

Cornerstone Christian Academy

“A place where God’s Word is heard, and character is formed, goals are reached,
and high standards of academic excellence are achieved.”



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Table of Contents

From the Administrator.....	4
From the Director.....	5
I. ABOUT CORNERSTONE CHRISTIAN ACADEMY	6
II. SERVICES PROVIDED	7
III. GENERAL INFORMATION & POLICIES.....	8
IV. SCHOOL CLOSING.....	10
V. HEALTH AND SAFETY/ CHILD PROTECTION	13
VI. SICK CHILD POLICY	13
VII. EMERGENCY EVACUATION PLAN.....	15
VIII. BUILDING SECURITY.....	15
IX. CHILD NEGLECT AND ABUSE LAW.....	15
X. HOW PARENTS CAN HELP	16

HANDBOOK POLICY STATEMENT

The policies contained in the Parent/Student Handbook are intended to provide guidance and structure to the daily operation of Cornerstone Christian Academy. One of our goals is to strive for maximum learning for all students at C.C.A. It is for this reason that families whose children are enrolled in the school are expected to support and abide by the policies. It is the responsibility of each parent to review the handbook and be familiar with the policies in this handbook. Questions and clarifications regarding any policy can be forwarded to the Director.

CHANGES IN HANDBOOK POLICY

Cornerstone Christian Academy does reserve the right to change any policy at any time when, at the discretion of the Administration, if it is determined to be in the best interest of the school. Please visit our website at www.ccarva.com for the most up to date copy of the handbook.

From the Administrator

Welcome to Cornerstone Christian Academy, hereafter known as C.C.A. It is truly our privilege to serve you and your family with a quality Christian education.

C.C.A. is a ministry of Cornerstone Baptist Church. This being stated, we do all that we do to glorify our great God and Savior, Jesus Christ. It is therefore our objective to provide a loving, nurturing atmosphere for your child.

We have a dedicated staff comprised of born-again believers in Christ, who will assist in your child's spiritual and educational needs.

If you ever have any questions, please do not hesitate to contact our Director.

In conclusion, if you do not have a church home, we would like to extend a heartfelt invitation to you and your family to visit one of our exciting church services. For more information, visit our church website at www.cornerstoneinrichmond.org.

Because of Calvary,

Dr. Stan Bennett

Dr. Stan Bennett
Administrator

From the Director

Dear Parents,

On behalf of the administration and staff, welcome to Cornerstone Christian Academy! We are looking forward to providing a quality Christian education that honors the Lord.

A cooperative effort between home and school is necessary for properly educating children with the values and beliefs found in God's Word. It is in this spirit of partnership that we present you with our Parent/Student Handbook.

This handbook has been designed to provide important information that will help to better understand the operating procedures at C.C.A. Without overwhelming you, we have tried to be as comprehensive as possible with the information provided. Please understand that it is impossible to address every conceivable circumstance in the handbook.

However, please know that we are here to provide the best possible education for your child.

My door is always open.

Sincerely,

Matthew D. Bennett

Matthew D. Bennett
Director

I. ABOUT CORNERSTONE CHRISTIAN ACADEMY

MISSION

Cornerstone Christian Academy is exempt from licensure under Section 63.2-1716 of the Code of Virginia. We operate under the auspice of Cornerstone Baptist Church, which is in North Chesterfield, VA. The academy utilizes 16 rooms located within two of the church buildings which is approximately 12,800 square feet. We have one kitchen that is used to prepare meals for the students. We have annual inspections by the Virginia Department of Health. Our outdoor facilities include 2 playgrounds and 2 basketball courts.

We are exemption through the Department of Social Services allows us to provide services for 198 children in the age range from 6 weeks through 12 years.

Our mission is to partner with families to provide a school of academic excellence supported by Christian values in the Word of God. Through our curriculum and extracurricular activities, Cornerstone Christian Academy strives to equip students to be academically as well as spiritually godly leaders. With Jesus Christ as our foundation, we endeavor to help our children develop hearts that seek God in their lives.

NON-DISCRIMINATION POLICY

C.C.A. does not discriminate based on of race, sex at birth, color, or national origin. The school's educational policies, admission, and other school-administered programs is based on biblical principles as outlined in the King James Bible. C.C.A. reserves the right to select students based on academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with C.C.A. administration and to abide by its policies. C.C.A. reserves the right to withhold admission to any student who has special needs (i.e., emotional, behavioral, physical, academic) which the school feels it is not adequately equipped to meet.

