

# CORNERSTONE WEE SCHOOL



## CORNERSTONE BAPTIST CHURCH

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[WEE.school@cbc-gso.org](mailto:WEE.school@cbc-gso.org)

2023-2024

## Cornerstone WEE School Staff

Duck class	Karla Moore and Ginger Poe
Bee class	Kennette Peterson and Stacey DiGiacomo
Lion class	Denise Larkin and Rebekah Hampton
Owl class	Ashley Nicholson and Morgan Auel
Caterpillar class	Jamie Loy and Carol Goodman
Fish class	Missy Malone and Mary Smith
Penguin class	Sarah Chaplin and Kelly Anderson
Frog class	Alana Irons and Brittany Ingram
Dolphin class	Laura Shade and Brooke Neuhauser
Eagle class	Lisa Godat and Tracy Tastet
Office assistant	Sarah Nealy
Director of WEE School	Gabriella Smith

# Cornerstone Baptist Church

## Church Staff

Lead Pastor	Josh Wester
Executive Pastor	Dennis Nealy
Worship Pastor	William Beck
Nextgen student pastor	Michael Boyles
Children's leader	Heather LaFrancis
Senior Adults Pastor ministries	Jim Grasty
Office Manager	JoAnn Hampton
Financial Administrator	Linda Jermyn
Administrative Asst.	Kathy Kress
WEE School Director	Gabriella Smith

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## **CORNERSTONE MISSION STATEMENT**

The mission statement of Cornerstone Baptist Church is "Love God. Love Others. Share Jesus. Disciple Believers." As a church, we are committed to each ministry focusing on the accomplishment of this mission statement. WEE School is in partnership with all other areas of ministry in our church. Our primary goal is to reach people with the gospel of Jesus Christ and disciple believers.

### **WEE SCHOOL PURPOSE**

The purpose of WEE School is to provide a weekday program for young children in a Christian environment that will minister to the child, to the parents, and to the community with respect to the child's physical, spiritual and emotional needs.

### **WEE SCHOOL GOALS**

WEE School provides opportunities for integrated learning based on the child's individual needs, interests and abilities, which will build important foundations for future academic pursuits.

We provide play and learning experiences appropriate to the child's particular age and developmental level.

We desire to meet the needs of the community for a Christian early childhood education facility and to contribute to the wholesome growth and development of future citizens of our community.

# WELCOME



## ADMISSION POLICIES

### ***AGE REQUIREMENTS***

Children are placed according to their age on or before August 31<sup>st</sup> of the school year.

Children will remain in the classroom they are assigned to in September. We do not move children as they age.

Three year-old students (and older) are expected to be potty trained when school begins. **The three year old classrooms are not equipped with diaper changing facilities.**

Medical or developmental concerns that directly affect toilet habits of any child will be addressed on an individual basis.

### ***CHILD TO ADULT RATIOS***

Child to adult ratios will be determined by the size of the classroom. Smaller classrooms will have smaller class sizes. Our ratio goals are 8 Toddlers to 2 teachers; 12 Two year-olds to 2 teachers; 14 Three year-olds to 2 teachers; 14 Four year-olds to 2 teachers; and 15 Five year-olds to 2 teachers.

### ***ENROLLMENT AND PLACEMENT***

A child is not considered enrolled until a Student Application/Enrollment Form has been submitted and the full registration fee of \$100.00 per child has been paid, along with the \$50.00 supply fee.

## CLASS FEES



### **REGISTRATION AND REGISTRATION FEES**

Yearly registration for admission to WEE School begins in January. Vacancies during the year will be filled by a waiting list on a first-come basis.

Those children entering the program during the year will not be admitted to the classroom until all the paperwork and forms have been completed and returned to the Director and the registration and supply fees have been paid.

The registration fee per student enrolled is required at the time the Student Application/Enrollment Form is submitted. The supply fee is also due at the time of enrollment. A student is not considered enrolled until the fees have been received.

### **SUPPLY FEES**

All students enrolling at WEE School are required to pay a one-time supply fee of \$50.00 per student enrolled to cover classroom materials. The Supply Fee is due at the time of enrollment.

