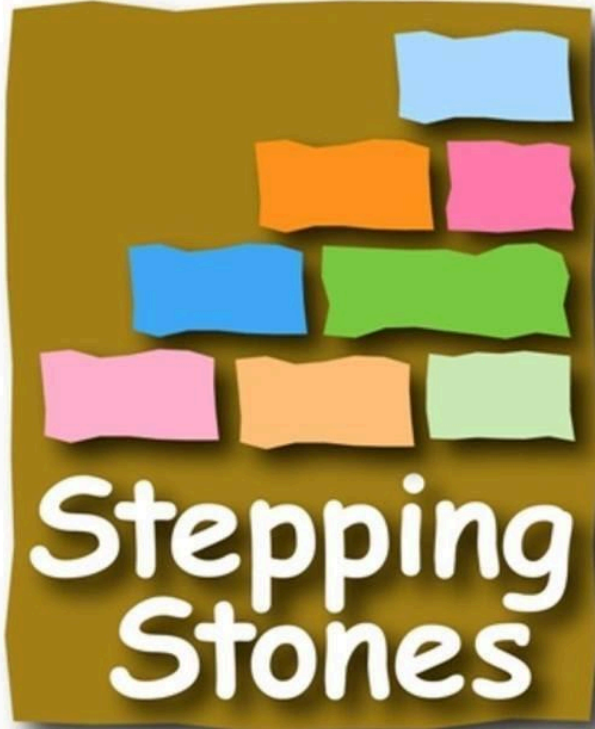


Ministry of Cornerstone Church of Broadway



Preschool & Daycare

## **Parent Handbook**

**2024-2025**

**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 Christ and learning.**

**Stepping Stones is a non-profit religious institution with licensing from the Virginia Department of Education. 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 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 and 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's 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.

## Statement of Faith:

### We believe in:

1. The divine inspiration, truthfulness and authority of the Bible in its entirety as the only written Word of God, without error in all that it affirms, and the only infallible rule of faith and practice (2 Timothy 3:16, 2 Peter 1:21);
2. The one, eternal God: Father, Son, and Holy Spirit, who spoke the world into being and governs it according to the purpose of His will (Genesis 1:1, Matthew 28:19, John 10:30);

3. The only Savior, Jesus Christ, who gave Himself as the only ransom for sin, the only mediator between God and man, the only Name whereby we must be saved; (1 Timothy 2:5-6, Acts 4:12)
4. The power of the Holy Spirit that works within man to accomplish the new birth on the basis of grace alone, producing the fruit of the Spirit, and imparting the gifts of the Spirit to empower for service; (2 Corinthians 5:17, Ephesians 2:8, Galatians 5:22-23, 1 Corinthians 12:4-31)
5. The personal and visible return of Jesus Christ in power and glory to consummate His salvation and His judgment (Acts 1:11, Revelation 19:11);
6. The new life in us is evidenced by living in obedience to the known will of God revealed in the Bible; (Romans 2:13, John 14:15-17, Ephesians 1:9, 1 Samuel 15:22)
7. The present work of the Holy Spirit in us, enabling us to live a full and satisfying life as a Christian; the spiritual unity of believers in our Lord Jesus Christ; and the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. The term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.

(Genesis 2:18–25; 1 Corinthians 6:18, 7:2–5; Hebrews 13:4).

9. That God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

**Stepping Stones Preschool and Daycare recognizes that there may be other perspectives held by Christian believers, which they believe to be consistent with and in addition to the above. However, these statements will be upheld and taught by Stepping Stones Staff.**

## **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.

### **Background Checks:**

Stepping Stones requires all staff to have a clear background check with FBI/Central Registry and Fieldprint Virginia.

### **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.

# **Preschool**

Stepping Stones offers a 2-year-old, 3-year-old and Pre-K class with full day/fulltime options. 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 30th to enroll in this class.

### **Enrollment Capacity:**

In order to provide the best care possible and comply with state regulations, Stepping Stones will have no more than 36 children enrolled during regular school hours. (7:30am - 4:30 pm)

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

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

For the safety of the children, we may limit or choose to have a visit when children are not present in the class. Please email [steppingstonespd.office@gmail.com](mailto:steppingstonespd.office@gmail.com) to schedule all meetings needs.

### **Non-Discrimination Policy:**

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

## **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.

## **Enrollment Forms:**

The following forms must be on file before entering Stepping Stones Program: Forms must be filed 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 judgment of file when applicable.



