



**CORNERSTONE**  
Christian School

Training Minds ■ Shaping Hearts ■ Nurturing Souls

# Handbook for Students and Daycare

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

Proverbs 22:6

## **THE BEGINNING**

Cornerstone Christian School had its beginning with a desire in Christian people to teach young people the ways of God. For over 6000 years God's instructions have been very specific concerning teaching His word from one generation to the next. It is ever more the same today. Neither God nor His word ever changes. Our goal is to continue that process by way of scripture and a living example to any and all who participate in this School.

## **MISSION STATEMENT**

The Mission of Cornerstone Christian School is to provide our children and young people the opportunity to receive a well-rounded Biblical education. We strive to work in harmony with parents to maintain an atmosphere that is conducive to growth and maturity. Our goal is to witness the transformation of these young men and women into Godly, caring, influential citizens of the community and beyond.

## **STATEMENT OF FAITH**

The Bible teaches that God is love. We believe everything we are and hope to be flows out of that reality. Once man was created, he chose knowledge over life so God SO LOVED the world, He sent his son Jesus Christ to restore man back to God. In Christ's ascension, He sent the Holy Spirit to teach us all things. So, faith in the Father God, his son Jesus Christ and the Holy Spirit is essential to all areas of the Christian life. We adhere to and teach the following:

1. The Bible is the eternal and unchangeable word of God. (Ps. 119:89)
2. God is love therefore we are to love him and love one another. (Jn. 4:16)
3. To everyone who believes in Jesus Christ as Lord and Savior He comes to live inside us by the Holy Spirit. (Acts 17:28)
4. All instruction is based on the word of God. All interpretation of the word of God comes thru the teaching of the Holy Spirit. (2 Tim. 3:16)
5. We believe in and live by the gospel of Jesus Christ by having faith in the word of God that God is creator and possessor of all things. (Col. 1:16)
6. The children are not for the parents but the parents for the children. (2 Cor. 12:14)  
We believe we are to teach our children a rich heritage that will follow in the generations to come and that we are to leave them an inheritance founded in the principles of Christ. (Pro. 3:22; Acts 2:39)
7. We believe in serving, and supporting the local community in whatever capacity we are needed as it pertains to CCS and the Christian life. (Matt. 23:11)
8. Cornerstone Christian believes that the Bible prohibits sexual immorality of any type, including, but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman, both being defined as biological from birth, meaning no altering of sexuality from one gender to another is recognized as a God ordained procedure. God created man and then woman. It's the Law of First Mention. This Holy Institution is sacred and unalterable. (I Cor. 11:12). (1 Cor. 6:9-11; Lev.18:22; 20:13; Mark 10:6-9; Ro. 1:27).

# PHILOSOPHY STATEMENT



**But they that wait upon the Lord  
shall renew their strength;  
they shall mount up with wings as eagles;  
they shall run and not be weary;  
and they shall walk, and not faint.**

Isaiah 40:31

Cornerstone Christian School believes that the Bible is the Inspired Word of God. We believe Christian education and a Christian school are only as strong as those who believe in and commit to a vision. It starts with the person or persons to whom God gives the vision and continues through those who implement it. We must not be as the Pharisees in Jesus' time who said, but did not do. Our children and young people alike will be taught and influenced not only by what we do, but ultimately by who we are as Christians. Our beloved Paul the Apostle stated it this way: "For I determined not to know anything among you save Jesus Christ and Him crucified." (1 Corinthians 2:2.) Therefore, everything we teach, proclaim and implement must have its foundation in the death, burial and resurrection of Jesus Christ our Lord. We, along with the parents, must establish a strong spiritual base as we address the intellectual, physical and social well-being of the student as a whole.

## **The Student:**

The Bible says we are fearfully and wonderfully made. A strong emphasis must be put on foundation. There is nothing more valuable than young hearts and minds. We view every student as having the potential to help shape the future. We want to help them prepare for it.

## **The Curriculum:**

No curriculum has any merit without character and integrity as its cornerstone. God is the source of all wisdom so the curriculum chosen must correlate with the word of God. Christian education must train a child in a way that is sound and practical for everyday life. There are three primary areas of importance for such training: 1. Home 2. The Local Church 3. The School. The method chosen to teach must be consistent based on scriptural beliefs of the Bible in all three of these areas for the greatest benefit.

