



Cornerstone Christian School of Jacksonville

Pre-School Enrollment Contract 2025 - 2026 School Year

Student's Demographic Information

Enrollment Date: _____

Entering Grade **(Circle One)**: **PRE-3** **PRE-4**

First Name: _____ Middle: _____ Last: _____

Social Security Number: _____ - _____ - _____

Date of Birth: _____ / _____ / _____

Student's Birth City and Birth State: _____

Gender **(Circle One)**: **Male** **Female**

Student Lives With / Custody of Student **(Circle One)**: **Mother** **Father** **Both** **Grandparents** **Other**: _____

Address: _____

Apt #: _____

City: _____

State: _____

Zip: _____

Primary Language Spoken: _____

Student's Ethnicity **(Circle One)**: **NOT Hispanic/Latino** **Hispanic/Latino** **Prefer Not To Answer**

Student's Race **(Circle One)**: **American Indian/Alaskan** **Asian** **Black/African American**

Pacific Islander **White/Caucasian** **Prefer Not To Answer**

Student's Data

Primary Hours of Care: From: _____ To: _____

Days of Week in Care **(Circle All That Apply)**: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday**

Meals Typically Served While in Care **(Circle All That Apply)**: **Breakfast** **Lunch** **PM Snack** **Supper**

Student Funding **(Circle One)**: **School Readiness (ELC)** **Self-Pay**

Other: _____

Enrolled/Alumni Student Relationships

➤ How did you hear about Cornerstone? **(Circle One)**: **Friend/Family (Word of Mouth)** **Website/Internet**

Radio Commercial

Drove By School

Other (_____)

Student Questionnaire

➤ Does your student have any known behavior issues? **(Circle One)**: **YES** **OR** **NO**

• If yes, list: _____

9039 Beach Blvd. * Jacksonville, FL 32216 * (904) 730-5500 **Phone** * (904) 730-5502 **Fax** * www.csjax.org **Website**

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS: Cornerstone of Jacksonville, Inc admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs, and other school-administered programs.

IRS NOTICE: Cornerstone of Jacksonville, Inc. is a nonprofit, tax-exempt, organization under Sections 501 (c)(3) and 170 of the IRS Code, and is incorporated and registered in the State of Florida. All donations are tax deductible to the extent allowed by law.

D.C.F. LICENSE #: C04DU1066

Version: 03.25.2025

Student's Medical Information

- **Medication** - Please list any medication your student takes.

Medication Name: _____ Receives Medication **(Circle One)**: **HOME** **OR** **SCHOOL**

Medication Name: _____ Receives Medication **(Circle One)**: **HOME** **OR** **SCHOOL**

Medication Name: _____ Receives Medication **(Circle One)**: **HOME** **OR** **SCHOOL**

- **Allergies:** Please list any allergies we should know about.

- **Medical Information:** Please list any additional medical information.

- **Medical Condition:** Please list any medical conditions such as asthma or heart condition.

Student Household Information

- Individuals listed as the Primary and Secondary Parent/Guardian below, will be added to the student's family profile in our data system. Both the Primary and Secondary Parent/Guardian will be listed as an emergency contact and will also be listed as authorized to pick-up / drop-off the student listed on this application. Furthermore, both the Primary and Secondary Parent/Guardian(s) will receive School Correspondence and a copy of the Student's Report Cards, via email.
- If a student's biological parent is not allowed to pick-up, please provide the necessary documentation, i.e. notarized statement or judgment.

Primary Parent/Guardian Contact Information

First Name: _____ Last Name: _____

Relationship to Student: _____ Date of Birth: _____

Social Security #: _____ Driver License #: _____

Address (If Different from Student): _____

Home Phone: _____ Are Text Messages/Auto Calls Okay at this #? **YES** **OR** **NO**

Cell Phone: _____ Are Text Messages/Auto Calls Okay at this #? **YES** **OR** **NO**

Work Phone: _____ Employer: _____

Has Custody of Student **(Circle One)**: **YES** **OR** **NO** Student Lives with Parent **(Circle One)**: **YES** **OR** **NO**

Email Address #1: _____

Secondary Parent/Guardian Contact Information

First Name: _____ Last Name: _____
 Relationship to Student: _____ Date of Birth: _____
 Social Security #: _____ Driver License #: _____
 Address (If Different from Student): _____
 Home Phone: _____ Are Text Messages/Auto Calls Okay at this #? YES **OR** NO
 Cell Phone: _____ Are Text Messages/Auto Calls Okay at this #? YES **OR** NO
 Work Phone: _____ Employer: _____
 Has Custody of Student (Circle One): YES **OR** NO Student Lives with Parent (Circle One): YES **OR** NO
 Email Address #1: _____

Student's Pick-Up and Emergency Contacts

➤ Please list any additional contacts for the student on this application other than the Primary and Secondary Contact already listed on this packet.

1. Name: _____ Relationship to Student: _____
 Cell #: _____ Home #: _____ Work #: _____
 Contact above is (Circle One): Emergency Contact AND Pick-Up **OR** Emergency Contact **OR** Pick-Up

2. Name: _____ Relationship to Student: _____
 Cell #: _____ Home #: _____ Work #: _____
 Contact above is (Circle One): Emergency Contact AND Pick-Up **OR** Emergency Contact **OR** Pick-Up

3. Name: _____ Relationship to Student: _____
 Cell #: _____ Home #: _____ Work #: _____
 Contact above is (Circle One): Emergency Contact AND Pick-Up **OR** Emergency Contact **OR** Pick-Up

4. Name: _____ Relationship to Student: _____
 Cell #: _____ Home #: _____ Work #: _____
 Contact above is (Circle One): Emergency Contact AND Pick-Up **OR** Emergency Contact **OR** Pick-Up

Private School / Childcare Enrollment Contract Agreement

This Enrollment Contract Agreement is a legally binding document and should be read carefully.

AGREEMENT / ENROLLMENT CONTRACT

This Private School Enrollment Contract is entered into by the student's parent(s) (hereinafter referred to as "the Parents") and the child's school of attendance; Cornerstone of Jacksonville, Inc. (DBA; Cornerstone Christian School of Jacksonville) (hereinafter referred to as "CCS" "Cornerstone" "Cornerstone School") starting on the date the parent(s) sign this agreement as indicated on the last page of this contract. This enrollment contract will automatically renew each school year the child(ren) attend Cornerstone.

CHILD CARE STATUTES

- Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 402.3125(5), F.S., requires that parents receive a copy of the Childcare Facility Brochure, "Know your Child Care Facility" (CF/PI 175-24)
- Section 65-22.006(3), F.A.C., requires that parents are notified in writing of the disciplinary practices used by the childcare facility.
- **D.C.F. License Number:** C04DU1066

DISCIPLINE POLICY

Cornerstone reserves the right to accept or not accept any new or returning student for enrollment. We are not a school for students with habitual behavioral issues, and our mission is not to provide behavioral or psychological therapy for any child. The overall effectiveness of the programs and emotional well-being of every child at CCS is an overriding concern. In the event, it is determined by Cornerstone's Administrators that a student is being unruly, with uncontrollable behavior, disruptive, violent/dangerous to other students, or to a CCS staff member(s), such student will, at the sole discretion of CCS be involuntarily withdrawn. Any debts owed to CCS will be immediately due. CCS is not required to explain its reasoning for expulsions and/or involuntarily withdrawals. All expulsions and involuntarily withdrawals decisions are final and cannot be overridden by any member of CCS Staff. By signing this contract, the parent(s)/account holder agrees to support the disciplinary methods used by the school.

