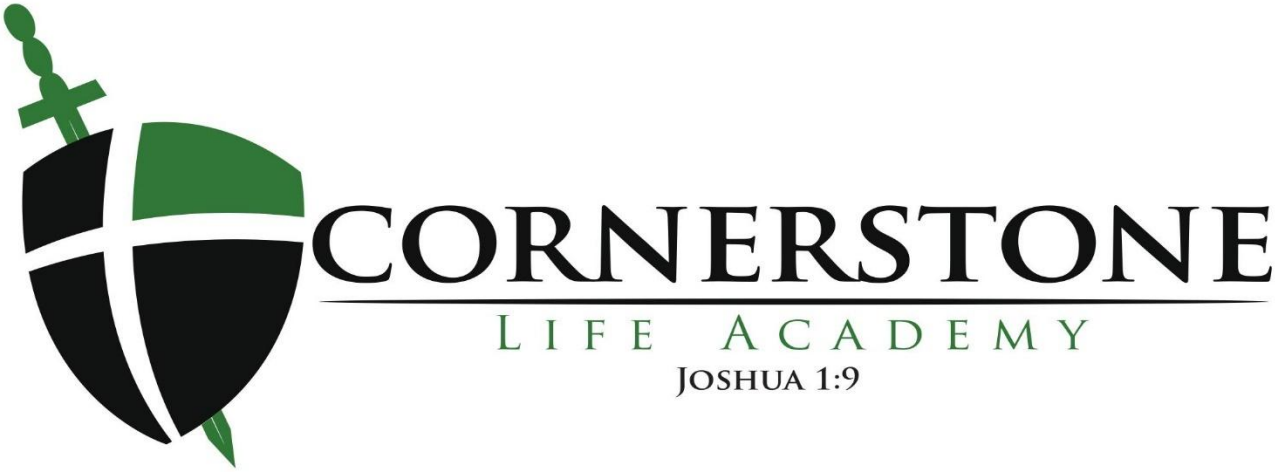
Cornerstone Life Academy

Parent/Student Handbook
2026-2027



Cornerstone Life Academy
Location: 56 McWhirt Loop, Fredericksburg, VA 22406
Phone number: (540) 374-1876
Web site: www.cornerstonelifeacademy.org
CLA is a ministry of Cornerstone Church
E-mail: CLA@cssbchurch.org

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Prospective Parents,

Thank you for choosing Cornerstone Life Academy (CLA) for your child's education. As a ministry of Cornerstone Church, we aim to provide an affordable, quality Christian education for all children, preschool – 5th grade.

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

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

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

In His Service,

Laura Howell, Principal
Cornerstone Life Academy

MISSION STATEMENT

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

VISION

The Cornerstone Life Academy will continue to develop more Christ-centered students who know God, pursue academic excellence, and faithfully follow Jesus Christ throughout their lives.

PHILOSOPHY

"And Jesus grew in wisdom and in stature, and in favor with God and man."
Luke 2:52

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

"Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up."
Deuteronomy 11:18-19

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

GOALS

- Spiritual Growth – Encourage students to know God and follow Jesus Christ.
- Academic Excellence – Provide strong academic instructions that help students reach their full potential
- Character Development – Develop Christ-like character, integrity and responsibility.
- Family Partnership – Work alongside parents in the education and spiritual training of their children.

TEACHER/STUDENT RATIO

CLA adheres to guidelines regarding teacher/student ratios. Our preschool teacher/student ratio is 1:8 in our 2-year-old class and 1:10 in our other classes. Our elementary grades have a ratio of 1:9 and up to 1:12, as space allows. Small classroom ratios allow more individualized attention for each child.

LEGAL STATUS

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

OPERATING PROCEDURES

ADMISSION

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

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

HOURS OF OPERATION

Grade Level	***Preschool (2's, 3's, 4's)***	***Elementary (K-5th* Gr.)**	***Office***
Normal Operation	Tuesday-Friday 9:15 a.m.-12:15 p.m.	Monday-Friday 8:15 a.m.-3:00 p.m.	Monday-Friday 8:00 a.m.-3:30 p.m.
Before, After, and Extended Care ****Additional Fee Required for all options****	Before: 8:05 a.m. After: 12:30-3:00 p.m. Extended Care: 3:00-4:00 p.m. ***(Contact School Office for Arrangements)***	Before: 7:30 a.m. After: 3:00-4:00 p.m. ***(Contact School Office for Arrangements)***	**N/A**

SECURITY

To ensure the safest environment possible for our students, we have strict safety procedures in place, and we use a buzzer entry system at the main school entrance to control access to our building.