STATEMENT OF FAITH

Cornerstone Christian Academy supports and teaches Biblical truths as expressed in the following Statements of Faith:

1. We believe the Bible to be the inspired, infallible, authoritative Word of God.
2. We believe there is only one God, who eternally exists in three persons Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His atoning death, His resurrection, and His promise to return in power and glory.

OBJECTIVES

1. Provide a safe environment where students can feel the support of caring staff while they are away from their families.
2. Encourage respect and consideration for other students and the adults in authority.

3. Foster Christian values of honesty and trustworthiness while promoting self-esteem and helping one another.
4. Allow for creativity from each student; allowing each student to feel valued and special.
5. Provide academic requirements in a conducive environment.
6. Operate within the guidelines of the Department of Social Services Child Care Regulations.
7. Employ people who are committed to helping children to prepare socially, academically, and spiritually for their future by being a positive role model.

STAFF

We endeavor to employ dedicated Christians who have a genuine love for children. Upon hire, each employee is required to have a background check through Central Virginia Department of Social Services and Virginia State Police, drug screen, TB test and health report. The staff health report is required yearly showing the employee to be free from any disability that would hinder them from working with children and the TB test is completed every two years. Before entering the classroom, all staff completed the Virginia Preservice training, regardless of previous experience. Additional staff training includes seminars, in house workshops and off-site training with private and public childcare agencies. The center is following all safe sleep guidelines recommended by the American Academy of Pediatrics. All infant teachers complete Safe Sleep courses prior to caring for infant children. All staff is required to be CPR certified. These measures are done to ensure the highest level of professionalism and preparedness in the ministry of children.

CURRICULUM

We have chosen to use the accredited Abeka curriculum for our preschool because it is a Christian based curriculum that uses Scripture and biblical principles to emphasize or illustrate concepts. It provides a lively academic program that gives children the desire to learn. They have been designed to motivate and keep active preschoolers excited about learning. From letters and sounds to learning numbers, Abeka is the very best in providing the foundations that young children need to prepare them for elementary education.

HOURS OF OPERATION: Monday through Friday 6:30 a.m. to 6:00 p.m.

II. SERVICES PROVIDED

INFANTS TO K4

Cornerstone Christian Academy offers a full time, quality preschool education for children from infants (6 weeks) through K4. Our goal is to provide guidance and encouragement to children so they can learn and be cared for in a safe, positive, and loving environment. To prepare preschoolers for elementary education, beginning in the infant class, skills are taught through songs, Scriptures, academics, and hands on activities. The focus is on developing pre-reading, pre-math skills in

conjunction with science readiness. We teach children how to have positive social interactions with others as well as skills that foster your child's learning and development.

BEFORE AND AFTER CARE

We offer Before and After School Care for students up to 12 years old. We instill biblical principles to live by and provide homework assistance. We service the following schools:

- ❖ Hening Elementary School
- ❖ Manchester Middle School

SUMMER CAMP

We offer a 10-week summer camp for children ages 5 - 12 years of age.

FOOD SERVICE:

Breakfast, lunch and (2) snacks are provided. *For infants, this applies only if the child is eating table food.* Students must be at the center by 8 a.m. to be served breakfast. Breakfast is **not** served when the center has a *2-hour delayed opening*.

Before & After School Care- Afternoon snacks are served daily. When Chesterfield County Public Schools have school closings and early release, we provide morning and afternoon snacks. Children must bring their own cold lunch.

Summer Program-Lunch and Morning and afternoon snacks are provided.

Birthday parties/Special occasions-All food that is being brought to the center must be approved by the Food Services Coordinator **and** scheduled at least 2 weeks in advance. This is an effort to monitor food safety guidelines and for scheduling purposes. Food services can be reached at 804-904-2179.

III. GENERAL INFORMATION & POLICIES

REGISTRATION

The following is needed to register your child:

1. A completed enrollment packet is required including a non-refundable registration fee.
2. A copy the student's current immunization record must be provided, and we must view the original birth certificate. Updated immunization records are required every six months for student who are under two years old.
3. In cases of guardianship, divorce, or foster care, up-to-date copies of custodial care must be provided at the time of registration. These are kept on file.

CUSTODIAL PARENTS AND LEGAL GUARDIANS

In accordance with the law, custodial parents and legal guardians of any student has:

1. The opportunity to participate in parent/teacher or administrative conferences and/or be advised of academic, behavioral, or emotional concerns, have access to the child and the right to pick up or sign out the child.
2. Any student for whom the court has granted custody to an individual parent or grandparent must have a copy of official court documentation as verification to be included in his/her student file. It is only with official documentation of restrictions that any of the above-named rights can be denied a parent.

