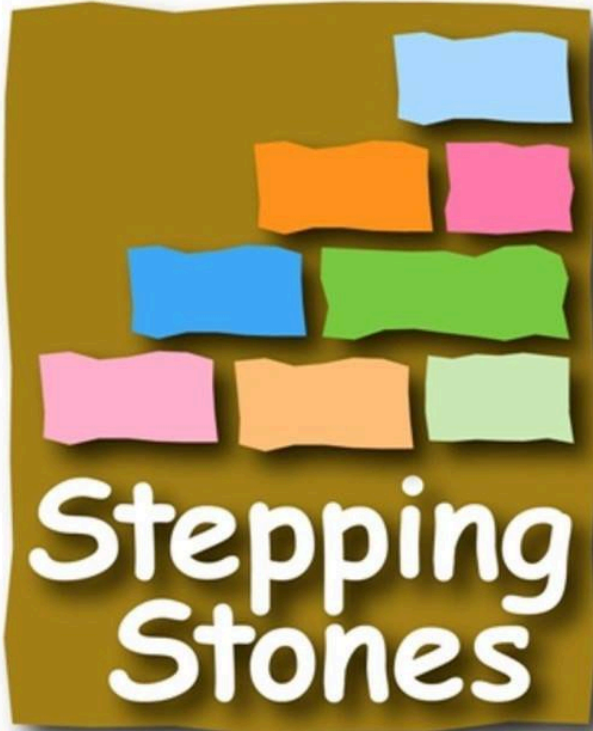


Ministry of Cornerstone Church of Broadway



Preschool & Daycare

Parent Handbook

2022-2023

Laying A Strong Foundation

Dear Parent/Guardian,

Thank you for choosing Stepping Stones Preschool and Daycare! We provide quality childcare and early childhood education in a safe and nurturing environment, partnering with families to prepare their children to have a love of learning.

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

The administrations and staff are experienced in working with young children and are dedicated to seeing that your child receives loving care and instruction.

This manual will help answer questions you may have about our school and its policies. Please take time to read it carefully. Address any further questions to the school's 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.” Mathew 19:14

At Stepping Stones Preschool and Daycare our mission is to give children a knowledge of Christ love for them and a foundation in knowing God. We walk alongside families in mentoring and nurturing their children by providing a safe and loving environment for their children to know God’s love along with giving them a love of learning.

## GENERAL INFORMATION

### Preschool

Stepping Stones offers a 2-year-old ,3-year-old and Pre-K class with full day /fulltime options. We also offer a Morning Discovery class M/W/F for 4-year-olds and T/Th 3-year-old. We use a Thematic and Literature approach to preparing children to enter Pre-K and Kindergarten. Pre k is preparatory for kindergarten so we require that children turn 4 years old as of September 30 to enroll in this class.

**Open Door Policy & staff Conferences:**

Anyone interested in learning more about our program can contact the director to schedule an appointment.

Due to current Covid 19 guidelines, we are limiting people coming into our school/classrooms. If you would like a conference with your child's teacher and/or director, please email the office at [steppingstonespd.office@gmail.com](mailto:steppingstonespd.office@gmail.com) so we can set up a time for you.

### **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 West 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 preschool staff must have previous experience working with children in a daycare or other academic environment. Staff members are CPR/First aid 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 care possible and comply with state regulations, Stepping Stones will have no more than 40 children enrolled during regular school hours. (7:30a.m. -3: 30 p.m.)

# CURRICULUM

The lessons and activities at Stepping Stones are fun, yet challenging. Our curriculum weaves biblical principles of Jesus's love, kindness and sharing. Our curriculum is literature based with lessons in mathematics, science and art integrated into thematic units.

Our music curriculum for those who attend music is Prodigy.

We value outdoor play and the freedom it brings. It develops both gross and fine motor play. Weather permitting, children are outside twice a day.

**Forms:**

The following forms must be on file before entering our Stepping Stones Program.

**Enrollment forms:**

The following forms must be on files within 30 days of enrollment:

Copy of child's birth certificate

Copy of Immunization record

Pick up Authorization Form

Parent handbook receipt

Legal custody/copy of final judgement of file when applicable.

# Tuition and Fees

**Registration/enrollment fees:** A \$40.00 non-refundable fee is due at time of enrollment. The fee must be paid before your child can attend Stepping Stones.

**Supply Fee:** At the beginning of each month, you will be billed a \$10.00 fee if your child attends fulltime and \$5.00 fee if your child attends parttime. This fee covers the cost of learning materials, consumables (crayons, papers, art supplies, etc...)

**Tuition Policy:** You will be billed for the days your child is scheduled to attend. It is the parents/guardians' responsibility to let the director know if their child will be absent. If the director is not informed by 8:30 either by email or phone on the day of 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.**

**Payments may go in your child's folder in an envelope or in the box outside the director's office.**

**Any child whose tuition is delinquent by one month will not continue in school until the parent /guardian makes payment. At this point your invoice will be turned over to the elder team for their review and follow-up.** If a child is absent when tuition is due, payment is due when the child returns. Parents/Guardians may pay with cash or check. Parents/Guardians will be assessed a \$20.00 service charge for returned checks. This may result in the account being on a cash -only basis.

