



**PRESCHOOL STUDENT  
HANDBOOK**

**2025 - 2026**

## **PRESCHOOL TEACHERS AND STAFF**

Donna Wheelehan - Preschool Director/K4 Teacher

Linda Francisco - K2 Teacher

Ashley Philpot - K2 Assistant

Rebecca Johnson - K3 Teacher

Liz Alsip - Preschool Aide

Miranda Riley - Preschool Aide

## **K-2, K-3, and K-4 Daily Class Schedule**

- 8:30 - 9:00**     **ASSEMBLY:** (Includes pledges, chapel, prayer, and music)
- 9:00 - 9:30**     **STRUCTURE:** (Includes Bible Activity and Numbers)
- 9:30 - 10:15**   **SNACK TIME AND FREE PLAY**
- 10:15 - 11:00**   **STRUCTURE:** (Includes Letters, Readiness Skills, and Crafts)
- 11:00 - 11:30**   **PLAY TIME:** (Outside play if weather permits or inside play, and story time during bad weather)
- 11:45 - 12:00**   **WASH HANDS FOR LUNCH**
- 12:00 - 12:40**   **PRAYER AND LUNCH**
- 12:40 - 1:00**     **BATHROOM BREAK & PREPARE FOR REST TIME**
- 1:00 - 2:00**     **REST TIME**
- 2:00 - 3:00**     **SPECIAL CLASSES (if provided)**  
**ARTS/CRAFTS, CENTERS**

**\*\*PRESCHOOL SCHEDULE SUBJECT TO CHANGE IF NEED ARISES\*\***

## WELCOME TO CORNERSTONE CHRISTIAN SCHOOL

From its founding in 1992, CCS has lived up to its name in excellence. As a school, we are committed to equipping students with academic skills and a knowledge base that prepares them for post-secondary education.

Cornerstone seeks to serve families in the London and Corbin area and surrounding communities, working cooperatively with many evangelical churches. With them, our mission is to support and assist parents in fulfilling their God-given responsibility to bring up their children “in training and instruction of the Lord” (Ephesians 6:4).

Every aspect of our school life is characterized and controlled by the fact that we are a “Christian” school. Scholastically, it means that the Bible will be a foundational textbook for every subject. It is the source of TRUTH revealed by God which supersedes truth discoverable by human understanding alone. Relationally, it means that students will be guided toward a personal faith in Jesus Christ as Savior, Friend, and Lord; a relationship that bonds faculty, students and parents as a member of a single body (Romans 12:5). Vocationally, it means that students will be encouraged to seek and follow God’s unique plan for their lives, the purpose for which He wisely and lovingly created and gifted them. Morally and ethically, it commits the CCS community to a distinctive lifestyle, “blameless and pure...in a crooked and depraved generation” (Philippians 2:15).

This is Cornerstone Christian School, a community of people committed to linking the influences of home, church, and school to produce young people who think and live “biblically.” We thank you, parents, for entrusting your children’s education to us, and we pledge the full use of our resources, including the resources of prayer, that each one may grow “in wisdom and stature, and in favor with God and men” (Luke 2:52).

As partners with us in this educational enterprise, I urge you to watch for and participate in the frequent occasions when your presence, counsel, time, energy, and, yes, your money, will, with the participation of many others, enable us to advance the quality of our educational program at CCS. Above all, may we count your family as regular partners with us in prayer for this school year?

Cordially, by His Grace,  
CCS Principal

## **WELCOME**

Welcome to Cornerstone Christian Preschool! We're excited to have your child enrolled this year, and we look forward to partnering with you as you raise your child in the nurture of the Lord. Much of the foundation for success in school is laid in the preschool setting, and we praise God for giving us the opportunity to be part of this first school experience.

This handbook will help you understand the policies and procedures of the school. Please read each section carefully and refer to teachers or staff for any additional clarification.

## **SCHOOL HOURS**

**FULL DAY PRESCHOOL:** 8:30 AM - 3:00 PM

**AFTER SCHOOL CARE:** 3:15 PM - 5:00 PM

(\$5 WILL BE CHARGED FROM 3:15 to 4:00)

(\$5 WILL BE CHARGED FROM 4:01 to 5:00)

**EARLY MORNING CARE:** BEGINNING AT 7:30 AM

*\*There will be a \$1.00 per minute charge for any child left after 5:00 in after-school care. This money will go directly to the teacher on duty.\**

## **OFFICE HOURS**

Cornerstone Christian School office hours are from 8:00 AM to 3:30 PM.