STUDENT DRESS CODE

For students in K3 and K4, the required dress code is as follows:

School Year- September through June

- a. Girls: ***Burgundy*** polo shirts and khaki skirts or jumpers
- b. Boys: ***Burgundy*** polo shirts and khaki pants or short
- c. Student are required to wear their logo shirt on designated chapel days

Summer Dress Code:

- a. NO halter tops, spandex pants, spaghetti straps, midriffs, or low-cut shirts
- b. Athletic shoes must be worn always
- c. Boys should wear a belt with their pants or shorts
- d. Skirts and shorts must be mid-thigh length
- e. Girls' swim wear must be one piece.

ARRIVAL/DROP OFF PROCEDURE

PARENTS MUST ACCOMPANY CHILDREN IN THE CENTER AND SIGN THEM IN AND OUT EACH DAY. CHILDREN ARE EXPECTED TO ARRIVE NO LATER THAN 9 A.M. TO PREVENT DISRUPTION TO THE CLASSROOM. PARENTS BRINGING CHILDREN AFTER 9 A.M. WILL BE ASKED TO KEEP YOUR CHILD HOME FOR THE DAY. PARENTS ARE ASKED TO CONTACT THE CENTER IF YOUR CHILD WILL BE ABSENT.

EARLY DISMISSAL

Parents are to submit a written note, in advance, if a student is to be picked up early for an appointment. This allows the teacher to have your child ready with personal belongings prepared without causing interruption in the classroom.

RELEASE OF STUDENT – ALTERNATE AUTHORIZED PERSONS

1. At the time of registration, parents were asked to list the names and phone numbers of individuals who have permission to pick up their child in event the parent is not available. ***To ensure the safety of all students at C.C.A., it is critical that all contact information be updated when changes occur.*** We will NOT release your child to anyone that is not authorized by you. Each authorized person must be listed in the child’s file and present identification.
2. In case of an emergency, parents should call the school to notify us that someone other than those authorized will be picking up their child. All persons must report to the General Office and show I.D.
3. Should you need to be contacted (i.e., your child becomes ill, or an emergency occurs) and you cannot be reached, we will contact those authorized to pick up your child.

ATTENDANCE POLICY

Parents or guardians must inform the school if their child will be absent.

Whenever a student is absent for all or part of a school day, parents must notify the school at (804) 271-3860. Good attendance boosts academic success and prepares students for their future. We ask parents to minimize absences.

IV. SCHOOL CLOSING

1. NON-EMERGENCY:

Each year C.C.A. will provide parents with a school calendar with a complete listing of school and holiday closings. This is published on our website at www.ccarva.com.

2. EMERGENCY:

During times of inclement weather and unexpected emergencies, the center may need to close for the safety of our staff, students, and families. Whenever decisions are made that will affect our centers operating hours, this information will be communicated via email, text, and announced on Channel 6 WTVR (CBS) and Channel 8 WRIC (ABC).

IV. PAYMENT POLICIES

- A. **PAYMENT POLICY**-Tuition payments are due each Friday prior to the upcoming week and can be made online through Tuition Express. **Tuition is not prorated based on attendance.** Registration, book fees and first tuition payments are non-refundable
- B. **LATE PAYMENT POLICY**-Tuition payments not paid and received by the close of business on Monday, will be charged a late fee of \$25.00. This fee will be added to any past due account. Services may be terminated on Tuesday for any account with an outstanding balance unless suitable have been established with business office.

- C. RETURNED CHECK POLICY**-There will be a \$35 charge for any check returned. After two returned checks, your payment can *only* be made by cash or money order. Postdated checks are not accepted.
- D. LATE PICK-UP POLICY**-There is a \$15.00 charge for every 15 minutes you are late picking up your child. Late pick-up fees will be billed to your account.
- E. WITHDRAWAL POLICY**- A two-week notice is required to withdraw your child. Parents are responsible for payment during those two weeks regardless of child's attendance. If your child is withdrawn for more than six (6) weeks, your child will have to be reregistered.
- F. VACATION POLICY** –
- a. **Preschool students** receive 1 week of vacation per calendar year (January – December) after 3 months of continuous enrollment. Vacation weeks are discounted 50% of the weekly rate. To use a vacation week, your account must be in good standing. Notice of vacation weeks should be given to the business office 2 weeks in advance. Students are not to attend during their scheduled vacation week.
 - b. **Before and After Care** - students receive 1 week of vacation per school year (September – June) after 3 months of continuous enrollment. Vacation weeks are discounted 50% of the weekly rate. To use a vacation week, your account must be in good standing. Notice of vacation weeks should be given to the business office 2 weeks in advance. Students are not to attend during their scheduled vacation week.
 - c. **Summer Camp (School Age)** - students receive 1 week of vacation during the summer (June-August) for students to attend the entire 10-week program. Vacation week are discounted at 50% of the weekly rate and the credit is applied to the last week of the summer. Students are not to attend during their scheduled vacation week

