

Items Needed for the First Day/Every Day of School

Each child should have :

- All paper work completely filled out
- A backpack labeled with their name on it, with a complete set of seasonal clothes in it
- Water bottle/Cup labeled with the child's first name and last initial
- Labeled lunch box (Summer Program)
- Labeled snacks (Summer Program)

Field Trips (Summer Program)

The Cornerstone Kids Program will take Field trips throughout the summer. Parents should send a booster seat for any child still required to ride in one. Notice of field trips planned will be posted at the door each week. Parents will receive a copy of planned summer field trips at the beginning of the summer. Field trips are subject to change. Parents will receive notice of changes as soon as possible.

Transportation

Cornerstone Kids will be providing transportation for your child. Buses/Vans from Fellowship Church will be the primary transportation source with Cornerstone Kids to provide services after school, and during the summer when needed for field trips or other off-site activities. **In order to confirm transportation for your student to the Cornerstone Kids program during the school year, please contact the program director for specific steps.**

Daily Check In/Out Procedures Summer Program

Arrival: Drop off location will depend on the time you arrive. A schedule will be given to parents at the beginning of the summer. Children should not be left in a room unsupervised without a teacher being present. Children should not be sent in the building by themselves, parents must sign them in. Parents must have their key card to enter the children's wing. If a parent forgets or someone else is picking up their child, then ringing the bell in the front lobby or contacting the director by phone will alert someone to the door.

Someone other than yourself will be picking your child up, it is your responsibility to let the teacher/director know and to make sure that they are listed on your child's registration form as an authorized pick-up person. They will be required to show their photo ID when picking up your child. If changes are made after your child's morning drop off, you must call the director and let her know of the changes being made and who will pick your child/children up that day. You may list as many people as you wish on the registration form as authorized people to pick your child up.

As stated above, children will be dismissed only to those adults whose names appear on the Registration Form. Parents or the responsible party picking up your child/children are required to sign them out with the teacher. Please make sure that your child's teacher or designated teacher is aware of your child's departure.

1. The Cornerstone Kids Program has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permanent custody to one parent or to a third party, or has issued some other order pertaining to the child. The school must be furnished with a copy of the document.
2. If a parent appears to be under the influence of alcohol, or other drugs, as determined by the Director or another Staff member upon arrival, a person of the staff's choice for help will be called. We want to ensure that the child and parent arrive home safely. If the parent refuses, the police will be called immediately.

Health and Medical

- A daily visual health check assessment will be given to your child as required by standard 746.501(26) by the classroom teacher. If there are changes in appearance/ behavior that aren't the norm for your child, the teacher will note these changes and contact parents, if necessary.
- A current record of the child's immunizations and physician's statement must be furnished or on file at their school year school.
- Parents are responsible for keeping current information in our files: the name of your child's physician, the name of the person to contact in an emergency when a parent cannot be reached, as well as current home and work phone numbers and cell phone numbers. If any of this information changes please let us know immediately.
- In the event of an accident or illness requiring medical attention, the child's parent will be called immediately. If we are unable to locate a parent, church staff or the director will call 911.
- ***In the event there is an accident requiring immediate medical attention (ie., a broken arm, leg, concussion, etc.) we will contact 911 first and then notify the parent(s).***
- **Always be sure the school knows where to contact you. Keep all phone numbers and addresses current in our records.**

Absences

We ask if you know ahead of time your child will be absent to let our staff know, to help with planning for the day.

Illness

A child may not be brought to school if they are ill. We are depending on you to help us maintain this policy.

An ill child **must not** be admitted for care if one or more of the following exist:

- The illness prevents the child from participating comfortably in facility activities.
- **Fever** (within the last 24 hours) If your child has an ear reading of 100.4 or greater or an armpit temperature of 99.4 degrees or greater accompanied by behavior changes or other signs of symptoms of illness, this indicates that the child cannot be included in school activities and you will be notified.
- **Diarrhea** (within the last 24 hours) children will be sent home after two incidents of diarrhea in one day
- **Vomiting** (within the last 24 hours) Vomiting will necessitate our sending your child home.
- **Impetigo** (until all lesions have healed)
- **Pink Eye** (24 hours after antibiotic has been administered)
- **Strep Throat or Sore Throat** (24 hours after antibiotic has been administered)
- **Persistent Cough**
- **Head Lice** (all nits removed from hair and proper cleaning treatment received)
- **Chicken Pox** (at least one week after eruptions appear or until lesions are dry)
- **Rash**
- **Persistent Nasal Drainage with color**
- **Other communicable disease**

Parents will be notified to pick up their child immediately if signs of illness occur during the day. A strict 24-hour symptom-free window must be observed before returning to school. In the case of fever, the child must remain fever-free for 24 hours without the aid of fever-reducing medications before returning to school.

