

Ministry of Cornerstone Church of Broadway



Preschool & Daycare

Parent Handbook

2019-2020

Laying A Strong Foundation

## CONTACT INFORMATION

Joni West – Director  
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Mailing address:  
Stepping Stones Preschool and Daycare  
265 West Springbrook Road  
Broadway, Va. 22815

Lead Teachers:  
Julie Bragg – Pre K class  
Jeannette Herron – 3 year old class  
Michaela Smith – 2 year old

Website: <http://www.cornerstonbroadway.org>

Cornerstone Church of Broadway  
Elders:  
Larry Wilson: 540-282-2295  
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## 2019/2020 Price List

### **Full Time:**

**2 year old class:**

**\$160.00 /week**

**Monthly supply fee \$5.00**

**3 year old/Pre K 4 Class**

**\$135.00/Week**

**Monthly Supply Fee: \$10.00**

**Registration: \$40.00/yearly-non refundable**

### **Part Time:**

**2 year old class:**

**\$35.00/Per Day**

**\$25.00/Half day**

**3 Year old/Pre K 4 Class**

**\$30.00/Per Day**

**\$20.00/Per Half Day – 7:00-12:30**

**Monthly Supply fee: \$5.00**

**Afterschool care: \$5.00 a day**

**(after 4:30 pick up for all classes.)**

**Registration fee: \$40.00 non refundable**

Dear Parent,

Thank you for choosing Stepping Stones Preschool & Daycare! Our purpose is to provide quality childcare and early childhood educational training in a safe and nurturing environment, partnering with the parents and guardians to prepare their children to have a love of learning.

Stepping Stones is a not-for-profit religious institution, exempt from state licensing. We are located at Cornerstone Church of Broadway, 265 West Springbrook Road. The school's physical facilities provide an excellent educational environment. They comply with all laws and regulations concerning food service activities, health and sanitation, building codes, and fire safety regulations.

The administration and staff are experienced in working with young children and are dedicated to seeing that your child receives the best of instruction and care.

This manual will help to answer questions you may have about our program. Please take the time to carefully read it. Address further questions to the school's director .

Blessings,

Joni West- SSPD Director

## MISSION

**"Jesus said, "Let the little children come to Me. Don't stop them! For the Kingdom of Heaven belongs to those who are like these children." Matthew 19:14**

At Stepping Stones Preschool and Daycare our mission is to provide strong foundations in knowing God , an early love for learning and walk along side parents in the mentoring and nurturing of their children by providing a safe and loving environment for their children.

## **GENERAL INFORMATION**

### Preschool

Stepping Stones offers a 2 year old class, 3 year old class and a Pre K4 class everyday. We use a Thematic and Literature approach in teaching the children what they will need to know before entering the PreK4 class and Kindergarten. Pre K4 is a Kindergarten preparatory class, so we require that children be 4 years old as of September 30th to enroll in this class. We follow the RCPS requirement for entering Kindergarten.

## Toys:

Because toys from home can be lost or misused by other children, They are not permitted unless specified by the teacher for show and tell or other class projects. The exception is a special rest time item.

## Party information: Birthdays:

We love celebrating birthdays at Stepping Stones

Preschool !! Parents are welcome to send cookies, cupcakes or cakes to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all the children. Ask your teacher for suggestions. Parents are always welcome at their child's birthday celebration.

If a birthday party is to be celebrated away from school, invitations can be given to your child's teacher . It will be placed in their folder. Our center does not distribute mailing list or phone numbers.

### **Director Discretion and Best Fit Policy**

Once your child has been in attendance for a month, they will be assessed to determine how best to meet their individual needs, at which time , the director reserves the right to recommend other options or placement for your child.

The director of Stepping Stones Preschool also reserves the right at any time to deny admittance or revoke enrollment of a child at her discretion, either on a permanent or temporary basis on her timeline, for reason including ,but not limited to the following:

Non payment

Inability to provide the school medical records

Child's repeated disruptive behavior

Child's violent behavior

Lack of cooperation with center staff by student or parent

Developmental or health needs which cannot be met by Stepping Stones Preschool and Daycare without fundamental changes to or an undue burden on our existing program or procedures.

### **Open Door Policy & Parent-Staff Conferences:**

Anyone interested in learning more about our program can contact the director and schedule an appointment. Parents, grandparents, and guardians are welcome to visit during school hours. Please keep in mind , this may cause some stress or disruption, depending on the temperament of your child and/or the other children in the classroom. Please contact the director prior to visiting your child's class. If you would like a conference with one of the teachers, contact your teacher directly by email .

