

Cornerstone Montessori Christian Academy Handbook

Stephen Nuckols – Head of School

Shannon Nuckols- Curriculum Director

Attendance

Students must be at school no later than 8:30 am and stay until 3:30 pm. A child is considered tardy after 8:30 am. Before care begins at 7:00 am and aftercare begins at 3:30 pm and continues till 5:00 pm. Students must be picked up no later than 5:00 pm. Text the school if your child will be absent for the day. The school phone number is 501-381-4224. Each student has seven days during the academic year that will be excused by the school. Other excused days include a note from the child's doctor of a sickness, a note to visit a doctor or dentist, or attendance at a funeral.

Tardies

A child is considered tardy if they arrive at school after 8:30 am. Four unexcused tardies equals one absence.

A total of 4 unexcused absences will result in dismissal from CMCA.

Attendance for Summer Enrichment is optional. Children may be dropped off no later than 10:00 pm.

School Drop off and Parking

Please park by the white picket fence and walk your child into the building. Please also walk your child to the car. This will be extremely important for your child's safety as we begin construction.

Child Nutrition

Breakfast, Lunch, and snacks are provided at the school. All meals follow USDA guidelines for healthy child nutrition. Children bringing their own lunch to school must have a protein and two vegetables or

fruit. **No drinks containing sugar or food containing sugar are allowed in the school.** Drinks and food containing sugar are reserved for birthdays, special events, and school parties.

Guidelines for Student Behavior

- **Children will show honor, love, and devotion to God.** Matthew 22:37 Jesus replied. “Love the Lord your God with all your heart and with all your soul and with all your mind.”
- **Children will show respect to their teacher and all school staff-** Hebrews 13:17 “Obey your leaders and submit to them, for they keep watch over your souls as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you.”
- **Children will work diligently** – Colossians 3:23- “Whatever you do, work at it wholeheartedly as though you were doing it for the Lord and not merely for people.”
- **Children will show respect for other students-** John 15:12 “This is my commandment, that ye love one another, even as I have loved you.”
- **Children will take care of their classroom environment-** Psalm 24:1 “The earth is the Lord’s, and the fulness thereof; the world, and they that dwell therein.”
- **Children will show respect during Bible class and follow God’s word (The Bible)-** 2 Timothy 3:16-17 “All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.”

Behavior Protocol

- 1st offense- Verbal Warning
- 2nd offense- Time Out
- 3rd offense- Parent will be contacted
- 4th offense- Parent/Teacher Conference
- 5th offense- Dismissal from Cornerstone Montessori

If a child continues to not follow the classroom guidelines, the child will be dismissed from the program. Furthermore, CMCA may dismiss a child immediately if the child or child's parents commit any of the following offenses: intentionally causing another child or staff member injury, possession of drugs, alcohol, or cigarettes on campus, verbally threatening a student or staff member, or intentionally causing damage to school property.

Uniform

During my career, I had the opportunity to participate in two schools that transitioned to uniforms from regular play clothes. I was amazed at the instant change. The children across the school had better behavior, became more diligent in their schoolwork, and became more focused.

The uniform is mandatory. Families allowing children to come to school not in the appropriate uniform will be contacted to bring the required uniform to school. The uniform policy falls within the Behavior Protocol stated above. Children will be in uniform Monday-Thursday.

On Friday, the children may come dressed in play clothes. Play clothes consist of a shirt, shorts, or pants for boys. Play clothes for girls may be a shirt, shorts, pants, or dress with shorts or leggings underneath. All writing on shirts during free dress Friday must only portray the Christian values of the school.

Girls-

Navy, light blue, yellow, white, red or forest green collared shirt (school logo is optional)

Navy, light blue, yellow, white, red, or forest green peter pan collared shirt

Navy, light blue, yellow, white, red or forest green sweater (school logo is optional)

Khaki or navy shorts, pants, or skirt

Girls must wear shorts or leggings under their skirts or jumpers.

Plaid Jumper available through Land's End – The plaid jumper must be CMCA's school plaid.

Close toed shoes

Boys-

Navy, light blue, yellow, white, red or forest green collared shirt (school logo is optional)

Navy or khaki shorts or pants

Navy, light blue, yellow, white, red or forest green sweater (school logo is optional)

Close toes shoes

One extra uniform shirt and pants are to be kept in the child's cubby.

Dress Code for Summer Enrichment

Dress Code for Summer Enrichment is mandatory.

Girls- Any solid-colored shirt, shorts, pants, or dress

Boys- Any solid-colored shirt, shorts, or pants

The children may wear play clothes on Friday and the guidelines are the same as the Academic Year.

Indoor Shoes- Children will change from outdoor shoes to indoor shoes before entering the classroom. Please bring a pair of indoor shoes to be kept at school in your child's cubby. Indoor shoes need to have traction so that your child will not slip.

Take Home Folder

A folder will go home every Friday. The folder is to be returned to school on Monday. Please take this time to review with your child their school work. Going over your child's school work allows the parent to see their child's progress and allows the child to know that what they are doing in school is important.

Homework Folder

A homework folder will be sent home for children Kindergarten- Second Grade on Friday and Tuesday. Homework folders must be returned on Monday and Wednesday with the homework assignments inside. A homework grade is included in each child's report card.

Items Brought from Home

Children in the primary class may bring **one** stuffed toy from home for naptime. The item must stay in the child's cubby when it is not naptime.

Children in the primary class may bring their own blanket for naptime. However, CMCA will also have blankets for the children. Children may bring **one** item for Show and tell on Fridays. Children may bring a lunch box containing the appropriate nutrition.

Children may bring a jacket, gloves, and a hat from home.

