



# Cornerstone Christian School of Jacksonville

*A Division of Cornerstone of Jacksonville, Inc.*

Dear Family,

Thank you for your inquiry about the availability of a Christian education for your child at Cornerstone Christian School of Jacksonville. Our program is based upon the Word of God as the center of all truth and utilizes dedicated Christian teachers and workers.

The enclosed materials will give you an overview of Cornerstone Christian School of Jacksonville. At Cornerstone, we feel that there is a difference in what we have to offer in the field of education. Cornerstone has been successfully educating students in a Christian environment for twenty-one years. We feel just as strongly today as we did twenty-one years ago about the need of an educational system where Jesus Christ is preeminent (Col. 1:18) and where the students are taught to love the Lord, their God, with all their hearts (Deut. 6:5-7).

We would like to show you our facilities and tell you more about our day-to-day, pre-planned curriculum, character training and many extra-curricular activities. We will be glad to answer all your questions.

Thank you again for your interest. We look forward to a lasting partnership with you and your family.

Yours for Christian Education,

*Ms. Donna L. Stables*

Ms. Donna L. Stables  
***Head of School***

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9039 Beach Blvd. \* Jacksonville, FL 32216 \* (904) 730-5500 ***Phone*** \* (904) 730-5502 ***Fax*** \* [www.csjax.org](http://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: 04.10.2023



# Cornerstone Christian School of Jacksonville

## School Overview Profile

### 2023-2024 School Year

Cornerstone Christian School of Jacksonville, founded in 2002, is a co-educational, Christian school located in Jacksonville, Florida. Our school admits qualified students without regard to race, creed, color, sex or national/ethnic origin.

#### Our Mission Statement

Cornerstone Christian School of Jacksonville, in partnership with home and community, seeks within a college preparatory environment to prepare students academically and socially for their future impact on the community as productive citizens.

#### Our Philosophy

As educators, our goal is to raise the achievement level of all children in Pre-Kindergarten through 12<sup>th</sup> Grade, no matter what background they come from. We refuse to allow any child to fail.

#### Our Vision Statement

Cornerstone Christian School of Jacksonville seeks to be Jacksonville families' first choice for Pre-Kindergarten thru 12<sup>th</sup> grade education known for:

- \* Academic Excellence
- \* Ideal Teacher-Student Ratio
- \* Appreciation for American Exceptionalism
- \* Commitment to the Community
- \* Financial Independence
- \* Active Learning
- \* Extracurricular Programs

#### Administration

<b>Head of School:</b>	Ms. Donna L. Stables	<b>Principal:</b>	Mrs. Sabra L. Selling
<b>Director Operations:</b>	Mr. Donald C. Corley	<b>Administrator:</b>	Mr. Daniel White
<b>Director Development:</b>	Mr. Eric W. Wagner		

#### Grade System

A+ 100%	B+ 89%	C+ 79%	D+ 69%	F 59% - 0%
A 99% - 90%	B 88% - 80%	C 78% - 70%	D 68% - 60%	

#### Graduation Requirements

Subjects	Credits		Subjects	Credits		Subjects	Credits
English	4.00		Electives	6.00		Economics	0.50
Speech/Fine Arts	1.00		World History	1.00		US Government	0.50
Science	3.00		Mathematics	4.00		Online Course	1.00
Foreign Language	2.00		Physical Education	1.00		US History	1.00

#### Campus Information

<b>Grades Served:</b>	Pre-Kindergarten 2 thru 12 <sup>th</sup> Grade	<b>Teaching Faculty:</b>	29
<b>Elementary Class Size:</b>	20:1	<b>High School Class Size:</b>	21:1
<b>Student to Faculty Ratio:</b>	12:1	<b>Total Enrollment:</b>	330

#### Community Service Components

By graduation, Cornerstone's students are required to complete (25) hours of approved volunteer services for each year they attend Cornerstone (9<sup>th</sup> Grade thru 12<sup>th</sup> Grade).

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# Cornerstone Christian School of Jacksonville

## Preschool Dress Code Overview 2023-2024 School Year

### Dress Code Overview

Neat, conservative dress is required for both preschool boys and girls.

**Girls** - May wear dresses, skirts, pants, and modest shorts with tops that cover the midriff. No tank tops. Shorts should be worn under their dresses or skirts.

