

# Cornerstone Weekday Preschool



2021-2022 Parent Handbook





## Cornerstone Weekday Preschool

Dear Parents,

Welcome to the Weekday Preschool Ministry of Cornerstone Baptist Church. We are glad you are interested in having your child participate in our Preschool Program. We have three primary goals that shape everything we do at our preschool:

1. To share the gospel of Jesus Christ by loving, guiding and actively teaching children Biblical concepts and values.
2. To educate and nurture "the whole child," which means we strive to help children develop their God-given intellectual, social, emotional, physical and language skills.
3. To provide a preschool experience where each child in our program feels welcome, safe, appropriately challenged, and unconditionally loved.

Please take the time to completely familiarize yourself with the policies and procedures in the attached Parent Handbook. In this packet you will find:

- ✓ Preschool Parent Handbook
- ✓ Preschool Registration Form
- ✓ Student Health Form
- ✓ Photo Release Form
- ✓ All About Your Child Form

Please note that a non-refundable registration fee must be turned in at the time of registration. If you have questions, please contact me and I will be happy to assist you. We look forward to having your child as a part of our program.

Loving His kids,  
Mrs. Holly Drummond  
Preschool Director



## General Enrollment Information

- ✓ Class placement is based on child's age as of August 31, 2021.
- ✓ Class days are Monday - Friday from 9:00am - 1:00pm.
- ✓ Classes are available for children ages 1 to 5.
- ✓ The school year begins the Tuesday after Labor Day and ends the Thursday before Memorial Day.

## Cornerstone Preschool Calendar 2021-2021

First Day of School	September 7, 2021
Teacher Workday	November 2, 2021
Veterans Day	November 11, 2021
Thanksgiving/Fall Break	November 24-26, 2021
Christmas/Winter Break	December 20, 2021 - December 31, 2021
Martin Luther King, Jr. Day	January 17, 2022
Teacher Workday	February 21, 2022
Easter/Spring Break	April 11 - 15, 2022
Last Day of School	May 26, 2022

## Non-Refundable Registration Fee

1 child - \$75.00

2 children - \$100.00

3 children - \$150.00

## Monthly Tuition

**3-day program- \$195** School days are Monday, Wednesday and Friday

**5-day program- \$275** School days are Monday through Friday

10% Cornerstone Baptist Church member discount

\*15% additional sibling discount

\*Discounts cannot be combined

## Tuition Payment Schedule

- ✓ September tuition- due by August 25, 2021
  - ✓ October tuition- due by September 25, 2021
  - ✓ November tuition- due by October 25, 2021
  - ✓ December tuition- due by November 25, 2021
  - ✓ January tuition- due by December 25, 2022
  - ✓ February tuition- due by January 25, 2022
  - ✓ March tuition- due by February 25, 2022
  - ✓ April tuition- due by March 25, 2022
  - ✓ May tuition- due by April 25, 2022
- Our monthly tuition is calculated by dividing our annual tuition fee into nine equal monthly payments. The tuition rate does not fluctuate according to the number of days in the current month.
  - There will be a \$10.00 late fee added if tuition remains unpaid on the 1<sup>st</sup> of the month.
  - Unless special payment arrangements are made with the program director, a child whose tuition payment is not turned in by the 5<sup>th</sup> of the month may not return to school until tuition is paid. After the 10<sup>th</sup> of the month, the child's slot may be given to a child on the waiting list.
  - There is a \$25 fee for a returned check. No checks will be accepted after a second returned check.
  - Tuition **IS NOT** prorated for shorter months during the school year due to illnesses, vacations, travel, holidays, five or less snow days and/or temporary absences.

## Payment Methods

Tuition payments may be made by check, money order or Text to Pay (instructions are in the Parent Information Center located on the wall across from the director's office). We do not accept cash. Please place payments (checks or money orders) in a labeled envelope and give them to the program director or place them in the drop box just inside the set of double doors on your way in or out of the preschool.

## **Inclement Weather Policy**

For updates regarding weather related closures, we loosely follow the Charlotte-Mecklenburg Schools website or the local news for the CMS operating status. We suggest you also sign up to use **REMIND** (instructions to sign up are located on the Parent Information table in the hallway) and receive communications directly from the director on your phone.

