

Cornerstone Life Academy

Parent/Student Handbook
2017-2018



CORNERSTONE

LIFE ACADEMY

JOSHUA 1:9

Cornerstone Life Academy

Location: 56 McWhirt Loop, Fredericksburg, VA 22406

Phone number: (540) 374-1876

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Prospective Parents,

Thank you for choosing Cornerstone Life Academy for your child's education. As a ministry of Cornerstone Church we aim to provide an affordable, quality Christian education for all children.

Cornerstone Life Academy believes a good quality Christian education is one of the best investments you can make in the life of a child.

We offer a strong academic program, which integrates biblical truths throughout all aspects of instruction.

At Cornerstone Life Academy, we want to give you plenty of information and be available to answer any questions so that you may make an informed decision about your child's education. Please contact the school office at 540-374-1876 or write us at cla@cssbchurch.org if we can be of any assistance.

In His Service,

Cornerstone Life Academy

MISSION STATEMENT

Cornerstone Life Academy is a Christ-centered life program seeking to partner with parents in the training and education of their children. CLA offers a strong academic program and instills in students the knowledge of God, equipping them to follow Jesus Christ in life.

PHILOSOPHY

“And Jesus grew in wisdom and in stature, and in favor with God and man.”

Luke 2:52

God created children with a blend of unique characteristics and talents, and every area of development in a child should be incorporated into his or her learning. CLA is based on the philosophy that the spiritual, emotional, intellectual, physical, and social needs of a child should all be part of his or her instruction. These needs should be met by the love of Christ in each child's life, the direction of the Bible, parental instruction and the education given by loving teachers.

“Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up.”

Deuteronomy 11:18-19

As parents and educators, we strongly believe that God has appointed parents as leaders and teachers of their children. The important task of raising a child is in the hands of parents (Psalm 127:3, Ephesians 6:4). The goal of Christian parents is for their child to know God in a personal way and to grow in the knowledge of the Almighty. This is best achieved by the teaching of God's Word on a daily basis in every situation. God also points out, in Deuteronomy 11:18-21, that the education of children should be continuous, without ceasing, from birth through maturity. We understand that due to life circumstances, some parents may decide that they wish to obtain assistance in this godly mandate to educate their children. In that case, the parents remain responsible even though they are partnering with others. This partnership is what we are seeking to offer through Cornerstone Life Academy.

GOALS

- To provide a secure, loving, learning environment in which a student can grow and develop academically and spiritually.
- To partner with parents in the training of their children in the ways of Christ.
- To make every effort to offer an academic program that will fully prepare students for their future educational endeavors.
- To maintain an integration of faith in all academic areas.
- To aid in the student's spiritual growth through the teaching of God's Word, by modeling Christ and by providing the spiritual tools needed for their life journey.

STUDENT/TEACHER RATIO

CLA adheres to guidelines regarding student/teacher ratios. Our preschool teacher/student ratio is 1:10 students. Our elementary grades have a ratio of 1:12 students. Small classroom ratios allow more individualized attention for each child.

LEGAL STATUS

CLA is a ministry of Cornerstone Church, a non-profit institution. CLA is a member, seeking future accreditation, of ACSI (Association of Christian Schools International).

OPERATING PROCEDURES

ADMISSION

Cornerstone Life Academy offers a nonprofit, Christian school to students and families in the community. Our programs are open to children regardless of race, nationality, or creed.

CLA is not available to accommodate students with developmental disabilities. Our staff is not qualified or certified to accept students with disabilities that require special accommodations or Individual Education Plans (IEPs) as required by state and federal IDEA guidelines.

HOURS OF OPERATION

Preschool meets from 9:15a.m. -12:15p.m., Tuesday through Friday. There will be an early (8:05 a.m.) drop off option for preschool children, Tuesday through Friday, for an additional fee. After school care will be from 12:15-3:00p.m. for an additional fee. Please contact the school office if interested in early or extended care.

Elementary school grades, K – 5th, will meet from 8:15 a.m. - 3:00 p.m. Monday through Friday.

Office Hours are from 8:00a.m.-3:30p.m.

SECURITY

In order to ensure the safest environment possible for our students, a buzzer entry system is in usage in the main entrance to our building.

