

PEBBLES

Early Kindergarten

A subsidiary of

Cornerstone Christian Academy

K3-K5

HANDBOOK

2018-2019

5301 Cortez Ave.

Las Cruces, NM 88012

575-532-0902 - www.cornerstn.org



MESSAGE FROM THE PASTOR

Dear Parent:

In 2004 God led my family to move to Las Cruces to start Cornerstone Baptist Church and Cornerstone Christian Academy. Since the beginning, we have had K-12th grades, established on the principle of being character building specialist. It has been absolutely amazing to see the wonderful work that God has done in the lives of so many young people. I constantly am amazed to see the character of our graduates as they go forward serving the Lord, working a job, and building their families. God has truly used our academy to be a blessing to many.

After much prayer and planning, starting this fall we are expanding our Academy to include Pebbles Early Kindergarten for three and four year olds. This will be a great alternative to daycare, and is an opportunity for your child to be lovingly cared for and trained in a good Christian environment.

*“Train up a child in the way he should go: and when he is old, he will not depart from it.”
Proverbs 22:6*

Sincerely in Christ,

Pastor Doug Cowan

MISSION STATEMENT

The philosophy of *Pebbles Early Kindergarten* is to embrace three areas of importance:

1. To provide a quality Christian kindergarten program that supports, sustains, and develops children, youth, families and individuals in all aspects of life.
2. Our mission is to provide a cheerful, dynamic, and loving environment for children and families. This environment will promote and encourage the whole child by addressing their expressive, physical, social, intellectual, and spiritual needs.
3. It is our desire to sustain a safe and stable atmosphere. Pebbles Early Kindergarten will function as a partner with parents to fulfill the needs of their children.

It is the goal of Pebbles Early Kindergarten that every child will reach their full potential in all areas of life.

ACADEMIC PHILOSOPHY

I Corinthians 10:31b says, “...whatsoever ye do, do all to the glory of God.” *Excelling* will be the key word for every class and activity. The Christian has no excuse to present only an average effort; he must strive to excel and to offer the Lord his best. Let us strive to have a spirit of excellence so that we give Him the glory for everything we are able to achieve. Pebbles Early Kindergarten is an academic program.

ADMISSION POLICY

Pebbles Early Kindergarten admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities made available to the students of the preschool. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, or other preschool-administered programs.

ADMISSION/WITHDRAWAL PROCEDURES

Admission

As a general rule, students will be placed in age-appropriate classrooms. Students will be tested, assessed, and evaluated throughout the school year. This is done so that the teachers, as well as the parents, are able to track the progress of the student. Copies of these items will be sent home for the parent to view. A copy will also be kept in the child's file at the school facility. Additionally, the following steps must be completed prior to a student being considered registered.

1. Read this handbook thoroughly.
2. The following forms must be signed/submitted by the parent before the first day of school:

Child Enrollment Application and Agreement Packet
Copy of current Immunization Record
Copy of Birth Certificate

SPECIAL NOTE: Parents will not be allowed to enroll a child in Pebbles Early Kindergarten if they still owe money for previous schooling at Pebbles Early Kindergarten. Children may be re-enrolled upon receipt of past-due payment.

Withdrawal/Dismissal

If at any time it becomes necessary to withdraw your child from our program, a thirty day written notice is required. Verbal notification is not permitted. Tuition will be payable to Pebbles Early Kindergarten for the thirty day notice period.

Drop-off/Pick-up

For your convenience, the facilities will open at 7:00 A.M. for early care. A sign in and sign out procedure is in use. Students should not be left on the playground or school facility property until a teacher is present. Pebbles Early Kindergarten will not be responsible for children who are left on facility property before a supervisor opens and signs in the child.

Curriculum will begin at 8:00 A.M. and attendance will be taken at this time. Please have your student to class by this time, as it is important to your child's learning that they are in class on time.

Parents, please supervise your child at drop-off and pick-up times. If someone other than you will be picking up your child, the person picking up your child must be listed on the enrollment application form as a person authorized to pick up your child.

If a child is left at Pebbles Early Kindergarten after closing time, the staff will attempt to contact parents first. If our attempts are unsuccessful, we will then move to the emergency contacts given by the parent to pick up the child.

DAILY SCHEDULE

A detailed, daily schedule will be posted in your child's classroom for your viewing. We feel it is important that you, as the parent, are made aware of the activities in which your child will be engaged throughout the day.

Early care Hours	7:00 A.M. - 8:00 A.M. – Mon-Fri
School Hours	8:00 A.M. - 3:00 P.M. – Mon-Fri (Full Day)
	8:00 A.M. – 11:50 A.M. – Monday-Fri (Half day)
After-care Hours	3:15 P.M. - 5:00 P.M. – Mon-Fri

BAD WEATHER CONDITIONS

Any school delays or closings will be listed with the news media when snow and inclement weather interfere with the normal school schedule.

FEES & TUITION

Registration is \$150.00 per child. There is also a one-time application fee of \$25.00
Discounts for early registration for previous students may apply.

3 Year olds only

Half Day – 8:00 am – 11:30am

Monday-Friday----- \$300.00 per month

Full Day- 8:00am-3:00pm

Monday-Friday----- \$325.00 per month

4K4-K5

Full Day – 8:00 am – 3:00 pm

Monday-Friday----- \$325.00 per month

Multiple child discounts available. Please call for details.

