

Cornerstone Christian

Preschool, Kindergarten, Infant Care

Parent Handbook



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Our Mission

Cornerstone Church and School exist to glorify God by making disciples of Jesus out of a broken world (through evangelism and missions) and encouraging Christ-likeness through the relevant teaching of God's Word corporately, in small groups, and individually.

Our Philosophy

It is our purpose to help each one of our children know that God loves them and has a purpose for their lives. God made the world and the things in it. We provide a happy experience for the children so they may express their love and thankfulness to God through conversation, singing, praying, and helping care for the things in His world.

Learning occurs through exploration, hands on materials, individual choice, play, movement, and senses. We strive to teach the "whole" child: spiritually, socially, emotionally, cognitively, creatively, and physically. Meaningful experiences and play are vital tools used for helping the child develop a concept of himself, God, and others. All of these aspects of learning take place in an environment of love and trust, where the children can grow.

Teach me to do Your will, for You are my God... Psalm 143:10

Our Organization

Our school is a ministry of Cornerstone Church. We are licensed by the Department of Social Services in the State of California. Standards are consistently maintained to meet the requirements by this licensing agency. The school has a licensing capacity of 108 children per day. We are licensed for children between the ages of 6 weeks and Kindergarten age.

Pursuant to Title 22 section 101200(b)(c) of the California Administrative Code, the Department of Social Services has the authority to interview children or staff, and to inspect and audit child or child care center records without prior consent. The Department also has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.



*Train up a child in the way he
should go: and when he is old he
will not depart from it.*

-Proverbs 22:6-

Our Program

Special attention is given to appropriate school behavior, building a positive attitude toward learning, and laying a strong foundation for academics in order to prepare the children for the elementary experience. Through the use of various vehicles of developmental education, the school day is planned to meet the needs of growing children.

Spiritually:

Jesus is the Cornerstone of our curriculum. Every day the children are reminded through stories, Scripture, prayer, and/or video presentations pertinent to the day's lessons, that "He is the way, the truth, and the life" (John 14:6), and no one gets to Heaven but through Him. All things were created by God for our pleasure. The children need to be encouraged through our example and lessons, that true joy is found in Jesus Christ.

Academically:

Children need to be introduced to the wonders and the excitement of education. The preschool years are for the discovery of how exciting learning can be. It is the responsibility of the school staff to introduce learning through appropriate developmental styles and prepare the older children for the transition into their elementary years.

Socially:

Children will be encouraged to practice life skills and given the opportunity to develop friendships with other children their age. It is at this young age that Christian character is implemented into everyday life. Learning to share, respect others, and use proper communication skills are important attributes for the preschool age child. Valuing relationships and understanding the importance of obeying parents and teachers are strongly encouraged.



Our Program (cont.)

Physically:

...I am fearfully and wonderfully made...Psalm 139:14. God made us, and at Cornerstone, the children are encouraged to use their bodies in a way that is well and pleasing to the Lord. We encourage large muscle development through outdoor activities of all kinds. The playground and outside games with the teachers are all part of that structure. Small muscle coordination is practiced through arts and crafts of all kinds, as well as small motor manipulative toys, games, and puzzles.

Emotionally:

A positive environment is provided to nurture security, self-respect, and a healthy, Christ-centered self-concept. Each child is praised for his individual accomplishments and loved and nurtured as the wonderful child Christ Jesus created. It is our prayer that we exemplify the attributes of Christ through our behavior with the children and the encouragement that we give them daily.

Creatively:

Children are encouraged to express creativity through the use of multiple materials provided for process art. Imagination is enhanced when activities and centers are made available. Songs, stories, and dramatic play are all encouraged to create opportunity for expression.

I am a child of God!



Photo by Hannah Rodrigo on Unsplash



Doctrinal Statement

Cornerstone Church, and therefore of Cornerstone Christian Preschool, Kindergarten, and Infant Care, is based entirely on God's Word, the Bible. These Articles of Faith summarize basic Biblical teachings and are binding upon the members (I Corinthians 16:13; Ephesians 4:11-15; Titus 2:1-10). They do not exhaust the extent of the faith, nor are they intended to limit the church's authority, responsibility, or freedom to carry out its purpose as mandated by God in Scripture (Matthew 28:19-20).