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

ARRIVAL AND PICK-UP

Please SLOW DOWN when driving in the parking lot.

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

1. Drop-off – 9:05-9:15 a.m. **Children are to be escorted to their teacher in the sanctuary**.
2. Late arrival - children should be escorted to the school office.
3. Pick-up – 12:15-12:30 p.m. Parents should form two rows in front of the building and remain beside their vehicles. Staff will walk children to their cars. Parents are responsible for buckling their child into a proper car seat.
4. **To expedite dismissal, please refrain from cell phone use, and be ready to move forward promptly. Please follow all directions given.**
5. Before care (Tuesday-Friday) – 8:05-8:15 a.m. Children may be dropped off in the elementary drop-off car line.
6. Aftercare – pick-up no later than 3:00 p.m. from the aftercare room.
7. Late pick-up times are 12:31 p.m. for preschool, 3:06 p.m. for aftercare, or 4:06 p.m. for extended care (if available). Late pick-up fees are $1 per minute, per child.

Elementary: For safety reasons, do not move forward until instructed to do so.

1. Drop-off – 8:05-8:15 a.m. Parents will form two rows and pull up to the sanctuary entrance. Teachers assist the children out of their car so that they may go to the designated meeting area inside the sanctuary.
2. **To expedite drop off, the student should be packed and ready to exit the vehicle as soon as the teacher opens the door. Please follow all directions given.**
3. Late arrival – Students are tardy at 8:16 a.m. and must be escorted to the office by their parent/guardian. A staff member will accompany the student to their classroom.
4. Pick-up – 3:00-3:10 p.m. Parents will pull up to the education building in two rows. Students will walk to their cars (four cars at a time). Parents will be responsible for making sure their child is buckled before driving away.
5. **To expedite dismissal, follow all staff instructions, refrain from cell phone use and be ready to move forward promptly. Please follow all directions given.**
6. Extended care (Monday-Friday) – 3:00-4:00 p.m. Parents must come inside the building to sign their child out.
7. Late pick-up time: 3:11 p.m. for regular dismissal and 4:06 p.m. for extended care dismissal. Late pick-up fees are $1 per minute, per child.

Preschool & Elementary: A student will only be released to parents, guardians, or a parent authorized person (stipulated in the Emergency Pick-up Form). If a student is to be picked up by someone else, CLA office must be informed; identification will be required. We will not release a child to an unauthorized individual. It is the parent's responsibility to inform the administration of any restrictions or changes to the pick-up list.

ABSENCES AND TARDINESS

Elementary: A life skill that we strive to develop at CLA is faithful attendance. **Parents must call the school office if their child/children will be absent**. Excused absences will be given

only for: legitimate illness, death in the family, doctor and dentist appointments, or family trips approved by the administration **before** the absence. When a student returns to school from an absence, the school office should be informed of the reason for the absence. **Failure to provide an excuse on the day of return will result in the absence being classified as unexcused.** Any student who is absent for 10% of the school days (throughout the course of the year may be required to repeat the year. Students will be given 1 day per day of absence to make up any work missed. If an absence is prearranged, students should return to school with most of the work completed. The rest of the work may be turned in the following day.

Punctuality is a part of character development to be instilled in all our students. Being where you should be, on time, shows Christian courtesy and self-discipline. Students habitually arriving late are losing valuable instruction that may affect their academic performance, and it causes a disruption to the class. Students **must be in the building** by 8:16 a.m. Students arriving at 8:16 or later will be considered tardy.

The only tardy that will always be excused is a doctor's appointment with a note from the doctor's office. **Administration reserves the right to determine an excused tardy** (not feeling well whether parent or child, traffic, waking up late, etc.). Consequences for unexcused tardy arrivals are explained in the following chart:

1st Tardy	Tardy slip
2nd Tardy	Tardy slip
3rd Tardy	Tardy slip, unexcused absence, meeting with administration
4th Tardy	Tardy slip, 15-min detention, $25 fee
5th Tardy	Tardy slip
6th Tardy	Tardy slip, unexcused absence
7th Tardy	Tardy slip, 15-min detention
8th Tardy	Tardy slip, meeting with administration & parents

Three unexcused tardy slips will equal one unexcused absence. After the fourth and seventh unexcused tardy in each nine-week grading period, the student will receive a 15-minute detention. This detention will be scheduled for after school on the week following the infraction. Detention will result in a $25 fee. After the 8th tardy, a meeting with the administration will be scheduled to discuss a plan of action to resolve the problem. If the problem is not resolved, then the administration reserves the right to dictate further action, at their discretion. Three unexcused absences (nine unexcused tardy slips in a nine-week grading period) will result in a day of out-of-school suspension.

