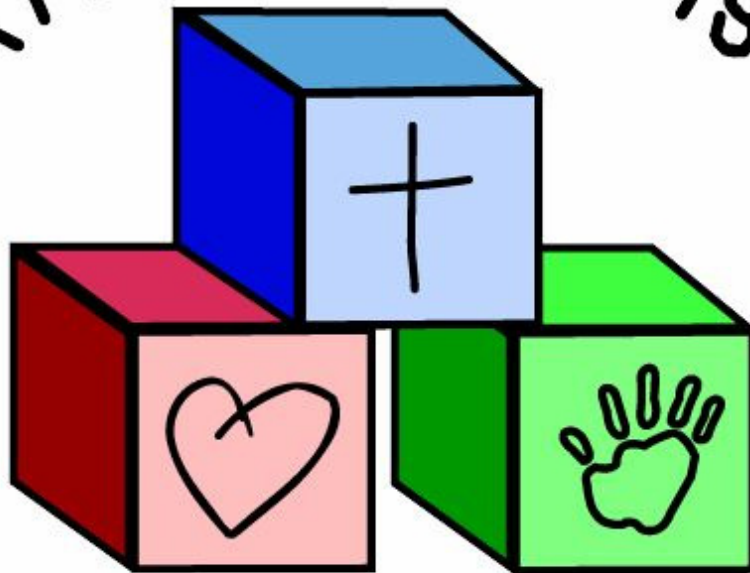


■ Kids for Christ. ■



■ BUILDING MINDS ■

■ BUILDING FAITH ■

PRESCHOOL / PLAYSCHOOL

STUDENT HANDBOOK

2010-2011

A Ministry of Cornerstone Baptist Church

Kids for Christ, Cornerstone Baptist Church

113 Highway 205, Terrell, TX 75160

(972) 563-1013

www.cornerstonebaptistchurch.org

Mission Statement

Kids for Christ Early Education Program is a ministry of Cornerstone Baptist Church. Our desire is to provide an early foundation and teaching of the Word of God to allow children to grow up and become faithful, functioning, followers of Christ. We want children to develop intellectually, emotionally, morally, physically and socially through creative teaching, sharing and hands-on experiences in a safe, happy learning environment.

Kids for Christ Preschool / Playschool

113 Hwy 205

Terrell, TX 75160

972-563-1013 (office)

972-563-1012 (fax)

Preschool Playschool Director – Pam Monsivaiz

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Mailing Address

Kids for Christ
113 Highway 205
Terrell, TX 75160

Phone Numbers

972-563-1013 (office)
972-563-1012 (fax)
972-563-1011 (church)

Preschool/Playschool Director

Pam Monsivaiz

kids.cornerstone@att.net

www.cornerstonebaptistchurch.org

Dear Parents,

Welcome to Cornerstone Kids for Christ Preschool / Playschool! We are excited to share early learning experiences with your child. We appreciate you considering this program as a positive place for your child to attend.

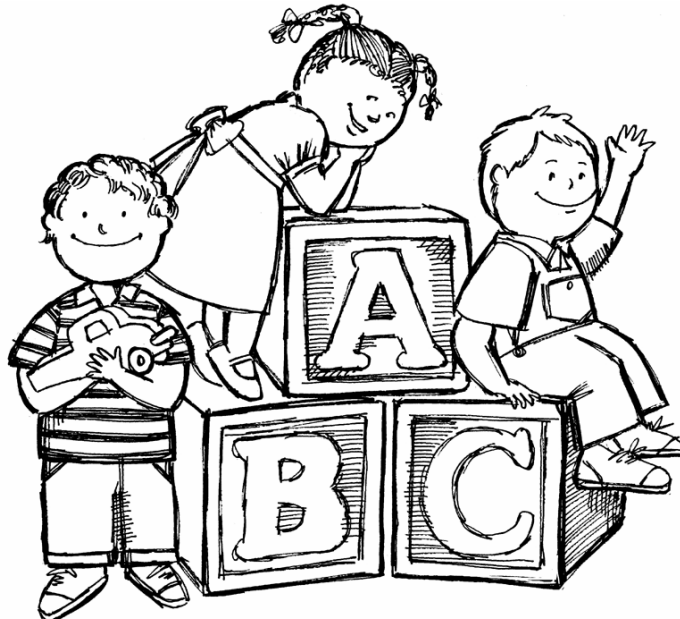
We hope that the information in this handbook will be helpful in understanding how our program works. Please use it as your reference throughout the year.