#### **Attendance:**

The Director takes attendance each day. The school day begins at 8:25 a.m. If your child is sick or will be absent or late due to an appointment or planned event, please let the Director know.

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

A late fee of \$10.00 for every ten minutes (0-10) will be charged when a child is pick up after 4:30. Please be considerate. If, after being charged the late pick-up fee, you continue to pick up your child after 4;30 p.m., further action will be taken which may result in increase in late fee and/or dismissal of our program. **Children attending half day, need to be picked up by 1230. Late fees also apply for after 12:30**



# Holidays & School Closings:

Stepping Stones will be closed on all major holidays.

Monday, September 5- Labor Day

Friday, October 28th-In Service, teacher work day

Wednesday- Friday, November 23-25-Thanksgiving  
Break

December 22- January 1- Christmas Break

Monday, March 13-17- Spring Break

April 7-Good Friday/April 10-Easter Monday

Monday, May 29th- Memorial Day

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 and Facebook. We will follow up with a phone call.

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

## ARRIVAL & DEPARTURE

All arrivals and departures will be through the school's main entrance on the east side of the building in the presence of a staff member. Children may be dropped off 7:00 a.m.-8:25 a.m. **Our full time Pre-K classes arrival is by 8:00 a.m.**

Upon arrival each child will have their temperature checked. Any temperature 99.9 or above is a fever and your child will not be able to attend school. (Children must be fever free for 24 hours without medication before returning) All children will wash their hands before entering their class or fellowship hall. Staff will escort your child to their classroom. Children who attend half day must be picked up by 12:30, full day between 3:00-4:30. Whoever picks up your child must sign him/her out before leaving. Children are to remain with their parent/guardian when leaving the facility to help ensure the safety of the child in the parking lot.

### **Authorized Persons:**

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

## **LUNCH & SNACKS**

Parents/Guardians must provide 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's-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 and/or initials.

## **CLOTHING**

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 recess times.

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

## 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 can be common in preschoolers. To protect your child and help contain these illnesses, we will not accept a child at the center if he/she is exhibiting any of the following:

1. Any nasal discharge that is yellow/green
2. Discharge from eyes or ears
3. Complaints of ear pain
4. Severe throat and/or cough
5. Unexplained Rash

6. Diarrhea and/or vomiting

7. Temperatures over 99.8 Fahrenheit-children will be sent home. Children must be fever free for 24 hours without the use of fever reducing medication before returning to school.

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, Covid 19 etc... You must notify the Director if your child is diagnosed with any of these diseases. The 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 from 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 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 request that you have them checked by your health care provider.

**Injury:**

Stepping Stones makes every effort to provide the safest environment for all children. Should injury occur, the teacher will take immediate first aid steps, which may include contacting the Director and calling 911. Parents will be informed and staff/teacher await further instructions. An injury report will be filled out. Parents must review, sign and return it to the school. You will receive a copy while the original report will be kept on file. 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 an epi pen for medical emergency.

# 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 speak with the director for more information on this.

If your child does not respond appropriately to our “Break” or natural consequences we give, we may need to contact a parent to come and 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 along with the director to discuss further action.

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

Hitting other children/staff

Using offensive language

Aggressive behavior-tackling, bullying

Spitting or biting other children/staff

**Physical punishment is never used.**

## Director's Discretion & 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 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 bases on her timeline, for reasons including, but not limited to the following:

Non-Payment

Inability to provide the school with required documents

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 and procedures.



# 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. If your child comes into the building with a toy, they will be asked to place it in their backpack. The exception is a comfort toy for rest time.

## Birthdays/Party Information:

We love celebrating birthdays at Stepping Stones!! Parents are welcome to send cookies or cupcakes to share with their child's classmate on birthday or a class "holiday" party". Some classrooms may have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. I encourage you to ask your teacher for suggestions.

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

# Covid Guidelines

Should your child be diagnosed with Covid, you must notify the school immediately. Your child will be removed from the school for 5 days. We will also require a note from your child's healthcare provider stating they may return to school. We will contact both the Virginia Department of Health and the Department of Social services for further steps. This could result in the entire class being closed for the 5-day quarantine time.

If a child or family member has direct contact with someone who has tested positive with Covid, the child will be removed from the class for 5 days.

All Covid cases both students and staff will be reported to the Virginia Department of Social Services.

Parents/Guardians will receive an email notification of a case in our school. That would be a staff or student in the facility that has tested positive for covid.

As we are walking in new territory, some decision may need to be made that are not listed in our handbook. These policies may be updated.

## Contact Information

Joni West- Director-Phone:540-251-4433

Email: [steppingstonespd.office@gmail.com](mailto:steppingstonespd.office@gmail.com)

Mailing Address:

Stepping Stones Preschool and Daycare

265 West Springbrook Rd.

Broadway, Va.22815

### Teachers:

Julie Bragg: Pre-K

Marissa Showalter:3-year-old class

Michaela Smith: 2-year-old class

TBD: Pre -K-Morning Discovery class /3 year Joni West

Bonnie Showalter: Music teacher

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

Cornerstone Church of Broadway:

Church Office: 540 901-2569

## INSURANCE

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

