

CORNERSTONE PRESCHOOL

A GREAT BEGINNING!

*Train a child in the way he should go,
And when he is old he will not turn from it.
Proverbs 22:6*

Parent/Student Handbook

2023 - 2024

Cornerstone Church Chrisney
1407 East CR 800 North
Chrisney, IN 47611
Phone: 812-362-7872
www.cornerstone.online

FB: Cornerstone Church Chrisney and Preschool

Raquel Zoglman, Director/Teacher
812-630-5643
razoglman@gmail.com

Amy Harris, Teacher
812-686-9395

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1. HISTORY

Welcome to Cornerstone Preschool. The Preschool is a program of Cornerstone Church Chrisney. The church was built in 2002.

As part of the Youth & Outreach program, Cornerstone has a preschool program with Raquel Zoglman as Director and Teacher. Amy Harris is our 3-year old teacher. The 2023 – 2024 preschool year is our 20th.

The preschool is governed by a Board.

Cornerstone Church Chrisney's mission statement is: **For the Glory of God: Hear, Teach, Proclaim, and Serve.**

If you do not have a church family, we invite you to worship with us on Sunday mornings. We have Sunday School classes for all age groups and a nursery with sound from the sanctuary during the worship service.

Sunday School	9:00 – 9:45 a.m.
Worship Service	10:00 – 11:00 a.m.
Children's Church	10:30 – 11:00 a.m.

We look forward to the opportunity to serve your family in teaching your child academically and spiritually.

2. Cornerstone Preschool 2023-2024 Calendar

August 24 (Th)	6:00 p.m. – Open House & Orientation
August 29 (T)	First day of School
September 14 (Th)	Picture Day – Individual & Class
September 16/17 (S)?	2:00 p.m. Chrisney Fall Fest Parade. 1:00 Line up at 4-H Center
September 21 (Th)	RED DAY
October 24 (T)	NO SCHOOL (NS FALL BREAK)
October 31 (T)	Orange Day
November 16 (Th)	Brown Day
*November 16 (Th)	Christmas Cinnamon Roll Fundraiser Begins!
November 21-23	FALL BREAK
*November 28 (T)	Cinnamon Roll Fundraiser Orders Due
December 5 (T)	PJ Day
December 7 (Th)	Christmas Parties - Last Day till New Year
*December 7 (Th)	Christmas Program 6:30 p.m.
*December 15	Cinnamon Roll Fundraiser Pick Up
CHRISTMAS BREAK / END OF FIRST SEMESTER	
January 2 (T)	First day back to school from break
January 25 (Th)	Black/Yellow Day
January 29- Feb 2	Eagle Parent/Teacher Conferences will be scheduled this week.
February 13 (T)	Valentine Party Doves / Wear Pink/Red Day
February 14 (W)	Valentine Part Pre-K / Wear Pink/Red Day
March 7 (Th)	Stuffed Animal Day
*March 10 (SUN)	Preschool Sunday
March 14 (Th)	Purple Day
March 26 – 28	SPRING BREAK
April 11 (Th)	Hat Day
April 18 (Th)	Blue Day
*April 25 (Th)	Spring Program 6:30 p.m.
May 2 (Th)	Field Day - Last Day of School

*** All families are expected to participate per the commitment agreement**

3. Days and Hours of Operation

The 3 – 4 year old class, **Doves**, meets on Tuesday and Thursday each week for 1 ½ hours. Classes are from 10:30 - Noon

The Pre-K class, **Eagles**, meets on Tuesday, Wednesday, and Thursday each week. Classes are from 8:00 –10:00 a.m..

**Cornerstone Preschool follows the North Spencer County School Corporation emergency closing procedures. Listen to the local radio station or watch local TV networks for closing information.

If NSCSC closes school due to weather conditions, Cornerstone Preschool will also be closed.

If North Spencer is on a 2-HOUR DELAY, ALL classes will be CANCELLED for the day.

4. Philosophy

It is Cornerstone's mission as Christian Educators to provide all of God's children with a **great beginning**.. The children that enter the doors of our church will open themselves to learning the opportunities God's world holds for them. Having the opportunity to learn and grow in a safe, Christ-centered environment is one of the greatest gifts a child can be offered. With understanding, the children that enter these doors will realize they are a unique part of God's wonderful creation and embark on a lifelong love of learning.