**Boys** - May wear pants and modest shorts with appropriate tops. No tank tops. All students are required to bring & keep on hand an extra change of clothing for emergency use. Please put the extra set of clothes in a clear, plastic bag marked on the outside with the child's name and on each piece of clothing (appropriate to weather conditions).

**Shoes** - Students are permitted to wear both tennis shoes and dress/casual shoes to school. Closed toed shoes, and closed back shoes are required. A parent may be called to bring an appropriate pair, if necessary. Preschool children should wear socks or footies with footwear. Flip-flops, backless sandals, and open toe shoes are not allowed. If your student is unable to tie shoelaces, please dress them in slip-on or Velcro shoes, since laces must be tied at all times.

### Additional Uniform Information

**Glasses** - Sunglasses will not be permitted to be worn by students in the classroom or out of the classroom.

**Hair: Boys** - Hair is to be kept neat at all times. If the school observes that your child's hair is unkempt, you will receive a notice from Administration. Boys are not permitted to have shaved designs in their hair. Colors must be natural-looking. No purple, pink, blue, green, etc. Haircuts should be conservative, neatly trimmed and well groomed.

**Hair: Girls** - Hair is to be kept neat at all times. If the school observes that your child's hair is unkempt, you will receive a notice from Administration. Colors must be natural-looking. No purple, pink, blue, green, etc. Headbands and hair-clips are permitted on girls, but must be modest and not ostentatious. Headbands must be solid colors and used to hold the hair out of the face only. (NOTE: Shower caps, bonnets, printed headbands, scarves, bandanas or other types of head-coverings are not permitted. Headbands worn like sweatbands - down across the forehead and/or over the ears - and scarves worn as headcovers, or simply as a fashion statement are not permitted.)

**Hats / Hoods** - No hats, hoods, scarves, bandanas or head coverings of any kind will be permitted on our campus. Only in inclement weather, or during the winter months, children will be allowed to wear the hood on their jacket or sweatshirt while they are outside. Hoods may not be worn inside the building at any time. (NOTE: The ONLY exception to the "no hat" rule will be if there is a school-wide "Hat Day".)

**Jewelry: Girls** - Girls are allowed to wear sensible earrings, rings, and/or a necklace. Earrings should not be larger than the size of a quarter. Big, bright jewelry will not be permitted. Girls will also not be permitted to have on more than one bracelet or band, as these often cause distractions during class. No additional body piercings (nose, eyebrows, lip, etc.) are permitted for boys or girls.

**Jewelry: Boys** - Boys are allowed to wear a watch and/or a necklace. No other jewelry will be permitted for boys including but not limited to earrings.

**Appropriateness** - The administration reserves the right to make discretionary judgment regarding the appropriateness of student hair, dress, and fashion not explicitly covered in this dress code. The final interpretation remains the responsibility of the administration. If attire is deemed in poor taste or inappropriate, the School Administrator will call the student's parents to bring appropriate clothing for him/her. The student will wait in the office until the parent arrives with the clothing. This will result in an equivalent of a demerit and/or detention as well as missed classwork while the student waits in the office for the parent. Please see the Parent-Student Handbook for Cornerstone's entire Uniform Policy.



# Cornerstone Christian School of Jacksonville

## Preschool Student Dress Code Overview 2023-2024 School Year

All clothing must be marked with the child's name. Label all outer clothing that may be removed (coat, sweater, gloves, etc.). If any preschooler is unable to snap or unzip pants, wearing elastic waist pants is required. If your child needs a clean change of clothes or diaper, it is the parents' responsibility to provide these items promptly. Clothing must be properly fitted (an appropriate size) and hemmed (if necessary) to an appropriate length.

### Uniform Polo Shirts (Optional)

Preschool students have the option to wear a Cornerstone Uniform Polo Shirt to school. Polo Shirts must be tucked in and buttoned at all times. Uniform Polo Shirts are available for purchase from the school office.