### **Non-discrimination Policy:**

Stepping Stones accepts applicants for enrollment without regard to race, religion, color, sex, or national origin.

### **Facilities**

Stepping Stones Preschool & Daycare is located at :

Cornerstone Church of Broadway  
265 W. Springbrook Rd.  
Broadway Va. 22815

## **STAFF**

### **Qualifications:**

Childcare workers hired by Stepping Stones must meet specific criteria concerning academic training, work experience, and personal character. The daycare staff must have previous experience working with children in a daycare or other academic environment. Staff members are CPR certified.

### **Health Requirements:**

Stepping Stones requires all staff to be certified annually by a practicing physician or nurse practitioner to be free from any disability which would prevent them from caring for children.

### **Enrollment Capacity:**

In order to provide the best childcare possible and comply with state regulations, Stepping Stones will have no more than forty children enrolled during regular school hours (7:30am-3:00pm).

## **DISCIPLINE**

At Stepping Stones, discipline involves the use of positive reinforcement and a "Break" if necessary. We are implementing a strategy of "first time" obedience. Please contact the Director if you would like more information on this.

If your child does not respond appropriately to our "Break" or the natural consequences we give, we will need to call you to come remove your child from the classroom for the remainder of the day. If there is a repeat of this behavior we will schedule a parent/teacher conference with the Director to discuss further action.

Here is a list of behaviors that are not allowed at Stepping Stones Preschool:

1. Hitting other children/staff
2. Using offensive language/potty words
3. Aggressive behavior- tackling, bullying
4. Spitting or biting other children/staff

Physical punishment is never used.

## CURRICULUM

The lessons and activities at Stepping Stones are Biblically based. Our goal is to make learning fun, yet challenging. We provide an atmosphere that is nurturing in all areas, encouraging each child to do their best. Our curriculum is literature-based with lessons in mathematics, science, and social studies integrated into thematic units.

- Bible Lesson
- Story Time
- Puzzles
- Phonics
- Music
- Outdoor Physical Activities & Games
- Art
- Socialization Skills
- Group Games & Activities

### Forms:

These forms must be on file before entering our program:

- Enrollment Forms

These forms must be on file within 30 days of enrollment:

- Copy of Birth Certificate
- Copy of Immunization Record

Should the child be under the legal custody of only one parent, a copy of the final court judgment must also be on file.

### Injury:

Stepping Stones makes every effort to provide the safest environment for all children. Should an injury occur, the teacher will take immediate first aid steps, which may include calling 911, and then inform the parent and await further instructions. An injury report will also be filled out. The parent must review, sign and return it to school for our records. You will also be given a copy. Please notify the Director should your child see a health care provider after an injury at school.

### Medication:

Stepping Stones Preschool is not licensed to administer any medication-that includes prescription and over the counter. The exception is epi pen for medical emergency.

## INSURANCE

Stepping Stones Preschool & Daycare maintains public liability insurance to cover any unforeseen accidents or injuries that may occur on the school grounds.

## Tuition and Fees

### Registration Fee:

A \$40.00 per child fee is due at registration and every August. This fee must be paid before your child may come to school.

### Supply Fee:

At the beginning of each month, we will charge a \$10.00 fee to each Full Time child's account, \$5.00 to each part time to cover the cost of learning materials and consumables (crayons, paper, pencils, art supplies, disposable cups, etc..)

### Tuition Policy:

You will be billed for the days your child scheduled attendance. It is the parent/guardian's responsibility to let the director know if your child will be absent. If the director is not informed by 8:00 a.m. either by email or phone on the day or before, you will be billed regardless if your child attends.

**You will receive a credit for four (4) absences with in the school year, after that you will be responsible to pay regardless if your child attends or not. You will not be billed for days Stepping Stones is closed.**

Payment is due on the first day of the week your child attends. **There will be a \$10.00 late fee applied to past due accounts.**

**Place payment in box outside of Director's office**

8. Conjunctivitis (Pink eye) -Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school they will need a doctor's release.

9. Infectious/Contagious Disease (Hand/Foot/Mouth Disease, Chicken Pox, Fifth Disease, Strep Throat, etc.. Please notify the Director if your child is diagnosed with any of these diseases. School will notify parents via email of all communicable disease while protecting the identity of the child.

Parents should exercise every precaution and keep their child home should other unusual symptoms occur.