It is also our goal to prepare these children for Kindergarten. Many of our procedures have been taken from Chrisney Elementary since this is the school district we're in. Using these same procedures makes the transition to Kindergarten more successful for the child and parent.

5. Staff

We have two staff people in our preschool. Mrs. Raquel Zoglman is the Director of the Preschool and Teacher of the Pre-K, Eagles Class. Mrs. Amy Harris is the teacher of the 3-year-old, Dove Class.

6. Communication with Parents

This handbook has been supplied in an effort to answer many of your questions. Put this in a place readily accessible for you to refer to when needed. Please contact any one of the staff if you have any questions.

Parents are informed of the activities of the school through a weekly Family Letter. This letter will be included in the "**Thursday Notebook**". This notebook also includes Super Kid notices, homework, and suggestions for parents. Thursday Notebooks should be returned the following school day (Tuesday) with any items included for return.

This notebook is very important. It contains information about your child and the preschool. Please keep it in a safe place when at home so your child can return it on Tuesday.

The church has a website, cornerstone.online, which we will keep updated with preschool information. Also, please follow us on Facebook (Cornerstone Church Chrisney and Preschool). We post pictures every week with our preschool activities.

At least one parent/teacher conference will be offered during the school year for the Pre-K students. Either the parent or the teacher may request an additional conference any time there is a special concern.

We want you to understand that part of the preschool experience is learning to follow other adult instruction and preparing them for kindergarten when they will not have their parent/ caregiver around during class time.

7. Pick Up and Delivery of Children

All students will be dropped off at the front doors of the church. Preschool staff will be at the door to move students to the classroom. Parents will not be entering the building for drop-off or pickup of students.

The front doors will be unlocked from 7:55 – 8:00 a.m. They will then be re-locked until the next transition. Pick up is easiest by lining up on the east side of the church (as listed in the below instructions) and waiting for your child to be released through the east side doors. These procedures have been put in place for the safety of your children.

Please use caution when driving through the parking lot. There is a lot of transitioning from one class to the next and our playground is located behind the church where children have to cross the parking lot.

For safety's sake, if a child is to be picked up by someone other than his or her usual ride, Cornerstone Preschool must be notified by a statement signed by the parent or guardian, or a telephone call/text. Any unknown individual picking up must show proof of identity (driver's license). The child will not be released to anyone who has not been granted permission from the parent/guardian.

EAGLES - Students arriving for the 8:00 a.m. class should arrive no earlier than 7:55 a.m.

DOVES – Students arriving for the 10:30 a.m. class should arrive no earlier than 10:25 a.m.

The children will be released through the east side (KITCHEN) door to walk to their vehicle. Adults picking up should drive straight up the drive way and circle around the back and park on the east side of the building facing Hwy. 70, and park on the right side of pavement. You may wait in your vehicle and your child will be released from the east side door to walk to their vehicle. If you arrive late, please come in the front door to pick up your child.

8. Sickness or Injuries

Should a child become ill during the day, the parent/caregiver is notified immediately. The child is separated from the other children and remains under adult supervision until the parent/caregiver arrives to take the child home. No child who arrives at school noticeably ill, with a rash, or with a fever will be admitted for that day.

In the case of minor injuries during a school session, the staff will administer first aid. If medical attention is required, the staff will contact the parent/caregiver immediately.

Parents/guardians are asked to leave home and work numbers with the school and at least two other numbers which could be used in case of an accident or emergency. We ask you to inform us immediately of any changes in these numbers or addresses. .

9. Dress

Children are encouraged to wear play clothes and **tennis shoes**. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. Please send your child with a jacket or coat when appropriate. The child's name should be placed on all outdoor clothing and other belongings to help ensure the return of possessions and clothes.

10. Discipline

Courtesy and respect are expected at all times.

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feelings about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

Behavior issues will be handled by each teacher. After an adequate period of adjustment, and if inappropriate behavior persists, parents will be called for a conference to discuss what may be helpful in motivating the child to behave in an acceptable way. If suitable improvements are not met the student may be removed from the program.