INCLEMENT WEATHER

During inclement weather, CLA will decide to close, delay, schedule an early dismissal based on current and future road conditions. Stafford County Public Schools' (SCPS) decisions will also be taken into consideration. Parents should check their Myschoolworx inbox for school email or their phone for a text message.

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

- **Closures:** As soon as a closure is posted, a text and email will be sent through Myschoolworx from administration.

- **For delays:**
  Preschool: *A delayed opening,* where the road conditions would not be considered safe for travel during drop-off, will result in *the preschool closing for the day*. There might be times when the delayed opening will not pertain to preschool. Parents will receive a text and an email with the decision.
  K-5th grades: *A delayed opening* will result in a *10:15 a.m.* starting time, unless otherwise determined.

In the event of an early dismissal from school for elementary, the parents will be notified by email and text, through Myschoolworx. The administration will determine CLA's time for any early dismissals for inclement weather.

Extra days for K-5th grades are built into the school calendar for delays/closings. After those days are used, the administration reserves the right to decide whether days, due to inclement weather, will be made up and will schedule them accordingly.

DISCIPLINE

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

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

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

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

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

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

Parents: All adults responsible for the children who attend CLA agree to behave in an appropriate manner while on CLA property. Administration has the right to ask anyone to leave the property in the event of disruptive behavior, use of inappropriate language, or acting in an intimidating and threatening manner.

"Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined."
Titus 1:8

COMMENTS/CONCERNS

Parents should contact the teacher directly for any concern or comment related to the classroom. Teachers are available for conferences after school. Please call the school office to schedule.

If it is a concern beyond the classroom or a classroom concern that has not been satisfactorily resolved by the teacher, parents should contact the CLA administration.

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

The School Advisory Team consists of the following: a Board of Directors' member from Cornerstone Church, an Elder from Cornerstone Church, Principal of CLA, a staff member of CLA, and 3-5 other lay members of Cornerstone Church.

ACADEMIC POLICIES

CURRICULUM

"Train up a child in the way he should go, and when he is old, he will not depart from it."
Proverbs 22:6

To ensure academic success with a strong biblical philosophy, the administration has prayerfully selected ABEKA Book Publications as the core of our curriculum. BJU Press will also be used in some subject areas.

Any elementary school work brought home for "homework" must be the work of the student, parental involvement and help is encouraged, as needed.

A brief outline of each program is as follows:
Preschool 2's – Bright, eye catching books and materials are used for language development and listening skills to include color words, shapes, animals, transportation, health, safety, manners, and science. Pre-math skills of counting to 20 and number concepts to 10 are taught through a variety of games and activities. Socialization is a key component of this age group. Self-help skills and potty training are a special focus.

K3's – Children learn the name, sound and formation of short vowels and consonants. Math skills of counting to 25 and number concepts to 15 are taught through games and activities. Bible, scripture memory, singing, colors, shapes, following directions, listening skills, health, safety, manners, community helpers and science are an integral part of the curriculum.

K4's – Children focus on phonics, sounds, blends and words; beginning reading skills are taught. Poetry and finger play for enjoyment and memorization are incorporated. Bible lessons, scripture memory, art, music, science, social living, and many other fun activities are integrated to encourage learning for each child.
Writing: manuscript printing of letters and writing of first name
Numbers: recognition and counting to 100; concepts, before and after numbers, largest and smallest to 20

Kindergarten
Bible: Scripture memory, lessons such as Salvation Series, Life of Christ
Phonics and Reading: recognition of name, sound and picture of long and short vowels and consonants; blends; one and two vowel words; words with special sounds; beginning phonics rules, and reading
Language: recognition of sentences by capital letters and periods
Penmanship: manuscript writing, introduction to cursive writing
Numbers: counting to 100, counting by 2's, 5's, and 10's; telling time; money; addition facts through 10; beginning subtraction
Social Studies: community helpers, children of the world, America
Science: plants, animals, health, and human biology
Poetry
Extra curriculum activities: Art, Music, Spanish, Physical Education, Computer