## **The Teacher:**

We must teach our students to observe all things Christ commanded us for He is with us always. (Matthew 28:20) Teachers should evidence a passion for Jesus Christ and a love for the student that compels them to be wholly committed to their profession. The teacher should be either certified or willing to be trained for whatever the position requires. He or she should always conduct themselves in a professional and Biblical manner while having a sense of humor. This is a rare but enviable combination. A smile is contagious and tends toward good health. "A merry heart doeth good like a medicine." (Proverbs 17:22)

# **CURRICULUM**

The A-Beka curriculum is a biblically based curriculum teaching God's word in all subjects. It will be used in grades preschool through 8<sup>th</sup>.

## **FIELD TRIPS:**

Field trips are a part of enhancing the A-Beka curriculum. Field trips are an important part of teaching. Teachers give careful consideration and time to the planning of such trips. Field trips are not mandatory, but if student does not attend an unexcused absence will be given for that day.

## **OBJECTIVES**

Our objective is to raise our students' national standardized test scores in every subject and to nurture integrity and character in their lives. To see our students excel in every area of their lives.

## **TESTING & EVALUATION**

Standardized Testing will be given to students in grades K5-8th. Based on the test results, teachers will be able to identify areas of mastery or problem areas that the student may or may not have. Report cards will be issued at the end of each nine week period.

## **ADMISSION**

### **NON-DISCRIMINATION:**

Cornerstone Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions, tuition assistance, athletics, or any other school-administered program.

### **REGISTRATION:**

You may register new students in main office. All returning students need to be registered no later than June 5, this is to insure that books and materials can be acquired for all students on a timely fashion. After determination has been made by the Director and staff, the registration will be complete upon receipt of the registration fee. CCS requires that all parents/guardians be willing to support the school in all endeavors. CCS and students need to have the parents/guardians complete support and confidence. It is the parents/guardians responsibility to insure that your student abides by all codes set forth by CCS. No reservations can be held for a student whose registration fee has not been received.

### **WITHDRAWALS/DISMISSAL FROM SCHOOL:**

All withdrawals from school must be made through the main office. Advanced written notice is required for withdrawal, so the student's withdrawal forms and transfer of

records can be complete on a timely basis. **No records will be transferred while the student has an outstanding balance owed to CCS.** Any student who is dismissed by Cornerstone Christian School due to behavior or attitude may not be re-considered for re-enrollment for one year. CCS believes that on the occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, CCS reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or support in any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. (I Peter 3:7-12). For any dismissal, CCS will require a parent / guardian meeting with director.

### **TUITION FEES:**

Tuition fees can be paid in 10 monthly payments, starting first payment July 1<sup>st</sup> and last payment April 1<sup>st</sup>. Tuition fees may also be paid by the semester on a yearly basis. Tuition fees for preschool are paid on a weekly basis prior to attending, students pay for the entire week, this secures their placement. There will be a service fee charge of \$30.00 for all payments not received by the 10<sup>th</sup> of each month, by the 15<sup>th</sup> late fee will increase to \$40.00. All payments that are 30 days in arrears can result in student being suspended. Note: **All fees and forms must be submitted to the main office to complete registration for your student.**

### **AFTERCARE FEES:**

Previous arrangements should be made to have student in school aftercare. After school care is only available to CCS students. A schedule of fees is available through the main office. For students who are not picked up by 5:30 pm there will be a \$10.00 fee for every 15 minutes that the parent/guardian is late. When Extended Care (teacher's work days, holidays or when school is not in session) is offered there will be additional charges, once again please see main office for a schedule of these fees.

### **SCHOOL HOURS:**

Classes begin at 7:45 am and dismiss at 3:10 pm Monday through Friday. Following dismissal, parents/guardians are expected to pick up their students at the close of the school day. If you are not able to pick up your child from school or Aftercare, please leave the name of the person who will be doing the pick-up. You must inform the office of any changes. We will not release your child to anyone without prior notification. All students who have made prior arrangements for After Care must be picked up no later than 5:30 pm. **After Care Late Fee:** There will be a \$10.00 charge for every 15 minutes that exceeds the 5:30 pm pick-up.

**PICK UP: IF FOR ANY REASON SOMEONE DIFFERENT IS TO PICK YOUR STUDENT UP, NOTIFY THE MAIN OFFICE IN WRITING OF THIS CHANGE. IF IT IS AN EMERGENCY, CALL THE MAIN OFFICE, AND ADVISE THE OFFICE OF THE NAME OF THE PERSON WHO WILL BE PICKING UP THE STUDENT. A PHOTO ID WILL BE REQUIRED OF PERSON PICKING UP THE STUDENT. NO STUDENT WILL BE ALLOWED TO GO WITH A PERSON WHO IS NOT ON YOUR STUDENT'S FORMS**



## **INCLEMENT WEATHER**

In case of hazardous weather; we will call, text, or email you. Please, please make sure we have current phone numbers, email addresses and correct contact information. If parents feel that conditions in their area are too hazardous to bring their students to school, the students will receive an excused absence. Be sure to check our Facebook page for updates. We do not follow Kershaw County with delays and closings.