These are the main safety procedures to access the school:

1. All exterior entrance doors will be locked at all times.
2. All parents and visitors should enter the building through the main entrance. Please ring the buzzer to have the door opened. Once entering the building all visitors should report to the school office for assistance.
3. Visitors are always welcome at school. All visitors should report to the office during school hours and wait in the foyer until a staff member provides assistance.
4. Parental visits to the classroom must be scheduled with the classroom teacher and will have a time limit of 2 hours.
5. If you are picking up your child early or if you need to see your child, he/she will be called to the office. Please wait in the office area. Do not go into the buildings to meet your child.
6. Staff and students will be instructed not to open doors for anyone outside the building. Please do not knock on doors to be let in. Entrance to any of the buildings without reporting to the office first is not allowed.

ARRIVAL AND PICKUP

Preschool: For safety reasons, please park in the marked parking spaces during morning arrival. Do not park along the grassy area in front of the church building.

Children are to be brought to the sanctuary for drop off. Doors will open at 9:05 a.m. Preschool children should be escorted to their teacher, who will be waiting inside the sanctuary. All doors will remain locked until the appointed time. Early drop off (T-F) will begin at 8:05a.m. and children should be escorted to the sanctuary.

During afternoon pickup, the children will be dismissed beginning at 12:15 p.m.* Parents are to pull up to the education building in two rows. Staff will walk children to their cars (four cars at a time). Parents should remain at their vehicles. Parents will be responsible for buckling their child. When the first four cars are loaded, all cars will move forward when signaled. **To expedite dismissal, please refrain from cell phone use, and be ready to move forward promptly.**

Children in Extended Care are to be picked up at 3:00 p.m. from the extended care room.*

*Children will considered late at 12:31 p.m. for preschool and 3:06 p.m. for Extended Care will be considered late. For late pick up fees, please refer to **Late Pick Up** on page 20.

Elementary: Parents are to pull up to the sanctuary entrance in single car formation for morning drop off. Doors will open at 8:05 a.m. Teachers will assist the children out of their car and escort them to the designated meeting area. **To expedite drop off, the student should be packed and ready to exit the vehicle as soon as the teacher opens the door.** At 8:13 a.m. teachers will walk their class to their respective room. Any student arriving after this time and before 8:16 a.m. will be escorted to meet up with their class by a staff member. Students must ***be in the building*** by 8:15 a.m. Students will be considered tardy at 8:16 a.m. and should be brought to the office by their parent/guardian so they might receive a tardy slip. A staff member will then accompany the student to their classroom.

During afternoon pickup, students will be dismissed at 3:00 p.m.* from the education building deck. Parents are to pull up to the education building in two rows. Staff will walk children to their cars (four cars at a time). Parents will be responsible for making sure their child is buckled before driving away. When the first four cars are loaded, all cars will move forward when signaled. **To expedite dismissal, please attend to all staff instructions, refrain from cell phone use and be ready to move forward promptly.**

*Children will be considered late at 3:11 p.m. For late pick up fees, please refer to **Late Pick Up** on page 20.

Preschool & Elementary: A student will only be released to parents, guardians or a parent authorized person (stipulated in the Emergency Pickup form). If a student is to be picked up by someone else, the student's teacher, or CLA office must be informed; identification will be required. We will not release a child to an unauthorized individual.

ABSENCES AND TARDIES

Elementary: A life skill that we strive to develop at CLA is faithful attendance. Excused absences will be given only for: legitimate illness, death in the family, doctor and dentist appointments, or family trips approved by the administration. When a student returns to school from an absence, school office should be informed of the reason for the absence.

Failure to provide an excuse on the day of return will result in the absence being classified as unexcused. Any student who is absent for 20% of the school days throughout the course of the year may be required to repeat the year.

Punctuality is a part of character development to be instilled in all our students. Being where you should be on time shows Christian courtesy and self-discipline. Students habitually arriving late are losing valuable instruction that may affect their academic performance and may cause a disruption to the class. Students arriving after 8:16 a.m. will be considered tardy. Consequences for tardy arrivals are explained in the following chart:

| | |
|-----------------------|---|
| 1 st Tardy | Tardy slip |
| 2 nd Tardy | Tardy slip |
| 3 rd Tardy | Tardy slip, unexcused absence |
| 4 th Tardy | Tardy slip, 15-min detention |
| 5 th Tardy | Tardy slip |
| 6 th Tardy | Tardy slip, unexcused absence |
| 7 th Tardy | Tardy slip, 15-min detention |
| 8 th Tardy | Tardy slip, meeting with administration |