#### Available Polo Shirt Colors

Red      Royal Blue      Black  
Gray      Purple

#### Available Polo Shirt Sizes

Youth X-Small thru Youth X-Large  
Adult Small thru Adult XXXX-Large

### Cornerstone School Spirit T-Shirt – Friday (Optional)

All students can show their school spirit, by purchasing a #COUGARNATION T-Shirt, from the school office. Students may wear their #COUGARNATION T-Shirt with Blue Jeans every Friday, throughout the school year. (Available School Spirit T-Shirt Sizes: Youth X-Small thru Adult XXX-Large)



# Cornerstone Christian School of Jacksonville

## Tuition Information & Fee Schedule

2023-2024 School Year

### Preschool Students

#### Pre-School 2 (Two-Years Old)

School Registration Fee ( <i>One-Time Fee</i> ):	\$150.00
Tuition Fee ( <i>Per Week, Per Student</i> ):	\$165.00

#### Pre-School 3 (Three-Years Old)

School Registration Fee ( <i>One-Time Fee</i> ):	\$150.00
Tuition Fee ( <i>Per Week, Per Student</i> ):	\$155.00

#### Pre-School 4 (Four-Years Old)

School Registration Fee ( <i>One-Time Fee</i> ):	\$150.00
Tuition Fee ( <i>Per Week, Per Student</i> ):	\$150.00

#### School Polo Uniform Information

Student Uniform Polo Shirts are optional for preschool students. Polo Shirts can be purchased from the school office for \$18.00, per shirt.

#### Scholarships Accepted

Cornerstone accepts the School Readiness Child Care Voucher for eligible students. Please contact the Early Learning Coalition for more information. [www.elcofduval.org](http://www.elcofduval.org)

#### Tuition Information

**Discounts and Refunds** - There are no family or sibling discounts offered. All payments made are non-refundable.

**Extended Care** - Extended Care begins as early as 6:30am and ends as late as 6:00pm each school day. Extended Care fees are included in the weekly rate for preschool students.

**Prorated Fees** - Weekly Fees including Tuition and Extended Care are not prorated; therefore, the entire weekly amount is due regardless of the number of days a student attends within any given week.

**School Readiness Voucher (Early Learning Coalition)** - For students attending Cornerstone using the School Readiness Voucher, parents are only responsible for their student's Daily Parent Fee, as determined by the Early Learning Coalition. Parents are also responsible for \$75.00, of the Registration Fee.

**Weekly Fees** - Fees are billed each Monday. Payments must be received no later than 5:00pm, each Monday.

# Cornerstone Christian School of Jacksonville

## School Calendar 2023-2024 School Year

JULY 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13~
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15~
18	19	20	21	22
25	25	27	28	29

JANUARY 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14~	15
18	19	20	21	22
25	26	27	28	29

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31~

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

24	First & Last Day of School	23~	End of Grading Period
7	No School / Office Closed	22	Mid-Terms Issued ( <i>Emailed to Parents</i> )
18	No School ( <i>Weather Day</i> )	30	Report Cards Issued ( <i>Emailed to Parents</i> )
10	No School ( <i>Teacher In-Service / Planning</i> )		

# Cornerstone Christian School of Jacksonville

## School Calendar

### 2023-2024 School Year

### School Holidays

Holiday	Date
Labor Day	Monday, September 4, 2023
Teacher Planning Day	Monday, October 16, 2023
Veterans Day	Friday, November 10, 2023
Thanksgiving Holiday	November 22, 2023 – November 24, 2023
Christmas / New Years Holiday	December 18, 2023 – December 31, 2023
New Years Holiday	Monday, January 1, 2024
Teacher Planning Day	Tuesday, January 2, 2024
Weather Day	Friday, January 12, 2024
Martin Luther King Jr. Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Teacher Planning Day	Friday, March 15, 2024
Spring Break Holiday	March 18, 2024 – March 22, 2024
Good Friday	Friday, March 29, 2024
Weather Day	Friday, April 19, 2024
Memorial Day	Monday, May 27, 2024



# Cornerstone Christian School of Jacksonville

## Document Checklist Preschool Students 2023-2024 School Year

### **REQUIRED DOCUMENTS FOR ALL PRESCHOOL STUDENTS**

1. Preschool Student's Registration Application Agreement (2023-2024) \_\_\_\_\_
2. Preschool Attendance and Tardiness Policy Acknowledgement (2023-2024) \_\_\_\_\_
3. Preschool Financial Policy Acknowledgment (2023-2024) \_\_\_\_\_
4. Student Disciplinary Policy & Procedure Plan Acknowledgement (2023-2024) \_\_\_\_\_
5. On-Site Field Trip Release Form (2023-2024) \_\_\_\_\_
6. Influenza Virus Information Brochure Acknowledgement \_\_\_\_\_
7. Know Your Child Care Facility Brochure Acknowledgement \_\_\_\_\_
8. Distracted Adults Brochure Acknowledgement \_\_\_\_\_
9. Birth Certificate \_\_\_\_\_
10. Social Security Card \_\_\_\_\_
11. Shot Record (*Form: 680*) \_\_\_\_\_
12. Physical Exam (*Form: DH 3040*) (*Completed within the past 12-months*) \_\_\_\_\_
13. Primary Parent's Driver License \_\_\_\_\_