## **ILLNESS/INJURIES**

Please do not send your student to school when he or she has visible contagious (fever, pink-eye, lice or flu-like) symptoms. Students and/or teachers who have an illness of a specific infectious agent that can be transmitted either directly or indirectly from a susceptible host of infected person or animal to other person(s) will be excused.

If a student should need **immediate medical assistance** for an injury or illness: Cornerstone Christian School will first call for immediate medical assistance and then attempt to notify the parent/guardian. For all minor injuries and/or illness all attempts will be made to reach the parent/guardian.

It is the **parent/guardians responsibility to see that the Emergency Information Record is completely filled out with all emergency information and contacts AND to add or change any information which may need to be updated at any time of the year.**

## **MEDICATIONS**

All medication (prescribed medications and over-counter medicines) must be in original container and labeled with child's name. Prescribed medication must also have the dosage and other pertinent information on label as well. **Signed permission slips from a parent or a licensed physician must be obtained BEFORE any medicine can be given at school.** ALL MEDICATION must be left with secretary or Director with the permission slip which also MUST include complete dispensing procedures. Any student requiring close attention to an exact timing of medications should remain under the parent/guardians care. The school cannot accept full responsibility to see that it is taken at proper time or in the prescribed manner. **It is the parent's responsibility to leave ALL medication in the hands of the secretary and/or director with complete directions and permission slips.**

# COMMUNICATION

Communication between parent/guardians, teachers, and director is essential for building relationships. Parents/guardians, teachers are encouraged to address concerns promptly and professionally by speaking with the Director. Direct communication should be the first step taken to resolve a problem, before involving additional parties. Parents/guardians can normally correct a situation with a note to the teacher. If this does not resolve an issue, then please call the school office to set up conference with the teacher. Then if the issue is still not resolved, please feel free to call the office and set up an appointment with the director. Please, no texting or calling teachers during class time or at home.

## Video and Phone Recording

CCS reserves the right to video students at school or on field trips; for Facebook or to record behavior issues.

# ATTENDANCE

## SCHOOL HOURS:

K5 through 8<sup>th</sup> grade hours are 7:45 am – 3:10pm Preschool hours are 7:30-12:30pm.

## ABSENCES:

Students arriving at school after 11:00am or leaving before 11:00am will be considered absent for that day. Planned absences require advanced administration approval. Excessive absences could cause a student to be retained at current grade level. **Parents who expect their child to be successful in school need to make sure their student attends school regularly and punctually. It is essential that parents encourage the student to see the priority of school attendance. It is the student and parent's responsibility to make the arrangements for any missed assignments.**

## EXCUSED ABSENCES:

- Due to illness: Students are required to have a note from doctor to be considered excused.
- Attending funeral services of his/her immediate family.

## UNEXCUSED ABSENCE:

- When a student is absent from school the parent should call school as soon as possible.
- Students are allowed **ten (10) unexcused** absences per school year.

## **EMERGENCY PROCEDURES**

The fire alarm is a pull alarm. Pull alarm stations can be found next to all exit doors. Students are to move quickly from the building in a straight line in an orderly fashion. (NO TALKING, RUNNING, PUSHING). Once at a proper distance from building (designated by teacher) the student should turn and face building for a roll call. Fire drill routes are posted in each classroom. Fire Drills will be held once a month and posted in main office. All Emergencies Plans and Evacuations can be reviewed by Parents/Guardians at their convenience. All Emergencies Plans and Evacuation Drill are located in front office in Emergency Binder.

# **DISCIPLINE/CONDUCT**

## **GOAL OF DISCIPLINE**

**In partnership with the home, CCS has a duty to teach accountability for personal behavior. As a Christian School, we must expect parental participation in the student's education and discipline. The basic responsibility for discipline resides with the home. CCS believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. CCS expects and requires that both student and parents will support the school in its distinct mission and in its Biblical beliefs.**

The goal of discipline at CCS is to foster the development of character and spiritual maturity in all students in a positive, safe learning environment, striving for Christ-like character. Specific emphasis will be placed in the following areas: respect, responsibility and moral behavior. Students should evaluate their behavior choices in light of these three areas, recognizing the problem and becoming part of the solution.