- If CMS schools are closed for the day, the preschool will be closed.
- If CMS schools delay opening by 1 or 2 hours, the preschool will start 1 hour later at 10:00am.
- If CMS schools dismiss early by 1 or 2 hours, the preschool will dismiss 1 hour early at 12:00pm.
- If CMS announces a delay or early dismissal of more than 2 hours, the preschool will be closed.

## **Withdrawal policy**

Thirty days written notice is requested if you plan to withdraw your child or wish to change the number of school days.

## **What your child needs for preschool every day:**

- ✓ Large, elementary-sized book bag labeled clearly on the outside with your child's name or initials
- ✓ Labeled lunchbox packed with lunch, drink and all needed utensils
- ✓ A healthy mid-morning snack, packed separately from lunch
- ✓ Comfortable, washable play clothes and closed toe shoes are required
- ✓ Coats, hats and mittens in winter weather\*
- ✓ Baby wipes and Pull-ups or diapers if not potty trained
- ✓ Labeled zip lock bag with a complete change of seasonally appropriate clothes

**\*We will go out every day unless the temperature drops below 40°**

All children enrolled in the three or four-year-old classes must be fully potty trained.

All children enrolled in the one-year old class should be able to walk, drink from a sippy cup and self-feed finger foods.

## **Illness Policy**

To protect your child, other children and teachers, a child showing the following symptoms will not be accepted in the classroom:

- Nasal discharge that is discolored
- Discharge from eyes or ears
- Severe sore throat or cough
- Respiratory problems
- Rash, open fever blisters or any skin irritation
- Diarrhea or vomiting
- Fever
- Conjunctivitis (pink eye)
- Open cut that is oozing
- Infectious/contagious disease
- Lice and/or nits

Children who appear ill or become ill during school hours will be isolated from other children. You will be notified immediately and asked to pick up your child. Children may return to preschool after they have been healthy and symptom-free for 24 hours and 14 days for COVID-19.

## **Serious Illnesses**

In the case of serious infectious illnesses (such as COVID-19, FLU, CHICKENPOX, STREP THROAT, HAND FOOT & MOUTH, etc.) parents are to notify the director as soon as possible so that the parents of other children in the classroom can be notified. A letter will be sent home to the parents with information on symptoms to be alert for. We do not disclose the identity of the ill child.

## **Immunizations**

Children must be up to date on all required immunizations before starting preschool. There are no exceptions to this policy. A copy of the child's immunization record must be turned in before the first day of school.

## **Medications**

The only medications given at school are emergency allergy medications for a child with a documented severe allergy and rescue inhalers for a child with asthma. An allergy action plan must be in place before an allergic child's first day of preschool. The medication must be unexpired and in the original container with the prescription label (if applicable) and labeled with the child's name and dosage. The same applies for a child with a rescue inhaler.



## **Emergencies**

In the case of an emergency or accident, parents will be notified immediately. If emergency treatment is required, 911 will be called.

## **Drop-Off**

Drop off time is between 8:55am - 9:15am. At 9:15am the preschool entrance is locked; attendance is recorded, and the school day gets underway. Please try to arrive no later than 9:15am. We don't want your child to miss out on any of the day's learning activities and late arrivals also disrupt morning circle time. If you do arrive later than 9:15am, please ring the doorbell at the preschool entrance and a staff member will let you in.

## **Separation Anxiety**

Tears and clinginess are common but harmless when toddlers and timid older children first start preschool. Your child's teacher will distract, soothe, comfort and engage your child in activities and help them learn that preschool is a fun and safe place to be. We encourage parents to be brief and upbeat at drop-off time. Your child will usually follow your lead. For most children, any crying stops within a few minutes and does not persist past the first couple of weeks of preschool. If your child is having an especially hard time adjusting, we will communicate and work with you to help your child grow to love preschool.

## **Car Line**

Starting the second week of school, we will have an optional car line available in the morning from 8:55am-9:15am. You will see two orange cones at the end of the sidewalk leading to the preschool entrance. Please pull up to the orange cones, driver's side away from the sidewalk, and a staff member will assist your child out of the car. Please observe the signs indicating the one-way flow through our parking lot so that our families are safe during drop off and pick up.

## **Car Line during Inclement Weather**

In case of inclement weather, morning **car line drop off** will be stationed at the covered entrance at the rear of the church. When using the church's rear entrance, cars also stop with the driver's side away from the curb.