EXPULSION POLICY

Cornerstone may involuntarily withdraw or expel any student from school for any one of the following reasons:

- Violation by the parent or student of any Policy in this Enrollment Agreement.
- Failure to timely pay any tuition, fee, charge, cost or other sum of money that becomes due under or is authorized by this Enrollment Agreement.
- Breach by the parent or student of any covenant, restriction, representation, obligation or requirement under this Enrollment Agreement or any other agreements between the parent and the school, including without limitation the Statement of Cooperation.
- Breach by the parent or student of any rule or regulation of the school.
- Attendance at CCS is a privilege that can be withdrawn at any time, and the school's involuntary withdrawal or expulsion of a student shall provide no remedy, right or cause of action to the student or his/her parent(s) or legal guardian(s), and to the extent that any such remedy, right or cause of action may exist, it is hereby waived by execution of this Contract.

FINANCIAL INFORMATION AND POLICIES

APPLY OF PAYMENT: Any payment made to Cornerstone will be applied to each invoice based on the due date of each invoice (older invoices first). Cornerstone reserves the right to apply any payment to any invoice it sees fit, including but not limited to past due sports fees, field trips, summer camp, and late fee balance(s) regardless of the payee's request.

CHECK POLICY: Any checks written to Cornerstone may be deposited electronically. If a check is returned for Non-Sufficient Funds, Cornerstone reserves the right to re-run / re-deposit said check, up to 8 times over the course of a year period in an attempt to collect funds.

COLLECTIONS / CREDIT REPORTING: In the event your student's account becomes past due, Cornerstone of Jacksonville, Inc. may report the outstanding balance owed to one or more credit bureaus via a collection agency. Outstanding balances will be reported

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Version: 03.25.2025

under the student's primary parent on file and/or the primary account contact on file. In addition, you will be responsible for any court cost, attorney fees, and or collection cost that may be added. Collection fees of up to 50% may be added for the recovery of your debt permitted by law, 15.U.S.C.1692f(1)[section 808(1)].

EARLY WITHDRAWAL FEE: If a student is withdrawn from Cornerstone at any time during the school year, the parent(s)/account holder will be responsible for a withdrawal fee of \$150.00. The parent(s)/account holder will not be refunded any monies paid in thus far even if their account has been pre-paid. All testing, registration, book, tuition, and other fees are non-refundable.

EXPULSION FEE: If a student is expelled by Cornerstone at any time during the school year, the parent(s)/account holder will be responsible for an expulsion fee of \$150.00. The parent(s)/account holder will not be refunded any money paid in thus far even if their account is pre-paid. All testing, registration, book, tuition, and other fees are non-refundable.

RETURNED CHECK FEE: There will be a \$40.00 (or the maximum Florida allows) Non-Sufficient Funds fee assessed for any returned checks.

STUDENT WITHDRAWAL POLICY: Scholarship Payments are issued to schools, four times per school year. When a student is withdrawn from our school in the middle of the school year, their final scholarship payment will be issued to Cornerstone, for the period of time that the student attended Cornerstone during the next scholarship payment cycle. Therefore, the student's parent/guardian will be required to approve their child's final scholarship payment to Cornerstone during the next scholarship payment cycle – which will take place after the student has already stopped attending our school. If a parent fails to approve the payment due to Cornerstone during the next payment cycle, the parent will be required to pay Cornerstone, out of pocket, the remaining balance due.

STOP PAYMENT FEE: There will be a \$40.00 (or the maximum Florida allows) Stop Payment Fee assessed for any check that a Stop Payment has been applied. Furthermore, a credit card chargeback and/or a check written on a closed account will also be assessed a \$40.00 fee.

LATE PICK-UP FEES: After 6:00pm a late pick-up fee of \$10.00 per each 10-minute increment, per student, including any portion of the increment will be due. The Cornerstone's staff member on duty will be the official timekeeper for said billing purposes. All fees are due at the time of pick-up. If the fees are not paid at the time of pick-up, they will be billed to the primary parent on file.

LATE PAYMENT FEE: See Preschool Financial Policy for more information.

SCHOOL READINESS POLICY: The parent(s)/account holder to any student receiving the school readiness scholarship is responsible for paying their daily parent fee in addition to any tuition and/or fees due beyond the school readiness scholarship rate.

STUDENT'S RECORDS POLICY: Cornerstone will hold all student's records if there is an outstanding balance owed on the student's account(s), regardless of the school year that the balance occurred. Student's Records will not be released to the parent and/or new school until the balance is paid in full. Furthermore, all scholarship checks must be signed prior to any student's records being released. Any balance must be paid in full with cash or a money order before any records will be released to the student's parents and/or their new school.

RECORDS REQUEST POLICY: At any time, a parent, a school, or a caseworker (or alike personnel) may request copies of a student's records. A 48-hour notice (not including weekends or holidays) must be given before records will be available. This policy also applies to any student who is being withdrawn or expelled. All accounts must be paid in full before any records are released.

PAYMENT POLICY: Tuition fees are to be kept current at all times. Payments may be made weekly or monthly according to the payment plan of which the parent(s) prearrange with the Cornerstone Financial Office. In the event of a default or breach of this contract, by the parent(s)/account holder(s), it is understood and agreed that the parent(s) will pay Cornerstone all amounts due, in addition to all cost of enforcement, and/or collection including, but not limited to, attorney fees, court costs, all collection fees, and other expenses of litigation. Please review the Financial Policy for more information.

TEXTBOOKS: The Student Textbook and Curriculum fee is a rental fee. All textbooks are property of Cornerstone. Students must return their textbooks at the end of the school year or at the time of withdrawal. Parents are responsible for the cost of any damaged or lost textbooks.

GENERAL POLICY

ATTENDANCE POLICY: By enrolling your child(ren) in Cornerstone you agree that your student will adhere to Cornerstone's Student Attendance Policy as outlined in PreSchool Attendance and Tardiness Policy. Furthermore, Cornerstone reserves the right to modify its attendance policy at any time.

AUTODIALED CALLS, PRE-RECORDED MESSAGES, AND TEXT MESSAGES: By signing this contract agreement, you hereby consent to receive autodialed and/or pre-recorded telemarketing calls and/or Text Messages from or on behalf of Cornerstone at the telephone numbers provided to Cornerstone, including my wireless number, unless otherwise indicated in this agreement. In addition, by signing this contract, you hereby consent to the use of these methods for collection purposes, if applicable.

AMENDMENTS: Amendments may be made to this contract at any time as Cornerstone sees fit. These changes will be posted on our website at www.csjax.org.