### **ADDITIONAL DOCUMENT FOR STUDENTS RECEIVING SCHOOL READINESS**

- School Readiness Eligibility Documentation \_\_\_\_\_

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# Cornerstone Christian School of Jacksonville

## Preschool Student Registration Contract 2023-2024 School Year

### Student's Demographic Information

Enrollment Date: \_\_\_\_\_ Entering Grade (*As of August 2023*): \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Student's Birth City and Birth State: \_\_\_\_\_ Gender (*Circle One*): **Male** **OR** **Female**

Student Lives With (*Circle One*): **Mother** **Father** **Both** **Grandparents** **Other:** \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Language Spoken: \_\_\_\_\_

### Student's Data

➤ 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 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: \_\_\_\_\_

➤ Has your student been expelled from any school? (*Circle One*): **YES** **OR** **NO**  
• If yes, list: \_\_\_\_\_

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**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: \_\_\_\_\_

Email Address #2: \_\_\_\_\_

**Email is our school's primary method of communication. Report Cards and Teacher Correspondence are all delivered using email. Please list a valid email address above.**

**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: \_\_\_\_\_  
 Email Address #2: \_\_\_\_\_

**Email is our school's primary method of communication. Report Cards and Teacher Correspondence are all delivered using email. Please list a valid email address above.**

**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 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 Child Care 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 child care 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 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)].

**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 \$400.00. The parent(s)/account holder will not be refunded any money paid in thus far even if their account is pre-paid. In addition to the expulsion fee, an entire month of tuition will be due for the month the student is expelled. 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 \$50.00 (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 \$50.00 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:** There will be a late fee of \$5.00 per day, per student, per account for every day an account is past due (minimum late fee of \$25.00), unless otherwise applicable in accordance with the Financial Policy.

**SCHOLARSHIP STUDENTS TUITION POLICY:** The parent(s)/account holder to any student receiving any type of scholarship will be responsible for any remaining balance due (if any), on the student's account that is not paid for by their scholarship fund. Secondly, if the authorized endorser refuses to sign/endorse/approve online, a student's scholarship checks the legal guardian will be made personally responsible for the amount due as well as all collection cost associated. The legal guardian does not determine the amount that is rightfully owed to Cornerstone, that is the responsibility of the said Scholarship Organization and Cornerstone.

**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 case worker (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.

**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.

## **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 the Student Handbook. 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](http://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:** 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.

**COMPANY CARRY OVER:** 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.

**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 violations this policy (including negative comments made by parents and/or other family members and/or friends).

**PERSONAL AFFECTS:** 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 reserve 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 device should they become a distraction in the classroom or surrounding campus areas.

**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. (Exception; sign-in/out is not required during carline.) Siblings under 18 years of age are not allowed to pick up students. Once a student is signed out of Extended Care, they are not allowed to return later. Failure to comply with the outlined guidelines in the Extended Care Agreement and the Student-Parent Handbook will result in the student being dismissed from the program.

**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 - 12<sup>th</sup> Grade)** – A copy of each student's Birth Certificate is required within 30 days of enrollment.
- **Social Security Card (PreK - 12<sup>th</sup> Grade)** – A copy of each student's Social Security Card is required within 30 days of enrollment.
- **Immunization "Shot" Record (Form 680) (PreK - 6<sup>th</sup> Grade)** – Students in PreK thru 6<sup>th</sup> 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 12<sup>th</sup> 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. Sport's 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 pinkeye 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.

**NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS:** Cornerstone of Jacksonville, Inc. (DBA: Cornerstone Christian School of Jacksonville) 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.

Cornerstone of Jacksonville, Inc. (DBA: Cornerstone Christian School of Jacksonville) is an equal opportunity employer, that comply 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 of 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 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 responsible 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 withdraw 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 attend Cornerstone whether it be in the daycare, kindergarten, elementary, junior-senior high, summer school, or summer camp.

