter Break, Spring Break, Memorial Day, President's Day, 4th of July, Labor Day, Thanksgiving break and Christmas break. **The center will also be closed for training days as required by the State. We are closed one week prior to summer session. Advance notice will be given before closings.**
2. **Preschool hours:** Option 1: 7:30am until 12:00, Monday thru Thursday. Option 2: full day hours 7:30 until 4:00, Monday-Thursday. Option 3: Extended care is offered from 4:00-5:30 Monday-Thursday and from 7:30 until 5:30 on Fridays.

3. Inclement Weather – Watch KATV Channel 7 for weather related closings. You will receive a school cast messages to inform you of any school closings that may occur.
4. **Meet and Greet time for parents, students, and teachers are between the hours of 7:30-8:00am. Instruction time begins at 8:00am. TO AVOID DISRUPTIONS IN THE CLASSROOM – If your child is arriving after 8:30am, parents will need to sign their child in at the main office. A member of the CCA staff will escort your child to his/her classroom. (See Covid-19 Policy.)**
5. Schedule: Our center believes that children need consistency and structure in their day. Our preschool program involves the following each day.
 - a. Active play outdoors
 - b. Quiet play indoors
 - c. Rest time **(State required)**
 - d. Sanitary bathroom use
 - e. Hand washing after each bathroom visit and before and after snacks and lunch
 - f. Nourishment through food and loving care
 - g. “Center” experiences
 - h. Experiences in music, dance, art, and books for all children
 - i. Intergrading Christian faith along with developing the whole child
 - j. Daily experiences in math, science and phonics. Abeka and Adventures in Learning are the curriculums used.

6. Snacks and Lunch: Each child will be served a morning and Afternoon snack.

That meets state nutritional guidelines. **Parents are encouraged to provide snacks.** Lunch will be provided Monday thru Thursday. The price of your child’s lunch is included in your tuition payment. Your child will be required to bring their lunch on Friday. Their lunch must meet state regulations. Lunches can NOT be brought any other day unless the child has a physicians order for health purposes.

7. **Absolutely NO sippy cups or food are to be brought into the center in Mornings!**

8. Rest Time: Rest time is from 12:30 – 2.30pm for all full-time children and

for school age children on Friday's during school year. They will be provide an individual mat and sheet. Children will be required to rest quietly so that children who want to sleep may do so. **Please provide a weather suitable blanket, small pillow with a pillow case for your child.**

9. Birthday Celebrations: Each child receives recognition on his/her birthday. Parents may contact the child's teacher to make arrangements if they would like to furnish a special refreshment for snack time. (Covid regulations apply.)
10. **PLEASE DO NOT ALLOW YOUR CHILD TO BRING TOYS TO SCHOOL UNLESS THEY ARE REQUESTED.**
11. Parties: There will be scheduled parties during the school year. Parents are encouraged to plan the parties. Covid regulations apply.
12. Field Trips: Appropriate field trips may be planned throughout the school year. Parents will be notified in advance of the dates and time of the trips. Permission slips must be signed before your child will be allowed to go on the field trips. **ALL CHILDREN ARE REQUIRED TO RIDE IN AN APPROPRIATE CHILD SAFETY SEAT. A parent or guardian is required to attend all field trips. Covid regulations apply.**
13. Clothing: Children should be dressed in comfortable clothing that is suitable for learning experiences and active play. The children will have access to paints, sand, water, play dough etc. Please mark all coats, jackets, hats, etc. with your child's name. Please do not dress your child in clothing that you do not want paint or other stains on. Please no flip-flops without an ankle strap. **Children are required to bring a complete change of clothing in case of spills or accidents.**
14. Communication: Your child's teacher will most often communicate with you by sending one or more of the following with your child.
 - a. Weekly notes detailing the week's events
 - b. At times, class work is kept and displayed in the classroom and sent home at a later date.
 - c. Text messages-school cast
 - d. Each child will have a way of communication established in the classroom that will hold notes from teachers, your child's work, etc. **Please check your child's folder, basket or mailbox daily.**
 - e. **Please send backpacks daily for communication support.**