1st grade
Bible: memory verses, lessons such as Salvation Series, Life of Christ, Paul

Phonics and Reading: review of vowels, consonants, blends; recognition and use of all phonics special sounds in reading; oral reading
Spelling and Poetry: phonics-based word lists, poems
Language: capitalization and punctuation rules; sentences; words using suffixes, prefixes syllables, compound words, opposite words, contractions; creative writing
Arithmetic: number recognition, counting and writing to 1,000; counting and writing by tens, fives, twos and threes; three-digit addition with carrying; two-digit subtraction; telling time, money, measurement, place value, unit fractions, concept of multiplication, graphs
History and Geography: America and the world
Science: Health and human biology, energy, animals, plants, seasons
Penmanship: cursive writing
Health, Safety and Manners
Extra curriculum activities: Art, Music, Spanish, Physical Education, Computer.

2nd grade

Bible: memory verses, lessons such as Salvation Series, Life of Moses, Joshua, Judges, Ruth, Jonah
Phonics and Reading: review of vowels, consonants, blends; recognition and use of all phonics special sounds in reading; spelling rules, oral reading
Spelling and Poetry: phonics-based word list, vocabulary, using a glossary, poems
Language: capitalization and punctuation rules; sentences; words using suffixes, prefixes syllables, compound words, opposite words, singular and plural, singular possessive words, contractions; alphabetizing words, word usage rules, creative writing
Arithmetic: number recognition, counting and writing to 10,000 and beyond; counting and writing to hundred-thousands, threes to 36, fours to 48; four-digit addition with carrying; four-digit subtraction with borrowing; multiplication facts 0-5, division facts 1-5, telling time, money, measurement, place value, unit fractions, graphs
History and Geography: America, People who built America, Tomorrow's America
Science: Health and human biology, Earth and space, matter, energy, conservation, animals, plants
Health, Safety and Manners
Penmanship: cursive writing; guided creative writing
Extra curriculum activities: Art, Music, Spanish, Physical Education, Computer

3rd Grade

Bible: memory verses, lessons such as Salvation Series, Parables, Samuel, David, Elijah, Elisha, Ezra, Daniel, Ezra/Nehemiah, Esther
Phonics and Reading: review all phonics rules, oral reading, comprehension
Spelling and Poetry: word lists with vocabulary, sentence dictation, poems
Language: complete sentences; creative writing; capitalization and punctuation rules; recognize simple nouns, subjects, verbs, adjectives; plurals and common contractions; antonyms, homonyms, synonyms; dictionary skills
Arithmetic: place value; addition with carrying; subtraction with borrowing; multiplication 0-12; division 0-12; measuring; time; roman numerals; story problems; counting money using the decimal point; problems with parentheses; fractions; averages; geometric shapes; unknowns
History and Geography: continents and oceans; world geography; states of the United States; study of American heritage through the lives of great people
Science: plants, animals, health and human biology, earth and space, conservation
Penmanship: cursive writing ¾ space high, creative writing

Health, Safety and Manners
Extra curriculum activities: Art, Music, Spanish, Physical Education, Computer.

4th Grade

Bible: lessons such as Salvation Series, Genesis, Life of Christ, Paul (includes memory verses, hymns/choruses, and Bible doctrine)
Reading and Literature: oral reading, reading comprehension, speed reading, vocabulary building
Spelling, Vocabulary, and Poetry: weekly word lists with challenging words and vocabulary, poems committed to memory
Writing Process: letters, postcards, thank-you notes; gathering information, writing with details, writing an encyclopedia report, writing book reports, creative writing, dictionary skills
Grammar: sentence structure, kinds of sentences, punctuation, capitalization facts, abbreviations, possessive words, recognizing and using all eight parts of speech, diagramming verbs, nouns, pronouns, adjectives, adverbs
Arithmetic: place value of whole numbers and decimals, mastery of fundamental operations, story problems, estimating answers, English and metric measures, converting measures within the same system and solving measurement equations, roman numerals, addition, subtraction, and multiplication involving fractions, estimation, averaging, factoring, divisibility rules, introduction to decimals, solving equations using addition and subtraction, axioms, graphs and scale drawing, basic geometric shapes, perimeter and area
History and Geography: lessons such as, The English Come to America, The New England Colonies, The French and Indian War, The American War for Independence, Building a New Nation, The Civil War, New Frontiers
Science: plants, animals, matter, energy, earth and space
Health: physical fitness, personal hygiene
Penmanship: review of cursive writing formation through skill practice, word games, original composition, and sentence dictation
Extra curriculum activities: Art, Music, Spanish, Physical Education, Computer