### **TUITION AND TUITION FEES**

Tuition fees are due on the 1<sup>st</sup> day of each month. They are considered past due on the 10<sup>th</sup> day of each month and a \$20.00 late payment fee will be added beginning on the 10<sup>th</sup>. If payment of tuition has not been received by the 20<sup>th</sup> of the month, a parent will be notified that the child or children should not return to WEE School until tuition and applicable late fees have been paid.

WEE School is a ministry of Cornerstone Baptist Church, and we encourage parents to speak with the Director when problems arise that prevent on-time payments. Tuition fees cover the expense of staff payroll, supplies, equipment, custodial and janitorial supplies as well as a variety of other consumable products used within the program. Tuition must be paid as long as a child is enrolled in the school. Tuition

must be paid regardless of the number of days a child attends each month (whether affected by travel, illness or weather). Tuition is not prorated if a child is withdrawn from the school. Prompt payment of tuition fees assure that our program can continue to operate effectively and with excellence.

When a child is withdrawn from the program, a thirty-day written notice is required. Payment of tuition will be expected for thirty days beyond the date of the notification.

September tuition for all classes is due by the first day of school.

You may set up recurring payments through our online payment portal at [cornerstonegso.org](http://cornerstonegso.org)

Click on the "ministries" tab and then the first drop down is "WEE School".

Please be sure to indicate that your payment is for tuition and write the name of your child in the comment section of the form.

## GENERAL INFORMATION

### **ALLERGY AWARENESS**

*Be sure to advise your child's teacher and the Director of any dietary and/or insect allergies your child may have.*

*We have children in our program who have severe nut allergies. Therefore, some classes may have a "peanut free" policy in order to protect the health and well-being of all children. The families who are affected by the peanut free policy will be notified and it is forbidden for the children in those classes to bring any items which contain peanut butter. We appreciate your understanding in this matter.*

### **BIRTHDAYS AND HOLIDAYS**

Parents are invited to send in a special snack for their child's birthday celebration. The special snack cannot be homemade and must be in the original store packaging. Please check with teachers to schedule this snack.

Birthday and Holiday snacks must be store-bought and must be sealed in the original packaging when they arrive at school. Cupcakes, cakes and big cookies from a grocery store bakery are acceptable as long as the seal on the package is



not broken. Doughnuts are also acceptable if they are in the original packaging. Teachers may ask parents to send special snacks for holiday celebrations.

### **BUILDING SECURITY**

Entrance into the building should only take place at the main entrance. The doors will be locked throughout the entire day with the exception being 15 minutes prior to dismissal time. Please do NOT use the Church Offices to gain access to WEE School. Therefore, if you need to gain access to the building, please call Gabriella at 336-312-9046.

In order to create a safe environment for our students and staff, all exterior doors remain locked throughout the day. If a child is late in arriving to school, please contact your child's teacher and/or Gabriella by sending a message through ProCare and you will be greeted outside at the appropriate entrance.

### **CLOTHING**

Please dress your child so that he/she will be comfortable for playing and painting. We ask that you not dress your child in anything that would upset him/her or you if their clothing should become soiled or stained. Some paint colors may stain and some fabrics are difficult to remove stains from. We take every precaution to avoid paint or marker stains but they do happen. We cannot be responsible for damages to clothing made by paint or markers.

We strongly encourage all children to wear tennis shoes at school. Children should only wear shoes that allow them to safely run on the gym floor and on the playground.

Please mark all coats, gloves, and hats with your child's first and last name.

All students should have a complete change of clothing in a zip-loc bag in their book bag. It should include underwear and socks. Accidents requiring a change of clothes happen for a variety of reasons from spilling juice to toilet mishaps. Please make sure all clothing changes are appropriate to the season.

Teachers are encouraged to take children outside, whenever weather permits. Please dress your child in appropriate outerwear and shoes in the event that your child goes out on cold or windy days.

## ***CUSTODY ISSUES***

At WEE School, we do try to minister to all families. We understand there are times where parents may be separated or divorced and custody of a child has been awarded by the courts. If there is a court ordered custody paper, please provide WEE School with a copy of that order to keep in the child's file. WEE School cannot rely solely on word of mouth or a parent request. WEE School will do whatever we can to protect all of our students but will remain impartial in custody issues.