Three unexcused tardies will equal one unexcused absence. After the fourth and seventh unexcused tardy in each nine-week grading period, the student will receive a 15-minute detention. This detention will be scheduled for after school on the week following the infraction. Detention will result in a \$10 fee. After the 8th tardy, a meeting with administration will be scheduled to discuss a plan of action to resolve the problem. If the problem is not resolved, then administration reserves the right to dictate further action, at their discretion. Three unexcused absences (nine unexcused tardies in a nine-week grading period) will result in a day of out of school suspension.

Administration reserves the right to determine an excused tardy

INCLEMENT WEATHER

During inclement weather, CLA will follow Stafford County Public Schools closings and delays. Parents should check Stafford County Public School website at <http://www.staffordschools.net/>, our Facebook page (Cornerstone Life Academy) and their inbox for a school email.

In case of inclement weather, CLA will operate under these conditions:

- **Closures:** Preschool and elementary grades (K-5th) will follow Stafford County Public Schools' closings. You can check their website at <http://www.staffordschools.net/>. As soon as a closure is posted, CLA's Facebook page will be updated and an email will be sent from administration.
- **For delays:**
 - Preschool:** *One or two hour delays will result in the preschool day beginning at 10:15 a.m.*
 - K-5th grade:** For a *one hour delay*, school will begin at 9:15 am; *two hour delay* will result in a 10:15 am starting time.

Extra days are built into the school calendar for delays/closings. After those days are used, administration reserves the right to decide whether days lost due to inclement weather will be made up, and will schedule them accordingly.

DISCIPLINE

Discipline is necessary for the appropriate functioning of the school. CLA wishes to offer a safe and loving environment that will aid all students in their spiritual and academic growth. Disciplinary actions are used to help our students learn self-discipline, good character traits and Christian values.

Constructive disciplinary techniques will include: establishing clear and consistent boundaries, modeling and redirecting children toward acceptable behavior, helping children express their feelings and resolve conflict, removing a child from an activity to prevent harm to themselves or others. Teachers will be proactive in contacting parents and alerting administration to any issues impacting teacher/student relationship or behavior and the ability for the student to be successful in the classroom. Teachers may send notes home, make phone calls, and request parent conferences. If negative and/or aggressive behaviors are consistently addressed and not resolved, the student may be suspended or expelled from CLA.

Preschool: When a preschool child joins CLA, he or she will be given up to a four-week trial period, in which he will be evaluated by the teacher in terms of adjustment to the new program, following instructions, maturity level, and respect to others. If there is a need, at the end of this trial period, the teacher, in conjunction with administration, may suggest a better placement for the child in another classroom. In severe cases, the teacher and administration may decide to put the child on a probation period by the end of which the parent may be asked to withdraw the child.

In the case of spitting, hitting or kicking the parent will be immediately called to pick up the child from school for the rest of that day. If after the first offense, the child exhibits the same behavior, the child will be sent home that day and will be suspended the following school day. A meeting will be scheduled to discuss ways to partner with the parent to correct the misbehavior. If after 3 suspensions, the issue is not resolved, then the child will be expelled from CLA.

Elementary: Teachers will use a system to monitor behavior in the classroom. This system will measure a student's progress or decline in behavior. Character traits that will be noted are obedience, respect, kindness, cooperation and diligence. Offenses such as failure to follow directions, disrespect, aggressive or rude behavior, etc. will be noted.

Serious offenses such as cheating, lying, bullying, foul language, etc. will be dealt in conjunction with administration. The first offense will result in a note sent home with detention for the student the week following the infraction. Repeated offenses will result in a day of suspension from school. A meeting will be scheduled to discuss further course of action. All work missed on the suspended day will result in zeroes for grades. If after 3 suspensions, the issue is not resolved, the child will be expelled from CLA.

“Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined.”

Titus 1:8

COMMENTS/CONCERNS

If a parent has a concern or comment that they feel needs addressing, they should first contact the teacher, if it is a classroom issue, before seeking administration. Any school concerns beyond the classroom or not resolved with the teacher should be brought to administration.

Teachers are available for conferences after school. If you wish to schedule a conference with a teacher, please call the school office.

