

# **CORNERSTONE PARENT HANDBOOK**

18081 West Road Houston, Texas 77095  
Rebecca Mueller-Director

## **PARENT HANDBOOK & OPERATIONAL POLICIES**



**2026-2027**

Updated: 6/1/2026 RM

*Dear Parent,*

*Thank you for entrusting us with your precious child. We take our responsibility to care for children very seriously. A part of this responsibility is establishing and upholding practices and procedures that facilitate a safe and nurturing environment in which children can grow and learn. We do this while promoting the physical, social, emotional, spiritual and intellectual development of young children.*

*All children are welcome regardless of race, sex, religion, or nationality. In our program, you will encounter frequent, positive warm interactions among adults and children, planned learning activities appropriate to the children's age and development and active outdoor play times.*

*As someone who will partner with us as parent or guardian, we ask that you read all the pages of this handbook, knowing that we intend to maintain and enforce the practices and procedures listed. Your signature on your online registration form indicates that you agree with and will follow the protocols established in this handbook.*

*For His Glory,*  
Rebecca Mueller, Director  
Cornerstone Methodist Preschool  
[rmueller@cornerstonegmcpreschool.com](mailto:rmueller@cornerstonegmcpreschool.com)

# **CORNERSTONE METHODIST PRESCHOOL**

## **PARENT HANDBOOK & OPERATIONAL POLICIES**



### **CORNERSTONE'S VISION AND PHILOSOPHY**

#### **VISION/PHILOSOPHY**

Our vision and philosophy can be summed up in three simple words, play, learn grow. Our goal is to create classroom and playground activities built around themes and learning objectives that encourage creativity, positive self-esteem, confidence, and independence. Our vision is to enhance both mind and body by providing hands-on activities with open ended results that promote active learning, and problem solving. We work towards these goals by partnering with parents to plan special theme days and experiences that together promote community, learning and growing within a safe and nurturing environment.

### **PROGRAM INFORMATION**

#### **SCOPE OF PROGRAM**

**Age Range-** 18 months to 5 years as of September 1<sup>st</sup>

Children are divided into classes based on the age range of children enrolled in the program and days registered.

#### **Toddlers (18-24 months)**

Toddlers will learn through touch, sight, sound, and experiences. A Bible story and a simple craft that reinforces the lesson will be a part of the learning experience. The children enjoy daily outdoor playground time, lots of playtime with age-appropriate toys, and teacher interaction that is educationally focused. The approximate student/ teacher ratio in the classroom is 10:2.

#### **Two Year Olds- Preschool**

The two-year-olds will begin to learn in a more structured environment. The schedule for this class includes circle time, games, outdoor playground time, simple crafts, Bible stories, and story time all related to specific themes and teaching objectives. The activities reflect and encourage the older toddler's increased fine motor skills. Group participation and interaction are stressed in the story time, music, and playtime. The children enjoy a Thanksgiving Feast, holiday parties, and birthday celebrations. The approximate student/teacher ratio in these classes is 12:2.

### **Three Year Olds – Preschool**

The curriculum for the three-year-old centers on their eagerness to learn and their increased ability to listen and follow directions. Learning experiences are driven by objectives and become more detailed as the student's fine motor skills and cognitive abilities develop. The teachers begin to encourage responsibility with assigned helper jobs. Letters and numbers, rhymes, music, and story time are a few of the many educational aspects to the child's day. Bible stories and memory verses are taught weekly. Monthly themes are planned with fun dress-up days, rodeo day, wheel's day, and a splash day at the end of the school year. The approximate student/teacher ratio in these classes is 16:2. **Children must be potty trained to enter the class in September. Parents of children who start school and are not fully trained may be asked to keep their child at home until completely trained.**

### **Four Year Olds – Pre-Kindergarten**

The four-year-old class is intentionally designed to prepare children for kindergarten. Learning experiences will be structured and specific to kindergarten readiness skills. Children will learn phonics, number and letter recognition and application, and math concepts. Students will also be exposed to science through hands-on experiences. The Bible curriculum expands on the character of God, a Biblical timeline, prayer, and a special focus on Christmas and Easter. Memory verses and songs are reinforced daily. Monthly themes provide enrichment activities for the students. Responsibility in the classroom is taught by assigned jobs, individual centers and activities that require group participation. The approximate student/teacher ratio in these classrooms is 18:2.

### **Five Year Olds- Bridge Program**

The Kindergarten Bridge class is for children who need a year between PreK and Kindergarten to grow and develop socially and emotionally before entering Kindergarten. The curriculum focuses on the application of kindergarten readiness skills including learning to read, write and apply math concepts. Students will be exposed to science with hands-on experiences through discovery learning. Children in this program memorize Bible verses, attend chapel weekly and learn the story of the Bible. Monthly themes enrich the curriculum and provide special days filled with fun and learning. The approximate student/teacher ratio in this class is 16:2.

### **Special Care Needs**

The special needs of children are often first identified when a child is enrolled in a preschool setting. Cornerstone Preschool works with qualified professionals often affiliated with the local school district who do ECI interventions work to provide space and opportunity for required observation and therapies. Should a child require special accommodation to thrive within the preschool classroom, parents will be contacted and a plan of action determined to best meet the child's needs. This may involve providing adaptive equipment or additional classroom support to ensure the child is integrated into classroom activities. If it is determined that additional care is needed, the parents may be asked to keep the child at home until a third caregiver can be hired. Parents will consume the cost for the additional staff member when needed.