15. Parent-Teacher conferences will be scheduled as needed. Please notify The director to schedule a meeting with your child's teacher.
16. All children are to be signed in upon arrival and signed out at dismissal. Arrangements will be made with the director if someone other than authorized individuals will be picking up the child. If the teacher does not know the person picking up the child, identification will be requested. Refer to Covid-19 Policy. **ID is required for unknown individuals to pick up.**
17. Discipline: Physical punishment is not allowed by state regulations. The following discipline steps will be practiced instead.
 1. Warn the child and redirect if they will accept it. Remove the child if they persist in their disobedience and discuss their behavior. Afterwards, help the child to return to the situation and be successful.
 2. "Time Out" is when the child is taken out of the flow of things and placed in a time out chair against the wall where they can be closely supervised. Their behavior will be discussed. The child will only be sent to the director in the event of **Repeated or Extreme Violation**. Behavioral issues will be documented and kept on file. Parents will receive a copy of records. Conscious discipline is practiced in the classrooms.
3. No child will be allowed to disturb the class repeatedly in any way. If necessary, the parent will be called to come and administer discipline or take the child home.
4. A child that cannot be controlled by any of these means will not be allowed to continue at Cornerstone Preschool/Daycare. We desire to work with the child and parent but we will not keep any child that hinders the development of the majority of the children.

D. HEALTH AND SAFETY

1. State regulations require that all children have an immunization record and information sheet/parent contact on file before admission. After admission, parents are required to keep this information current.
2. Any child who is showing signs of illness should not be brought to the center.

3. Daily health check will be a part of your child's Meet and Greet time each day.
4. No child will be admitted who has a contagious or infectious disease.
5. The parent or legal guardian shall be notified as soon as possible when the child has any symptom that requires exclusion from the facility. The child shall be separated from other children and closely monitored until the parent arrives to pick the child up.
6. The care giver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others.
7. The caregiver shall temporarily exclude the child from child care if the child has:
 - a. Sudden change in behavior, such as: lethargy or lack of responsiveness
 - b. Unexplained irritability or persistent crying
 - c. Difficulty breathing, coughing
 - d. Quick spreading rash
 - e. Fever over 99.5 degrees
 - f. Diarrhea, defined as watery/runny stools exceeding 2 or more stools and not related to a change in diet or medication.
 - g. Vomiting illness (2 or more episodes)
 - h. Abdominal pain occurring more than 2 hours
 - i. Rash with fever
 - j. Conjunctivitis or "pink eye"
 - k. Pediculosis (head lice)
 - l. Active tuberculosis

 - m. impetigo, until treatment has been started
 - n. strep throat, until 24 hours after antibiotic treatment has been started
 - o. chicken pox
 - p. rubella
 - q. pertussis (whooping cough)
 - r. mumps
 - s. measles

t. hepatitis A

U. Covid

8. If a doctor prescribes medication, the child must have had medication at least 24 hours prior to returning to the Center.
9. Medications and special medical procedures will be administered to a child in the center only if written parental consent form is dated and signed by the parent or guardian. Medication may be given only if in the original container, which does not have an expired date. The container should be labeled with the specific child to whom it is to be given. Any medication without this information will not be given. The center reserves the right to request a physician's statement in the event of a prolonged usage of medication.
10. Parents shall be notified if the child's physical condition causes the child discomfort or appears to endanger the other children. The parent shall then make arrangements to pick up the child.
11. In case of slight injuries at the center, a staff member will administer first aid. In case of a more serious injury, parents will be notified immediately, and necessary steps will be taken to obtain medical aid. The medical expenses incurred will be the responsibility of the parents. The emergency information on the child's information sheet serves as a guide in case of illness or injury. Accidents/Injuries are written up by staff/director and sent home for parent signature. A copy is kept in the student's file.
12. Parents will be notified by the director when a child has come in contact with another child that is sick with a contagious illness. Upon notification, it is highly suggested that if your child begins to show slight symptoms that you notify your physician. If any questions or concerns occur when it comes to children and illnesses, please feel free to contact the director. It is our goal to provide the safest environment possible for children.