WE BELIEVE...

- **The Bible**, consisting of the Old and New Testaments, is the verbally inspired Word of God. It is inerrant in its original writings and is the only supreme and final authority in all matters of faith and life. (John 17:4-17; I Corinthians 14:37; II Timothy 3:16; II Peter 1:19-21; I Thessalonians 2:13).
- **God** is one God, eternally existing in three persons: the Father, the Son, and the Holy Spirit. They are equal in divine perfection and attributes, yet execute distinct but harmonious offices in the great work of redemption (Genesis 1:26-27; Deuteronomy 6:4; I Chronicles 29:11; Matthew 28:19).
- **The Father** is a divine being with all the attributes of God and qualities of personhood. As the first person of the Godhead, He orders and disposes all things according to His own purpose and grace. The Father saves from sin all who come to Him through faith in Jesus Christ (Psalm 145:8-9; Ephesians 1:3-23; I Corinthians 8:6; John 1:12; Romans 8:15-17; Romans 10:9).
- **Jesus Christ** is the true God-man. He was conceived by the Holy Spirit, born of the Virgin Mary, lived a sinless life and crucified for our sins. He died, was buried, and was resurrected bodily after three days. He ascended into heaven and lives there as our High Priest and Advocate (Matthew 1:20; Luke 1:35; John 1:1, 2, 14; 12:45, 14:9; Acts 1:8-11; I Corinthians 15:4; I Timothy 2:5; Hebrews 4:14-16, 7:25; I John 2:1-2).
- **The Holy Spirit** is a divine person with all the attributes of God and qualities of personhood. By Him every believer is called, regenerated, baptized into the Body of Christ, sealed, filled, and continuously sanctified. Every believer is indwelt by the Holy Spirit at the moment of salvation (Romans 8:9; Ephesians 1:13-14; I Corinthians 12:13).
- **Angels** are personal beings created to worship and serve God and are not to be worshipped by man (Psalm 91:11-12; Matthew 1:20, 22:30; Hebrews 1:14).
- **Satan** is the unholy prince of this age and the author of all the powers of darkness. He and his **Demons** are fallen angels. They rebelled against God and are destined to eternal punishment in the lake of fire (Genesis 3:1-5; Isaiah 14:12-17; Ezekiel 28:12-19; Matthew 4:1-11; Ephesians 6:10-18; Revelation 20:1-3, 7-10).

- The direct **Creation** of the universe and man was accomplished by God, according to the Genesis account of creation, apart from any process of evolution (Genesis 1 and 2).
- **Man** was created in the image of God. He sinned and thereby incurred physical death and spiritual death, which is separation from God. All humans are born with a **Sin Nature** (Genesis 1:26-27, 2:7, 15-17, 3:7; Romans 5:12-21).
- **Salvation** is entirely of grace through the work of the Lord Jesus Christ. His death was a representative and substitutionary sacrifice for our sins. All who believe in Him are justified by His shed blood, and their salvation is **Eternally Secure** (Ephesians 2:8-9; II Timothy 1:9; Titus 3:5; Hebrews 7:25).
- The **New Birth** is a supernatural work of the Holy Spirit by which all who receive the Lord Jesus Christ by faith become children of God (John 1:12, 3:1-16; Ephesians 1:13-14).
- All true **Believers** are **Priests** and have the privilege of direct access to God through Christ and understanding of the Scriptures through the Holy Spirit (I Timothy 2:5; I Peter 2:5-9; II Peter 1:20; I John 2:27; Revelation 1:6, 5:9-10).
- **The Church**, a distinctively New Testament organism, is the universal Body of Christ. The local church is an independent and self-governing body under the headship of Jesus Christ and the authority of His Word. It is composed solely of born-again, baptized believers associated in faith and fellowship (Matthew 28:19; Acts 2:42, 46-47, 8:30-39; I Corinthians 11:23-26; Ephesians 1:22-23, 4:11-16, 5:25-27; Colossians 1:18).
- **Baptism** is the immersion of believers in water as a testimony of faith and public identification with the crucified, buried, and risen Savior, symbolizing death for our sins until He comes and should always be preceded by solemn self-examination (Matthew 28:19-20; Acts 10:47-48; Romans 6:3-4; I Corinthians 11:23-33).
- The **Rapture** of the church is the catching up of all believers, living and dead, at Christ's imminent return. It will be followed by a period of tribulation, the visible bodily return of Jesus Christ to this earth, His millennial reign, the Great White Throne Judgment, and the eternal state (I Corinthians 15:51-53; I Thessalonians 4:13-17; Titus 2:13; Revelation 20:1-15).
- We believe in the **Bodily Resurrection** of the dead, both of the lost and the saved: For the lost, everlasting conscious punishment in **Hell**, eternally separated from God; and for the saved, the everlasting enjoyment of God's presence in **Heaven** (John 5:29; I Corinthians 15:20-24; II Corinthians 5:8; Revelation 20:11-15).
- **Civil Government** is the divine origin and appointment for the interest and order of human society. Civil authorities are to be prayed for, honored, and obeyed in their legitimate, God-ordained spheres of responsibility. When civil authorities contradict or oppose the authoritative Word of God, the church must obey God (Matthew 22:21; Acts 5:29; Romans 13:1-7; I Timothy 2:1-2).