### **STUDENT STANDARDS OF CONDUCT:**

All students at CCS will be held accountable to the following standards:

1. No student's behavior should disrupt another student's learning.
2. Students will support the salvation message of Jesus and its emphasis in all areas of teaching and worship at CCS.
3. Students will demonstrate respect for God, self, and others,
4. Students will maintain Christian standards in courtesy, kindness, morality and honesty.
5. Students will maintain dress codes that reflects their "Birth" gender. In relying on the teachings of scripture CCS prohibits clothing that show a sexual immorality of any type, including but not limited to pornography, homosexuality or any other sexual activity. (CCS believes in the Biblical meaning of marriage as that of one man and one woman) (I Cor. 7:2; Lev. 20:13; Mark 10:6-9); (I Tim. 2:9-10).
6. Students will refrain from cheating, swearing, using tobacco products, gambling, drinking alcoholic beverages, immoral behavior, inappropriate language, and using or talking favorably about narcotics or making sexually degrading comments. Students who participate in any of these while under the authority of CCS will be subject to discipline up to and including suspension or expulsion.
7. Students will be supportive of the dress code and willingly abide by its guidelines.
8. Students will not give the impression to students, parents or faculty that they are not in harmony with the goals, aims, and standards of CCS. They will show respect for school property and the property of others. A student whose speech degrades or lowers the integrity of CCS will result in immediate recommendation for permanent removal from school.
9. Students will not take part in any illegal activities. Participation in any illegal activity will result in immediate recommendation for permanent removal from school.
10. Gum will not be allowed. 30 minutes of cleaning duty after school will result for each offense. Continued violations will result in more serious consequences.

11. The possession of laser pointers, personal listening devices, CD players, MP3 players and other personal electronic devices on school grounds or during school activities will NOT be allowed. The above listed items will be confiscated and must be picked up in the office by a parent. Repeat offenses will have formal discipline consequences.
12. Public displays of affection between couples will not be allowed while at school or while the students are under the authority of CCS staff. During these times, students are to maintain observable space between their bodies.
13. Students shall not bring, threaten to bring, possess, conceal or use a weapon or other possessions reasonably determined by the school authority to be a threat to the safety or security of themselves or others on school property or at any school activity.
14. Any student who presents a threat to himself or herself or another person will be immediately removed from the classroom setting and may be subject to disciplinary proceedings. A Risk Assessment may be required at the parent's expense.
15. Any form of intimidation, exploitation or harassment, including sexual harassment will be dealt with following the guidelines of the Student Harassment Policy.
16. Any student who is out of class for any reason during class must have a hall pass.
17. Mandatory reporting guidelines established by the State of SC will be followed. In these situations, consequences given by law enforcement are in addition to those administered by CCS.

#### **OFFICE REFERRAL PROCEDURE:**

Office referral must occur for significant unacceptable behavior, such as:

1. Blatant disrespect for authority.
2. Fighting: striking someone in anger with the intent to harm.

If these significant behaviors occur, the following actions will result:

1. The student will be removed from classroom or activity.
2. The school will contact the parent.

#### **SUSPENSION:**

1. All work completed or due while suspended will receive a 10% deduction.
2. Every reasonable effort will be made to promptly notify the parent/guardian in person of a decision to suspend a student and schedule a meeting if indicated in the Disciplinary Procedure. If a parent/guardian cannot be reached, a note will be sent home with the student.
3. Director will determine whether a suspension is a suspension of record.
4. Repeat suspensions or suspensions for serious infractions may result in expulsion.

#### **FORGERY/PLAGIARISM/CHEATING:**

Any CCS student caught cheating or intentionally plagiarizing on an assignment or test will receive an F on the assignment. In addition, a behavior contract may be required indicating that a subsequent infraction may result in a recommendation for expulsion.

## **STUDENT HARASSMENT:**

Cornerstone Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment.

Harassment is defined as unwelcome conduct (implied, verbal, written, or physical) that is directed toward a person. This conduct can be on the part of a teacher, administrator, school staff, other person or other student. CCS is prepared to take action to prevent and correct any violation of this policy. Anyone who violates this policy may be subject to discipline, up to and including termination or expulsion. Prohibited sexual harassment occurs when:

- Submission to or rejection of sexual demands is the basis of an academic or other school-related decision affecting the student or employee.
- Unwelcome sexual or other gender-based conduct interferes with a student or employee's performance or creates an intimidating hostile or offensive school environment.

## **SEARCH AND SEIZURE:**

When deemed appropriate by Administration, CCS officials may search the student, his/her property and property assigned for the student's use at any time on school property or when the student is under the jurisdiction of the school. CCS officials will also search when they have reasonable information that an emergency/dangerous circumstance exists. Items found which are evidence of a violation of policy, regulation, school rules or the Student Code of Conduct will be seized.