CAMPUS CAMERAS: Most areas of the campus (except in restrooms) are visually and auditorily recorded and may be monitored. By completing this application for your child(ren) you are providing consent to this surveillance for you and your minor child(ren). Cameras are primarily used to ensure the safety of our students and employees. Cornerstone of Jacksonville, Inc maintains the exclusive rights to all footage, and reserves the right, to withhold, limit, and/or provide video and audio footage to any outside entity, employee, and/or parent/guardian at our sole discretion.

CONTRACT PERIOD / COMPANY CARRY OVER: This contract will become effective once signed by both parties, as indicated on the last page of this contract. This enrollment contract will automatically renew each school year the child attends Cornerstone. All terms and conditions of this contract include/cover the following organization(s); Cornerstone of Jacksonville, Inc. (DBA: Cornerstone Christian School of Jacksonville) and any other organizations affiliated with our organization.

ELECTRONIC SIGNATURE (e-Signature): You consent and agree that your use of a keyboard, mouse or other device to select an item, button, icon or similar act/action while using any electronic service we offer; or in accessing or making any transactions regarding any document, agreement, acknowledgement, consent, term, disclosure, or condition constitutes your signature, acceptance and agreement as if actually signed by you in writing. Further, you agree that no certification authority or other third-party verification is necessary to validate your electronic signature; and that the lack of such certification or third-party verification will not in any way affect the enforceability of your signature or resulting contract between you and Cornerstone. You understand and agree that your eSignature executed in conjunction with the electronic submission of your application will be legally binding and such transaction will be considered authorized by you.

FIELD TRIP TRANSPORTATION: Part of Cornerstone's activities include going on walks, going to the park, fire station, bowling alley etc., because it expands the learning environment. Prior to any field trips, parent(s) will be asked to fill out a Field Trip Permission Slip for any outing including those listed above. No student will be allowed to participate in any activity involving transportation away from the school (greater than 5 miles) without a signed field trip permission slip for that outing. Parent(s) will be notified in advance of any anticipated expenses prior to the outing. Cornerstone reserves the right to transport students within 5 miles from campus.

MEDIA / PHOTOGRAPHY RELEASE: I acknowledge and understand that publicity activities such as interviews, photos, and videotaping may occur. I consent and permit my child, as a student of Cornerstone and events, to be photographed, videotaped, and/or interviewed for publicity activities.

NON-DISPARAGEMENT POLICY: Each parent, student, and/or guardian agrees and understands that they will not disparage or make negative comments about: Cornerstone of Jacksonville, Inc, its staff members, teachers, board members, school administration, and/or current or former employees. Cornerstone reserves the right to expel any student who violates this policy (including negative comments made by parents and/or other family members and/or friends).

PERSONAL EFFECTS: Parent(s) should ensure that all personal belongings are well marked with the student's name. All valuable belongings such as jewelry, chains, bracelets, rings, etc., should be left at home. Many are safety hazards. Cornerstone and/or its staff members are not responsible for the loss or theft of any personal articles including but not limited to; jackets, books, cell-phones, mp3s, iPods, book-bags, shoes, etc. Cornerstone's staff members reserve the right to search and/or confiscate any cell phone, iPod, iPads, mp3 players, computers, or any other type of digital device should Cornerstone suspect inappropriate material, content, pictures that are on the device or if the devices becomes a distraction to others. In addition, Cornerstone reserves the right to search and/or confiscate any book bags, purses, notebooks, or any other type of storage container. Cornerstone staff members are the sole party to deem material/content is inappropriate. Cornerstone may also confiscate digital devices should they become a distraction in the classroom or surrounding campus areas.

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Version: 03.25.2025

PICK UP/DROP OFF PROCEDURES: The school building is open Monday through Friday as follows: (6:30am to 6:00 pm). A staff member will be on duty during these times. All individuals picking up students are required to be authorized by the student's parent(s). When a student is picked up/dropped off from the school campus he/she must be signed-in/out by a parent or authorized person. Any and all persons picking up a student MUST be on the student's authorized pick-up list. Siblings under 18 years of age are not allowed to pick up students.

RIGHT TO ARBITRATION: Should parties need the use of the legal system; Cornerstone reserves the right to require arbitration for any dispute(s) that may arise. **CLAIMS:** All claims/threats made against: Cornerstone of Jacksonville, Inc. (DBA: Cornerstone Christian School of Jacksonville) or its staff members, teachers, board members, or any of their affiliates will be taken very seriously. Should any claims be found unwarranted or false, these organizations will take legal action against the accuser to the full extent of the law including but not limited to; defamation and punitive damages.

SECURITY PROCEDURES: All visitors to our school campus are required to check-in with the school office. This visitor policy also applies to guests of enrolled students' and parent(s). Parent(s) and visitors must check in and check out at the school office. Security is a NUMBER ONE PRIORITY of Cornerstone, cooperation from all will be greatly appreciated.

STUDENT DOCUMENTS / FILE: The following documents are required for every student at the time of enrollment:

- **Birth Certificate (PreK - 12th Grade)** – A copy of each student's Birth Certificate is required within 30 days of enrollment.
- **Social Security Card (PreK - 12th Grade)** – A copy of each student's Social Security Card is required within 30 days of enrollment.
- **Immunization "Shot" Record (Form 680) (PreK - 6th Grade)** – Students in PreK thru 6th Grade are required to have a valid Immunization Record on file in one of the following categories; Part A, Part B, or Part C. If a student has a Part B, we must receive an updated Immunization Record prior to the Part B Expiration Date.
- **Student Physical Health Exam (Form 3040)** – Students in PreK thru 12th Grade are required to have a valid Student Physical Health Exam on file at all times. Physical Exams for students expire every two (2) years from the exam date. Sports Physicals are not acceptable. If a student does not have the required documentation on file with our office, he/she will be unable to attend classes at Cornerstone.

WITHDRAWAL POLICY: By entering into this Enrollment Agreement, each parent affirms that he or she has read, reviewed, understands, accepts and agrees to and will abide by this Withdrawal Policy. Cornerstone reserves the right to maintain absolute control over admissions, including the acceptance, retention and dismissal of its students.

Cornerstone may at any time request any parent(s) to withdraw their student(s) from the school for any reason whatsoever, with or without cause. Each parent understands and acknowledges that Cornerstone may request his/her student to be withdrawn from school with or without cause, with or without a breach of this agreement, with or without a violation of any rule or regulation of the school, with or without any disciplinary problems, for any reason the school deems fit, whether it may be arbitrary or capricious, and without application of traditional principles of due process or any review procedures, other than the procedures outlined herein. The school may, but shall not be required to, provide a reason for requesting a student to withdraw. Upon receiving a request to withdraw a student, the parent(s) shall immediately withdraw their student from the school.

In the event of a student withdrawal upon request by the school, Cornerstone, as applicable, will waive the withdrawal / expulsion fee, unless the basis for the school's request was that the student has violated the school's Discipline Policy and the school has provided notice of the reason for requesting the student's withdrawal. However, no refunds of tuition or any other charges will be provided under any circumstances. Attendance at Cornerstone is a privilege that can be withdrawn at any time, and the school's request for the withdrawal of a student shall provide no remedy, right or cause of action to the student or his/her parent(s) or legal guardian(s), and to the extent that any such remedy, right or cause of action may exist, it is hereby waived by execution of this Enrollment Contract.