If you have any questions or ideas to share, please feel free to contact me at (972) 563-1013 on Tuesday or Thursday during the hours of 9:00 a.m. to 2:30 p.m.

We look forward to a wonderful year with your child.

Sincerely,

Pam Monsivaiz
Children's
Minister



**Kids for Christ
Preschool / Playschool**

I. Registration

Children are enrolled according to their age as of September 1st. Much time and thought is given to each child before placing them in a classroom and they are placed in a classroom that is age appropriate. **Kids for Christ Preschool/Playschool reserves the right to deny enrollment in the preschool program and also reserves the right to child placements in its classrooms.**

Space in the program will be on a first come, first served basis. Upon arrival the first day of school, you should have:

1. Completed Application for Admission
2. Completed Medical Information (Shot Records Included).
3. Completed Medical Authorization Form, must be notarized
4. Parent-Preschool Agreement
5. Parental Permission Form and Release
6. Registration Fee (if not already paid), Supply Fee and first month's Tuition

A. Registration Fee

A registration fee is due upon enrollment in our program in order to secure your child's space in our program. This is a one-time fee per year. Registration Fees are used to reserve enrollment prior to the beginning of school. Afterward, the fee is used to further enhance the quality of our program.

Registration Fee
\$35.00 Due upon enrollment

B. Supply Fees

Supply fees are due twice per year, in August upon enrollment and again in January, along with the respective month's tuition. Supply fees are used for teaching aids, curriculum, reference books, art supplies, toys in the classroom, cooking supplies, snacks, laminating, and copying expenses. Although this fee does not even begin to cover the supplies your child will use, it goes towards them.

Supply Fees for All Enrolled Children
\$35.00 Due in September (Or when your child enrolls)
\$35.00 Due in January

THE REGISTRATION FEE AND THE SUPPLY FEE ARE NON REFUNDABLE.

C. Tuition

1. Tuition is due on the first school day of each month. **No refunds can be made due to illness, vacation, inclement weather, or school holidays.** If a parent chooses to keep a child out of Preschool for personal reasons, the fee for that day is still charged.

2. A late fee of \$10.00 will be charged for tuition not paid **within 2 days** of the first school day of the month. A charge of \$30.00 will be added for returned checks.
3. If a parent sees that tuition or fees cannot be paid on time, it is the responsibility of the parent to make acceptable arrangements for delayed payment with the Director **before payment is due.** If acceptable arrangements have not been made, your child is subject to being dropped from our program. **A TWO-WEEK notice is required from parents if a child must drop out of the program for any reason OR Tuition for that TWO-WEEK period will be charged.**
4. Tuition is due on the first school day of each month. The charge is the same each month:
Babies/Creepers & Toddlers – One Day
\$65.00 per month per child

Babies/Creepers, Toddlers, 2's, 3's & 4's
\$125.00 per month per child
5. We **will not** provide year-end statements for income tax purposes. **Please** keep your cancelled checks or cash receipts to use for reporting purposes. Your monthly tuition statement you are given as a reminder should be used as your income tax records to show the amount you have paid each month. ***KEEP FOR YOUR FILES!!**