11. Super Kid of the Week

Each week a student from each class will be selected as the "Super Kid" of the week. Those students will be named in the Thursday Folder. The following week the Super Kid will be the teacher's helper and be the leader for activities. They should bring something for Show & Tell on Tuesday. **Show & Tell and other special designated days are the only times children should bring toys from home to school. Any toys a child brings from home and brought into the classroom will be put away until the end of class time and then returned.**

The Super Kid in the Eagle class will be responsible for that week's snacks.

12. Snacks, Treats, Invitations, etc.

ALL SNACKS & TREATS MUST BE PREPACKAGED WITH LABELS. This is the policy of most school corporations. These labels are important to make sure a child with a food allergy is not given a snack that would cause a reaction.

A snack time is scheduled for the Eagle class. **The Dove class will not have a regular snack time.** With advance notice Eagle students will rotate the furnishing of snacks. A child will be selected as the "**Super Kid**" for the week. That same week will be that child's family's responsibility to provide snacks for their class. Snack ideas and number needed will be sent home with the notice. Drinks are not required. Children may use the water fountain during snack time. **Please do not send personal snacks for your child.** (The exception would be those with food allergies and approved by the teacher.) Please make sure you have notified the teacher of any allergies or other food/diet problems your child may have.

Children may bring special treats for their birthday or holidays, but must include enough for their entire class. Each treat must be individually packaged so it can be sent home with the students.

Anything distributed to students during school hours must be approved by the classroom teacher. Example: gum, candy, invitations, birthday treats.

13. Library Books & Other Take Home Materials

Take Home Learning Packs/Baggies will be sent home with all preschoolers on Thursdays. Each pack includes a book(s) with activities. These are designed for you and your child to explore together. Please return these on Tuesday, so we can prepare them to send home to another student on Thursday. Please make sure all items are in the pack before returning them to school completed. Library books owned by Cornerstone Preschool are available to the students and their parents. The books should be taken care of and returned at the proper time. The student must pay for books not returned or lost. The staff will notify the parents/guardians of the cost. We encourage parents/caregivers to read to their child every day. Nothing promotes the love of reading more than being read to at an early age. All students will check out a book from the school library on Thursday as long as they have returned the previous book.

14. Photo Permission

Photography and video during school hours: Pictures will be taken throughout the year for Facebook. Pictures could also be used for the newsletter or local newspaper.

Each student must have a signed permission included with registration for any photos to be taken of them.

15. Chrisney Parade

To be determined :

Based on interest and availability of families our preschool may have a float in the parade that our kids ride on. All families are asked to donate a bag of candy for the kids to throw.

16. Special Activities or Instructions

We will be teaching the Tucker Sign Language. Tucker is a phonetic sign language that uses all the senses to learn the alphabet and enhances reading skills.

17. Fundraisers

Everyone signed a Letter of Commitment with your child's registration. All families are expected to participate in these fundraisers.

18. Registration Fee & Supplies

We have a registration fee of \$50. This fee is non-refundable as this holds a position for your child in the classroom. There is an additional \$100 school fee that is due by the first day of school.

Supplies for Eagles: 1 backpack, small plastic school box, crayons, scissors, 1 pencil, 1 big eraser, 2 3-prong pocket folders (solid color – Do not write name on).

Supplies for Doves: backpack, small plastic school box, box of Jumbo crayons, scissors, 2 3-prong pocket folders, (solid color - Do not write name on).

19. Class & Individual Pictures

This year's pictures will be taken on a Thursday, September 14. Class and individual pictures will be taken. An order envelope will be sent home at least one week prior to the picture date. You do not have to order pictures but your child will have their picture taken with their class. Vickie Snyder of Victory Photography from Fulda will be taking the pictures.

20. Class Parties

We will have two parties celebrated at the school throughout the year, Christmas and Valentine's Day. We do not celebrate Halloween although some families like to give out treat bags to the students in their child's class. Special treats can be handed out if there are enough for all students in that class. Halloween trick-or-treating and dressing up is discussed but not celebrated during class time.