## ***DISCIPLINE***

The WEE School staff is committed to providing your child with a safe and loving environment daily. It is our desire to provide **consistent and loving discipline** for all of our children. Children enrolled in WEE School are expected to meet the standards set forth by the WEE School Ministry Team and the WEE School staff. The following procedure will be followed for maintaining classroom order:

- 1) A disobedient or disruptive child will be talked to privately by the teacher to assure the child understands the rules for proper classroom behavior.
- 2) If disobedient or disruptive behavior continues, the child will be separated from the other children and must sit in a chair away from the activities to have time to think about his/her actions.
- 3) If disobedient or disruptive behavior continues, the teacher will talk to a parent and enlist their assistance.
- 4) If the above measures do not solve a behavior problem, WEE School reserves the right to discontinue the attendance of any child who in any way jeopardizes the welfare of others in the classroom.

We do not use corporal punishment in any discipline situation.

If a child physically harms another child, leaving a mark, the teacher will complete an Accident/Incident Report through ProCare and notify the parent immediately. If the behavior continues, a conference will be arranged with the parents, teacher, and Director to discuss the best solution for all parties involved.

It is our desire to point children to understand their wrong behavior, to admit their wrong behavior and to ask for forgiveness. We do this to model how Christ forgives us when we admit our sin and ask forgiveness.

### **EMERGENCY INFORMATION**

At the beginning of each school year, parents are asked to provide emergency information. If your emergency information, emergency contacts, or health information changes during the year, it is the parent or guardian's responsibility to notify the Director and classroom teacher. This includes any phone number changes or of any of those individuals listed on the emergency contact list.

### **END OF DAY PICK-UP**

Parents/guardians are invited into the building at the end of the school day to pick up children from individual classrooms. The exterior main entrance door will be unlocked 15 minutes prior to the end of the school day. Parents are asked to walk down to the individual classrooms and wait for children to be dismissed from the classroom.

If you think you are going to be late, please notify your child's teacher and Gabriella by sending a message through ProCare. Unless your delay is caused by an emergency, you will be expected to pay a late pick-up fee. If you pick your child up after the scheduled time, you will be required to pay a late fee. Late fee charges are accrued at \$5.00 for each five-minute increment beginning at 5 minutes late, 10 minutes late, etc.

Anyone picking up a child must be authorized and listed on the child's profile on the ProCare app. In addition, it is the parent's responsibility to provide the four digit pin that is associated with each person listed on the child's profile to the person who is picking the child up at dismissal.

**CHILDREN WILL BE RELEASED ONLY TO PEOPLE WHO ARE LISTED ON THE PROCARE APP AS AUTHORIZED PICKUP ON THE CHILD'S INDIVIDUAL PROFILE.**

**ANY ADDITIONS AND/OR CHANGES IN PICKUP AUTHORIZATIONS SHOULD BE MADE IN WRITING (EMAIL, TEXT AND/OR PROCARE MESSAGING) AND PRESENTED TO THE DIRECTOR.**

## **HEALTH AND ATTENDANCE**

All children must have an up-to-date immunization record on file, prior to the first day of school. WEE School follows the guidelines of the American Academy of Pediatrics pertaining to required vaccines and religious exemptions are not accepted. A doctor's signature is required to verify immunizations and any special needs a child might have. If there is a problem that might prevent a child from participation in any of the daily activities, it must be discussed with the Director of WEE School before a child is enrolled.

If your child becomes ill with a contagious disease, please notify the school immediately.

**CHILDREN MUST BE KEPT AT HOME AT THE FIRST SIGNS OF SICKNESS INCLUDING LISTLESSNESS, FEVER, VOMITING, DIARRHEA, OR GREEN RUNNY NOSE AND MUST NOT RETURN TO SCHOOL UNTIL THEY ARE TOTALLY FREE OF THOSE SYMPTOMS FOR A PERIOD OF 24 HOURS WITHOUT THE USE OF FEVER-REDUCING MEDICATIONS.**

CHILDREN SHOULD ALSO BE KEPT HOME IF DURING THE NIGHT OR IN THE MORNING THEY HAVE EXPERIENCED:

- Any discharge from the ear
- Any unknown or undiagnosed rash on the body
- Infectious skin sores that ooze pus or have crusted drainage
- Wheezing or croupy cough (a cough that produces mucous)
- Ringworm or head lice of the scalp or fungal infection that has not been treated by a physician
- Multiple nosebleeds

Parents will be called if children arrive at school and share that they were sick the night before. If they have been sick within the previous 24 hours, parents will be asked to pick their child up at once.