Immunizations

Each child enrolled must meet current immunization requirements specified by the Texas Department of Health. You may find more information about what is required for the specific age of your child at the Texas Department of Health Internet website at www.tdh.state.tx.us/immunize. **During enrollment in the Cornerstone Kids program each child must stay current with these immunizations, and we require that, as immunizations are given to your child you bring us documentation of those for our files or that they are kept on file at their school year school and we have been provided with the name of that school.**

Medications

The Cornerstone Kids Program may not administer any over the counter medication to a child. Please do not ask your child's teacher to give over-the-counter medicines or prescription medication. Prescription medications can be given by the director with a doctor's note. Please bring the medication and doctor's note to the director's office to fill out paperwork. Your child may not have medicines in their personal bags, and can not administer medication themselves.

Rescue medications such as inhalers, Epi-pens, etc need an action plan on file with the director (a copy will be shared with the teacher). Rescue medications will be kept near your student in the event of a need.

Discipline

Teachers use positive reinforcement and redirection techniques to modify behavior that is inappropriate or destructive. A brief separation from the group may be necessary if a child's behavior is uncontrolled. Parents will be asked to attend a conference if there is a problem, which cannot be resolved by the staff. The center and the home will work together to arrive at a solution. If a solution is unobtainable, or the behavior places the child, staff, or other children in jeopardy, the director reserves the right to dismiss the child.

Code of Conduct

Students are expected to behave in an appropriate manner and strive to be a good example of Christian boys and girls to the community. The goal of our Cornerstone Kids program is to direct students toward acceptable behavior which helps develop self-control and to maintain the order necessary to accomplish the academic and social growth we desire. We do not see discipline as punishment but rather as correction. Students will be corrected for displaying behavior such as:

- Actions that disrupt the class or interfere with the learning process of the child or of his classmates
- Actions that could possibly cause physical or emotional harm to the child or his classmates
- Actions in direct violation of a well-explained school or classroom rule
- Willful disrespect toward the teacher.
- Use of profane or unwholesome language.

Most correction will be handled by the teacher through verbal reminders, or by restricting the child's privileges. Parents will be notified if continued problems exist. Behavior contracts may be formed to help the student work towards better behavior goals if needed.

In cases where a problem persists and there is no behavior change, a child will be sent to see the Director to "think about" cooperating in the classroom. Parents will be notified if their child is sent to the Director. Much care is taken to insure that correction is handled properly and without anger. We do not expect perfection from our students, but we do expect reasonable cooperation.

Parents are expected to support and uphold the Cornerstone Kids Program policies. This cooperation produces the program's effectiveness.

If at any time misunderstandings develop between the Cornerstone Kids program and the home, it becomes the obligation of both to resolve these in a Biblical fashion; that of going directly to the parties involved for clarification and explanation. The program agrees to work closely with the parents in the education of their child/children. This includes provision of competent teachers, a full and developmentally appropriate curriculum, regular reporting, proper student supervision, and communication with the home. Cooperation with the program's policies, as well as, parent participation is critical to the health and well-being of the program and the child.

Challenging behaviors including aggression

Challenging behaviors, including aggression, are a serious safety matter for all of the children in our care and require immediate attention. Cooperation between staff & parents is imperative in working toward a solution. Parents will be made aware of an ongoing problem of a challenging behavior by written note or verbal communication with the parent. If needed the Cornerstone Kids director and parents will meet to discuss strategies to address the behavior. If the parent is unable to meet with the director within a reasonable timeframe, the child may be temporarily suspended from school attendance until such time a meeting may be arranged.