The Relationship of Home, Church, and School

God established the family before all other institutions. “Therefore a man shall leave his father and mother and be joined to his wife, and they shall become one flesh” (Genesis 2:24). Children belong to God, and He has given parents, not government at any level, the responsibility for the education of those children. “And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your head and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.” (Deuteronomy 6:6-9).

God has also seen fit to raise up the New Testament Church. Local churches are centers of evangelism for the lost and edification for believers. Many Christian schools have come about as ministries of local churches. As such, they are extensions of the education ministries of those churches. Cornerstone Christian Preschool, Kindergarten, and Infant Care is this kind of school.

The Christian school cannot and must not attempt to replace either regular church attendance or the family in the lives of students. Parents cannot use the church or the school as excuses to shirk their responsibilities. Rather, the church and school are to supplement and enhance that which Christian parents should teach their children.

The ideal situation is one which Christian parents teach their children in accordance with God’s Word, attend and participate in church ministries on a regular basis, and send their children to a Christian school for the right reason—to receive a quality Christian education.



The Nature of Christian Education

Christian education must go beyond the imparting of knowledge to the application of truth in such a manner as to bring wisdom. “For the LORD gives wisdom; From His mouth comes knowledge and understanding” (Proverbs 1:2-4). Knowledge without wisdom can be a dangerous thing. Christian education recognizes that man is more than a physical, intellectual, and social being. He is also a spiritual being and must have his spiritual needs met. Only God can satisfy these needs. To ignore this fact is to deal incomplete education. We are interested in far more than giving students the academic skills they need to survive in the job market. We, like Solomon, believe the purpose of education is “...to know wisdom and instruction, to perceive the words of understanding, to receive the instruction of wisdom, justice, judgment, and equity; to give prudence to the simple, to the young man knowledge and discretion...”(Proverbs 1:2-4).

Christian education interprets every area of instruction in light of the truth of God’s Word. In doing so, we recognize the fact that all truth is from God, and His knowledge and wisdom are far above human knowledge and wisdom.

Admission and Enrollment

Enrollment is offered to all children in the community. Children must be between the ages of 6 weeks old and Kindergarten.

In order to become a member of the Cornerstone Christian family, all forms required by the State of California and Cornerstone Christian Preschool, Kindergarten, and Infant Care must be completed and returned with the current enrollment and emergency kit fee. Enrollment cannot be considered until this time. Current **Immunization Records** are required for each child. A **Physician's Report** must be completed, stating that your child is in good health and able to participate in the program.

In some circumstances, if the classes are full, your child may be placed on a waiting list. No fees are charged to be put on the waiting list. Enrollment is not guaranteed until an opening is found and all paperwork and fees are submitted.



Hours of Operation:

Cornerstone Christian Preschool, Kindergarten, and Infant Care will be open Monday thru Friday from **7 am to 6 pm**. We offer three different options to meet each family's individual need.

Preschool Only-8 am to 12 pm

This is a developmentally appropriate, planned school day.

A free lunch will be provided.

School Day Option-8 am to 3 pm

This includes the above preschool day with extended time for further enrichment. A free lunch will be provided.