HEALTH / MEDICAL POLICY

ADMINISTRATION OF MEDICINES: Cornerstone will not administer any prescription medicines without a doctor's prescription. Student's requiring prescription medication for a contagious illness must stay home until the student has been on the medication for a period of at least 24 hours. Some illnesses require the student to stay out longer. Cornerstone's policy is not to allow students to have any type of medications on their person while on campus. All medication must be turned into the school office.

MEDICAL RELEASE POLICY: By enrolling a student into Cornerstone, parents understand and agree that in the event of a medical emergency every effort will be made to contact the student's parent(s) before any type of medical treatment is administered. However, in

cases of a life-threatening situation, a school representative may make medical decisions for any student, on the parent's behalf, until they are reached. Furthermore, in the event of a medical emergency students will be taken to the closest hospital, by ambulance. All medical expenses incurred will be the sole responsibility of the student's parents and/or the student's medical insurance.

PARENT NOTIFICATION: Parent(s) will be notified immediately if their student becomes ill. While attending Cornerstone, parent(s) will also be required to pick up their student within 1 hour. If the parent(s) are not able to be contacted, then their emergency contact will be notified, and they will be required to pick up said child. Cornerstone must institute this policy for the health and safety of all. If the student's illness becomes severe enough, or 1 hour has lapsed after parent(s) or emergency contact has been notified and the student is not picked up, the student may be sent to the hospital and parent(s) will be required to pay all resulting emergency costs.

ILLNESS EXPOSURE: Ill students exposed to other students, as well as to teachers, can quickly spread illness to many individuals at a rapid pace. It is for this reason Cornerstone has adopted the following Health Policy. If other students become ill due to exposure to any sick student, either because he/she returned to school before recovery or because he/she was not picked up promptly upon notice of being ill, the health of those students is compromised and other families will be unnecessarily inconvenienced. Cooperation is extremely important on this issue. Obviously, it will not be possible to completely avoid the spread of all illnesses. However, minimizing exposure and providing good hygienic procedures in the school are helpful means to limit and control the problem. For the benefit of all involved, the following illness policy will be strictly enforced.

ILLNESS POLICY: In general, children who have exhibited any symptoms of infectious illness in a 24-hour period are likely to be contagious and should remain at home.

Examples of associated symptoms include, but are not limited to:

- | | |
|--|---|
| *Fever of 100.4 or higher | *Nausea or vomiting |
| *Diarrhea (more than one abnormally loose stool within 24-hour period) | *Bloody stool |
| *Unusually dark urine and/or gray or white stool | *Sore throat with fever |
| *Loss of voice | *Hacking or continuous severe coughing, |
| *Difficult or rapid breathing | *Stiff neck |
| *Swollen glands | *Runny nose (other than clear) |
| *Eye or ear discharge | *Body rash with fever |
| *Yellow skin or eyes | *Exposed, open skin lesions |
| *Lice | *Any other unusual sign or symptom of illness |
| *Pink Eye | |

Students with a mild cold can attend classes. However, when the cold reaches the point that a student will not play, cries, whines, has a continuous cough, or the nose secretions are not clear, the student needs to be at home, and the parent(s) or the emergency contact will be notified to pick the student up. Any student found by the medical provider to have pink eye or conjunctivitis will not be allowed in school for 24 hours after medication has been taken and a doctor's statement has been received that allows the student to return to school.

NOTICES

FERPA: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Cornerstone of Jacksonville reserves the right to disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents may request that Cornerstone not disclose directory information about a student. Cornerstone must be notified in writing if a parent does not want their child's directory information disclosed.

HIPAA PRIVACY: Cornerstone is not required to comply with the HIPAA Privacy Rule because Cornerstone maintains health information only in student health records that are "education records" under FERPA and, thus, not "protected health information" under HIPAA. Because student health information in education records is protected by FERPA, the HIPAA Privacy Rule excludes such information from its coverage. See the exception at paragraph (2)(i) to the definition of "protected health information" in the HIPAA Privacy Rule at 45 CFR § 160.103. Cornerstone complies with FERPA's privacy requirements with respect to its education records.

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and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs, and other school-administered programs.

Cornerstone of Jacksonville, Inc. (DBA: Cornerstone Christian School of Jacksonville) is an equal opportunity employer that complies with all applicable federal and state laws regarding nondiscrimination. Cornerstone of Jacksonville is committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions.

In accordance with Federal law and the U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call 866-632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

PARENT(S) REPRESENTATIVE AND COVENANTS

Cornerstone shall not be liable for any damages arising from personal injuries sustained while participating in student activities on and off campus. This contract is legally binding and releases Cornerstone of Jacksonville, Inc. and/or its Landlord, and their personal representative, heirs and assigns, for damages or injuries sustained by a student and/or their parent while participating in, or attending any school related event / activity. That in the event of a default or breach of this contract by the parent(s), the student’s parent(s) must pay, in full all sums determined to be due in addition to all costs of enforcement, and/or collection including, but not limited to, reasonable attorney fees, court costs, and other expenses of litigation. That the parent(s) will pay all financial obligations and comply with all policies, rules, regulations, covenants, restrictions, obligations and requirements set forth in this Enrollment Contract. That the parent(s) will be responsible for all charges through the end of the contract period if CCS expels a student for any reason. Please see the Early Withdrawal Section for costs due associated with a withdrawal by a student’s legal guardian. That the terms and conditions of the contract shall be binding upon the parent(s), his/her personal representative, heirs and assigns.

RELEASE WAIVER / HOLD HARMLESS

COVID RELEASE WAIVER: By completing this application for your child(ren) you are acknowledging that an inherent risk of exposure to COVID-19 exists in any place where people are present. By attending Cornerstone, you, your minor child, and any guests voluntarily assume all risks related to exposure to COVID-19 and agree not to hold Cornerstone of Jacksonville, Inc and/or its Landlord, and/or any of their affiliates, directors, officers, employees, agents, contractors, or volunteers liable for any illness or injury.

DAMAGE RESPONSIBILITY: It is expected that each student will be respectful of personal property and furnishings. A certain amount of “wear and tear” is normal, but if a student breaks or damages any item, (including windows, chairs, desks, etc) the parent(s) will be made aware of the damaged item and a charge will be posted to the student’s account. Similarly, books that are damaged beyond normal wear and tear will be the parent(s) responsibility to replace.

RELEASE WAIVER: In consideration for my student’s acceptances, I waive and release Cornerstone of Jacksonville, Inc., its Landlord, and/or their agents, related companies, servants, employees, insurers, successors and assigns from all claims, demands, causes of action, damages or suits at law and equity of whatsoever kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my child’s attendances and/or presence at their facility or use of the facility and/or equipment. This waiver and release is intended to and does release Cornerstone of Jacksonville, Inc. (DBA Cornerstone Christian School of Jacksonville), and its Landlord, from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, my child’s negligence, the negligence of another students, an employee’s negligence and/or the negligence of third parties, including but not limited to negligence in the construction, maintenance and upkeep of the facility and its equipment, negligence in training, negligence in supervision and/or any other types of negligence not specified.