Challenging behaviors that a solution can not be met can result in being removed from the classroom. If the child has to be removed from the classroom, the Cornerstone Kids director, in consultation with the parents, will decide when the child is able to return to the school. Re-admittance to the school will be on a trial basis to ensure the behavior does not recur. If the behavior continues, the child may be subject to dismissal from the program.

Dismissal

The school reserves the right to dismiss a child upon a one-week notice for serious behavior problems or non-payment of fees. It is also understood that the Director of the Cornerstone Kids Program has the authority to terminate enrollment for non-compliance with policy.

Clothing

Please send your child in comfortable play clothes that can get messy everyday. We will enjoy messy activities and we will play outside as long as the weather allows. For certain activities we may request specific clothing, such as sneakers or swim wear.

Emergency Drills / Plans

- Once a month our children will participate in a fire drill. During this time, classes are expected to exit the building in under three minutes. If you are on campus during one of our fire drills, please exit the building with your child's class.
- Every three months, we will also practice tornado drills and lock down drill.

Emergency Preparedness Plan

Our Emergency Preparedness Plan is located in the Footsteps office. Please stop by if you would like to view a copy.

Lunch/Snacks

During our summer program, Cornerstone Kids does not provide any meals. Parents are responsible to send all food their child will need to consume each school day. Food should be packed in an insulated lunch box with an ice pack if items need to stay cool. Lunches will not be put in the refrigerator. Lunch boxes should be labeled with child's first and last name.

Parents are encouraged to send nutritious snacks and lunch. Please avoid sending candy, soda, and other high sugar items.

A morning and afternoon snack time will also be on the schedule. Please make sure to send items for those snack times.

During our After School Program, a healthy snack will be provided for each child.

We are a completely **NUT FREE** program-this includes **PEANUTS AND ALL OTHER NUTS SUCH AS ALMONDS, CASHEWS, PISTASIOS, HAZELNUTS, NUT MILKS ,ETC. AND ALL PRODUCTS MADE WITH NUT INGREDIENTS.**

Birthdays

Every child's birthday may be celebrated at the school. If you wish you may send a birthday treat. Please let the Director know a week advance that you are bringing a treat. Teachers will let other classroom parents know that a "birthday treat" is being shared that day by posting a sign at the sign-in table or by email, texts, or verbal communication so that all parents are informed and have the chance to 'opt out' or provide an alternate treat for their child, if desired.

Outdoor Play

We will be outside at times during the day unless weather does not permit it. During the cold months, please send labeled coat. During very cold or very hot weather, outside time will be limited for the safety of the children.

Bringing Toys from Home

Children love to bring their belongings to school, but very often they leave upset because a beloved item is lost or broken. **Please do not send items from home that are irreplaceable. Toys from home will be kept in backpacks unless there is a special time for them.**

Screen Time

Cornerstone Kids uses screen time in moderation during the school day. We will use movement and music videos in our lessons. We will have movie days (Summer Program only) All movies will be G or PG. We will try to have the week's movie posted on the field trip notice.

Water Activities

Cornerstone Kids will have water activities as part of some field trips as well as water activities on campus. Your child will need to bring his/her swim suit, a towel and sunscreen to be applied to protect them from the sun on these special days. Field trips to pools will be ones that have lifeguards present.

Program Visitation

You are welcome to visit your child's classroom at any time. You are required to let the director know if you are going to stay for a visit. If you wish to schedule a conference, please contact your child's teacher or the director. Parent - teacher communication is vital for the best care of your child.

Camp Fellowship

The 3rd week of July every summer is our Church's week long, all day, Vacation Bible School. We are a ministry of the church that week, and are unlicensed. Cornerstone Kids parents may sign their children up for Camp Fellowship if they wish. Parents can register for the Camp through the church's webpage.

Media Release

I consent that photographs, artwork, audio, video, or writing submitted may be used by the Fellowship Church Cornerstone Kids, its assigns or successors, in whatever way they desire, including TV, CD, DVD, web page, publication, and any other form for the storage, retrieval and reproduction of information, images. Furthermore, I hereby consent that such information, photographs, videos, and the plates and/or tapes from which they are made shall be their property, and they shall have the right to sell, duplicate, reproduce and make other uses of such information, photographs, videos, recordings, and plates as they may desire free and clear of any claim whatsoever on my part. You may opt out of any or all of this on your child's handbook/consent form. If needed you may use the back to explain what items you consent to.