5th Grade

Bible: lessons such as Salvation Series, Life of Moses, Tabernacle, Joshua, Judges, Ruth, Jonah, Samuel, and David (includes memory verses, hymns/choruses, and Bible doctrine)
Reading and Literature: oral reading, reading comprehension, speed reading, vocabulary building
Spelling, Vocabulary, and Poetry: weekly word lists on various categories and vocabulary study
Writing Process: sentences and sentence parts: synonyms, antonyms, homonyms, dictionary, thesaurus skills, letters—friendly, post cards, thank-you notes; making an outline, writing a library research paper, writing book reports, creative writing
Grammar: punctuation, capitalization, and quotation facts, recognizing and diagramming all eight parts of speech; recognizing and diagramming complements, word usage
Arithmetic: place value, mastery of fundamental operations, problem-solving strategies, roman numerals, time, money, decimals, and mixed numbers; English and metric measures, converting measures, probability, fractions and decimals, introduction to percent, thermometer and temperature, algebraic equations, graphs and scale drawings, geometric shapes, perimeter and area, squares and square roots, estimation.
History and Geography: introduction to history and geography, geography facts and terms
Lessons such as: Cradle of Civilization: Ancient Middle East, Middle East Today, Countries of Central and Southern Asia, Rome: Ruler of the Ancient World, England and the British Isles.

Science: animals, energy, matter, earth, and space
Penmanship: review of cursive writing formation through skill practice, word exercises, original composition, and sentence dictation
Health: circulatory system, nutrition and physical fitness, digestive system, interpersonal relationships.
Extra curriculum activities: Art, Music, Spanish, Physical Education, and Computer

REPORT CARDS

Preschool – Students will receive Progress Reports 3 times during the school year. A parent conference will be held at the end of the first semester to discuss student progress. Final progress reports will be sent home at the end of the year.

Elementary – Students will receive a report card quarterly. Grades may also be seen on Myschoolworx. The following grading scale will be used:
A……92-100
B……82-91
C……75-81
D……70-74
F……..…below 70

Conduct grades will be evaluated using the following scale:
O……Outstanding
S……..…Satisfactory
N……Needs Improvement

A conference will be held at the end of the first quarter. Additional conferences may be scheduled by the teacher or the parents at any time. The last report card will be mailed no later than the second Friday in June.

PROMOTION/RETENTION

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

STANDARDIZED TESTING

To ensure academic excellence, elementary students will be required to take the IOWA Test of Basic Skills annually. Standardized testing will be scheduled during the last full week of April.

END OF YEAR

Final progress reports for the year will be sent home for preschool the last Friday prior to school ending. Fourth quarter elementary report cards will be mailed no later than the second Friday in June or given at the tuition contract meeting for returning students. All financial obligations are to be met prior to the last day of school. All records and reports will be held until all financial obligations are met.

"Have I not commanded you? Be strong and courageous. Do not be frightened and do not be dismayed, for the Lord your God is with you wherever you go." Joshua 1:9

FINANCIAL POLICIES

REGISTRATION

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

Preschool students must enroll in the class of their age as of September 30th (a student enrolling in the 3-year-old class must be 3 on or before September 30th). Students enrolled in kindergarten must be five years old on or before September 30th of a school year. Administration reserves the right to move a child to a younger class if it would best meet the needs of the child. Children must be completely potty trained before the first day of the 4-year-old class.

TUITION AND FEES

Preschool – Monthly tuition is due on the 1st of each month (September's tuition must be paid in August, October-May).

Elementary – Yearly tuition is to be paid in full before the school year begins unless arrangements for monthly payments have been made in advance with the CLA administration.

Preschool & Elementary – Monthly tuition is due on the 1st of each month and is late if not paid by the 10th of each month. Tuition and fees are payable by cash, personal check, money order, credit card with a 3% fee or 5% without a card, or check sent from your bank.