## **HEALTH**

General healthy habits are necessary for life. It is important that students bath daily, keep hair well groomed, clean fingernails, brush teeth, have eight to ten hours of sleep nightly, and have good eating habits.

The school should be informed at the beginning of the school year or at the onset of any condition(s) or if it occurs during the school year that pertains to a student's ability. Parents are responsible to see that all information is in writing on the child's health record. Parents are required to inform the school in writing about any existing condition that may cause a student to be unable to participate in our school.

## **STUDENT DRESS/HAIR POLICY**

All clothing should be properly fitted and neat in appearance. Jeans and/or casual slacks are acceptable. Shirts and apparel (including all accessories) should not have any anti-Christian slogans/messages. If you are in doubt that it would be acceptable clothing (including accessories, bags, book bags, etc.) don't wear it. Shoes must be worn at all times while on campus.

Any student found in violation of the dress policy will be referred to office and parents/guardians will be called to pick student up or to bring appropriate clothing for student, student will remain in office until parent/guardian arrives. CCS reserves the right to determine what may or may not be acceptable and safe for the students.

### **NOT ALLOWED:**

1. Tops with undergarments showing, half-shirts, spaghetti straps or halter type tops.
2. No midriffs showing.
3. Garments that promote tobacco, alcohol, drugs, or lifestyles which are in conflict with the ideas and goals of CCS.
4. Any gang-like identity such as bandannas, heavy jewelry, hiked down or baggy trousers, tattoos, symbols or colors.
5. No ragged out jeans or jeans with holes.
6. Facial hair that is not neatly trimmed and well-groomed.
7. Visible body piercing, except for ears.
8. Hair of unnatural color, including the death black look.
9. Shaved heads for girls.
10. Hair that is not neatly trimmed, hair should be well groomed and kept out of the eyes.

## **LUNCH**

Students need to bring their lunch daily. Microwaves are available: we do ask that you keep the cooking time needed to 3 minutes or less for your child's meals. In the event that your student forgets his/her lunch, the staff can prepare a Chef Boyardee lunch-cup with juice. **It is requested that carbonated beverages not be part of lunches.**

## **PARKING**

Emergency vehicles must be able to access the building: therefore vehicles are not allowed to park in the drive way. When dropping off students please use the drive, teachers will be available to assist students out of cars to the school door. If you must come inside PLEASE do not block the drive. Please park properly in paved parking lot. **Emergency access must be available at all times.**

## **VISITORS**

For safety purposes, all parents and visitors are required to check in at the main office. If you would like to observe your child's class, we ask that you schedule an appointment with the office. Student visitors are NOT to be invited without prior approval from Administration. This approval will require a clearly stated purpose for the visit.





## Preschool Classes And Aftercare



## **Confidentiality**

- All files (children/students/staff) will be kept in a confidential manner, but shall be immediately available to the DSS, the child/student's teacher, care-giver, or parent/guardian upon request. All (children/students/staff) files are kept in locked file cabinet in front office.
- Access is limited to all files/records from the previously stated unless requested by court order.
- All records for children/students/staff are confidential. This includes photograph, records, emergency information and other information about child/student/staff or family and information that may identify a child/student/staff by name or address is also confidential and may not be copied, posted on a website or disclosed to unauthorized persons without written consent from child/student's parent/guardian. Staff members will also be required to give a written consent for any release of their information on file.

## **Policies**

- It is the Parent/Guardian(s) responsibility to provide necessary immunization/physical examinations for their child/student. Shot records and Birth Certificates must be presented with application for child care/school and copies placed in child/students record file.
- Parents and Staff shall sign and date an agreement maintained on file and updated annually that both parties have read and understand all policies relating to the operation of School or Day Care.
- Parent/Guardian of a child/student in day care/school shall be permitted free and full access to his or her child/student without prior notice, while their child is receiving care, unless there is a court order limiting parental access. This free access must not disrupt instructional activities, classroom activities, and/or classroom routines.
- All children/students will remain with teacher/care-givers at all times while under the supervision of the school/day care programs.
- At all emergency drills staff/care-givers are required to account for each child before, during, after returning to building. This shall be done by head count as well as roll call.
- Tracking Students IN & OUT –Building & Classrooms, Bathrooms and Field Trips.
  - ALL Elementary teachers will do a Head Count & Roll Call when entering and leaving all Classrooms & Bathrooms.
  - ALL Elementary teachers will do a Head Count & Roll Call when entering and leaving Building for any reason.
  - Preschool teachers and aftercare teachers will use Head Count and Tracking Chart to keep track of children, the children are tracked through a written procedure using a form that dictates their location as they enter/exit the premises, move in and about the facility. Same tracking procedure will be used while on field trips including enter/exiting vehicles.