Extended Day Option-7 am to 6 pm

For those families who need a full day of care. This includes the above programs and a more loosely constructed after school program. A free lunch will be provided.

As the center closes at 6 pm, families who pick children up later than 6 pm will be responsible for a \$10 late pick up fee for the first 5 minutes, and \$1 per minute thereafter. Please make every effort to be on time to pick your child up.



Tuition Payments:

Tuition is collected prior to the month of attendance to reserve the space of each child in the school. Tuition **does not** vary from month to month regardless of the holiday schedule or the attendance of the child. Absences **cannot** be made up. Financial obligation remains the same.

Monthly tuition payments are handled through our ProCare system. Payments must be directly paid through our ProCare system from either a checking account or credit card which you have put on file. Payments will be made on the **1st of the month and late after the 3rd**. Please make these arrangements with the Front Office.

****Payments that are declined or late will be assessed a \$25 fee.**

****Any changes to your tuition amount and/or payment schedule will be charged a \$25 processing fee, due at the time of the request. Changes can only be made if scheduling is available and ALL changes must be approved by the Director.**



Other Fees:

It is important for your student to be on time for class. Late arrival is disruptive to the class and your child may miss out on important learning opportunities that are instrumental in their educational growth. We ask that students arrive no earlier than 7:00, and no later than 9:00am.

Early Drop Off - If you need to drop your child off before 7:00 am, there will be a **\$5** early drop off fee. Early drop off must be cleared with administration in advance.

Drop In Charges - If you need your child to attend on a day they are not regularly scheduled for, you may request a drop in. Drop ins must be cleared in advance with administration. Drop in fees are as follows:

8:00am-12:00pm: \$50

8:00am-3:00 pm: \$60

7:00 am-6:00 pm: \$70

Day Care - If a need arises and you must leave your child for extra hours above and beyond what you are contracted for, there will be a **\$10.00 per hour** charge. This option is meant to be used on occasion and is only available on the days your child is currently enrolled. This option also requires advance approval from administration.

Diapering Fee - An extra fee of **\$25 per month** will be charged to all children who are not fully potty trained at 3 years old. This fee is to cover the cost of staffing increases necessary to meet the demand of diapering and toilet training.

****9:00 am is the cut-off for dropping off your child/children for the day. Only children with prior approval will be accepted into school after 9:00 am.**

Arrival and Dismissal Procedures:



Parents / Guardians will be assigned an access code. This code provides door access and allows you to check your student in and out each day. All students must be logged in upon arrival. A ProCare Touch check-in station is conveniently located in the front office. Entering the building DOES NOT check your child in. It is important to remember that every person authorized to pick your child up, who does not have an access code, must stop at the front desk and show photo id. Those authorized to pick up your child must be 18 years of age or older.

In case of an emergency and a person not already authorized needs to pick up your child, the front office must be notified. A photo ID will be required to verify the information given. The safety of your child is our first concern.



Holiday Schedule:

School will be closed the following days

- Labor Day
- Veteran's Day
- Thanksgiving (one week)
- Christmas Break (one week)
- New Year's Eve & New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day



Please check the school calendar for exact dates of these holidays and possible 1/2 day schedules. Various teacher in-service days may be added to the calendar if deemed necessary by the director.



Student Dress Code



1. Preschool is fun and can be messy. Allow children the freedom of fun by making sure that their clothing is appropriate for the school day. Washable, comfortable clothing is best.
2. Closed toe, comfortable shoes are the best for school. Shoes **without** a back strap are not allowed (NO flip flops). Tennis shoes are suggested.
3. Make sure that t-shirts and sweatshirts with slogans and advertisements are appropriate for school. If there is a question, don't have your child wear the clothing to school.
4. Make sure that all outer garments (sweaters, coats, sweatshirts) are clearly marked with the child's name.
5. All children need to bring a change of clothing to be kept at school for emergencies. Make sure that everything is marked and placed in a plastic zip-lock bag. Include underwear in the bag. If clothing is used, it is the parent's responsibility to return another set of clean clothing to school the next day. (A change of shoes is also suggested for children who are not potty trained yet.)

Personal Items

Children are requested to leave **ALL** personal items at home on an everyday basis. Teachers will be advising families of special share days so that the children may bring an item to share with the class. On these special days, please be sure to mark items for easy identification. **We are not responsible for lost, torn, or broken items.** We will make every effort to make sure the items are cared for properly.