I further covenant and agree not to institute any claims or legal action against Cornerstone of Jacksonville, Inc. (DBA Cornerstone Christian School of Jacksonville) and/or its Landlord, their agents, related companies, servants, employees, insurers, successors and assigns for any claim released by this Contract Agreement. I further agree that should any claim be made against Cornerstone of Jacksonville, Inc. (DBA Cornerstone Christian School of Jacksonville) and/or its Landlord, their agents, related companies, servants, employees, insurers, successors and assigns in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) Cornerstone of Jacksonville, Inc. (DBA Cornerstone Christian School of Jacksonville) and/or its Landlord, their agents for any such claim and expenses including attorney’s fees and costs incurred by them in defending themselves or security indemnity hereunder. I recognize that as the parent/legal guardian of my child I am assuming all risk and responsible for their actions. I understand that Cornerstone of Jacksonville, Inc. (DBA Cornerstone Christian School of Jacksonville)

and/or its Landlord, their agents, related companies, servants, employees, insurers, successors and assigns are not responsible for any lost or stolen valuables or property. While at the facility and/or in attendance, I agree to conduct myself/ourselves in a responsible manner and will refrain from engaging in inappropriate conduct, including the use of loud, foul, slanderous language or any intimidating or offensive conduct that would interfere with the peaceful use and enjoyment of others. I agree that I will fully comply with all rules and regulations set forth and I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I and/or my child and/or any third party in relation to me, may have to sue Cornerstone of Jacksonville, Inc. (DBA Cornerstone Christian School of Jacksonville) and/or its Landlord, their agents, related companies, servants, employees, insurers, successors and assigns for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree with any violation of the Agreement and its terms and conditions, as determined by Cornerstone of Jacksonville, Inc. (DBA Cornerstone Christian School of Jacksonville) may void and terminate this Agreement and may result in loss of the ability for my child (children) to attend Cornerstone and/or use of their facility and/or equipment.

HOLD HARMLESS: Cornerstone of Jacksonville, Inc. (DBA Cornerstone Christian School of Jacksonville) and its Landlord, strives to provide a safe, clean, and caring environment for all students. However, from time to time accidents happen, including but not limited to; student's breaking limbs, slip and fall, cuts, bruises, etc. By signing this Contract Agreement, you agree and understand that Cornerstone of Jacksonville, Inc. (DBA Cornerstone Christian School of Jacksonville) and/or its Landlord, their staff members, teachers, board members, insurance provider, bus drivers, and/or any affiliates cannot be held responsible or liable for any injuries. You also understand and agree that it is your responsibility for all out of pocket medical bills, ambulance charges, co-pays, and any other expenses regarding your child and/or family member(s). If your insurance company denies or attempts to collect expenses paid out, it is your responsibility to pay these costs. Furthermore, Cornerstone of Jacksonville, Inc. (DBA Cornerstone Christian School of Jacksonville) and/or its Landlord, shall not be held responsible for any actions or injuries caused by another student. This includes summer camp, field trips, bus transportation, van transportation, recess, before school, during school, after school, extended care, as well as all school activities (Basketball, Girl's Club, etc.)

STATEMENT OF COOPERATION POLICY

The administration has full responsibility for placing my child in the proper grade.

Since the fees do not cover the actual cost of educating each child, parents recognize that their participation is needed in prayer, service, and gifts in order to properly share in their student's schooling.

Parents understand that students are accepted on a conditional basis. If acceptable progress has not been shown by the end of the first grading period, the student shall be withdrawn from Cornerstone and placed in a program more designed to meet his/her needs. The teacher's judgment shall be relied upon for the acceptability of the student's progress.

Parents pledge their support to the aims and ideals of Cornerstone and will bring any and all questions and criticisms directly to the school's administration so that they may be properly considered by those in authority.

Parents give Cornerstone permission for their student to take part in all school activities, including bus trips, sports activities, and school sponsored trips away from the school premises.

Parents have read and understand the entire contents of the Parent Student Handbook, and we are willing to abide by all the regulations stated therein.

Parents also believe that discipline is necessary for the welfare of each student, as well as for the entire school. Parents give permission for their student's teacher, and/or other agent of the school, to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the school's policy.

Parents agree to hold Cornerstone of Jacksonville, Inc. (DBA: Cornerstone Christian School of Jacksonville) and its agents harmless from any liability that they or their student may encounter while attending Cornerstone, including; claims on behalf of my student against the school or any agent thereof because of any injury or alleged injury to their student. Should legal action, for any reason, be taken against Cornerstone of Jacksonville, its employees or agent thereof, the student's parent/account holder are responsible for any attorney fees, court fees, damages or other costs that Cornerstone or its agent may incur to defend itself against such action. Furthermore, should legal action be taken against Cornerstone, by a current student and/or a family representative, Cornerstone reserves the right to expel / require an immediate withdrawal of the student from school as soon as such action has begun.

This Statement of Cooperation shall be in effect for as long as the student listed attends Cornerstone whether it be in the daycare, kindergarten, elementary, junior-senior high, summer school, or summer camp.

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In the event a parent is disturbed by a policy or decision of the school, he/she should speak to the teacher first, then the principal, and finally to the administrator, rather than to other parents. If a parent cannot continue to support the school, he/she shall withdraw their student without seeking to discredit the school or its personnel.

STATEMENT OF FAITH POLICY

Cornerstone receives the Scriptures as the inspired Word of God and the sole authority in matters of faith and practice. The school's understanding of Christian truth is herein contained by the following Declaration of Faith. We believe that the Bible is God's Word, that it was written by men divinely inspired and that it is the supreme, infallible authority in all matters of faith and conduct. We believe in God the Father, perfect in holiness, infinite in wisdom, measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all that come to Him through Jesus Christ.

We believe in Jesus Christ, the eternal and only begotten Son of God, conceived of the Holy Spirit, of Virgin Birth, sinless in life, making atonement for the sins of the world by His death. We believe in His bodily resurrection, His ascension and visible, premillennial return to the world, according to His promise. We believe in the Holy Spirit who came forth from God to convict the world of sin, of righteousness and of judgment, and to regenerate, sanctify and comfort those who believe in Jesus Christ.

We believe that all men by nature and by choice are sinners, but that God so loved the world that He gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life. We believe, therefore, that those who accept Christ as Lord and Saviour will rejoice forever in God's presence and those who refuse Christ as Lord and Saviour will be forever separated from God.

We believe in the church - a living spiritual body of which Christ is the Head, and of which all regenerated people are members. We believe that a local church is a company of believers in Jesus Christ, immersed in a credible confession of faith, and associated for worship, work and fellowship. We believe that to these local churches were committed for perpetual observance, the ordinances of baptism and the Lord's Supper, and that God has laid upon these churches the task of proclaiming to a lost world the acceptance of Jesus Christ as Saviour, and the enthroning of Him as Lord and Master. We believe that all human betterment and social improvements are the inevitable by-products of such a Gospel. We believe that every human being is responsible to God alone in all matters of faith; that each church is independent and autonomous and must be free from interference by any ecclesiastical or political authority; that therefore, church and state must be kept separate as having different functions, each fulfilling its duties free from the dictation or patronage of the other. Cornerstone admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Cornerstone. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, athletics, and other administered programs. I have read the foregoing Statement of Faith of Cornerstone and hereby ascribe to it without Reservation.