II. Policies and Guidelines

A. Arrival and Dismissal

1. Preschool hours are from 9:00 a.m. to 2:00 p.m. In respect of our teaching staff, children **ARE NOT** to be dropped off after 9:30 a.m. Kids for Christ reserves the right to deny children for the day if dropped off after 9:30 a.m.
2. Children should enter through the sanctuary doors and should be accompanied by parents. Parents arriving early **MUST** remain in the hall with their children until the classroom doors open at 9:00 a.m. Teachers use this time before 9:00 a.m. to attend Teacher's Prayer Meeting and to prepare for the day. No child regardless of age should be left in a classroom alone or without authorized personnel before 9:00 a.m. This is to ensure your child's safety while they are on the premises of Cornerstone Baptist Church.
3. Please sign your child in each time you bring them to preschool. A sign-in sheet is posted in each room. **PLEASE** sign-in using your name, instead of using "Mom" or "Grandma", etc. Make sure a phone number is listed where you or a responsible party may be reached. This is done for emergency purposes, and for the protection of your child. If you change locations during the hours your child will attend Kids for Christ, please call the Preschool office with back-up number. It is imperative that parents can be located quickly in case of emergency.
4. Children attending the Preschool program must be picked up between 2:00 p.m. and 2:10 p.m. If you are late picking up your child, the charge is \$5.00 for every five minutes you are late. Late charges will start accumulating after your designated pick-up time has passed. Parents are responsible for paying all late charges upon arrival. Payment is to be made at the Preschool Office that day.

5. Persons other than parents picking up a child from the Kids for Christ program **must** be listed on the Emergency Notification and Authorized Release List, along with his/her D.L. # or the child will not be released. If you intend to have someone else pick your child up, it is your responsibility to contact the Kids for Christ office and speak directly to the Director beforehand. If a parent has an emergency arise and sees that they need to send someone else to pick his/her child up, it is the parents responsibility to contact the director with all information including drivers license number of the back up person he/she will be sending beforehand. **NO EXCEPTIONS!** This is for your child's safety as well as our peace of mind.

B. Clothing

1. Please send a change of clothing for your child. This should include underwear, socks, pants and shirt or dress. Accidents may happen and we want to make your child as comfortable as possible. **Children in the early stages of "potty-training" need to have more than one set of extra clothes each day as accidents do happen!**
2. Label all belongings clearly. Please include coats, hats, shoes, blankets, diaper bags, and any other personal items.

C. Discipline and Guidance

1. Discipline and guidance will be consistent, and based on understanding child development. It shall promote self-discipline and acceptable behavior. There will be no cruel or unusual punishment, and no child will ever receive corporal punishment.
2. The method used at Kids for Christ for inappropriate behavior is a brief, supervised separation from the group. Separation consists of sitting in a "Listening Chair". The purpose of this chair is to allow your child time to think about their behavior and, to hopefully be more aware of appropriate behavior.
3. A parent may be asked to cooperate with the teacher in reinforcing appropriate behavior. If the inappropriate behavior persists (biting, hitting, and hurting others), a parent may be asked to pick up their child from Preschool. Cornerstone Kids for Christ reserves the right to dismiss any child from its program who is a threat to the safety of another child or staff member.

D. Emergency Procedures

1. In case of accident or sudden illness, we at all times try (1) to contact the parent (2) to contact emergency numbers (3) to contact the child's physician.
2. In case of an emergency, the doctor named by the parents on the Medical Authorization Form will be called. Please keep all phone numbers current. In an extreme emergency, if the parents, emergency person or Doctor cannot be contacted immediately, an Intensive Care Mobile Unit (ambulance) will be dispatched (at your expense) to take your child to the nearest hospital. Every effort will be made to contact the parents as soon as possible.
3. In the event the parents cannot be reached, the persons listed on the Emergency Notification and Authorized Release Form will be contacted.
4. Please be sure to leave a telephone number where you can be reached during the day, when signing-in your child each Preschool day.

5. For minor injuries and non-threatening circumstances, as a courtesy to the parents, we call as we feel it necessary to do so. If it is not an emergency, our staff will inform you upon your arrival of minor mishaps.