V. BEHAVIOR EXPECTATIONS AND DISCIPLINE

Full cooperation is expected from both parents and students in the educational process. If the behavior and/or attitude of the student indicates an uncooperative spirit or is not aligned with the spirit and standards of C.C.A., regardless of whether there have been any violations of conduct, the student may be requested to withdraw.

The biblical and philosophical goal of C.C.A. is to develop students into mature, Christian individuals who will influence the world for Christ. All students are expected to exhibit the guidelines of a Christian life espoused and taught by C.C.A. and are to refrain from activities or behaviors that are in opposition. C.C.A. retains the right not to admit; or to withdraw any student accordingly.

Through our Code of Conduct, we strive to nurture students in Christ-like living. In this way, we aim to help students become effective members of the Christian community.

C.C.A. supports its parents in expecting students to live lives that honor Christ not only at school, but outside of school hours as well. Our public conduct should be consistent with our basic philosophy of life, which is to love God above all, and to love our neighbors as ourselves; that love should be reflected in all our actions and attitudes towards each other. Since our academy bears the name of Jesus Christ, a high standard is expected of students.

All students are expected to refrain from practices that the Scriptures do not condone and the following behaviors, although not all inclusive, will not be tolerated:

- A. Disrespect for adults
- B. Bullying and aggressive behaviors
- C. Physical aggression
- D. Verbal aggression
- E. Intimidation
- F. Swearing
- G. Vandalism

Discipline must be both fair and firm; however, all correction of such errant behavior must be done in love. Listed below are the steps to be taken by teacher, director, and administrator in our discipline process:

TEACHER

- After repeated disruptive behavior is observed; and having utilized and exhausted all means to correct such behavior, child should be removed from classroom and taken to director's office.
- Once director has spoken with child (he/she) will be returned to classroom to join classmates. Child should be given opportunity to merge back into normal operation of class.
- If behavior continues or escalates, immediately return the child to director's office.

DIRECTOR

- The first-time child comes to office (he/she) is advised of their unacceptable behavior; and then given a few moments to sit quietly in the office. After a reasonable amount of time (he/she) should be returned to classroom.
- If child is returned to the office that same day, the parent will be contacted.
- In the event, that a child does not correct their behavior, parents will be expected to pick the child up from school and a suspension may be warranted.
- Parent will be given a written report of child's behavior; and the steps which were taken to correct.

- If disobedience continues to escalate a meeting must be arranged with parents and child to discuss possible collaborative efforts to correct behavior. If after repeated attempts to change behavior of child, the matter should be brought before the director, who will then make the judgment of the child's release from academy. This decision will be made by the director and administrator.
- Every step taken in the discipline process must be documented and placed in child's file.

RIGHTS OF TERMINATION

A student can be removed from the program at the Director's or Administrator's discretion when it is determined that the program cannot benefit the child.

V. HEALTH AND SAFETY/ CHILD PROTECTION

IMMUNIZATION AND HEALTH RECORDS

All immunization and health records that are provided by parents are kept on file at C.C.A. Parents should provide an undated immunization record every 6 months for all children under 2 years of age. If a parent chooses not to have a child immunized, Virginia Department of Health requires that the parent complete and submit a Commonwealth of Virginia Certificate of Religious Exemption form. Please visit the state's website to download this form.

UPDATING STUDENT INFORMATION

It is extremely important that parents keep the school updated with any changes. Changes in phone numbers, address, pick-up information, or custody issues must be relayed to both the office and the teacher at the time of the occurrence. Copies of updated court decisions need to be submitted when changes in custody occur.

VI. SICK CHILD POLICY

Cornerstone Christian Academy is a "well" childcare facility and at no time do we provide care for sick children. The following **sick policy** will be strictly enforced, for the health and well-being of children and staff.

Under no circumstances may a parent bring a sick child to daycare. If your child shows any signs of sickness, **they must stay at home**. Sick children want and need care from their parents, in the comfort of their own homes.