SIGNATURE CONFIRMATION

ENTIRE CONTRACT: This contract contains an understanding between the parties and supersedes any prior understandings and/or written or oral contracts between them. Any and all written or oral contracts previously made by and between any of the parties are hereby merged in this writing. Any contract hereafter made shall not change, modify, terminate, or discharge this contract, in whole or part, unless such agreement is in writing and specifically states so. There are no representations, agreements, arrangements, or understandings, oral or written, between and among the parties relating to this contract and the subject matter hereof, which are not fully expressed herein. By signing below, I am in agreement and understand all the information included in this entire Contract Agreement including but not limited to the sections listed below. If any provision of this Agreement is deemed unenforceable or void, the remainder of this Agreement shall not be affected and will be fully enforceable. I enter into this agreement knowingly and voluntarily. I understand that this Enrollment Contract Agreement is valid for each school year my student(s) is enrolled at Cornerstone of Jacksonville, Inc. This contract agreement will automatically renew each school year.

My signature below affirms that all of the information contained within this application is correct, complete and honestly presented. I understand that withholding or misrepresenting information in this application may jeopardize my student's attendance at Cornerstone of Jacksonville, Inc. (DBA: Cornerstone Christian School of Jacksonville). By signing below, I am in agreement and understand all the information included in this Enrollment Contract Agreement and Financial Policy Acknowledgment (Page 1 thru Page 11). Furthermore, I acknowledge that I have read, understand and agree to all sections of this contract.

Parent/Legal Guardian - *Print Name*

Parent/Legal Guardian - *Signature*

Date

School Representative - *Signature*

Date

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Version: 03.25.2025



Cornerstone Christian School of Jacksonville

Pre-School Attendance and Tardiness Policy 2025 - 2026 School Year

Cornerstone of Jacksonville's Childcare Program is open from 6:30am to 6:00pm, 5 days a week, for 180 days per year. All enrolled families have an opportunity to receive information on when our school is in session during the operational year, August thru June. Attendance during the scheduled instructional days is of utmost importance to remain in Cornerstone's Childcare Program. You will be required to sign and comply with the following policy on Attendance and Tardiness for your child to remain in Cornerstone's Program. In addition, children receiving the School Readiness Scholarship who do not meet attendance requirements may lose their funding.

<u>Age Group</u>	<u>Morning Extended</u>	<u>Instructional Hours</u>	<u>Afternoon Extended</u>
Pre-School Class:	6:30a to 8:29a	8:30a to 3:00p	3:01p to 6:00p

Tardiness / Late Drop-Off

Pre-K Students must be signed-in each day by their parents/guardians. Arrival for the Pre-K Class is typically between 8:00am to 8:30am for most students. Arrivals after 8:30am are disruptive to the group and difficult for your child's morning adjustment. We understand that it is occasionally unavoidable to be "running late", but more than three times in one month may be a cause for termination from the program. Children are not permitted to be dropped-off after 9:45am.

However, the following exceptions may apply:

- (1) - An excuse for a doctor's appointment which reflects that the child had an appointment in the morning is turned into the school office.
- (2) - If a child has routine education or health appointments in the mornings. For example, if a child attends speech therapy, off campus, every Wednesday from 9:00am to 10:00am the child would be permitted to be dropped off after 9:45am. Please be sure to communicate this directly to your child's teacher.
- (3) - If there is a planned appointment or circumstances that requires your child to be dropped off after 9:45am, the parent/guardian may notify the school office via email (office@csjax.org) at least 24 hours in advance. We understand that it is occasionally unavoidable, but more than two times in one month may be a cause for termination.

Absence

Daily attendance in the Childcare Program is necessary for optimal learning; however, you will be allowed three absences per month. Any absences beyond those will require a written note for one of the reasons listed below. Students with excessive absences may be removed from the program. Weekly tuition will not be prorated if a student is absent for a part of the week. Parents are responsible for the entire weekly tuition amount.

- Illness or injury of the child or the child's family which may require hospitalization or bed rest.
- Physician or dentist appointments.
- Infectious disease or parasitic infestation.
- Funeral service or a memorial service of a loved one.
- Compliance with a court order (e.g. Visitation or a subpoena.)
- Special Education or related services for a child's disability.
- Observance of a religious holiday or service.
- Family vacation, not to exceed 5 excused absences per program year.

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Scheduled Arrival Policy

If a child is absent unexpectedly, a staff member will communicate (within one hour of the child's scheduled arrival) with the parent/guardian, if there is no communication from the parent/guardian of the child's absence in advance. If our staff member is unable to reach the child's parent/guardian, he/she will attempt to contact all emergency contacts on file for that child. The purpose of this policy is to ensure the safety of each child enrolled.

Absence Notification

Our staff will not contact the parent/guardian of an absent child, if we receive prior notice that the child will not be in attendance. Please notify our office via email, as soon as you become aware that your child will be absent from school.

Please send an email to (office@csjax.org) containing;

- Your child's name and;
- The date(s) he/she will be absent from Cornerstone.

Child's Information

Child's Full Legal Name: _____

Child's Schedule: _____ Daily Arrival Time: _____ Days of the Week: Monday - Friday

Primary Parent's Contact Information

Parent's Name: _____ Relationship to Student: _____

Cell Phone Number: _____ Work Phone Number: _____

Home Phone Number: _____ Other: _____

Emergency Contact Information

Full Name (#1): _____ Relationship to Student: _____

Cell Phone Number: _____ Work Phone Number: _____

Home Phone Number: _____ Other: _____

Full Name (#2): _____ Relationship to Student: _____

Cell Phone Number: _____ Work Phone Number: _____

Home Phone Number: _____ Other: _____

Acknowledgment

I understand and agreed to abide by Cornerstone's Attendance and Tardy Policy.

Parent's Name (*Print Name*): _____

Parent's Signature: _____ Date Signed: _____

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Cornerstone Christian School of Jacksonville

Pre-School Financial Policy 2025 - 2026 School Year

Childcare Fees and Rates

Age Group	Item	Self-Pay Rate	School Readiness Rate
Age 2 to Age 4	Registration Fee	\$168.42	\$84.21
Age 2	Weekly Fee	\$189.47	Based on Parent Fee Rate
Age 3	Weekly Fee	\$178.95	Based on Parent Fee Rate
Age 4	Weekly Fee	\$178.95	Based on Parent Fee Rate

Collections / Credit Reporting

In the event your student's account becomes past due, Cornerstone of Jacksonville, Inc. may report the outstanding balance owed to one or more credit bureaus via a collection agency. Outstanding balances will be reported under the student's primary parent on file and/or the primary account contact on file. In addition, you will be responsible for any court costs, attorney fees, and or collection costs that may be added. Collection fees of up to 50% may be added for the recovery of your debt permitted by law, 15.U.S.C.1692f(1) [section 808(1)].