If after meeting with the teacher and then with administration, the situation continues to be unresolved, a parent may contact the school board by calling Cornerstone Church office at (540)373-6245 to request an appointment.

ACADEMIC POLICIES

CURRICULUM

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

Proverbs 22:6

To ensure academic success with a strong biblical philosophy, the administration has prayerfully selected ABEKA Book Publications as the core of our curriculum.

A brief outline of each program is as follows:

Preschool 2’s – Bright, eye catching books and materials are used for language development and listening skills to include color words, shapes, animals, transportation, health, safety, manners and science. Pre-math skills of counting to 25 and number concepts to 10 are taught through a variety of games and activities. Socialization is a key component of this age group. Self-help skills and potty training are a special focus.

K3’s – Children learn the name, sound and formation of short vowels and consonants. Math skills of counting to 30 and number concepts to 15 are taught through games and activities. Bible, scripture memory, singing, colors, shapes, following directions, listening skills, health, safety, manners, community helpers and science are an integral part of the curriculum.

K4’s – Children focus on phonics, sounds, blends and words; beginning reading skills are taught. Poetry and finger plays for enjoyment and memorization are incorporated. Bible lessons, scripture memory, art, music, science, social living and many other fun activities are integrated to encourage learning for each child.

Writing: manuscript printing of letters and writing of first name

Numbers: recognition and counting to 100; concepts, before and after numbers, largest and smallest to 20.

Kindergarten

Phonics and Reading: recognition of name, sound and picture of long and short vowels and consonants; blends; one and two vowel words; words with special sounds; beginning phonics rules, and reading

Penmanship: manuscript writing

Poetry

Language: recognition of sentences by capital letters and periods

Numbers: counting to 100, counting by 2’s, 5’s, and 10’s; telling time; money; addition facts through 10; beginning subtraction

Social Studies: community helpers, children of the world, America

Science: plants, animals, health and human biology

Bible: Scripture memory, lessons such as Salvation Series, Life of Christ

Extra curriculum activities: Art, Music, Spanish, Physical Education, Computer.

1st grade

Phonics and Reading: review of vowels, consonants, blends; recognition and use of all phonics special sounds in reading; oral reading

Penmanship: cursive writing

Spelling and Poetry: phonics based word lists, poems

Language: capitalization and punctuation rules; sentences; words using suffixes, prefixes syllables, compound words, opposite words, contractions; creative writing

History and Geography: America and the world

Science: health and human biology, energy, animals, plants, seasons

Health, Safety and Manners

Arithmetic: number recognition, counting and writing to 1,000; counting and writing by tens, fives, twos and threes; three digit addition with carrying; two digit subtraction; telling time, money, measurement, place value, unit fractions, concept of multiplication, graphs

Bible: memory verses, lessons such as Salvation Series, Life of Christ, Paul

Extra curriculum activities: Art, Music, Spanish, Physical Education, Computer.

2nd grade

Phonics and Reading: review of vowels, consonants, blends; recognition and use of all phonics special sounds in reading; spelling rules, oral reading

Penmanship: cursive writing; guided creative writing

Spelling and Poetry: phonics based word list, vocabulary, using a glossary, poems

Language: capitalization and punctuation rules; sentences; words using suffixes, prefixes syllables, compound words, opposite words, singular and plural, singular possessive words, contractions; alphabetizing words, word usage rules, creative writing

History and Geography: America, People who built America, Tomorrow's America

Science: health and human biology, Earth and space, matter, energy, conservation, animals, plants

Health, Safety and Manners

Arithmetic: number recognition, counting and writing to 10,000 and beyond; counting and writing to hundred thousands, threes to 36, fours to 48; four digit addition with carrying; four digit subtraction with borrowing; multiplication facts 0-5, division facts 1-5, telling time, money, measurement, place value, unit fractions, graphs

Bible: memory verses, lessons such as Salvation Series, Life of Moses, Joshua, Judges, Ruth, Jonah

Extra curriculum activities: Art, Music, Spanish, Physical Education, Computer

3rd Grade

Phonics and Reading: review all phonics rules, oral reading, comprehension

Penmanship: cursive writing $\frac{3}{4}$ space high, creative writing

Spelling and Poetry: word lists with vocabulary, sentence dictation, poems

Language: complete sentences; creative writing; capitalization and punctuation rules; recognize simple nouns, subjects, verbs, adjectives; plurals and common contractions; antonyms, homonyms, synonyms; dictionary skills