We make every effort is to reduce the spread of illness having established procedures for hand washing by staff and children upon arrival, before eating and after visiting the restroom. In addition, a daily health observation is conducted by a staff person on duty. Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within **an hour**, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return for 24 hours. The child may return **24-48 hours** (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to the center once they have been free of other symptoms for at least 24 hours. If you are not sure about whether you should bring your child, please call, and discuss the matter with daycare staff. If your child exhibits any of the following symptoms, a doctor's note is **required** for them to return to the center.

Symptoms requiring removal of child from day care:

Fever is defined as having a temperature of 99°F or higher a child needs to be fever free, **(without the aid of Tylenol® or any other fever reducing substance)** for a minimum of 24 hours before returning to daycare.

- Fever, sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24-hour period. **Note: please do not bring your child if they have vomited during the night. They will be highly contagious.**
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking, or continuous coughing.
- Runny nose (other than clear), draining eyes or ears. Green or brown excretion from the nose is a sign of a contagious cold or infection, and we will need a letter from your child's doctor stating the child is not contagious and is being treated under a doctor's care.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without jeopardizing the health, safety, or well-being of the other children in our care.

Sometimes a child may not necessarily exhibit signs of illness immediately, however, a good indicator of the beginning signs of illness is that they are unable to participate in the normal morning routine prior to arriving at the center.

Sick children pose a health risk to other children and staff. We understand that it can be inconvenient to have to take time off work; hence we suggest that all parents make plans for emergency childcare ahead of time.

STUDENT MEDICATION(S)

While the student is on school premises, the following procedures must be followed:

Parent must sign and date an official ***MAT Written Medication Consent Form***.

- Parent/guardian must provide all medication including prescription and non-prescription.
- All medication brought to the center must be in its original container and labeled with the child's name.
- Medication must include specific instructions on how it is to be administered.

- Medication must be given to the child’s teacher.
- Medication may be administered by a staff member who is not a medical professional but who has been trained and licensed by the state to dispense medication.

MEDICATION DISPOSAL

The following procedure regarding the disposal of medication will be implemented by C.C.A.

- Parents must sign and date a “*Medication Disposal*” form.
- If medication is expired, the parent/guardian will be notified. The expired medication must be picked up within 10 school days. Unclaimed medication will be disposed of properly after a 10-day period.
- If a child is withdrawn from C.C.A., the parent/guardians must pick up medication within 10 days from the withdrawal date. Any unclaimed medication will be disposed after 10 days.

VII. EMERGENCY EVACUATION PLAN

The Chesterfield Health and Safety School Division has authorized us to use J.G. Hening Elementary School (5230 Chicora Drive, Richmond, VA 23234) as our designated emergency site, in case of the need to evacuate the building or area due to weather, crime, or natural disaster. All parents will be notified.

VIII. BUILDING SECURITY

For the safety of children and staff of CCA the main entrance doors will be locked during our business hours. The only way for staff and parents to enter will be with your designated **key fob**. Parents will have access through these doors from 6:30 AM to 6:00 PM, Monday through Friday. CCA reserves the right to revoke a **key fob** for any reason and at any time. All other guests will need to ring the bell for access and present identification.

Parents will be given **key fobs** at the time of registration at a cost of \$10 deposit per **key fob** and sign the agreement form. Upon returning the **key fob**, in good condition, at the time of separation from CCA, the deposit will be refunded. If there is any balance the deposit will be credited to your account.

Please report any lost or stolen **key fob** to the Business Administrator, Joy Carter immediately. There is a \$15.00 replacement fee. We will de-activate the **key fob** until it is found. Safety is the priority. Your **key fob** is identifiable with a specific number, please do not change **key fobs** or give yours to anyone else. Please be responsible with your **key fob**, we want to ensure the safety of all the children in our care.

IX. CHILD NEGLECT AND ABUSE LAW

Under Virginia law, certain professionals are required to report when acting in a professional capacity. These professionals include Teachers or other persons employed in a public or private school, kindergarten, or nursery school. All our teachers and staff are mandated reporters.

X. HOW PARENTS CAN HELP

COMMUNICATING WITH TEACHER

Communication between home and school is a necessary component for school success. Parents who would like to talk with their child's teacher may schedule an appointment by contacting the school by phone or by note, or through avenues relayed by the teacher.

WHEN PROBLEMS ARISE

Occasionally during the year, misunderstandings can arise. If it does, we ask that you:

1. Initially, address all concerns directly with the teacher. Parents are always welcome to make an appointment to talk with the teacher.
2. If the situation is not resolved at the teacher level through direct contact, it should then be addressed with the Director.

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