- Attendance records for all day care students will be maintained. All attendance records, payment records and staff records for aftercare will be kept for three years on a CD or DVD.



### **Discipline and Behavior Management Policy:**

- There will be positive, non-violent, non-abusive methods for managing behavior.
- All teachers/care-givers shall sign a facility agreement to implement the discipline and behavior management policy.
- There will be **NO** corporal punishment allowed at Cornerstone Christian School or Day Care.
- There will be **NO** emotional abuse including but not limited to: profane, harsh, demeaning or humiliating language in the presence of children. Threatening, humiliating, ignoring, corrupting, terrorizing, or rejecting a child is prohibited.
- Withholding, forcing, or threatening to withhold or force food, sleep or toileting is prohibited.
- Supervised TIME –OUT is the punishment that will be used. It will be appropriated in length according to age structure.
- There will be no unsupervised isolation of a child/student. The child/student will be within sight of a staff/care-giver at all times when TIME –OUT is used as a punishment.
- No child/student shall be allowed to discipline other children or students.
- No child/student will be restrained through drugs or mechanical restraints.
- Only time a child/student can be restrained by a teacher/care-giver will be that immediate danger is being caused to the child/student/staff or another child/student/staff.

### **The basic steps used in discipline process for behavioral issues in Preschool:**

- A verbal warning.
- Student will have supervised time out.
- Note will be sent home to parents/guardians.
- A conference will be called with parents, teacher and/or Director.

## **Sick Students/Day Care Children**

- CCS does not provide care for mildly ill children. A parent/guardian will be called for any child/student with a fever, vomiting, headache. The parent/guardian will be required to pick child/student up.
- Any child that the parent/guardian is called to pick up will be required to wait in the front office, the child/student can lay down in the chairs with comfort until parent/guardian arrives.
- No child/student that is sick will be left unattended at any time.
- Any child/student that has been sick needs to remain at home until they have gone 24 hours without fever before returning to school/day care.
- Any child/student that has been sick with a contagious infection/disease needs to remain home until child is well and not contagious.
- Any child/student absent for more than 3 days will require a physician statement.

## **Procedure for Medication**

All medication for students should be given by parent/guardian at home unless absolutely necessary to be given at school/day care. If necessary for administration at school/day care to give to student, the below procedures will be followed.

- Written, signed and dated parental consent is required for administration of any necessary prescription or over-the counter medication.
- All prescribed medications and/or procedures ordered for a specific child must be written, signed, and dated by a physician or other legally authorized healthcare provider.
- All medications should be kept in their original labeled containers and have child protective caps. The child's first and last name shall be on all containers.
- All medications will be stored in a locked container on top of file cabinet in front office.
- Discontinued and expired medications will not be used and will be returned to the parent or disposed of in a safe manner.

## **Medication Log**

For each medication administered by a staff person, a log will be kept which includes the child's name, the name of medication, dosage, date, time, and name of person administering the medication. A copy of the medication administered along with the medication, dosage, date, time and name of person administering will also be given to the parent/guardian. Log is located under locked medicine box on top of file cabinet in front office.

Failure to administer a medication at the prescribed time, administering an incorrect dosage or administering the wrong medication will be recorded in the child's record. The

parent will be immediately notified in writing of a medication error or a suspected adverse reaction to a medication. Parent will be notified immediately by phone upon administering an incorrect dosage or wrong medication or a suspected adverse reaction for the appropriate action to be taken.

### **Release of Children**

- Person(s) that will be picking student(s)/day care children up will be listed on the application. No other person(s) will be allowed to pick up student/day care children without following the proper procedures listed below.
- Students in school or day care will not be released to any other person(s) without prior written approval by Parent/Guardian.
- Proof of identification (picture) will be required for release of students.
- Oral approval for pick up will only be allowed under emergencies. Cornerstone Christian School reserves the right to declare what may be called an emergency. Oral approval must go through Director for day care students (after actual school hours). During normal school hours emergency permission must go through Director. Unless parent/guardian gives written permission which is signed, dated and states the name of person(s) whom their student may ride to and from field trips.
- When there is a non-custodial parent who is not allowed to pick up a child/children, there must be court documentation in the child/children's file. CCS must have the court documentation stating that the child/children are not allowed with the other parent. If that parent attempts to pick up child/children, the police will be called and the other parent notified.
- Children will not be allowed to leave if a parent/guardian/approved person appears to be intoxicated or under the influence of drugs, alcohol, etc. The police will be called and another parent/guardian will be called to pick child up.
- It is the Parent/Guardian(s) responsibility to provide necessary immunization/physical examinations for their child/student. Shot records and Birth Certificates must be presented with application for child care/school and copies placed in child/students record file.
- Parents and Director shall sign and date an agreement maintained on file and updated annually that both parties have read and understand all policies relating to the operation of School or Day Care.
- Parent/Guardian of a child/student in day care/school shall be permitted free and full access to his or her child/student without prior notice, while their child is receiving care, unless there is a court order limiting parental access. This free access must not disrupt instructional activities, classroom activities, and/or classroom routines.
- All children/students will remain with teacher/care-givers at all times while under the supervision of the school/day care programs.