Early drop off (7:00AM) and late pick up (5:00PM) is available at \$100.00 per family that covers Monday through Friday.

Annual Book Fees for K3 – K5 is \$40 per child.

FINANCIAL POLICIES

Tuition is to be paid on the first of the each month. We accept cash, most credit cards, personal checks and online PayPal. If payment is not made by the fourth of each month, a late fee of \$35.00 will be charged to your account. Tuition is due whether or not your child attends, regardless of holiday, illness, inclement weather, unapproved vacation, or for any other reason. Tuition fees that are due and go unpaid after the 6th of each month may result in the dismissal of your child from Pebbles Early Kindergarten.

Accounts will be charged \$35.00 if checks are returned for non-sufficient funds. If an account has multiple returned checks, the account holder will be required to pay their child's tuition and fees by other forms of payment.

RECOGNIZED HOLIDAYS

Pebbles Pre-School will close for at least the following:

New Year's Day
President's Day
Memorial Day
Labor Day
Thanksgiving Day (and the day after)
Christmas Break
Spring Break

A calendar will be sent home at the beginning of the school year with the exact dates the preschool facility will close.

INSURANCE LIABILITY

Pebbles Early Kindergarten assumes no liability for injuries to students occurring during or after school facility hours.

SNACKS/LUNCH

Morning, afternoon snacks, and lunch should be provided by parents. Students may purchase items from the Cornerstone Christian Academy snack shop.

MEDICATION POLICY

- A. All medications are to be stored in the school office.
- B. Students must register any medicine in writing with the school office.
- C. No medication or prescription may be taken on the school campus without the knowledge of the school staff.

TOYS

Students may bring toys from home, however each toy from home needs to be approved if bringing them to the Early Kindergarten facility.

OFFICE HOURS

Office hours are Monday through Friday, 7:35 A.M. to 5:00 P.M. After-hours appointments can be arranged for conferences and interviews as approved by the administration.

PARENT-TEACHER CONFERENCES

Pebbles Early Kindergarten teachers will schedule conferences during the school year to discuss the progress of your child and to address any concerns that you, as the parent, or the teacher might have. Pebbles Early Kindergarten teachers will also request a parent-teacher conference if there is a behavioral issue that arises during the year with which the teacher requests your assistance. If a parent wishes to call a conference with the teacher at any other time, he/she should make arrangements with the teacher by contacting the school facility office. When there is a scheduled conference, we ask that you go to the school facility office and the secretary will inform the teacher that you have arrived. *Please do not go directly to the classroom!* Teachers are available to talk with parents and are happy to arrange a scheduled time; however, teachers should not be detained before or after school unless a conference has been scheduled.

PARENT-TEACHER COMMUNICATION

Open communication is vital to a balanced school program. Our teachers stay in close contact with parents in a variety of ways. In most instances, communication will be conducted in writing. Forms, which will inform you of problems, or ways you may help, will be sent home for your signature. If you have any questions our teachers will be glad to make an appointment with you. You may also speak briefly with teachers at drop-off and pick-up times. The teacher's first priority is the overall care of the children in the classroom. If the question or concern you may have is lengthy, please call ahead and schedule a time to meet with the teacher.

Early Kindergarten **DRESS CODE –**

All clothing should be clean, in good repair, and well pressed. Students must abide by the following dress code:

Boy's Dress Code:

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|--------|---|
| Shirts | Shirts should have a collar and be long enough to cover the tummy area. Shirts with pictures or writing on them are not allowed. |
| Pants | Any type of dress or casual long pant. Blue jeans are not allowed except on Mondays. Pants with belt loops must be worn with a belt. No Shorts. |
| Shoes | Casual, dress shoes, or tennis shoes are acceptable. Shoelaces must be able to be tightly tied. |
| Socks | Socks must be worn at all times. |

Hair Standard, conservative, tapered cut; must be off the collar and ears. No spiked, mushroomed, or greased hair. No hair color is allowed.

Girl's Dress Code:

Shirts Shirts should be long enough to cover the tummy area. Shirts with pictures or writing on them are not allowed. No sheer material is allowed. No sleeveless dresses, shirts, or blouses are allowed. No shorts or pants.

Skirts Skirts and dresses are to be well below the knee in length.

Shoes Casual, dress shoes, or tennis shoes are acceptable. Shoes cannot be strapless. Shoelaces must be able to be tightly tied. Dress boots are allowed. Socks or tights must be worn at all times. Sweat pants or leggings under dresses or skirts are not acceptable.

STUDENT PICK-UP PERMISSION FORM

Each family is asked to complete this form authorizing those people listed to pick-up your children.

VISITORS

We do ask that visitors not enter the hallways, classrooms, lunchroom, or chapel during school hours of operation without first checking in with the office. A *visitor is* anyone who is not enrolled or employed at Pebbles Early Kindergarten. This also includes those helping with classroom functions. Upon checking in with the office, you will be taken to the staff member or student for whom you are looking. Visitors should be willing to meet the following guidelines:

1. A visitor should have advance permission from the administration to visit or sit in with your student at lunch (at least one day in advance).
2. All visitors are to report to the office upon arrival before entering any classes or other student areas.
3. All visitors must meet the Cornerstone Christian Academy dress code.