Checks are to be made payable to CORNERSTONE LIFE ACADEMY (CLA). Accounts paid after the 10th will be charged a late fee of $25.00. Multiple late fees may result in dismissal. If more than one person is responsible for paying tuition on an account, then anyone paying after the 10th will incur the full late fee. Failure to meet financial obligations during the school year may result in dismissal. If any fee balance is carried over to the next month, payments made will be applied to that balance first (**FULL** monthly tuition must be paid by the 10th).

Returned checks will be charged $35.00. After the second returned check, payments must be made with cash, money order, certified check or by credit card. Cash payments must be made directly to the office and must be receipted immediately. CLA will not be responsible for cash payments left in the office. **There is no reduction in tuition or fees (including before care, after care and extended care contracts) for holidays, vacation, early release, illness, or unscheduled delays/closures.**

Before care, after care and extended care – Parents are given the opportunity to pay a **discounted** monthly fee for any care outside of normal school hours (Preschool – 9:15-12:15; Elementary – 8:15-3:00). **The fee will be paid monthly for the entire school year, reserving a place for their child/children, and requires a signed contract.** Monthly before care, after care, and extended care fees are to be paid in full by the 10th of each month.

For those using day by day care, please **contact the office by 3:00 p.m. the day prior** to check for availability. The fee is to be *paid within 2 business days* to the CLA office unless other arrangements have been made.

LATE PICK-UP

Preschool – Students are to be picked up by 12:25 p.m.

Elementary – A parent or guardian is to pick up their child by 3:05 p.m.

Preschool & Elementary – Parents and guardians will be given a 5-minute grace period (12:30 p.m. for preschool and 3:10 p.m. for elementary) and after this time, the teacher will escort the child to the office. The person picking up the student will be considered late at 12:31/3:11 p.m. and they will be required to sign the late book. Extended care pick-up time is 4:00 and the parents will be considered late at 4:06 p.m. **Late pick-up fees will be assessed at a rate of $1 a minute per child**, which are to be *paid within 5 business days*. Fees accrued in *May are due within 2 business days***.**

Administration will begin to call the numbers listed as emergency contacts for the child at 3:20 p.m. and 4:15 p.m. If contact cannot be made for the child by 3:45 p.m./4:30 p.m., the child may be turned over to Law Enforcement authorities. Habitual tardiness for picking up your child will result in dismissal from the program.

FINANCIAL AID: THE TIMOTHY FUND

Financial aid applications (scholarship applications) are available in the school office. Elementary age students will be given precedence for financial assistance. Applications, when submitted, will be submitted to the CLA Administration for assessment and consideration. As determined by the administration and School Advisory Team (if necessary), scholarships will be available depending on financial need. They are not guaranteed and are dependent on available funding.

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

WITHDRAWAL

If parents plan to withdraw their child, they must submit the Withdrawal Notification Form in writing or by email to the school office **two weeks** in advance. This form is available in the school office. Parents are required to pay tuition for the two weeks prior to the withdrawal date. If the student withdraws and his account has been paid in full, the administration will refund a prorated amount. There will be no other refunds for early withdrawals. A student's financial account must be up to date and all school materials must be returned before a student can receive academic records. This includes returning all textbooks. Registration, material, and technology fees are non-refundable.

HEALTH POLICIES

HEALTH FORMS

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

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

SICKNESS

Parents should not bring a student to CLA when he or she is ill (fever, yellow-greenish mucus discharge, contagious rash, upset stomach, constant cough, etc.). **Upon arrival, a health assessment will be conducted for each child. If needed, the child's temperature will be checked. Anyone with a temperature of 100.0 degrees or more will not be allowed to stay at school.** During school hours, parents will be notified if a child has a temperature of 100.0 degrees or more, experiences vomiting, persistent diarrhea, or exhibits symptoms of a communicable illness, or showing significant signs of not feeling well. Parents will be expected to pick their child up within one hour of notification. Students will stay with office personnel until a parent arrives. Emergency phone numbers and other pertinent information must be kept updated in a student's file. If there are any changes in address, phone numbers or custody orders, parents should inform the office as soon as possible.

Students sent home may not return to school the following day and must be **unmedicated, fever free and symptom free for *at least 24 hours* before returning to school**. A student who has a **confirmed case of the flu or COVID 19 may not return to school for a *minimum of 5 days***. This recuperation period gives the child adequate time to recover from the illness and allows them to no longer be contagious.