## **Tuition and Fees:**

### **Enrollment fee:**

A \$50.00 non-refundable fee is due at time of enrollment. The fee must be paid before your child can attend Stepping Stones. Your child is expected to attend the days you have enrolled them. You cannot decrease the days of your enrollment once school begins. You may increase days, if space is available in a class your child is already enrolled in. Due to limited space, we are only accepting full time enrollment for our two-year-old class at this time.

### **Tuition Fee:**

Parents will be billed monthly for the days a 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 am either by email, phone, or brightwheel on the day of or before, you will be billed regardless if your child attends.

### **Tuition Credit:**

**Parents will receive a credit for four (4) of the first absences within the school year, after that parents will be responsible to pay regardless if a child attends or not.**

**Parents will receive a credit for the days that SSPD is scheduled to be open, but closes due to inclement weather, etc.**

#### **Tuition Payment:**

Payment is due by the fifth of each month. Parents will be notified of their invoice by Brightwheel. **There will be a \$10.00 late fee applied to past due accounts.**

Payments may be made through Brightwheel, check or cash. There is a processing fee to pay through Brightwheel. Place checks or cash in box outside the Director's office. 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.

Any child whose tuition is delinquent by one month will be at risk of withdrawal from the school until the parent /guardian makes payment. Withdrawal will be determined by the SSPD Director.

**Any account that is delinquent by one month will be turned over to the elder team for review and follow-up.**

#### **Late Pick-Up Fee:**

A late fee of \$10.00 for every ten minutes (0-10) will be charged when a child is picked up after 4:30pm. Further action will be taken for Parents/Guardians who

continuously arrive late for pick-up. This action may result in an increase in late fees and/or dismissal of the program. **Children attending half day need to be picked up by 12:30pm. Late fees also apply for after 12:30pm**

## **Student Withdrawal**

Since tuition is billed monthly: Parents/Guardians must provide a two week notice of student withdrawal from the program. Parents/Guardians will still be billed for the days that their child attends and will receive a refund for the remaining weeks that the child did not attend. However, if a parent has removed their child within a two week period, they will not receive a refund of the remaining days and will still be billed for the days their child is scheduled to attend.

## **Attendance:**

The Director takes attendance each day. The school day begins at 8:25 a.m. Parents are responsible to check-in and check-out their child using the Brightwheel App. Parents who fail to check-out their child will be subject to an automatic late fee at 4:40pm. Parents/Guardians are responsible to communicate with the child's teacher if someone else is picking up their child, who may not have access to their brightwheel account.

## **School Closings:**

When SSPD closes or opens late, notifications will be sent through Brightwheel notification, email and posted on Facebook. If we close early, parents will be notified by Brightwheel notifications, email, and Facebook posts. We will follow up with a phone call if necessary.

## **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 7:00am 8:30am **Our full time Pre-K classes arrival is by 8:00 a.m.**

Upon arrival, the Brightwheel App will be used to check your child in. Parents/Guardians will find the QR Code at both the main entrance and outside the door of the two-year-old classroom. All children will wash their hands before entering their class or fellowship hall.

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.

Again, any authorized persons that are picking up a child will need to sign the child out using Brightwheel App. Unless, parents have notified and communicated with the child's teacher beforehand. If a parent/guardian is not picking up a child, parents are responsible for emailing the school before their child is picked up. **They will need a pictured ID.**

## **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. Please 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**

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.

### **Potty Accidents:**

Parents/Guardians are responsible to provide extra clothing for their child. Should a child have a potty accident, SSPD cannot provide additional clothing for them.

## **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 diseases 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, Parents/Guardians will be called to pick up the child immediately. In the best interest of the children, we also reserve the right to inform parents that a child is exhibiting unusual behavior such as tiredness, excessive irritability or complaining of pain.

We may request that parents/guardians have them checked by a health care provider before returning to school.

## **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 911 and the Director. Parents will be informed and staff/teachers 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 emergencies.

### **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:**

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 child's folder and the teacher will place it in the student's folder. Our center does not distribute mailing lists or phone numbers.

## **Facilities:**

Stepping Stones Preschool & Daycare is located at:  
Cornerstone Church of Broadway  
265 West Springbrook Rd.  
Broadway, Va.22815

## **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

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

Pastor Ben Benavides

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.