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, pre-millennial 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 on 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 (Page 1 thru Page 11). Furthermore, I acknowledge that I have read, understand and agree to all sections of this contract and the Student-Parent Handbook.**

\_\_\_\_\_  
Parent/Legal Guardian - *Print Name*

\_\_\_\_\_  
Parent/Legal Guardian - *Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Representative - *Signature*

\_\_\_\_\_  
Date



# Cornerstone Christian School of Jacksonville

## Preschool Attendance and Tardiness Policy 2023-2024 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>
<b>Pre-School Class:</b>	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 parent/guardian. 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 excused note for a doctor's appointment which reflects that the child had an appointment in the morning is turned into the school office.
- (2) - If 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](mailto: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.

### 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.

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**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 absence from school.

Please send an email to ([office@csjax.org](mailto: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: \_\_\_\_\_





# Cornerstone Christian School of Jacksonville

## Preschool Financial Policy Acknowledgment 2023-2024 School Year

### Child Care Fees and Rates

<b>Age 2</b>	<b>School Registration Fee:</b>	\$150.00	<b>Weekly Fee:</b>	\$165.00
<b>Age 3</b>	<b>School Registration Fee:</b>	\$150.00	<b>Weekly Fee:</b>	\$155.00
<b>Age 4</b>	<b>School Registration Fee:</b>	\$150.00	<b>Weekly Fee:</b>	\$150.00

### 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 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)].

### Holidays and Unexpected School Closures

On planned school holidays, tuition and/or extended care is not charged. In the event of an unexpected school closure, such as a weather day, tuition and extended care fees are still charged, even if school is closed.

### Time Off / Vacation Request

Each Preschool Student is allowed up to 2 weeks of unbilled time off, each school year (August 1<sup>st</sup> – July 31<sup>st</sup>). 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.

### Payment Terms and Late Fees

Tuition and Extended Care Fees are due weekly. Payments must be received no later than 5:00pm, each Monday to avoid a late fee. A \$25.00 late fee will be added for each week past due. If a student's account is past due two or more weeks, he/she may be removed from Cornerstone's Program. Payments received are applied to the oldest invoice first. All payments made are non-refundable.

### Payment Method

Cornerstone accepts cash, check, money orders, and credit cards as forms of payment. Payments can be made in the Front Office or in the Payment Drop Box. Do not send payments inside your child's bookbag. Additional 5% fee for all credit card payments.

### Prorated Fees

If a student attends for three or more days within a week, the entire weekly fee is due. If a student attends one or two days in a week, the weekly fee may be prorated. This applies to tuition and extended care. (*Maximum of 4 weeks in the school year may be prorated.*)

### School Uniform Information

Student Uniform Polo Shirts are optional for preschool students. Polo Shirts can be purchased from the school office for \$18.00, per shirt.

### 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 - Parent/Legal Guardian - **Print Full Name**

Financially Responsible - Parent/Legal Guardian - **Signature**

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**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



# Cornerstone Christian School of Jacksonville

## Preschool Student Disciplinary Policy 2023-2024 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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D.C.F. LICENSE #: C04DU1066 Version: 04.10.2023

**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 incidences 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 incidences 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 judgement 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 judgement 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 to 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 incidences 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 incidences 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. Parent is 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. Parent is informed that if the child's behavior persists, the child may be suspended or expelled from childcare facility.
6. A two-week review is conducted to determine if the behavior plan is working.
7. If behavior plan is working, no further action is needed at this time. If 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

## On-Site Field Trip Release Form 2023-2024 School Year

As the parent/legal guardian of, \_\_\_\_\_, I hereby grant permission for him/her to participate in on-campus activities throughout the 2023-2024 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 2023-2024 school year (07/01/2023 thru 06/30/2024).

### Parent's Signature

Child's Full Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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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: 2023-2024**



## **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](http://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](https://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: **05/13/2023**

License Expires on: **05/12/2024**

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

[MyFLFamilies.com/childcare](https://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](https://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](https://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](http://www.myflfamilies.com/childcare)  
CF/PI 175-12, May 2019

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





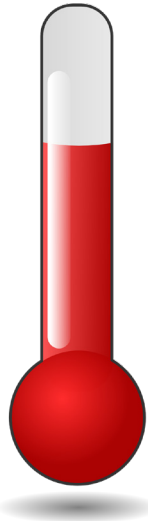


## FACTS ABOUT HEATSTROKE:

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:

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Child's Name:

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Date:

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

**School Year: 2023-2024**