Parents should inform the teacher of any changes in home or school that could affect a child's behavior. Some of these issues include family turmoil, sickness or death of a family member, family moving, change in job for the parents that could affect the amount of time spent with a child, or something happening at school that the child has mentioned. If teachers notice a change in a child's behavior, the parent will be contacted.

MEDICATION

In the best interests of our students, Cornerstone Life Academy staff will not administer any medication, except for inhalers and Epi-pens. Parents of elementary students are welcome to come to school to give timed doses if needed.

SAFETY POLICIES

ACCIDENTS

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

OUTDOOR PLAY

Outdoor play is essential to a child's health and well-being. It is our intent that students go outside to play except when there is inclement weather (for preschool students below 40° F during the winter months). Elementary teachers will decide on outdoor recess when the temperature/wind chill falls below 40° F. A child is to be dressed appropriately for outdoor play. During cold weather, a child should be fitted in warm clothes and should always bring a coat or jacket, mittens, and a hat; if not, the child will be kept inside.

EMERGENCY PROCEDURES

CLA has a safety and security protocol that includes emergency procedures if there is a threat to the campus. CLA staff reviews crisis management annually. In the event of an emergency, parents will receive a message via Myschoolworx, after the students in our care are safe and secure.

CHILD ABUSE AND NEGLECT

COMPLIANCE WITH Title 63.2, CHAPTER 15 OF VIRGINIA LAW RELATING TO REPORTING OF SUSPECTED CASES OF CHILD ABUSE AND NEGLECT

Section 63.1-1509 states, in part:
"Any teacher or other person employed in a public or private school, kindergarten, or nursery school; any person providing full or part-time child care for pay on a regularly planned basis; any person associated with or employed by any private organization responsible for the care, custody or control of children who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred. Any person required to file a report who fails to do so within twenty-four hours of his first suspicion of child abuse or neglect shall be fined."

OTHER POLICIES

FOOD SERVICE

At CLA we are committed to supporting healthy eating and drinking habits. Bearing this in mind, preschool students are required to bring a healthy snack to school each day. Each child should bring a leakproof cup filled with water. Elementary students are required to bring a healthy snack, lunch, and water (preferably a leakproof water bottle with no dye water) every day. Please refrain from sending sugary snacks such as candy, cookies, etc. Food brought in for a specific child will not be shared with others unless the food is intended to be shared by all, such as for a birthday or other celebration. **If a child has a food allergy, CLA office must be informed before the beginning of the school year**.

BIRTHDAYS

Arrangements must be made with the teacher prior to serving special refreshments for a birthday or any other special day.

TOYS/ELECTRONICS FROM HOME

Please refrain from sending toys or electronics from home unless they are part of the teacher's lesson plan such as Show and Tell or on special announced days. High price electronics, money, or delicate toys should not be brought to school. No guns, war toys, or other similar toys are allowed. CLA is not responsible for any toys, games or devices brought from home. Any item brought to school that is not allowed will be turned over to the principal who will then give the item to the child's parent. Items such as computer watches, iPads or cell phones are not allowed. Any exceptions must be approved by the CLA Administration.

DRESS CODE

Preschool - Children should wear simple, sturdy clothing, free of complicated fastenings to promote self-help/dressing skills. Because CLA is a Christian school, please refrain from dressing children in clothing that would contradict Scripture. **Children are to wear rubber-soled, closed toe and closed heel sneakers/tennis shoes. **_All other footwear is not allowed_.**** If a child wears shoes that are inappropriate, then the child will not be allowed to participate in outside play. The parents should pack a change of clothes to be left at school in the case of spills or bathroom issues and replace as needed. A jacket should be packed daily. Without appropriate outdoor clothing, the child will go to the office during outdoor play.

"I also want the women to dress modestly, with decency and propriety, adorning themselves, not with elaborate hairstyles or gold or pearls or expensive clothes."
1 Timothy 2:9

"You younger men, likewise, be subject to your elders; and all of you, clothe yourselves with humility toward one another, because God is opposed to the proud, but He gives grace to the humble."
1 Peter 5:5

Elementary – All clothes must be clean, free of holes and stains, and must fit properly. The following uniform options are available:

Girls – Polo shirt short/long sleeve (white, gray or forest green)
Two-tab scooter (black or forest green)
Pleated skirt (black or forest green)
Jumper (black or forest green)
V-neck pleated jumper
Pleated hem jumper
Cross tie (forest green)
Blouse (white)
Dress Pants (black or forest green) **NO SHORTS OR SWEATPANTS (EXCEPT P.E. DAY), NO LEGGINGS (EXCEPT UNDER DRESSES AND SKIRTS), NO JEANS (INCLUDING BLACK JEANS)**
Crew neck cardigan sweater (**solid** white, black, gray or forest green)
Sweatshirts (solid white, black, gray, or forest green) with a collared shirt underneath
Cuff socks, regular socks (solid white, black or gray)
Tights (solid white, black or gray)
Leggings (solid white, black or gray) **May only be worn under skirts and dresses.**

Boys – Polo short/long sleeve (white, gray or forest green)
Dress Pants (black or forest green)
Oxford short/long sleeve (white or gray)
Tie (forest green)
Shorts (black or forest green)
Sweater (black, forest green or gray)
Sweatshirts (solid white, black, gray, or forest green) with a collared shirt underneath
Socks (solid white, black or gray)

P.E. Uniform: **black** athletic shorts, sweatpants, or regular pants and gray CLA logo T-shirt. Shorts must be below fingertips or knee-length. Shorts and pants must be loose and not form-fitting.

Other considerations:

- **Students are to wear tennis shoes or black, rubber-soled dress shoes.** Any other footwear is NOT allowed. Boots are not allowed. Tennis shoes are preferred.
- Shorts and pants must be loose and not form-fitting.
- Winter outerwear does not need to match school colors; may not be worn in class.
- Sweaters/hoodies/sweatshirts worn in class must be **solid** black, white, gray, or forest green with either no logo of any kind or with the school logo.
- **One white polo shirt with the school logo is required (order from Flynn O'Hara) for use on special occasions. Please refrain from wearing them, except on Chapel days and special occasions such as field trips, unless extra white polos are purchased.**
- For the exact shade of green, look on Amazon.com for the Nautica, or Amazon Essentials forest green polo, or Flynn O'Hara (CLA's school uniform company).
- Girls must wear shorts under their dresses and skirts, except when tights are worn. Skirts and dresses must be ***below fingertips or knee-length***. Shorts and leggings are only allowed to be worn under skirts and dresses. Shorts are only allowed on P.E. days.

Uniforms can be purchased from retailers or online at:
Flynn O'Hara – purchase embroidered polos
Walmart, JC Penney, Amazon.com

Undergarments – All students are to wear proper undergarments (underwear, shorts under skirts). As our little girls begin to develop into young ladies, upper undergarments (bras or camisoles) are required.

Hair – All hair should be clean and neatly styled. Color-dyed hair of any color is not permitted. Extreme hair styles (mohawk, reverse mohawk, spikes, etc) or designs shaved on head are not permitted. Young men's hair must be kept short (above the collar), trimmed and tidy. Administration has the final determination on hair length.

Earrings/Piercings/Tattoos/Jewelry/False Fingernails – Body piercings are not to be worn at school. The only exception applies to girls who may wear earrings only in their ear lobes. Tattoos are prohibited. Appropriate jewelry may be worn, no chokers. False fingernails are not allowed.

Makeup – No makeup is allowed, to include colored lip gloss/ChapStick.

A notice will be sent home if a uniform violation is observed. When the student has accrued 3 uniform violations, detention will be given. Detention will result in a $25 fee.

"Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect."
Romans 12:2

FIELD TRIPS

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

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

SOCIAL MEDIA

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

- Do not disclose any information that is confidential to the families at CLA. Examples of confidential information include families' financial situations, health care information, contact information, etc.
- Make it clear to readers of your social media site that the views expressed are yours alone and that they do not necessarily reflect the view of CLA or the families attending this institution.

- Good judgment and discretion are expected from all CLA families.

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

SCHOOL ADVISORY TEAM MEMBERS

CLA is fortunate to have many supporters from the congregation of Cornerstone Church. Among those supporters are a group of men and women with different educational backgrounds who serve as members of our School Advisory Team. Below is a list of the members:

Lena Gonzalez Berrios	lgberrios1968@gmail.com
Andy Brown	svc4him@gmail.com
Chris Brown*	pastorchrisbrown@gmail.com
Neil Bute	ndb4867@gmail.com
Candice Gill	cnp2889@gmail.com
Jamie Howell	jamesehowell61@gmail.com
Laura Howell	lhowell@cssbchurch.org

*Cornerstone Church Board of Directors' Liaison