History and Geography: continents and oceans; world geography; states of the United States; study of American heritage through the lives of great people

Science: plants, animals, health and human biology, earth and space, conservation

Health, Safety and Manners

Arithmetic: place value; addition with carrying; subtraction with borrowing; multiplication 0-12; division 0-12; measuring; time; roman numerals; story problems; counting money using the decimal point; problems with parentheses,; fractions; averages; geometric shapes; unknowns

Bible: memory verses, lessons such as Salvation Series, Parables, Samuel, David, Elijah, Elisha, Ezra, Daniel, Ezra/Nehemiah, Esther

Extra curriculum activities: Art, Music, Spanish, Physical Education, Computer.

4th Grade

Reading and Literature: oral reading, reading comprehension, speed reading, vocabulary building

Penmanship: review of cursive writing formation through skill practice, word games, original composition, and sentence dictation

Spelling, Vocabulary, and Poetry: weekly word lists with challenging words and vocabulary, poems committed to memory

Writing Process: letters, post cards, thank-you notes; gathering information, writing with details, writing an encyclopedia report, writing book reports, creative writing, dictionary skills

Grammar: sentence structure, kinds of sentences, punctuation, capitalization facts, abbreviations, possessive words, recognizing and using all eight parts of speech, diagramming verbs, nouns, pronouns, adjectives, adverbs

History and Geography: lessons such as, The English Come to America, The New England Colonies, The French and Indian War, The American War for Independence, Building a New Nation, The Civil War, New Frontiers

Science: plants, animals, matter, energy, earth and space

Health: physical fitness, personal hygiene

Arithmetic: place value of whole numbers and decimals, mastery of fundamental operations, story problems, estimating answers, English and metric measures, converting measures within the same system and solving measurement equations, roman numerals, addition, subtraction, and multiplication involving fractions, estimation, averaging, factoring, divisibility rules, introduction to decimals, solving equations using addition and subtraction, axioms, graphs and scale drawing, basic geometric shapes, perimeter and area

Bible: lessons such as Salvation Series, Genesis, Life of Christ, Paul (includes memory verses, hymns/choruses, and Bible doctrine)

Extra curriculum activities: Art, Music, Spanish, Physical Education, Computer

5th Grade

Reading and Literature: oral reading, reading comprehension, speed reading, vocabulary building

Penmanship: review of cursive writing formation through skill practice, word exercises, original composition, and sentence dictation

Spelling, Vocabulary, and Poetry: weekly word lists on various categories and vocabulary study

Writing Process: sentences and sentence parts: synonyms, antonyms, homonyms, dictionary, thesaurus skills, letters—friendly, post cards, thank-you notes; making an outline, writing a library research paper, writing book reports, creative writing

Grammar: punctuation, capitalization, and quotation facts, recognizing and diagramming all eight parts of speech; recognizing and diagramming complements, word usage

History and Geography: introduction to history and geography, geography facts and terms
Lessons such as: Cradle of Civilization: Ancient Middle East, Middle East Today, Countries of Central and Southern Asia, Rome: Ruler of the Ancient World, England and the British Isles, etc.

Science: animals, energy, matter, earth and space

Health: circulatory system, nutrition and physical fitness, digestive system, interpersonal relationships.

Arithmetic: place value, mastery of fundamental operations, problem-solving strategies, roman numerals, time, money, decimals, and mixed numbers; English and metric measures, converting measures, probability, fractions and decimals, introduction to percent, thermometer and temperature, algebraic equations, graphs and scale drawings, geometric shapes, perimeter and area, squares and square roots, estimation.

Bible: lessons such as Salvation Series, Life of Moses, Tabernacle, Joshua, Judges, Ruth, Jonah, Samuel, and David (includes memory verses, hymns/choruses, and Bible doctrine)

Extra curriculum activities: Art, Music, Spanish, Physical Education, and Computer

REPORT CARDS

Preschool – Students will receive Progress Reports at the end of each semester. A parent conference will be held at the end of the first semester to discuss student progress. Final reports will be sent home at the end of the year.

Elementary - Students will receive a report card quarterly. The following grading scale will be used:

A.....92-100
B.....82-91
C.....75-81
D.....70-74
F.....below 70

Conduct grades will be evaluated using the following scale:

O.....Outstanding
S.....Satisfactory
N.....Needs Improvement

A conference will be held at the end of the first quarter. The last report card will be mailed by June 24.