## **ARRIVAL AND DEPARTURE**

**SIGN-IN AND SIGN-OUT:** The parent will sign each child in upon arrival, and the parent will sign the child out upon departure. Please do not allow your child to leave the building ahead of you. This will ensure the safety of your child. Your cooperation in this matter is greatly appreciated.

## **STUDENT ADMISSION**

### **NON-DISCRIMINATORY POLICY:**

CCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. CCS also does not discriminate in the hiring of faculty or staff.

The K-2 program is available for children who are two (2) years old by August 1st. The K-3 program is available for children who are three (3) years old by August 1st.

The K-4 program is available for children who are four (4) years old by August 1st. **YOUR CHILD MUST BE POTTY TRAINED TO BE ACCEPTED. NO PULL-UPS PLEASE!**

## **PERMANENT RECORDS**

The following items are needed for our file before the first day of school:

1. Application
2. Birth Certificate
3. Copy of Social Security Card
4. Immunization Certificate
5. Emergency Card
6. Medical Consent
7. Consent to Publish Form

## **CLOTHING REGULATIONS**

Please dress your child in play clothes with simple fasteners which encourages independence in caring for personal needs. Please follow these guidelines:

1. Shorts or pants with elastic waistbands work best. Try to avoid clothing with belts, buttons, snaps, shoulder straps or suspenders.
2. Closed-toed shoes and socks are required by all students. Velcro fasteners are preferred.
3. All preschoolers are required to be potty trained; however, we all know accidents do happen! A change of clothes, both summer and winter, including socks and underwear, should be sent to school in a Ziploc bag on or before the first day of school. Please label each item.
4. Please keep in mind that we use different art materials such as markers, paint, play dough, etc. These may or may not come off certain fabrics, so play clothes are ideal!

## **LABEL!!! LABEL!!! LABEL!!!**

The keyword in preschool is **LABEL!!!** We ask that you label the following items:

1. All apparel that can be taken off.
2. Any money that is given to the preschool should be in an envelope or Ziploc bag with your child's name and purpose on it.
3. Lunch boxes and containers, if applicable.
4. Stuffed animal to sleep with, if applicable.
5. Sleeping bag, pillow, blanket, etc., if applicable.

## **TOYS**

We ask that the students not bring toys from home. Toys can become a distraction for the class. The preschool has many toys and enrichment activities to entertain the children.

## **NAP TIME**

A nap time is scheduled each day for our full day preschoolers. A blanket, and a small pillow, or a small sleeping bag should be brought in for nap time. Bedding will be sent home to be laundered every other Thursday. A stuffed animal may be brought in to rest with. We usually listen to classical music, Bible, or children's stories, or music during this time.

## **DISCIPLINE POLICY**

At CCS, we believe that good discipline is carried out consistently, in love. We teach that disobedience is against God. We partner with parents to direct the child's path according to God's standards. We use positive reinforcement and praise to encourage appropriate behavior. "Our discipline policy prohibits children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all childcare personnel."

1. We endeavor to train the child in Godly character through Scriptural applications in all areas of our curriculum.
2. We use positive communication techniques. We want the child to become calm, express his or her feelings, and take responsibility for his or her actions.
3. We direct the child to another activity or sit or play near the teacher when appropriate.
4. We give the child a brief period of "time-out" to consider his or her actions.
5. We take the time to counsel children.
6. If your child bites another child at school, he or she will be sent home for the day. Hopefully, this will make a strong impression on your child, and it will not happen again.
7. If inappropriate behavior continues, your child will be taken to the office to speak with the principal. (See the CCS Student and Parent Handbook for disciplinary steps from this point.)



## Anti- Bullying Policy

CCS takes all forms of bullying very seriously and has zero tolerance for any type of bullying. As such, students are encouraged to tell a teacher/staff member if they see any form of bullying. Students can speak to teachers/staff without fear of being punished or identified by their peers as informants. As Christians, we are called to love others and to look out for those who are weaker (I John 3:17-18). Any communication between teachers and students concerning bullying will be kept confidential to promote free communication about these matters.

The following definitions and examples of bullying are not meant to be exhaustive; instead, they are meant to delineate this issue within our particular context.