Early Withdrawal Fee

If a student is withdrawn from Cornerstone at any time during the school year, the parent(s)/account holder will be responsible for a withdrawal fee of \$150.00. The parent(s)/account holder will not be refunded any monies paid thus far even if their account has been pre-paid. All testing, registration, book, tuition, and other fees are non-refundable.

Expulsion Fee

If a student is expelled by Cornerstone at any time during the school year, the parent(s)/account holder will be responsible for an expulsion fee of \$150.00. The parent(s)/account holder will not be refunded any money paid in thus far even if their account is pre-paid. All testing, registration, book, tuition, and other fees are non-refundable.

Holidays, Unexpected School Closures, and Prorated Fees

Weekly Fees are not prorated, therefore the entire weekly amount is due regardless of the number of days a student attends within any given week. This includes all weeks that include a scheduled holiday, where the student only attends, 4 or 3 days during the week and/or any unplanned school closures due to weather.

Payment Method

Cornerstone accepts ACH, cash, check, money orders, and credit cards as forms of payment. Payments can be made in the Front Office or online. Do not send payments inside your child's bookbag. A 5% discount is given, based on the amount being paid, for all payments made via cash.

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Payment Terms and Late Fees

Weekly invoices for childcare fees are emailed to parents on Sunday, each week. Payment must be received, in full, no later than Monday at 6:00pm, of each week.

A late fee of \$25.00 will be applied on Tuesday at 12:01am, each week, to any invoice that has not been paid in full. An additional late fee of \$30.00, will be applied on Sunday at 12:01am, if the invoice has still not been paid in full.

If the school is closed on a Monday, the payment for that week's childcare fees is still due by Monday at 6:00pm. Therefore, parents must pay for the weekly childcare fees, the week before, or must pay online using the emailed invoice, to avoid any late fees. Payments received are applied to the oldest invoice first. All payments made are non-refundable.

Time Off / Vacation Request

Each Preschool Student is allowed up to 2 weeks of unbilled time off, each school year (August 1st – July 31st). Time Off can be split up into 1-week intervals. Parents must submit a Time Off / Vacation Request Form at least 1 week in advance. If a student is absent for more than 2 weeks within the school year, the full tuition must be paid for the time he/she was absent, or he/she will be removed from the program.

School Readiness Voucher (Early Learning Coalition)

For students attending Cornerstone using the School Readiness Voucher, parents are responsible for their student's Daily Parent Fee, as determined by the Early Learning Coalition. Parents are also responsible for the \$84.21 Registration Fee, due at the time of enrollment.

Stop Payment / Return Check Fee

There will be a \$40.00 (or the maximum Florida allows) Stop Payment Fee assessed for any check that a Stop Payment has been applied. Furthermore, a credit card chargeback and/or a check written on a closed account will also be assessed a \$40.00 fee. There will be a \$40.00 (or the maximum Florida allows) Non-Sufficient Funds fee assessed for any returned checks.

Signature

By signing below, I acknowledge that I have read and understand Cornerstone of Jacksonville's Student Financial Policy and received a copy of the Tuition Information and Fee Schedule. Furthermore, you are agreeing to adhere to this policy and accept full financial responsibility for all charges associated with your child named below.

Child's Name - **Print Full Name**

Date Signed

Financially Responsible - Legal Guardian - **Print Full Name**

Financially Responsible - **Signature**

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Cornerstone Christian School of Jacksonville

Pre-School Disciplinary Policy 2025 – 2026 School Year

Cornerstone Christian School of Jacksonville recognizes the importance of promoting acceptable behavior and methods of discipline within the childcare setting. We believe that all children have the right to expect positive approaches to discipline, which foster self-esteem, respect, tolerance, and self-control. Behaviors which injure people either emotionally or physically or damage property are real problems to adults/staff and the other children. These behaviors must be dealt with in an appropriate manner. Our childcare facility has adopted the following written disciplinary and expulsion policy consistent with Section 402.305(12), F.S., that all operators, employees, and volunteers must comply with. An overview of these policies are as followed:

After an incident, our first step:

We will tend to the injured child to see if medical attention is needed. We will give the child who hit, kicked, etc. an opportunity to apologize and provide comfort. We will notify both sets of parents and prepare an incident report. DCF requires the report be signed by a parent or caregiver. If the behavior persists, Cornerstone will follow the Behavior Management Flowchart on page 3.

OVERVIEW

We do not support any type of physical force or abusive language in disciplining children. In accordance with 402.305(12) F.S., discipline will not be severe, humiliating, or frightening nor will it be associated with food, rest, or toileting.

The following discipline techniques are prohibited at our childcare facility:

- The use of corporal punishment/including, but not limited to: Hitting, spanking, shaking, slapping, twisting, pulling, squeezing, or biting;
- Demanding excessive physical exercise, excessive rest, or strenuous or bizarre postures;
- Compelling a child to eat or have in his/her mouth soap, food, spices, or foreign substances;
- Exposing a child to extreme temperature;
- Rough or harsh handling of children, including but not limited to: lifting or jerking by one or both arms; pushing; forcing or restricting movement; lifting or moving by grasping clothing; covering a child's head.

Our aims:

- To promote self-discipline
- To develop within each child an appreciation of others and their feelings
- To increase children's understanding of the consequences of their behaviors on others and themselves
- To encourage the child's ability to socialize and get along with others
- To reinforce the positive and discourage the negative behavior

We will do this by:

- Praise and encouragement
- Reasoning
- Phrasing
- Space layout
- Setting rules
- Applying the rules
- Positive staff role modeling
- Valuing and promoting the partnerships with parents

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Version: 02.20.2025

VALUING AND PROMOTING THE PARTNERSHIP WITH PARENTS

We value the partnership with parents at Cornerstone and keep them informed of our policies and any issues.

DONT'S

- Physical punishment will NEVER be used or threatened.
- Adults should not shout or raise their voices.
- Staff should avoid labeling children as “naughty” or “good.” Staff should never shame a child or make derogatory remarks about the child or the child’s family.
- No language should be used by staff that is profane, humiliating or frightening to the child.
- Unnecessary constraints or restrictions will not be imposed on children.

DO'S

- Staff is to stop aggressive or bullying behavior immediately and make clear that this type of behavior is unacceptable.
- Child may be separated (removed) from the classroom in the event of a significant behavioral disruption (i.e., tantrum). They will be supervised by another Cornerstone teacher or Director and will be returned to the classroom once they have calmed down.
- All behavior problems are dealt with in a developmentally appropriate way.
- When necessary, staff should outline the problems for children and encourage them to think out solutions.
- Staff should help children take responsibility for their actions.
- Adults use observations as a way of finding out any possible reasons for unwanted behavior.

IN THE CASE OF PERSISTENT INAPPROPRIATE BEHAVIOR

- The child’s parents/caregivers will be involved at first hit, kick, thrown toy, etc. A school administrator will discuss the situation with the parents/caregivers in an attempt to find the possible cause of the behavior.
- The Administrator and the parents/caregivers will together develop strategies for dealing with the unwanted behavior, which could be implemented at home.
- After two incidents in one week, which caused or could have caused injury to self or others, the child will be suspended for one day, and after five such incidents the child will be suspended for a week. However, if the Administrator at any time feels the behavior is extreme and dangerous to other children and/or teachers, the child will be removed from our school. This may be a temporary or permanent expulsion. Cornerstone will follow the Behavior Management Process outlined on page 3.
- If Cornerstone’s Behavior Management Process is invoked, you will need to attend a meeting (in-person or via phone) with the teacher and a school administrator.
- As with all other policies, a school administrator may use judgment to suspend or terminate or take other action. (If the Administrator has good reason to skip a step, this is also appropriate.)