## **Pick-Up**

Children are to be picked up from their classroom no later than 1:05pm each day. If there is a delay in picking up your child by 1:05pm, please call the director and advise when you will arrive. A charge of \$1.00 per minute will be incurred if a child remains after 1:05pm. . You will receive a notification of the late fee the next day the child attends preschool. Fees are due upon receipt of the notification.

## **Alternate Pick-Up Persons**

There is space on the registration form to list up to four people who are authorized to pick up your child. If someone who is not on the list will be picking up your child, you must notify the director and the child's teacher in writing. Any alternate pick-up person, on the list or not, must be prepared to present a picture ID when they come to pick up your child.

## **Photographs**

At various times during preschool, photographs may be taken of the children. They may be posted on our church/preschool website, preschool Facebook page, or displayed in the classrooms/church. We may also use them in our brochures and promotional material. Please complete the Photo Release Form attached for our files. If the form is not received at time of registration, it will be assumed that we do not have permission to photograph your child.

## **Discipline**

We expect kids to act like kids, and we have realistic and age-appropriate expectations for our preschoolers' behavior. Our best method of discipline is being role models of positive and Christ-like behavior ourselves. When behavior problems do occur, we may use one of the following responses:

- Ignoring minor negative behaviors
- Noticing and praising positive behaviors
- Redirecting a misbehaving child to a more appropriate activity
- Talking with the child and teaching empathy for others
- Loss of a privilege directly related to the misbehavior - example, for hitting another child with a block, losing the privilege of playing with blocks that day
- Having a child "take a break," which gives them a chance to sit in a quiet spot within the classroom for a few minutes, calm any strong emotions and return to class activities when he/she feels ready to rejoin the group

No physical punishment or harsh disciplinary treatment is utilized.

## **Aggressive Behavior**

Occasionally, a child will develop a pattern of aggressive behavior. Our desire is to work with the families through any difficult stage their child may be going through. If a behavior problem is recurring, parents may be called in for a conference with the teacher and/or the director. Our goal is always to come up with a plan that can provide the child with consistency at home and at school. We reserve the right to discontinue the enrollment of a child whose behavior is dangerous to themselves or to others.

## **Allergies**

Before the first day of school, parents must notify the school in writing of any allergies their child may have. Parents must promptly notify the director of any newly developed allergy in their child.

## **Nut Policy**

We are a nut sensitive school. This means if there is a student in your child's class with a severe peanut/treenut allergy, that entire classroom will be a peanut/treenut free zone. No nuts, nut butter or nut products will be allowed in that classroom. Parents will be notified in writing if their child's class is a peanut/treenut free room. Be advised that a room could become peanut/treenut free at any point during the school year. If this occurs a notification letter will go home to parents and a "No Peanut/Treenut" sign will be posted at the classroom door.

## **Parent Involvement**

Parents are always welcome to visit Cornerstone Weekday Preschool. Throughout the year you may want to come and have lunch with your child, be a guest story reader or help with special events. Please speak to your child's teacher to make arrangements.

## **Birthday Celebrations**

Please notify your child's teacher in advance if you would like to send in a small treat for your child's birthday. Birthday celebrations usually take place after lunch, around 12:30pm, and parents are welcome to come celebrate with their child.

## **Family Communication**

We need your help to maintain consistent, two-way communication between the weekday preschool staff and our preschool families. This is what we ask from you:

1. Check your child's folder every day for notes from the teacher.  
Use the folder to send notes to your child's teacher as well.
2. Read all preschool newsletters, notes and reminders.
3. Post the class activity calendar on your fridge and refer to it often.
4. Call and inform the school whenever your child will be absent.  
If your child becomes ill, let us know what symptoms they have experienced or if they have been diagnosed with a contagious illness.
5. Let the director know if your tuition payment will be late.
6. Share your expectations with us. Let us know what's important to you and what you hope your child gets out of their preschool experience.
7. Inform the director of any custody arrangements involving your child.
8. Let us know how we can pray for you! The preschool staff prays together every morning before school and we'd be happy to lift your family in prayer. Requests can be shared with the director or your child's teacher.

## **Notice of Nondiscriminatory Policy**

Cornerstone Weekday Preschool 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 based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

## Curriculum

We use theme-based units of study so that children are learning about something new and different each week. Teachers base their lesson plans on Wee Learn, which is a developmentally appropriate, Christian curriculum that emphasizes learning through hands-on activities. Learning experiences are planned to help children grow in a variety of domains: intellectual, social/emotional, fine and gross motor and spiritual.