Children may not bring cell phones or tablets for show and tell or any other day. Any of these items brought to school will be taken to the office. The parents will be notified and will be responsible for picking them up.

Please keep all other toys or items at home. CMCA is not responsible for any lost or damaged items brought from home.

Curriculum and Tracking Student Progress

Students will be given Montessori lessons in all subject areas based on the needs of each child. Lessons are given in a small group setting or individually. The children practice the lessons they have received. Each child will have a work diary. This will be filled out with the teacher weekly. This will be a plan for lessons the child is to work on for the week. The teacher will monitor each child's progress according to mastery.

Report Cards

Report cards are for children in our Lower Elementary program. This is currently Kindergarten – 2nd grade. Report cards are issued on a quarterly basis and must be signed by the parent and returned to school. A progress report will be given to parents every 4 ½ weeks. Report cards will be kept in each child's file. Grades will be given for the following subjects: Language Arts (Spelling, Reading, Handwriting, Grammar), Math, Science, History, and Bible. Two grades per subject will be recorded for each grading period. Each child's attendance and behavior will also be recorded on the report card.

Grading Scale

100% - 90% - 4

89% - 80% - 3

79%- 70%- 2

69% and below – 1

Practical Life Activities

Students will engage in practical life activities. These are some of the activities the students will be engaged in: taking care of their classroom environment, feeding pets, cooking, fishing, gardening, sewing with needle and thread, woodwork, and DIY projects.

Spiritual Development

Students will be involved with Bible reading, scripture memorization, Catechesis of the Good Shepherd Curriculum, Praise and Worship, and Prayer.

Parent Participation

Parents are asked to reinforce at home student behavior guidelines and to check their child's take – home folder on Friday. Assisting your child with spelling words and homework. Please communicate with the teacher any needs for your child to thrive at school. In addition, please model respect for authority when talking to any school staff.

Parent Communication

Communication from parent to teacher or teacher to parent will be accomplished through texts or phone calls made to 501-381-4224. Parents may ask questions to teachers through Kindertales.

Toilet Trained

A child must be completely toilet trained to begin CMCA's primary program. This program begins at age 3.

Health

For the good of all children, please keep your child home if he/she is ill. If symptoms appear during the day, I will call you to pick up your child immediately. Keep your child home for these symptoms:

- Fever over 101 (taken orally)
- Diarrhea (3 or more watery stools in a 24-hour period)
- Vomiting (2 or more occasions within the past 24 hours)
- Rash that is not obviously associated with heat, or allergic reactions to medications.
- Sore throat if associated with fever or swollen glands in the neck
- Sever coughing leading to gagging, vomiting, or difficulty breathing
- Pink eye
- Untreated scabies, head lice, or the presence of nits
- Multiple sores in the mouth with drooling
- Ring worm
- Impetigo

Immunizations

A photocopy of the child's current immunization record or letter from the Arkansas Health Department will be kept on file. Please remember to provide a new copy if your child receives additional immunizations during the school year. Failure to comply with this requirement will result in termination of your child's enrollment.

Medications

CMCA will not administer any prescription or over the counter medications. Parents may come to the school to administer medications.

Injuries

Minor injuries will be treated with appropriate first aid and you will be informed in Kindertales. I will call you immediately if your child sustains a more serious injury. In cases that are potentially life threatening, I will call an ambulance to transport your child to a medical facility and will direct you to meet the ambulance. All costs for the ambulance and medical fees are the responsibility of the child's family.

Food Allergies

Please notify the school if your child has food allergies. You will need to bring a statement from your child's doctor confirming the food allergy and including any special instructions or emergency procedures. Menu items with equivalent nutritional value will be substituted for allergy-causing foods.

Rest

Children in the Primary class will be offered an opportunity to rest after lunch. Each child will have their own cot. They will also be provided a sheet, blanket, and pillow. The sheet and pillowcase will be washed daily. All blankets are washed on Friday. Children are not required to go to sleep.

Outdoor Play

Outdoor play is not just recess, but an extension of our indoor learning opportunities. All children will play outdoors every day, weather permitting. The length of outdoor play time is adjusted according to the

weather. Factors such as humidity and wind are considered in determining whether children will be able to play outdoors and how long they will stay out.

- If children are healthy enough to be at school, they are healthy enough to go outdoors.
- Please dress your child for the weather, especially cool mornings in fall and spring
- Sneakers with socks, or other similar shoes, are best for running and enjoying the outdoors
- Sunscreen will be applied as needed (A consent form is provided)

Release of Children

No child will be released to persons not authorized by a parent or guardian. I must have written authorization of changes in transportation. If there is any doubt that the person picking up your child has not been authorized by a parent or guardian, I will not release the child until I contact you.

Emergency Procedures

Evacuation procedures for fire and other emergencies are practiced monthly. Severe weather drills are also conducted every month. When severe weather is in the area, I will monitor weather reports and be prepared to quickly move the children to safety. Emergency procedures are posted in the classroom.

Payment

Tuition payment will be set up through one's checking/savings bank account and routed through Kindertales. Payment is due every Monday, and an automatic late fee of \$25 is applied if payments do not process as scheduled.

Inclement Weather

In the case of inclement weather, the school will contact the parents through Kindertales to inform of closure or early pick up.

Birthday Party Invitations

CMCA staff may place invitations in Friday folders only if the entire class is invited or if a boy all boys are invited or if a girl all girls are invited.

Parent Responsibilities

It is the parent's responsibility to ensure their child comes to school on time, dressed in the appropriate uniform, and has the items or homework they need for school.

It is the parent's responsibility to read emails sent through Kindertales in order to be informed and updated on their child's school.

It is the parent's responsibility to bring and take home any items from home and their child's take-home folder.