Health and Safety

The children's health and safety is our utmost concern. As a team of families and staff members devoted to keeping children healthy and feeling safe in their environment, there are a variety of important issues to keep in mind.

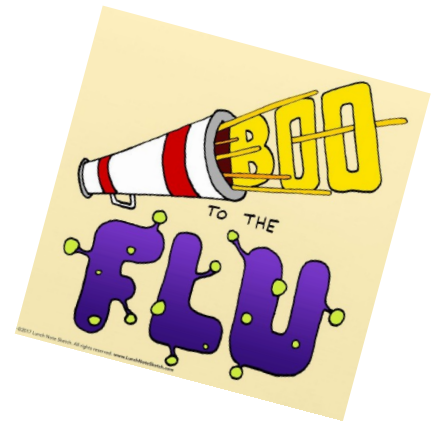
ILLNESS POLICY

Do NOT bring sick or contagious children to school. We have many children in our center and illness spreads rapidly. While we understand the urgency for some families to have care for their children on a daily basis, we also know that it is important for the many children in our care to be protected.

If your child is sick or unable to come to school, we ask that you phone us by 9 am to let us know. We do everything possible to provide a clean, germ-free environment. This includes regular sanitization, washing hands frequently, and teaching children good basic health practices. However, even with these practices in place, children can still get sick. We ask that if your child is *too sick* for school and normal activities, that you keep them home.

What is too sick for school?

- A fever of 100.4 degrees
- Runny nose with green or yellow, thick, cloudy, mucous
- Rash of unknown origin
- Lethargic / headache
- Diarrhea (3 or more bowel movements in a two hour period)
- Open sores of unknown origin
- Frequent, deep cough and / or repeated sneezing
- Conjunctivitis (Pink Eye)-NOTE: Your child must be kept home for 24 hours AFTER medication is administered.

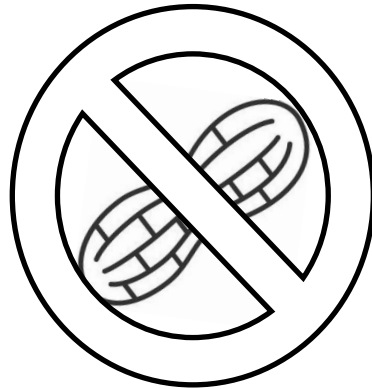
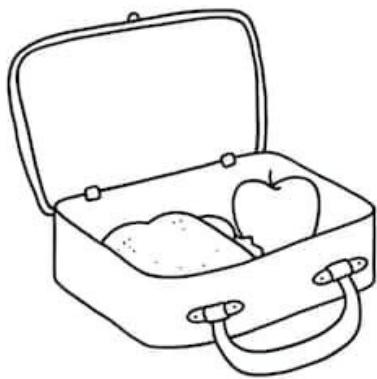


What if my child becomes sick while attending school?

If your child becomes ill at school, you will be called to pick them up as soon as possible. If a parent can not be reached or does not pick up their sick child within **40 minutes**, an attempt will be made to call others whom you have designated on your child's emergency contact list. *****Your child must be fever free without medication for a 24 hour period before returning to school.***

Snacks, Lunches, and Special Events

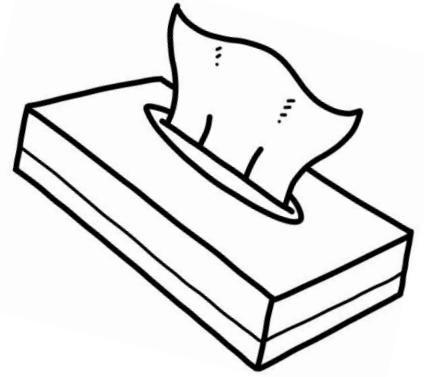
Cornerstone participates in a free food program for all students. This means we will provide all snacks and lunches for your child at no cost. An application is required for this service. If your child is in need of a special diet, you will need to pack a lunch for them. **Please remember, we are a peanut free environment.**



Occasionally there will be class parties. Please check with the teacher when signing up for party snacks, or when bringing birthday treats for your child. **ALL** food being shared with / handed out to the students must be store bought. **Home-made treats cannot be accepted. Store bought snacks should be brought in original packaging.**

What to Bring on the 1st Day

- ◆ 2 containers of Clorox disinfectant wipes
- ◆ 2 boxes of Kleenex
- ◆ 1 can of Lysol disinfectant spray
- ◆ 2 packages of Baby Wipes
- ◆ a complete change of clothes in a Ziplock or closeable bag with child's name on it
- ◆ A nap blanket for the children who will be napping with us. Please have them labeled and in a zippered backpack or bag to stay at school and sent home to be washed weekly.