E. POLICIES

- a. **Child Abuse and Neglect:** All staff are mandated reporters under the child Maltreatment Reporting Act. The Director will report any suspected child abuse or neglect to the Department of Family and Child Care Services. If the Director is not available, the staff member has the authority to report the abuse or neglect. The abuse hotline is 800-483-5964. All suspected health related diseases will be reported to the Desha County Health Departments.

- b. Any suspected licensing violations are to be reported to the Department of Human Resources – Division of Child Care and Early Childhood Education. You can reach them at 501-682-8590.

- c. **Notification of Interviews:** In the event of a complaint against CCA/PD program, your child may be interviewed by a child care licensing staff, a child maltreatment investigator, and/or a law enforcement official for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental notice or consent)

- d. **Fire/Tornado Drill Policy:** Fire inspections will be conducted as required by minimum licensing and all actions taken to prevent a fire and to prepare in the event of a fire. Fire and Tornado drills will be held monthly. Drills are held to prepare the children in the event of a fire or tornado. A record of monthly drills are posted in each classroom.

- e. **Birth Certificate:** It is the policy of CCA/PD program to allow the parents/ guardians access to their child/children at any time during the day. Neither parent can be denied access to his/her child if their name is on the birth certificate, unless we have custodial orders, restraining orders, etc. on file at the center. Birth Certificates are required documents for your child's file.

- f. **Biting:** CCA/PD reserves the right to dismiss a child from the Center if continued efforts to correct the problem does not work. Parents will be notified of incidents as they occur. Three incidents within one month will require a parent meeting. The situation will be in review and close monitoring will determine the outcome.

- g. Smoking or vaping is prohibited in or on the premises. No alcohol, drugs, or anyone under the influence will be allowed on the premises.
Violators will be asked to leave, and authorities may be contacted.

- h. All visitors will be asked to sign in at the main office before visiting the center.

- i. Licensing compliance forms (DCC-521) shall be maintained at the facility for 3 years. They are available for parents to view upon request.

- j. Personal Records will be completed every year and updated every six months and as changes may occur.

Revised July, 2021

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P.O. Box 129
Tillar, AR 71670
870-392-2381

I _____ parent of
_____ have read, understand,
and agree to abide by the CCA/PD handbook and tuition
statement.

Parent Signature _____

Date _____

Revised July 2021

**Cornerstone Christian Academy Preschool/Daycare
Tuition and Fees-Statement/Agreement**

I, _____ parent of _____,
agree to pay my child's tuition and fees in the following manner:

1. **Preschool Half-Day (7:30-12:00) Monday-Thursday (August-May)**

- _____ \$ 135.00 bi-monthly
- _____ \$ 270.00 monthly
- _____ \$ 1,350.00 semi-annual
- _____ \$ 2,700.00 annually

2. **Preschool Full Day (7:30-4:00) Monday-Thursday (August-May)**

- _____ \$ 175.00 bi-monthly
- _____ \$ 350.00 monthly
- _____ \$ 1,750.00 semi-annual
- _____ \$ 3,500.00 annually

3. **Preschool Full Day with Extended Care (7:30-5:30) Monday-Thursday (August-May)**

- _____ \$ 200 bi-monthly
- _____ \$ 400.00 Monthly
- _____ \$ 2,000.00 semi-annual
- _____ \$ 4,000.00 annually

4. **Friday Afterschool Care (7:30-5:30) Each Friday that is not a scheduled closure day.**

- _____ \$20.00 per Friday **(This is not a drop- in option.)**

Yearly Enrollment Fees: \$300.00 due upon enrollment and each year after, prior to new school year.

Type of payment:

- _____ Cash
- _____ Check
- _____ Bank Draft (see attached) Available September-May for tuition only.
- _____ First National _____ Simmons _____ Credit Card _____ Other

By signing this, I agree to all charged above and the policies stated in the handbook. I understand that a two-week written notice is required to withdraw my child from the center and cancel my payments.

Parent Signature: _____ Date: _____