If a child has any allergy that causes them to have a persistent runny nose, coughing, or sneezing, written documentation from the child's physician stating

that symptoms are allergy related and not illness should be submitted to the teacher.

In the event that a child is not feeling well and must be picked up from school early, we ask that the child be picked up from school immediately. At the first sign of illness, a child will be removed from his/her classroom and remain with a WEE School staff member until he/she is picked up from school.

### ***ITEMS BROUGHT FROM HOME***

Please refrain from sending items from home to school unless the teacher has made a request for a specific item that will be used during a lesson or as an opportunity for show and share.

Teachers in the toddler class may use their own discretion for security items that children may want to bring.

### ***LUNCH***

On Tuesday and Wednesday, WEE School students are asked to bring a lunch from home. Please keep in mind that good nutrition is an essential element in the healthy development of young children. Send age appropriate food (especially for Toddlers). Foods cannot be warmed up and must be eaten as they come out of the lunch box. Please label all lunch bags, thermos bottles, cups and containers. Lunch boxes should be clearly labeled on the outside.

Soft drinks or carbonated beverages are not allowed in our daily lunches.

Students will not eat lunch at school the first week of school.

### ***MEDICATION POLICY***

WEE School staff members are not permitted to administer medication to a student at WEE School without prior approval from the Director and written instructions from the parent and/or physician. If a student needs medication at school, please see the Director for the proper form to be completed and kept on file. This includes prescription or over-the-counter medications.

WEE School staff members are not allowed to apply lotions and/or creams without prior written approval from the parent.

## **MESSAGES FROM HOME**

Please communicate with the WEE School staff through the ProCare app as much as possible.

## **MORNING ARRIVAL**

We cannot stress the importance of bringing your child to school on time. Children develop their friendships during the first thirty minutes of the day. Children arriving late are often not able to develop play relationships because play is already under way and group situations are already established. Teachers do their best to integrate all children into their classroom activity, but repeated tardiness hinders their ability to do that. Teachers in the older classes begin their day's work as soon as the children arrive. When children are tardy, they miss valuable instructional time that cannot be made up.

## **PARKING LOT SAFETY**

The safety of our students is always our top priority. We want to remind parents and caregivers that we do not take responsibility for our students until they are dropped off at the gate or exterior door and we relinquish responsibility once parents or caregivers pick students up.

That said, please take every measure to drive slowly and cautiously into and out of our parking lot.

## **POTTY TRAINING**

All three year old students (and older) are expected to be potty-trained before beginning school.

Medical or developmental concerns that directly affect toilet habits of any child will be addressed on an individual basis.

## **SCHEDULE**

The first day of WEE School is Tuesday following Labor Day. Our last day is Thursday prior to Memorial Day.

The complete schedule for the entire school year is located on the last page of this document.

We reserve the right to make our own decisions regarding days missed due to weather-related cancellations beyond our control. Because we have classes attending on different days of the week, for each class to receive back a day

missed, they would have to be made up on the same day of the week that it was missed. We will take each cancellation on an individual basis before making a decision.

### ***SNACKS***

A light snack is provided daily and it is the responsibility of the parents to notify teachers of any food allergies. If your child has unique allergies, you may wish to provide a special snack for your child. The snack must be approved by the classroom teacher. Please check with your child's teacher if there are any adjustments needed for your child's snack preparation.

Each student is assigned a special snack day each month. We encourage you to involve your child in the selection of their "Special Snack". Try to keep the snack simple and inexpensive minimizing the sugar content while seeking healthy options.

For safety reasons, we cannot accept any homemade snacks. All snacks must be pre-packaged, and factory sealed when they are sent in. If you choose to send cupcakes or cookies from the grocery store bakery, the store seal must not be disturbed or broken.

### ***WEATHER RELATED CANCELLATIONS***

Our policy for inclement weather is as follows:

In the event of inclement weather, a message will be sent out through the ProCare app. In addition, a notification will be made on the "Cornerstone WEE School" Facebook page.

The WEE School Ministry Team and the WEE School Director reserve the right to delay or cancel the opening of WEE School based on local weather conditions.

The WEE School Ministry Team and the WEE School Director reserve the right to determine whether days missed due to inclement weather will be made up. (For more explanation, review the section SCHEDULE.)

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