Infant and Toddler Rooms (also bring)

- ◆ 1 Large package of diapers or Pull Ups **with tabs**
- ◆ 1 Jumbo package of Baby Wipes
- ◆ a sippy cup that can stay at school for their use (for older infants and for toddlers)
- ◆ a plastic cereal bowl and spoon (Room 1 Toddlers)

We will let you know when these items need to be replenished

Napping Procedures

For those children who stay beyond the lunch hour, a napping time is offered. This is a time of quiet resting which takes place away from any other activities. We provide a cot and sheet for each child to use at naptime. Children are required to provide their own napping blanket. Please bring blanket in **backpack or zippered bag that will prevent it from touching the bedding of another child.** (Health and Safety Code 101239.9)

Bedding should stay at school for the week and will go home at the end of each week to be washed and returned. All cots are sanitized daily, and are not shared by different children without being sanitized first. Additionally, sheets will be changed daily.



Infant Needs and Services Plan

Title 22 Section 101419.2 and 101419.3

101419.2

(a) Prior to the infant's first day at the center, the infant care center director shall complete a needs and services plan for the infant.

(1) Such plan shall be completed with the assistance of the infant's authorized representative at the personal interview.

(2) The authorized representative shall sign the plan to verify that he/she has participated in preparing it.

(b) The needs and services plan shall be in writing and shall include the following:

(1) The individual feeding plan.

(2) The individual toilet-training plan, if applicable.

(3) Any services needed by the infant that are different from those provided by the center's normal program. Such items shall include but not be limited to:

(A) Any special exercises for infants with physical disabilities.

(4) A plan for subsequent personal interviews with the authorized representative.

(c) The authorized representative shall be provided with a copy of the needs and services plan and any subsequent updates.

101419.3

(a) The written infant needs and services plan shall be updated at least quarterly, or as often as necessary to assure its accuracy.

(1) The director shall update the plan with the assistance of the infant's authorized representative.

(2) The authorized representative shall sign the plan to verify that he/she has participated in updating it.





COMMUNICATION

As educators of young children, it is the responsibility of the staff and school to make sure that communication lines remain open at all times. Each teacher is responsible for newsletters and notices to be distributed to the class. These will include special activities that will take place during the month, as well as the opportunity for you to participate in the various lesson plans that are presented. **Please post these newsletters at home as a reminder of special dates.**

Along with the newsletters, we will also post a daily classroom schedule in each classroom. We encourage the parents to read these to be well informed of what is going on in the classroom. This will help you to reinforce what we are teaching at school. Watch your classroom information area for class parties and events. Class activities do vary and not all classrooms are on the same schedule. Be diligent in knowing what your child's teacher has planned.

Classroom teachers are available for conferences during the day as long as an appointment has been set ahead of time. It is important to give the staff an opportunity to plan so that you can visit with your child's teacher uninterrupted. If you would like to set up an appointment with the teacher, please let our Director know so that a time can be set. It is important to let us know in what regard you need to speak to the teacher, so that the proper time and information may be prepared in order to make the visit advantageous for everyone. If you have an issue or concern, please make sure that you make time to visit the teacher without your child. Talking in front of young children can be very confusing as well as distressing for them. If the child is needed in the conversation, the parent, teacher, and Director will make that decision together.

Families are encouraged to speak with the school Director concerning policies and procedures. If the Director is unable to speak with you immediately, leave a message with the front office staff and the Director will call you ASAP.

There will be an "Orientation Day" so that families can become more familiar with the policies of the school as well as getting acquainted with the staff that will be nurturing and teaching your children on a daily basis.