PROMOTION/RETENTION

Students failing two or more subjects will not be eligible for promotion. If a student fails the last semester of the year for either Language Arts (Reading, Language, Spelling) or Math, they will be required to complete an approved summer tutoring program and show proof of content mastery before being promoted. If a student receives a D (yearly average) in Language Arts or Math, summer tutoring will be highly recommended.

STANDARDIZED TESTING

To ensure academic excellence, elementary students will be required to take the IOWA Test of Basic Skills annually. Standardized testing will be scheduled in the spring.

END OF YEAR

Final report cards for the year will be sent home for preschool at least one week prior to school ending. Fourth quarter elementary report cards will be mailed no later than June 24. All financial obligations are to be met prior to the last day of school.

FINANCIAL POLICIES

REGISTRATION

The Registration Package must be completed for a child to be enrolled in the program. Parents/guardians must pay all required fees, and if not already on file, present proof of identity, submit an immunization record (updated immunization records might be required for preschool students) or school health form and pay the first month's tuition before a student is enrolled. Failure to provide any of the required documentation by the date specified by administration may result in the loss of a student's enrollment spot.

Students enrolled in kindergarten must be five years old on or before September 30th of a school year unless a special allowance has been made by administration.

TUITION AND FEES

Preschool – Monthly tuition is due on the 1st of each month and is considered late if not paid by the 10th of each month; payable by cash, check, or money order. Checks are to be made payable to CORNERSTONE CHURCH. Accounts paid after the 10th will be charged a late fee of \$25.00. Multiple late fees may result in dismissal. If any fee balance is carried over to the next month, payments made will be applied to that balance first (full monthly tuition must be paid by the 10th). Returned checks will be charged \$25.00. After the second returned check, payments are to be made with cash, money order or certified check. Cash payments must be made directly to office and must be receipted immediately. CLA will not be responsible for cash payments left in office. There is no reduction in tuition for holidays, vacation, early release, illness or unscheduled delays/closures.

Elementary - Yearly tuition is to be paid in full before the school year begins unless arrangements for monthly payments have been made in advance with our office. All tuition and fees are payable by cash, personal check, money order or electric transfer. Checks are to be made payable to CORNERSTONE CHURCH. Monthly payment accounts are due on the 1st of each month and considered late if not paid by the 10th of the month. Accounts paid after the 10th will be charged a late fee of \$25.00. Failure to meet financial obligations during the course of the school year may result in dismissal. In the event that a fee balance is carried over to the next month, payments made will be applied to that balance first (**FULL** monthly tuition must be paid by the 10th so as not to incur a late fee). Delinquent accounts will not be eligible for enrollment the following school year and student records will be held until the financial obligations are met. A returned check will be charged \$25.00. After the second returned check we will only accept a cashier's check, money order or cash for the remainder of the school year. Cash payments must be made directly to office and must be receipted immediately. CLA will not be responsible for cash payments left in office. There is no reduction in tuition for holidays, vacation, early release, illness or unscheduled delays/closures.

Extended Care – Monthly early drop off (\$50) and afternoon care (\$215) is to be paid in full by the 10th of the month. For those using day by day care, please contact the office by 3:00 p.m. the day prior to check for availability. The fee of \$5 or \$15 is to be paid daily at drop off unless other arrangements have been made.

LATE PICK UP

Preschool – Students are to be picked up by 12:25 p.m. Parents will be given a 5-minute grace period until 12:30 and after this time, the teacher will escort the child to the office. You are considered late at 12:31 p.m. The person picking up the child will be required to sign the late book. Late pick-up fees will be assessed at a rate of \$1 a minute per child; which are to be *paid within 5 business days*. Fees accrued in *May are due within 2 business days*. Students using Extended Care are to be picked up promptly at 3:00; you are considered late at 3:06. Habitual tardiness may result in dismissal from the program.