Bullying is unwanted, aggressive behavior among students that involves a power imbalance. Bullying also includes repetition of the unwanted, aggressive behavior or the potential for repetition. Furthermore, bullying disrupts the educational process as students may be unable to concentrate on their learning because of the bullying behavior. Bullying may take place on campus or at school-sponsored events. It may also develop as cyberbullying via social media or through other electronic means, such as texting, direct messaging, etc. Additionally, a young person can be a perpetrator, a victim, or both. The entire community can be negatively affected by bullying behavior.

Common examples of bullying include:

- Physical Bullying: hitting, kicking, tripping, or damage to or seizure of property
- Verbal Bullying: name-calling, persistent and/or aggressive teasing
- Social Bullying: spreading rumors, gossiping, and exclusion of others
- Cyber Bullying: includes but is not limited to social networking, texting, email, and other forms of electronic communication

### Reporting Bullying

Students who believe they have been bullied should report the incident(s) to CCS faculty, staff, and/or administrators.

Students who think they have witnessed bullying of another student are also encouraged to report the incident(s) to faculty, staff, and/or administrators. Parents concerned about how students treat one another should discuss their concerns with the CCS administration.

Confidentiality will be honored in this process as much as possible by faculty, staff, and administrators. However, as bullying creates an unsafe environment for the community, confidentiality will not always be able to be upheld.

#### Responding to Reported Bullying

Upon receiving reports of bullying, the administration and staff will work together to gather and document information relevant to the incident(s). Gathering pertinent information will include interviewing the student(s) bringing the charge of bullying, the student(s) accused of bullying, relevant student witnesses, and teachers and/or staff members who may have additional information about the event(s). Documentation of bullying incidents will include persons interviewed, a summary of the incident(s), frequency of incident occurrence, and record of any consequences given. The documentation will be kept in confidential student files in the administrator's office.

Together, parents and administration will partner in modeling the principles of Biblical accountability and forgiveness. The administration will communicate any consequences to the perpetrator and their parent or guardian

### **PARENT - TEACHER CONFERENCES**

Daily contacts are made with parents as children are dropped off or picked up. The teachers may, on occasion, send notes or call parents to share important information.

### **PARTIES AND HOLIDAYS**

The students will have class parties during the school year. Preschool teachers will request your attendance if needed to help supervise a class party.

CCS is single-minded in the celebration of Christian holidays such as Christmas and Easter. The true meaning of these celebrations is drawn from the birth, death, and resurrection of our Lord Jesus Christ. We ask for the support of our parents in keeping these holidays "Holy Days." Therefore, there is *NO* observance, in the form of food, dress, worksheets, or decorations within Cornerstone concerning Halloween.

*“What harmony is there between Christ and Belial? What does a believer have in common with an unbeliever? What agreement is there between the temple of God and idols? For we are the temple of the living God. As God has said: I will live with them and walk among them, and I will be their God and they will be my people. Therefore, come out from them and be separate, says the Lord. Touch no unclean thing and I will receive you, and you will be my sons and daughters, says the Lord Almighty.”*

2 Corinthians 6:15-18 (NIV)

## **HEALTH POLICY**

Cornerstone Christian School follows the guidelines listed below regarding children who are ill or become ill while in attendance:

1. We are not permitted to accept children with any of the following symptoms:
  - Elevated temperature within the last 24 hours.
  - Upset stomach within the last 24 hours, including diarrhea or vomiting.
  - Unidentified rash.
  - Sore throat, pink eye, stiff neck, difficulty or rapid breathing, severe coughing.
  - Yellow or green drainage from the nose.
  - Any other unusual signs or symptoms of illness.
  
2. If the child should become ill while in attendance at school, he or she will be isolated from the other children, and the parent or designated contact person will be notified and required to pick up the child A.S.A.P. Parents are to provide current emergency contacts along with their contact information.
  
3. If the child should become injured while at school, only minor first aid treatment will be given. Parents will be notified of all significant accidents and injuries.

For re-admittance to class, a student who has been diagnosed with a contagious illness such as CHICKEN POX, PINK EYE, SCABIES, STREP THROAT, etc., must have a doctor's note. In the case of LICE, a student must be checked by the office before returning to class. If a child is found to have nits in their hair, they will be sent back home to prevent further spread of lice.