### PICKING UP YOUR SICK CHILD:

If any symptoms are found in the preceding list are observed during the day, you will be called to pick up your child immediately. In the best interest of the children, we may also reserve the right to inform you that your child is exhibiting unusual behavior such as tired, excessive irritability or complaining of pain We may ask that you have them checked by a health care provider.



## Illness Policy

The health of Stepping Stones Preschool is designed to best meet the needs of our children, parents and staff. Viral illnesses such as colds, flu and other contagious diseases are common in preschoolers.

To protect your child and to help contain these illnesses, we will not accept a child at the Center if he/she show any of the following :

1. Any nasal discharge that is yellow or green lasting several days.
2. Discharge from the eyes or ears
3. Complaints of ear pain
4. Severe sore throat and/or cough
5. Rash
6. Diarrhea and/or vomiting
7. Temperature over 100 degrees Fahrenheit- Children will be sent home if their temperature is 100.00 or higher and must stay home until the temperature is below 100 without the use of fever reducing medication.

**Any child whose tuition account is delinquent by one week may not continue in school until the parent corrects the situation.** If a child is absent when the tuition payment is due, the parent is to make payment on the day the child returns to school. Parents may pay with cash or check. Parents will be assessed a \$20.00 service charge for each returned check. This may result in the account being put on a cash-only basis.

### **Attendance**

The Director takes attendance each day. The school day begins at 8:25am . If your child is sick or will be absent or late due to an appointment or planned event, please let the Director and your child's teacher know as soon as possible.

### **Late Pick-Up Charge:**

An overtime fee of \$10.00 for every ten minutes (0-10) will be charged when a child is picked up after 5:30p.m. Please be considerate. If, after being charged the late pick-up fee, you continue to pick up your child after 5:30 p.m., further action will be taken which may include an increase in the late-fee charged to your account and/or dismissal from our program. Children attending mornings only, need to be picked up by 12:30. Late fees apply for pick up after 12:30.

### Holidays & School Closings:

Stepping Stones will be closed on all major holidays including:

Monday, September 2-Labor Day

Friday, Oct. 25th- Fall Break

Wednesday, November 27th- Friday, November 29th-Thanksgiving break

December 23rd-January 3rd-Christmas break

Monday, April 6th- April 10th- Spring break

Monday, May 25th-Memorial Day

**Please mark your calendars with these dates.**

**You will not be billed for these days.**

### LUNCH & SNACKS

Parents must provide a snack and lunch for their child each day. Lunches should be self serving and containers easy to open as we encourage independent activities. We do not provide refrigeration-consider using ice packs. Each class has a microwave for warming meals. All lunch boxes and containers should be labeled with your child's name:

### CLOTHING:

Clothes-Because play is a major part of our day, clothing should be practical and comfortable. Clothing should not restrict participation in the daily activities such as playground or recess times.

Shoes- we prefer children not to wear open-toed shoes, flip flops, sandals ,or cowboy boots. Sneakers and supportive shoes make running on the playground and other activities safer. Dress your child appropriately for outdoor play It is an important aspect of their development in gross motor skills and socialization. **Label** jackets, coats and other items that might be removed during the day.

## ARRIVAL & DEPARTURE

All arrivals and departures will be only through the school's main entrance on the east side of the building and in the presence of a staff member. Children may be dropped off 7:00 -8:30am.

### **Doors are locked at 8:30am!**

Half day students must be picked up by 12:30pm and all day students may be picked up anytime after 3:00p.m.. Whoever picks up a child must sign him/her out before leaving. Children are to remain with their parent when leaving the building to help insure the safety of the child in the parking lot.

We request that children **are not picked up during our rest/quiet time from 12:30-2:30pm as it can disrupt the entire class.**

### Authorized Persons:

We only allow parents, guardians, and those designated by the child's parent or custodian to pick up that child. In custody cases, the registering parent is to provide a copy of the legal document indicating who has legal custody of the child.

Parents/guardians must notify the Director by email or phone with any changes in their child's pick up. Persons must be listed on the child pick up authorization form. A photo ID will be required for first time pick up.

### School Closings:

Should school close or open late, notification will be sent by email and posted on Facebook. If we close early, you will be notified by email, it will be posted on our Facebook page and we will follow up with a call.

Please provide a daytime number that you can be reached during school hours and an email address so that we can reach you.

You will not be charged for days that Stepping Stones is closed. If you have already paid for any given day that school has an unplanned closing, you will receive a credit to be applied to your next week/month invoice..