Pre-K students also use a second curriculum called Handwriting Without Tears to help them with their academic preparation. Two things to note:

1. The pre-k handwriting book, Handwriting Without Tears, is \$12.00 due at the beginning of the year.
2. Pre-K students will study the letters of the alphabet from easiest to most difficult to write. The twos and threes classes introduce and work on the ABCs in alphabetical order, which is what you see on the unit calendar.

Children will also have scheduled class visits in the Exploration Room (except on chapel days or special visitor days) where they explore music and movement, learn about science and nature, do creative art projects and more.

Each school day follows a regular daily schedule that includes a mix of activities: structured and free choice, active and quiet, indoor, and outdoor. We have Bible time every day as well as Chapel twice a month.

We also have several special visitors come throughout the school year to expand on what the children are learning. Our special visitors may include:

- Firefighters with Ladder Truck
- Dental Hygienist
- Dance Instructor
- Seeing Eye Dog and Handler
- Special Visitor who teaches us about tools
- Mother Goose

## Weekly Themes and Focus Calendar, 2021-2022

<b>September - Respect</b> "Let's Learn to Obey"	<b>Focus Letters</b>	<b>Focus Shapes &amp; Colors</b>
9/7 Welcome to Preschool		
9/13 All About Me	Aa	
9/20 All About My Family	Bb	circle
9/27 Shapes, Signs and Colors	Cc	yellow & blue
<b>October- Patience</b> "Let's Learn to Wait"		
10/4 Safety Helpers	Dd	
10/11 Community/Church Helpers	Ee	triangle
10/18 All About Fall	Ff	orange & brown
10/25 Life on the Farm	ABCDEF Review	
<b>November- Gratitude</b> "Let's Learn to be Thankful"		
11/1 Machines, Tools and More	Gg	
11/8 Planes, Trains & Automobiles	Hh	square
11/15 Travel From Here to There	Ii	green, brown, black
11/22 We Thank God/Happy Thanksgiving	Jj	
<b>December- Generosity</b> "Let's Learn to Share"		
11/29 Little Cookie Bakers	Kk	rectangle
12/6 Let It Snow	GHIJK Review	red, green, gold
12/13 Celebrate Christmas	Ll	
<b>January- Cooperation</b> "Let's Learn to Work Together"		
1/3 Animals in Winter	Mm	
1/10 Nursery Rhymes	Nn	diamond
1/17 Healthy Foods	Oo	white, blue, silver
1/24 About the Five Senses	Pp	
<b>February- Kindness</b> "Let's Learn to be Kind"		
1/31 Taking Care of My Body	LMNOP Review	
2/7 All About My Friends	Qq	heart
2/14 Diversity/All About Others	Rr	pink, purple, red
2/21 Playful Pets	Ss	
<b>March- Honesty</b> "Let's Learn to tell the Truth"		
2/28 Happy Birthday, Dr. Seuss!	Tt	crescent
3/7 Wonderful Wild Animals	Uu	black, white, grey
3/14 Sun, Moon & Stars	QRSTU Review	
3/21 I Take Care of My World	Vv	
<b>April- Perseverance</b> "Let's Learn to Keep Trying"		
3/28 All About Spring	Ww	oval
4/4 All About Easter	Xx	pastels
4/18 All About Dinosaurs	Yy	
4/25 Insects and Spiders	Zz	
<b>May- Citizenship</b> "Let's Learn to Help Others"		
5/2 The Big Wide Ocean	Review VWXYZ	review all shapes
5/9 Our Favorites from the School Year	Review A - Z	review all colors
5/16 Blast Off to Summer		

(Please Note: Our Pre-K class introduces letters according to the Handwriting Without Tears calendar.)



**Cornerstone Weekday Preschool**  
**A Ministry of Cornerstone Baptist Church**  
8947 Albemarle Road  
Charlotte, NC 28227  
704-537-1097 ext. 22  
704-566-8306 Fax  
[www.cornerstoneprek.org](http://www.cornerstoneprek.org)  
Mrs. Holly Drummond  
Weekday Preschool Director  
[drummondhh@yahoo.com](mailto:drummondhh@yahoo.com)