E. Field Trips

1. A Parental Permission and Release Form must be on file for every child in the Three and Four-year-old classes.
2. We do depend on parents for transportation and supervision of children for field trips at various times. A sign-up sheet will be posted, please see your child's teacher for more information, your help is greatly appreciated. If you sign up to be a designated driver for any field trip, you will be required to provide a current copy of your auto insurance, as well as a valid drivers license to the Preschool office before you load children or leave for a field trip destination. This procedure is to insure proper transportation for the children enrolled in our program and to provide safety for all involved.
3. If a student's siblings attend, we ask that parents supervise and pay any fees due for these extra children.

F. Holidays – School

1. Kids for Christ follows the Terrell ISD holiday schedule. The exception to this being KFC starts after TISD and ends before TISD. This schedule is also available at the Preschool office.

G. Illness

1. **We can only accept healthy children. DO NOT BRING SICK CHILDREN TO PRESCHOOL. We are depending on you to help us maintain this policy.** This includes children who have not been free of fever, diarrhea, vomiting, pink eye or lice for the previous 24 hours. **Teachers will not accept sick children into the classroom.** Any child showing symptoms of illness will be isolated and the parent (or other designated person) will be notified. Arrangements to pick-up the child must be made **immediately.**
2. Please notify Kids for Christ in the case of a contagious illness, so we may contact parents in our program, if necessary. Your child will be allowed to return after all danger of contagion has passed. (i.e. head lice, chicken pox – no visible blisters, no fever, diarrhea or vomiting for the previous 24 hours.) If your child has had to go to the doctor due to illness, we require a written notice from the doctor stating when we can accept the child back into our classrooms.
3. If, in the opinion of the teacher, your child shows the appearance of being ill, you may be called to pick up your child from school. This especially includes children who are too sick to participate in the full program, including outside play. Children brought to Kids for Christ with runny, cloudy or discolored mucus or loose bowels will be sent home immediately. As a courtesy to your child as well as other children and the staff we feel your child should remain in parents care while these symptoms persist.
4. Parents will be notified when a child has been exposed to a communicable disease within our program. Parents should, likewise, notify the Preschool office when children are exposed to a disease outside of the Preschool program.
5. The order of notification will be as follows...1) the person listed on the sign-in sheet, 2) the parents, 3) person designated to be called if parents can't be reached, 4) persons listed on the Emergency Notification and Authorized Release List.

6. Kids for Christ Staff **Will Not** administer medication, prescription or otherwise, unless arrangements have been made with the Director for severe cases where medication must be administered within the hours of Preschool. (i.e. asthma treatments, breathing treatments.)
7. Please call us when your child is absent due to any type of illness.

H. Lunches and Snacks

1. Each child is to bring their own lunch and drink. This needs to be a lunch that does not require heating or refrigeration.
2. Prepare simple foods that your child can eat easily. Food should be cut into bite size pieces in order for your child to be as self-sufficient at lunchtime as possible.
3. No red or blue drinks or food are allowed. The dyes in these colors can cause permanent discoloration. This includes Jell-O and tropical punch type juices.
4. Please label all lunch containers and drink containers clearly with your child's name. For smaller children label ALL items (bottles, cups, baby food jars, feeding spoons, and bibs). Labeling these items can save much confusion and time for the staff, your help is greatly appreciated.
5. All children are encouraged to eat. Students are not forced to eat.
6. Kids for Christ provides a mid morning snack and drink each day. Please inform your child's teacher of any concerns. All allergies need to be listed on the child's Medical Information Form and any "food" allergies need to be brought to the attention of the teacher in written form.
7. In the event that a child does not bring a lunch and the parents cannot be reached or cannot bring a lunch in a timely manner, a lunch will be purchased for the child and the parent will be billed for the cost of a "kids meal."

I. Medical Forms

1. Each child must have a current Medical Information Form and a Medical Authorization Form on file in the Preschool office. These forms must be in our office no later than the first day of school. Your child cannot attend Kids for Christ without these forms on file.
2. Notify Kids for Christ with any new medical information or current immunizations (i.e. new doctor and phone number, change of insurance, etc...).