### **GENERAL GOALS**

1. To lead the child to an appropriate awareness and understanding of the Bible, God, the Holy Spirit, Jesus, and His sacrifice for us.
2. To help the child to learn how to get along with others.
3. To help the child learn self-control.
4. To help the child increase in independence.
5. To help the child give and receive affection.
6. To help the child begin to understand and appreciate the world around him or her.
7. To help the child develop large and small motor skills.
8. To help the child develop a good self-image.
9. To help the child develop language skills for good communication.
10. To help the child develop the use of good and proper manners.

### **ACADEMIC GOALS**

1. To say and recognize shapes, colors, numbers, letters, and the sounds they make.
2. To understand concepts such as first, last, next, middle, same, etc.
3. To be able to share things in front of peers.
4. To print their first name correctly.
5. To listen attentively.
6. To follow commands in proper order.
7. To be able to perform fundamental movements such as walking, running, hopping, skipping, and galloping.

8. To develop body awareness: knees, head, shoulders, elbows, hips, front, back, side, etc.
9. To develop memory skills through poems, rhymes, and songs.

## **PROGRAMS**

We have a Christmas music program each year, 2 open houses, and an end-of-the-school-year Graduation program that you will be notified about.

## **NUTRITION/FOOD POLICY**

Your child may buy a school lunch or bring a healthy lunch from home if he or she stays all day. State regulations **require** that their lunch include one of each of the following food groups:

1. Meat
2. Vegetable
3. Fruit
4. Bread
5. Milk or Juice (if not purchased at school)

Creating a healthy, appetizing lunch or snack for a child to bring to preschool can be a daily challenge. You want the meal you send to be nutritious, but most of all, you want to encourage your child to eat it. New and different foods can be fun, and a variety will encourage lagging appetites.

Sandwiches, the old brown bag standby, can be spruced up with a little imagination in bread types. Pita bread, rolls, muffins, rice cakes, and bagels offer a new outlook on an otherwise ordinary sandwich. Dips or spreads with crackers offer another option. Soft drinks are not permitted. Milk or juice can be purchased at school.

Sandwiches need not always be the staple. Quiche, soups, salads, and spreads provide some different choices. Alternating hot and cold meals add a variety. A wide-mouth thermos can also be used to keep hot foods hot and cold foods cold.

Instead of cookies, cakes, or chips, try including a few natural sweets such as fresh or dried fruits, fruit juices, and fruit cut into bite-size pieces. Healthy snacks such as: carrot and celery sticks, broccoli and cauliflower buds combined with dips that add interest to routine lunches. Cheese cubes are another example of a healthy alternative to high-sugar or high-sodium foods.

We are glad to microwave food for your child. Please limit the cooking time to three minutes.

**DUE TO FOOD ALLERGIES, NO CHILD IS TO BRING PEANUT BUTTER, EGGS, OR NUTELLA. PLEASE MAKE SURE ANY FOOD ALLERGIES ARE REPORTED ON YOUR RENWEB APPLICATION AND TO THE PRESCHOOL TEACHERS. THANK YOU!**

### **HELPFUL HINTS**

1. Create interest in the lunch by having your child shop for and help prepare lunch items.
2. Offer foods with various shapes, colors, and textures.
3. Avoid foods high in sugar, fat, and sodium. (READ THE LABEL!)
4. Set a good example. Food preferences and eating habits of parents are often imitated by their children.
5. Pack one of your child's favorite foods to encourage interest in lunch.

### **CHAPEL**

Chapel services are held weekly for our preschoolers. This is a wonderful time of worship, with singing, pledges, prayer, and Bible stories.

**WITHDRAWAL PROCEDURE**

If a student withdraws during the course of the year, it is the parent’s responsibility to complete the standard withdrawal procedure through the school office. It is preferable that parents notify the school at least one month in advance. Parents will be responsible for paying tuition through the current month of the withdrawal. The withdrawal procedure will be complete, and records will be forwarded to the new school when a parent has signed the withdrawal form, cleared outstanding debts, and returned all library material and textbooks.

**CORNERSTONE CHRISTIAN SCHOOL**

**PRESCHOOL HANDBOOK**

**2024 - 2025**

I, \_\_\_\_\_ (parent/legal guardian), have read and understand all rules and regulations of the 2024 - 2025 preschool handbook of all policies and procedures.

**Student Name(s):** \_\_\_\_\_ K2 K3 K4

\_\_\_\_\_ K2 K3 K4

**Parent/Legal Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_