IN THE CASE OF PERSISTENT INAPPROPRIATE BEHAVIOR (CONTINUED)

- All policies serve as 'guidance' and Cornerstone's Administration Team may use judgment to modify the policy for reasons relating to child development, safety concerns or special circumstances.

STUDENT/PARENT DISMISSAL AND EXPULSION POLICY

As stated above, we want to work with parents and children to prevent suspension and expulsion. We encourage collaboration with early childhood mental health consultants and interventionists. So that expulsion would be rare at Cornerstone. However, Cornerstone reserves the right to expel a child at any time for any reason. We also reserve the right to dismiss a child for the below parent actions:

- Habitual disregard to drop off and pick up times.
- Habitual disregard for sick child policies.
- Habitual non-payment of fees.
- Abusive behavior toward staff and/or other parents.

BEHAVIOR MANAGEMENT PROCESS FLOWCHART**Behavior Concern**

1. A behavior concern is identified and assessed by the teacher.
2. An incident / behavior report is written by the teacher to document inappropriate behaviors. This report will be shared with the parent and we will explain the behavior and how the behavior has affected others. The parent is provided a copy of the incident report to review and sign.

Repeat Behavior Concerns

After two incidents in one week, which caused or could have caused injury to self or others, the child will be suspended for one day, and after five such incidents the child will be suspended for a week.

1. A behavior concern is identified and assessed by the teacher.
2. The teacher provides a school administrator the report to review and decide on a strategy.
3. Parents are provided a copy of the incident report to review and sign.
4. Meeting (in-person or via phone) is conducted with the teacher, the parent, and a school administrator.
5. A behavior plan is discussed and agreed upon in this meeting by all parties. Parents are informed that if the child's behavior persists, the child may be suspended or expelled from the childcare facility.
6. A two-week review is conducted to determine if the behavior plan is working.
7. If the behavior plan is working, no further action is needed at this time. If a behavior plan is not working, a school administrator contacts the child's parent to inform them of an appropriate length of suspension.
8. Once the child returns, if the behavior continues, the parent is informed by a school administrator that the child is expelled from the childcare program.

I have read and understand Cornerstone's Discipline Policy:

Child's Name: _____

Parent/Legal Guardian Signature: _____

Date: _____



Cornerstone Christian School of Jacksonville

Pre-School On Campus Field Trip Release Form 2025 - 2026 School Year

As the parent/legal guardian of the student listed below, I hereby grant permission for him/her to participate in on-campus activities throughout the 2025-2026 school year.

On-Campus activities include;

- Physical Education
- Music
- Chapel
- Library
- and walks on the school campus of Cornerstone Christian School

The purpose of these on-campus field trips are to enhance the curriculum and the overall program experience for each child. Children will walk to these areas on the school's campus and will be escorted by a Cornerstone Staff Member.

My signature below indicates that I hereby grant permission for my child, listed below, to participate in these on-campus activities throughout the 2025-2026 school year (06/01/2025 thru 05/31/2026).

Parent's Signature

Child's Full Name: _____

Parent's Name: _____

Parent's Signature: _____

Phone Number: _____

Date Signed: _____

9039 Beach Blvd. * Jacksonville, FL 32216 * (904) 730-5500 **Phone** * (904) 730-5502 **Fax** * www.csjax.org **Website**

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS: Cornerstone of Jacksonville, Inc admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs, and other school-administered programs.

IRS NOTICE: Cornerstone of Jacksonville, Inc. is a nonprofit, tax-exempt, organization under Sections 501 (c)(3) and 170 of the IRS Code, and is incorporated and registered in the State of Florida. All donations are tax deductible to the extent allowed by law.

D.C.F. LICENSE #: C04DU1066

Version: 02.20.2025



Cornerstone Christian School of Jacksonville

Pre-School Photo Release Form 2025 - 2026 School Year

Child's Name: _____

We use a platform called Procure allowing Cornerstone Christian School staff to take pictures/videos of the children throughout the day while at school. We will be sending you the picture(s)/video(s) digitally in the Procure App. This is a great way to share with you in real time what your child is doing when you are not here.

Occasionally, a teacher may take a picture/video that includes multiple students in the same photo. This photo/video may be shared to the parents of all the students in the photo/video, via Procure. Furthermore, a photo/video might be used on Facebook or a slideshow in the school lobby.

Please check an option below:

_____ **I DO** give permission for Cornerstone Christian School to take my child's picture/video for all the above purposes.

_____ **I DO NOT** give permission for Cornerstone Christian School to take my child's picture/video for all the above purposes.

I understand that it is my responsibility to update this form in the event I no longer wish to authorize the above use. I understand that this form will remain in effect during the time of my child's enrollment at Cornerstone Christian School.

I have read and understand Cornerstone's Photo Release Policy:

Parent's Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

9039 Beach Blvd. * Jacksonville, FL 32216 * (904) 730-5500 **Phone** * (904) 730-5502 **Fax** * www.csjax.org **Website**

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During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Parent's Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.

School Year: 2025-2026



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

**"The Flu"
A Guide
for Parents**

Parent's Role

A parent's role in quality child care is vital:

- ☐ Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- ☐ Know the facility's policies and procedures.
- ☐ Communicate directly with caregivers.
- ☐ Visit and observe the facility.
- ☐ Participate in special activities, meetings, and conferences.
- ☐ Talk to your child about their daily experiences in child care.
- ☐ Arrange alternate care for their child when they are sick.
- ☐ Familiarize yourself with the child care standards used to license the child care facility.



More information and free resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: **C04DU1066**

License Issued on: **05/13/2025**

License Expires on: **05/12/2026**

For more information regarding the compliance history of this child care provider, please visit:

MyFLFamilies.com/childcare

By signing, I acknowledge that I received a copy of this "Know Your Child Care Facility Guide".

SIGN HERE



Student's Name (Print) : _____



OFFICE OF CHILD CARE REGULATION
AND BACKGROUND SCREENING
MYFLFAMILIES.COM

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the
Florida Department of Children and Families,
Office of Child Care Regulation and Background Screening
pursuant to s. 402.3125(5), F.S.,



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children’s reach.

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- Maintain accurate records that include:
 - Children’s health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child’s individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children’s activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.



A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2019

When life happens...Don't be a
**DISTRACTED
ADULT**



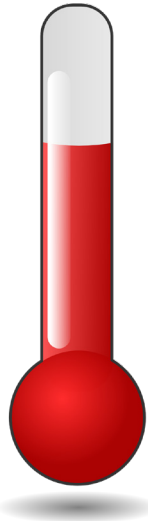


FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



**My signature below verifies receipt
of the Distracted Adult brochure**

Parent/Guardian:

Child's Name:

Date:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

School Year: 2024-2025