J. Medications

1. If you have given your child any medication before coming to Preschool, please inform your child's teacher. Medicine often affects the way your child responds in class. If your child's medication prevents them from participating in school activities, please keep your child home for the day.
2. Kids for Christ Staff **Will Not** administer medication, prescription or otherwise. (Please refer to Section II – G-6)

K. Parties

1. **Birthdays** - Birthday celebrations are part of the Preschool experience. We provide recognition in a special and appropriate way. Check with your child's teacher if you would like to plan a special party or treats for your child's class on that day.
2. **Holidays** - Parents are asked to help with holiday celebrations. A sign-up sheet is posted before each celebration. If you want to share an appropriate game or

craft that fits in with the holiday theme, please feel free to do so, and thanks for helping to make these celebrations special for your child. During the year we celebrate certain holidays. Listed below are a few:

October	We emphasize the Fall season during this time and have a Fall Celebration. During this holiday please feel free to bring goodies, which relate to <u>Fall</u> . We do not emphasize Halloween. (No ghosts, goblins, witches, or scary items please!)
November	We emphasize being thankful.
December	We emphasize the birth of Jesus Christ.
February	We emphasize loving one another.
April	We emphasize the resurrection of Christ.

L. Rest Time

1. All children are required to participate in “rest time”. It is not the teacher’s responsibility to keep your child awake if they are tired enough to sleep during rest time. If you do not want your child to sleep during rest time, you are welcome to pick them up at this time. Older children that do not sleep at rest time enjoy a quiet time by reading books or doing other quiet time activities during this part of our day.
2. Send a nap mat, blanket, and any “security items” (stuffed animal or baby doll) that will make your child more comfortable during rest time. Label all items with your child’s name.

M. Student Information Changes

1. Please notify the Preschool office, in writing, of any changes in student information (i.e. change of address, home or work phone number(s), insurance, doctor, or persons on the Authorized List, etc...).

N. Toys

1. It is generally wise to have your child leave toys at home. Children have a difficult time sharing toys at Preschool. Make sure that guns or war toys never be brought to school.
2. If your child has a favorite book that the teacher can read, feel free to share it with us.
3. During Show & Tell, make sure that your child’s contribution is appropriate to the current theme.
4. We would ask that all action figures be left at home unless they contribute to the theme being taught in the classroom. (i.e., community helpers, fireman, policeman, doctor, etc.)

O. Weather

1. Kids for Christ will be closed when Terrell ISD closes for bad weather. Local TV and radio will keep you informed of bad weather situations. Radio station KPYK 1570 AM is the Terrell station. This radio station and local TV stations begin their news and weather reports by 6:00 a.m. on bad weather days.

2. In the case of a delay in TISD school openings, Kids for Christ will remain CLOSED for the day. KFC will not have any delayed openings.

P. Potty Training

1. **It is a requirement that all children over three years of age must be potty trained prior to entering our three or four year old classes. This includes pull-ups as well as diapers.**
2. A three or four year old should be completely trained and wearing underwear before they enter our preschool classes.
3. If your child is in the training process and you want our staff to help in that process while they are in our care, it is the parent's responsibility to send enough pull-ups, underwear or diapers for a five-hour period.

Q. Withdrawals

1. Withdrawal from the Kids for Christ program, for any reason, requires a TWO-WEEK notice.
2. Anyone failing to give A TWO-WEEK notice to the Preschool office will be charged for that TWO-WEEK period.
3. If for any reason a child misses more than one day in a row at any given time we ask the parent to please notify the Director immediately to insure that his/her spot remains open. If a child misses several days without notice, we assume they have dropped unless informed otherwise, and we will try to fill spots when necessary.
4. Cornerstone Kids for Christ reserves the right to fill any spot left open for long periods of time. (Anything over a 2-week period is to be considered a drop unless prior arrangements have been made with the director.)