Elementary - A parent or guardian is to pick up their child by 3:05 p.m. Parents and guardians will be given a 5-minute grace period until 3:10 pm and after this time, the teacher will escort the child to the office. The person picking up the student will be considered late at 3:11 p.m. and they will be required to sign the late book. Late pick-up fees will be assessed at a rate of \$1 a minute per child, which are to be *paid within 5 business days*. Fees accrued in *June are due within 2 business days*. Administration will begin to call the numbers listed as emergency contacts for the child at 3:20 p.m. If a contact cannot be made for the child by 3:45 p.m. the child may be turned over to Law Enforcement authorities. Habitual tardiness for picking up your child may result in dismissal from the program.

SCHOLARSHIPS AND FINANCIAL AID

Scholarships/Financial aid applications are available from the office. Elementary age students will be given precedence for financial assistance. Applications, when submitted, will be brought to the Administration for assessment and consideration. Scholarship funds are not guaranteed and are dependent on the financial situation of CLA.

Tax deductible donations designated for the scholarship fund may be given to the school office or through Cornerstone Church.

WITHDRAWAL

If a parent plans to withdraw their child, they must submit the Withdrawal Notification Form in writing to the school office two weeks in advance. This form may be picked up at the school office. Parents are required to pay for tuition until the office receives this information. If the student withdraws and his account has been paid in full, administration will refund a prorated amount. There will be no other refunds for early withdrawals. A student's financial account must be current and all school materials must be returned before a student can receive their academic records. This includes returning all textbooks. Registration, material, and technology fees are non-refundable.

HEALTH POLICIES

HEALTH FORMS

Preschool - A physician signed immunization form is required for admission for each child; to be turned in to the office by the first day of school. An updated immunization form might be required for re-enrollment.

Elementary - A School Entrance Health Form filled out by a physician is required for initial admission for each student; to be turned in to the office by the first day of school. This form may be picked up at the school office. Parents or guardians are responsible to keep these forms updated if the child receives any new immunizations.

SICKNESS

Parents should not bring a student to CLA when he or she is ill (fever, yellow-greenish mucous discharge, contagious rash, upset stomach, constant cough, etc.). Parents will be contacted if a child has a temperature of 100.1 or more, experiences vomiting, persistent diarrhea, or exhibits symptoms of a communicable illness. Parents will be expected to pick their child up within one hour of notification. Students will stay with office personnel until parent arrives. Emergency phone numbers and other pertinent information must be kept updated in a student's file. If there are any changes in address, phone numbers or custody orders, parents should inform the office as soon as possible.

Students sent home must be symptom free for 24 hours before returning to school. This recuperation period gives the child adequate time to recover from the illness and allows them to no longer be contagious.

MEDICATION

In the best interest of our students, Cornerstone Life Academy staff will not administer any medication.

SAFETY POLICIES

ACCIDENTS

When a student has been involved in an accident that may produce a bump or bruise or requires first aid, an accident report will be written by the teacher. The teacher will sign the form and send it home to be returned with a parent signature. Once returned to school, a copy of the report will be made with the original being kept by administration in the student's file and the copy sent home for parental records.

OUTDOOR PLAY

Outdoor play is essential to a child's health and well being. It is our intent that students get to play outdoors except when weather prohibits (for preschool students below 40° F during the winter months). A child is to be dressed appropriately for outdoor play. During cold weather, a child should be fitted in warm clothes and should always bring a coat or jacket, mittens and a hat; if not, the child will be kept inside.

EMERGENCY PROCEDURES

CLA is in the process of developing a safety and security protocol that will include emergency procedures in the event that there is a threat to the campus. CLA staff receives crisis management training yearly.

CHILD ABUSE AND NEGLECT

COMPLIANCE WITH SECTION 63.1-248.3 OF VIRGINIA LAW RELATING TO REPORTING OF SUSPECTED CASES OF CHILD ABUSE AND NEGLECT

Section 63.1-248.3 states:

"Any teacher or other person employed in a public or private school, kindergarten, or nursery school; any person providing full or part-time child care for pay on a regularly planned basis; any person associated with or employed by any private organization responsible for the care, custody or control of children who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred. Any person required to file a report who fails to do so within seventy-two hours of his first suspicion of child abuse or neglect shall be fined."

OTHER POLICIES

FOOD SERVICE

At CLA we are committed to supporting healthy eating and drinking habits. Bearing this in mind, preschool students are required to bring a healthy snack to school each day. No drink needs to be provided as each classroom will have available drinking water for the children during the day. Elementary students are required to bring a healthy lunch and water every day. Please refrain from sending sugary snacks such as candy, cookies, etc. Food brought in for a specific child will not be shared with others unless the food is intended to be shared by all, such as for a birthday or other celebration. If a child has a food allergy, CLA office and the child's teacher must be informed before the beginning of the school year.