No Smoking

Smoking is not allowed on the property of Fellowship Church.

Child Abuse

No one likes to talk about child abuse, but it is a real issue and it happens to real children. Centers and staff members are required by law to report suspected child abuse, neglect or sexual molestation to the Texas Department of Family and Protective Services (1-800-252-5400), www.tfps.state.tx.us and the local police. Failure to report by a staff member or "Footsteps" is a Class B Misdemeanor. Aside from legal implications, the failure to make a report would mean neglect on our part to protect children in our care. We will not knowingly fail to protect the children. The local Texas Department of Family and Protective Services office is at 14,000 Summit Drive, Suite 100, Austin Texas 78728, and can be reached at (512) 834-3426.

Complaint Procedure

If you have a complaint or concern:

- Express it promptly. Keeping it to yourself can cause ill feelings and friction which decreases our effectiveness.
- Tell it to the right person. Concerns regarding the school or operations should be expressed directly to the Director.
- Express your concern clearly. Make sure the person to whom you are expressing your concern knows all the details of the situation; exactly what you are concerned about and why. Misunderstanding could lead to further problems and needless hard feelings.
- Pray about it. Ask God to help make your complaint in such a way that it will result in the improvement of Cornerstone Kids.

Other Terms/Signatures

Parents are expected to cooperate with the policies of the Cornerstone Kids Program, perform the obligations of parents set forth in this Handbook and abide by the rules, regulations and policies provided by the school. Parents must read the terms of this handbook and ask questions until they have been satisfactorily answered. Parents must release the Footsteps Program and church, its director, church staff and school staff from any liability for injury or damages of any kind not resulting from gross negligence.

Modifications of this Agreement

This handbook may be modified by the school, by written notice to the parents, whenever any circumstances covered by the Handbook change.

Cornerstone Kids operates as part of the Fellowship weekday Education Program. Fellowship weekday Education Program is licensed by the Department of Family and Protective Services (DFPS). The physical address for DFPS is 14000 Summit Dr., Ste 100, Austin Texas 78728. A copy of the Minimum Standard Rules for licensed childcare centers is available for you to review in the school office. You will find the most recent licensing report posted in the school office. Footsteps works as a partner with DFPS to ensure that we will help protect the health, safety and well-being of your child. The local licensing phone number is (254) 526-9011. The general DFPS Child Care information Line is 1-800-862-5252 or you can visit the DFPS website www.dfps.state.tx.us. Texas state law requires the staff of this child-care facility to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or a law enforcement agency. The toll-free Child Abuse Hotline is 1-800-252-5400.

Policies are reviewed annually and updated as deemed necessary
Parent Handbook: Revised June 2018



Parent Handbook Acknowledgment Form 2018-2019 Year

(Please initial beside each statement. If entry does not pertain to you please write NA)

____ I have received and read the Parent Handbook for the Fellowship Church "Cornerstone Kids" Program. I understand and agree to its policies and procedures.

____ I understand the Fellowship Church "Cornerstone Kids" Program discipline and guidance policy as stated in the handbook

____ I understand Fellowship Church "Cornerstone Kids" Program will be providing transportation from LHISD schools to Fellowship Church via church buses/van. As the parent/guardian, I am responsible to confirm this transportation arrangement with my child's school to ensure the school is aware of the busing assignment

____ I understand Fellowship Church "Cornerstone Kids" Program is not responsible for meeting my Child's nutritional needs as stated in the handbook.

____ I understand Fellowship Church "Cornerstone Kids" Program will provide a daily, nut free snack. I agree that any additional snack I choose to send with my child will be nut free

____ I understand Fellowship Church "Cornerstone Kids" Program requires a Food Allergy Emergency Plan if my child has a known food allergy that has been diagnosed by a health-care professional. According to

§746.3817, this needs to include:

- (1) a list of each food the child is allergic to;
- (2) possible symptoms if exposed to a food on the list; and
- (3) the steps to take if the child has an allergic reaction
- (4) The child's health care professional and parent must sign and date the plan.

My signature affixed here to witnesses my willingness to abide by the Parent Handbook Policies of the Fellowship Church "Cornerstone Kids" Program.

Date

Signature of Parent/Guardian

Child's Name

Signature of Parent/Guardian