Discipline

In order to provide the proper environment for learning, the classroom teacher for young children, must provide an atmosphere which includes respect and proper classroom behavior. The study of child development reveals that children at the preschool age feel safe and secure within the environment that provides loving discipline. It is the responsibility of the classroom teacher to mirror Christ-like characteristics and manage each situation, making sure that each child's needs are met.

While each child is important and their needs are specific, it is important that the classroom teacher maintain the fine balance of individual needs and those of the entire class. Teachers will identify behaviors that are inappropriate for the classroom and reiterate daily, as needed. Behavior that puts the children at risk, at any time, is unacceptable. Teachers will attempt to redirect if issues continue to occur. If inappropriate behavior is consistent, the classroom teacher, Director, and the parents / guardians will meet to create a behavior plan. If the plan is not successful within a short amount of time, the child will be suspended and care will be terminated.

Preschool children need proper guidance and role models. We know that the parents and guardians of the children at Cornerstone Christian want to teach appropriate behavior and life skills to their children. We will work together as a team and ask for your support of our standards. Every child and family member is important to us. We must be careful to support all families. In order to do our best job, we must ask for your cooperation. Families unable to comply with our requests will be asked to find a school more applicable to their family needs.



Cornerstone Christian Preschool

Behavior Agreement

Reasons for termination of care:

- Any child who continually displays negative behaviors such as (but not limited to) biting, hitting, scratching, using profanity, etc.
- If persistent misbehavior or a problem of a serious nature occurs, the director will schedule a conference with the parents.
- Disrespect towards staff will not be tolerated, nor will violence against other students and staff members be tolerated
- After staff and parents have taken appropriate measures to cease the behaviors, the student will be subject to suspension and/or termination of enrollment.
- A child may be terminated by the school if it is determined that it is in the best interest of the child, other children in the class, and the overall operation of the center.
- After every effort to correct the problematic situation has been made, a child may be terminated for the center's inability to meet the child's needs, dangerous or disruptive behavior, or continued violation of school policies by the child or a parent.





Biting Policy

The intent of this policy is to establish guidelines for dealing with children who bite.

1. Biting is a normal developmental occurrence among young children, especially in preschool situations. It sometimes results from teething pains, but often is the result of frustration and the child's inability to communicate that frustration verbally. Every attempt is made to ensure that there is an appropriate environment with adequate toys, equipment, and supervision by preschool staff. However, there may be occasions where more intervention is required to minimize episodes of biting.
2. Discipline, not punishment, must be appropriate to the age level of the child, and it must be immediate. Rest periods are appropriate, as is telling the child that it is not okay to bite people. Diversion and re-diversion to other activities are also effective.
3. Children biting in the preschool or home can be very frustrating, but it is important to remember that they are children. Our goal is to help them learn to control their frustration and anger and channel it in a more appropriate way. Each case will be handled individually and in coordination with the child's parents and management. Only as a last resort will a child be sent home for biting and then it is only to break a cycle, not to punish a child.





Cornerstone Christian Preschool

Parent Handbook Highlights

In addition to our parent handbook, there are a few more highlights we would like to have reviewed. Please take a moment to review the important information below.

- There will be a \$25 monthly diapering fee for any child at the age of 3 who is not potty trained.
- No child should ever be left in a car unattended. If you need assistance, please contact the office.
- Per the agreement with Riverside County office of Education, parents/guardians must sign the child in and out daily on the DSSR. If this isn't done daily RCOE has the right to terminate the subsidy contract.
- All students must arrive by 9:00am, if your child will be late, please call the office prior to communicate that your child will be late.





Acknowledgement

I, the parent / guardian of _____, acknowledge that I have received and read the Cornerstone Christian Preschool, Kindergarten, and Infant Care Parent Handbook. (Hard Copy / Online)

I acknowledge that I understand the mission of Cornerstone Christian as well as the doctrinal statement.

I agree to adhere to the rules and policies set forth in this handbook.

I understand that any questions I have regarding this handbook may be directed to the front office, or I can set up an appointment to meet with an administrator.

*Pursuant to Title 22, Section 101200(b)© of the California Administrative Code, the Department of Social Services has the authority to interview children or staff, and to inspect and audit child or child care center records without prior consent. The Department also has the authority to observe the physical conditions of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.



Signature

Date