- At all emergency drills staff/care-givers are required to account for each child before, during, after returning to building. This shall be done by head count as well as roll call and Tracking Chart.
- Attendance records for all day care/students will be maintained.

## **Emergency Plan School/After School Care**

- All staff members are required to have basic first aid and CPR training.
- All staff must know where first aid and spill kits are located. Large first aid kit/Spill Kit found in Kitchen. Smaller first aid kit/spill kit is on hook at front & back doors. Small spill kits can be found in each class room.
- A list of all emergency phone numbers will be kept by each phone.
- Medical Condition under which emergency care and treatment is warranted: Below listing but not limited to:
  - Loss of Consciousness
  - Semi Consciousness
  - Breathing difficulties
  - Severe bleeding
  - Uncontrolled bleeding
  - Unequal pupils
  - Neck or back injury
  - Continuous clear drainage from nose/ears after a blow to the head
  - Severe headache
  - Stiff neck or neck pain when head is moved
  - Hives that appear quickly
  - Very sick child who seems to be getting worse quickly
  - Repeated forceful vomiting
  - Vomiting blood
  - Severe abdominal pain that causes a child to double over
  - Abdominal pain after a blow to the abdomen
  - Possible broken bones
  - Shock
- Call 911 immediately upon recognizing sign and symptoms that require immediate medical attention.
- Call the child/student's parent/guardian immediately after calling 911 to inform them of the child's symptom. Advise them that their child was transported to Kershaw County Medical Center, at 1315 Roberts St, Camden, SC, 29020, (803-432-4311) by EMS.

- Provide first aid as trained until emergency medical attention arrives.
- Take the child/student's emergency medical information form(s) with you to the hospital.
- A staff member must accompany the child/student to the Kershaw county Medical Center and remain with child/student until parent/guardian arrives. Janet Etters will accompany any student(s) that requires an EMS transport, she will stay with student(s) until parent arrives. Rachel Blackburn will be in charge until Mrs. Etters returns to school. If Mrs. Etters is not available to accompany the student(s) then Rachel Blackburn will step in and accompany student and the other person will be left in charge.
- Staff members review and update all emergency plans, evaluations at the beginning of each school year. CPR/First Aid training available to staff every two years. Fire Drills are required monthly for staff/students, all other emergency drills are in September and January of each year.

All emergency plans shall be reviewed and updated annually. All emergency plans are available in the front office for parents/guardians to review at their convenience.

All emergency plans are available for parent/guardians/staff (in front office in emergency folder and 911 binder) to review at any time.

All students shall be trained on emergency evacuation procedures. Fire Drills shall be conducted on a monthly basis and other disaster drills shall be conducted on a quarterly basis.

A record, of whom the child/student is released to, shall be maintained upon release of a child/student in the event of actual fire or disaster.

There is a weather radio in office. This radio shall be monitored by trained staff in the event of an impending emergency situation. **Pay close attention to warnings.**

When it may be deemed necessary to release children/students to parent/guardians or other person(s) the written policy for release shall be implemented in an emergency situation as well. Names of person(s) to whom child/student must be on list or a written statement from parent/guardian must be presented along with proper ID.

Staff will be required to be trained in all emergency evacuation plans and drills. All evacuation plans are posted in each room.

In the event of an actual disaster DSS will be notified as soon as possible with the following information:

803/898-9015 phone

1-888-202-1469 toll free  
803/898-9002 Fax  
Wilena McArthur  
Senior Child Care Licensing Specialist – Region 2  
SC Dept. of Social Services  
1628 Browning Ave Rm M-2  
Columbia SC 29210  
Type of Disaster  
Operation Status of facility

### **Transportation Policy:**

Cornerstone Christian School does participate in Field Trips. We have numerous field trips throughout the year.