BIRTHDAYS

Arrangements may be made with the teacher to serve special refreshments for a birthday or any other special day.

TOYS/ELECTRONICS FROM HOME

Please refrain from sending toys or electronics from home unless they are part of the teacher's lesson plan such as Show and Tell or on special announced days.

High price electronics or delicate toys should not be brought to school. No guns, war toys, or other similar toys are allowed.

Items such as computer watches, iPads or cell phones are not allowed. CLA is not responsible for any toys, games or devices brought from home.

DRESS CODE

Preschool - Children should wear simple, sturdy clothing, free of complicated fastenings to promote self-help/dressing skills. They are to wear rubber-soled, closed toe and closed heel sneakers/tennis shoes. *All other footwear is not allowed.* If a child wears shoes that are inappropriate, then the child will not be allowed to participate in outside play. The parent should pack a change of clothes in their child's backpack every day, including a jacket.

Elementary - The following uniform options are available:

Girls

Polo short/long sleeve (white, gray or forest green)

Two tab scooter (black or forest green)

Pleated skirt (black or forest green)

Pleated Hem Jumper (black)

Cross tie (forest green)

Blouse (white)

Pants or shorts (black or forest green)

Crew neck cardigan sweater (solid white, black, gray or forest green)

Cuff socks (solid white, gray or black)

Tights (solid white, black or gray)

Boys

Polo short/long sleeve (white, gray or forest green)

Pants (black or forest green)

Oxford short/long sleeve (white)

Tie (forest green)

Shorts (black or forest green)

Sweater (black, forest green or gray)

Socks (solid white, black or gray)

P.E. Uniform: **black** athletic shorts or pants and gray or green CLA logo t-shirt. Shorts and pants must be knee-length, loose and not form-fitting.

Other considerations:

- Students are to wear tennis shoes or black dress shoes. Any other footwear is NOT allowed. Boots are not allowed.
- Winter outerwear does not need to match school colors.
- One white polo shirt with the school logo is required for use on special occasions.
- For the exact shade of green, please look at the uniform selection on the French Toast website.
- Girls must wear bike shorts under their jumpers, except when tights are worn. Skirts and dresses should be **knee-length**.

Uniforms can be purchased from preferred retailers or online at:

<http://www.frenchtoast.com/home.do>

The school code is: **OS5ALLZ**

Hair – Hair should be clean and neatly styled. Color dyed hair (any color), highlights or striping hair in an unnatural color (blue, green, etc.) is not permitted. Extreme hair styles (mohawk, reverse mohawk, spikes, etc) or designs shaved on head are not permitted. Young men’s hair must be kept short, trimmed and tidy. Administration has the final determination on hair length.

Earrings/Piercings/Tattoos – Body piercing are not to be worn on campus. The only exception applies to girls who may wear earrings only in their ear lobes. Tattoos are prohibited.

Makeup: - No makeup is allowed.

A notice will be sent home if a uniform violation is observed. When the student has accrued 3 uniform violations, detention will be given. Detention will result in a \$10 fee.

FIELD TRIPS

Preschool- There are two yearly field trips scheduled during the school year. Parents will receive notification in advance about the details of each trip. Parental participation in field trips is highly recommended. Parents attending will be required to meet at the school prior to each field trip.

Elementary- Field trips will be scheduled during the school year, according to units of study. Parents will receive notification in advance about the details of each trip. Dress code for elementary students will vary depending on the destination of each field trip.

SOCIAL MEDIA

CLA recognizes that social media has become the relevant method of self-expression and community interaction in our culture. CLA respects the right of the families of the students in their institution to use social media. However, because the nature of these sites is essentially public, certain guidelines apply.

*Do not disclose any information that is confidential to the families at CLA. Examples of confidential information include families' financial situations, health care information, contact information, etc.

*Make it clear to readers of your social media site that the views expressed are yours alone and that they do not necessarily reflect the view of CLA or the families attending this institution.

*Good judgment and discretion is expected from all CLA families.

Access to social media by students will not be allowed on school grounds. An Internet Consent form will be required for a student to be able to use the Internet during supervised, instructional times.