- Written permission from parent/guardian is required before any student may go on a field trip.
- Must have a first aid and spill kit in each vehicle that will be transporting students.
- All Students Are Required: to ride in car/bus that is occupied by at least one teacher or staff member of CCS. Parents/Guardians are allowed to drive their student(s) on field trips. Students are not allowed to ride with any other person(s).
- On any field trip if there should be an accident, follow procedures that are outlined in our policy manual for that emergency. In a medical emergency dial 911 and then contact the parent and then the school administration. Render first aid while awaiting EMS arrival.
- If student must be transported, a staff member will accompany student to the nearest hospital until parent/guardian arrives. In case of a car accident, notify proper authorities (Police/Highway Patrol/EMS/Fire) by dialing 911. Then notify parent and school administration.
- The location of the field trip with all information such as name of location, address, phone number must be on file at school before leaving for destination. Also the departure and expected arrival time back to the school should be known by the administration.

- Attendance log must be maintained while embarking and disembarking of the vehicles while on field trip, as well as a head count for each staff and/or volunteer member.
- Staffing ratio must be maintained at all times. 



## FIRE PLAN REMAIN CALM!

1. Evacuate anyone in immediate danger.
  2. Sound alarm – Call out “Code Red!” and location – sound fire alarm closest to you.
  3. **Fire alarms located:** at all Hall Door Exits. Front Hall Door Exit, Back Hall Door Exit, Right Hall Door Exit, Left Hall Door Exit.
  4. Report fire to fire officials, if landline available & working use first, then cell. (Director or Co-Director or Staff): Say “There is a fire at Cornerstone Christian School, 1542 Albert Street, Camden. \_\_\_ (area that is on fire) \_\_\_ is burning!”
  5. Use portable fire extinguisher if it is safe to remain in the area.
  6. Portable fire extinguisher located: front door and at all 3 hall exit doors.
  7. Close all doors and windows.
  8. Evacuate children and adults through the nearest exit away from fire to area well away from building. (Meeting location is located across paved parking lot.)
- A.** As soon as fire is discovered, start an orderly evacuation as during a fire drill.

Teachers and students in front corner office go out office door, straight across to paved parking lot.

Teachers and students in main front office go out front door, to the right and go across paved parking lot.

Teachers and students located in Cafeteria/Library go out front door, go to the right and go across paved parking lot.

Teachers located in Teacher's Rest Room go out front door, go to right and across paved parking lot.

Teachers and students located in Book Room go out front door, go to right and across paved parking lot.

Teachers and students in Girls Bathroom go out front door, go to right and across paved parking lot.

Teachers and students in Boy Bathroom go out front door, go to right and across paved parking lot.

Teachers and students in Class Room #1 go out left hall door and across paved parking lot.

Teachers and students in Class Room #2 go out left hall door and across paved parking lot.

Teachers and students in Class Room #3 go out right hall door and across paved parking lot.

Teachers and students in Class Room #4 go out right hall door and across paved parking lot.

Teachers and students in Class Room #5 go out right hall door and across paved parking lot.

Teachers and students in Class Room#6 go out back hall door, to the left and across paved parking lot.

Teachers and students in Class Room #7 go out back hall door, to the left and across paved parking lot.

Teachers and students in Room #8 go out back hall door, to the left and across paved parking lot.

Teachers and students in Class Room #9 go out back hall door, to the left and across paved parking lot.

Teachers and students in Class Room #10 go out back hall door, to the left and across paved parking lot.

Teachers/Staff in Storage Room #11 go out back hall door, to the left and across paved parking lot.

Alternate Exits are: Front office side door (located in front private office), left hall door, right hall door, back hall door.

**B.** Supervisors check bathrooms, unused rooms and other areas where someone may be away from group.

**C.** Supervisors take attendance log, time sheet, first aid kit, emergency files, cash, checks, and other records easily carried.

1. Supervisors account for all students and staff by checking attendance log and time sheet.
2. Director Ethers (or person acting in her absence) will follow up with all Staff to assure that everyone is safe. Then notify Supervisor inside building checking all rooms that everyone has cleared and are accounted. Supervisor inside will finishing checking and securing all rooms. Mrs. Ethers will also be available to answer questions/or provide anyone with information needed.
3. Reassure students of their safety. Administer first aid if needed.
4. Do not enter building until permission is given by fire officials.
5. Notify parents to pick up students as soon as safety permits.
6. In case of actual fire and need an alternate site for students and staff – Director or person acting in her behalf will direct students and staff to Emmanuel Baptist Church Fellowship Hall.

***All other Emergency Drills & Evacuation Plans are found in the front office in the Emergency Folder on Top of File Cabinet.***