## **GOVERNING BODY**

### **Board of Directors**

The Board of Directors is directly responsible for establishing and administering the policies of Cornerstone Preschool. The Board consists of a Chairperson, Pastor, Executive Director, and 4 Church Members at Large. If a parent or staff member wishes to attend a school board meeting, they must notify the Director 1 week before the meeting date they would like to attend. The parent will be placed at the beginning of the agenda to observe and ask questions. If the board conducts certain business such as financial and/or personnel issues, an executive session will be called, and the parent(s) or staff members will be dismissed for the remainder of the meeting. Board meetings are held quarterly and the minutes posted to the Cornerstone Preschool website.

## **FAMILY PARTICIPATION**

Family participation is encouraged in our program through involvement in party celebrations, special events, and volunteerism in the many events our preschool offers. Some of the specific events where family participation is strongly encouraged include Family Picnics, Thanksgiving Feasts, and Christmas at Cornerstone. Families will also want to attend our Spring Program and end of year graduation for Pre-K/Bridge classes. We will ask for parent help for other events like Splash Days, Disney Days, Rodeo Days and Teacher Appreciation week. Parents are welcome to visit classrooms, outdoor areas, special subjects, the chapel, or any other location where their child is present during the school day. Children's records are available to review at any time as well. Parents should sign in at the front desk and get a visitor nametag when visiting the preschool.

## **VISION, HEARING, AND SPEECH SCREENING**

According to The Texas Health and Human Services "Minimum Standards for Child - Care Centers", First-time enrollees who are four years of age and older and all children enrolled in programs who are four years of age by September 1<sup>st</sup> of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment. As a courtesy to parents, the preschool arranges for a licensed examiner to come to the school to administer the vision and hearing screenings. You will receive a letter with this information and be provided with dates and times for the screening. It is the responsibility of the parent to either have these screenings done here for a nominal fee or to have another private source do the screenings. If parents elect to do this privately, a copy of the vision and hearing acuity results (not just that the child passed or failed) must be provided to us. If the child fails either the vision or hearing screening and is referred for further evaluation, a copy of the follow-up procedure with diagnosis as to treatment or non-treatment must be provided to the school and becomes a part of the child's permanent record.

## ENROLLMENT PROCESS

Cornerstone offers early enrollment for the upcoming school year for church members, current families and previous families beginning in January and spaced by 1-week intervals in the respective order. Enrollment opens to new families in February. Enrollment remains open if space is available in the class associated with your child's age.

To secure your child's spot in the program a registration fee must be paid in advance. A *Health Statement* form and a copy of child's immunizations must be on file to complete registration. Once fees are paid a link to the registration form will be emailed to the parent. The online registration form must be completed within 7 days to finalize the registration process.

## PAYMENT POLICIES

- The registration fee is due and payable upon registration. Registration fees are non-refundable.
- All tuition payments are due on or before the 5th of each month. Parents are required to set up an online payment through Brightwheel, our school management program. A late fee of \$25 will be charged on tuition not received by the 10<sup>th</sup> of the month.
- ***The entire month's tuition is required of all children in all classes, regardless of the number of days missed due to illness or other reasons.***

## WITHDRAWING

- Registering your child in this program is a commitment to remain in the program from August through May.
- ***Registration fees are non-refundable.***
- Families that must withdraw their child or children from the program should submit a request for withdrawal to the Director at least 30 days in advance explaining the extenuating circumstances.
- ***Children withdrawn from the program after the first of the month will not be refunded the prorated amount for days unused in the month.***

## Camp Programs

Each year Cornerstone may run summer camps. Children enrolled in summer camp will enjoy hands-on activities, stories, games, outdoor playground time, art, and music focused on each week's theme.



# Cornerstone Preschool 2026-2027

Cornerstone Methodist Church | 18081 West Road Houston, Texas 77095

Website: <https://www.cornerstonegmcpreschool.com>

Monday to Friday from 9:00 AM – 2:00 PM

Aftercare available from 2:00 PM – 4:00 PM

Phone Number: 281-859-1612

## Annual Registration Fee-Due upon Registration (non-refundable)

2 Days per week - \$325 per year

3 Days per week - \$350 per year

5 Days per week - \$375 per year

### Toddlers

#### 18-24 Months

BY SEPTEMBER 1, 2026

Tues/Thurs – \$310/MONTH  
Mon/Wed/Fri – \$415/MONTH  
Mon/ Tues/Wed/Thurs/Fri – \$600/MONTH

### 2-Year-Olds

#### 24-36 Months

BY SEPTEMBER 1, 2026

Tues/Thurs – \$310/MONTH  
Mon/Wed/Fri – \$415/MONTH  
Mon/ Tues/Wed/Thurs/Fri – \$600/MONTH

### 3-Year-Olds-Must be potty trained

#### 3 Years Old

BY SEPTEMBER 1, 2026

Tues/Thurs – \$310/MONTH  
Mon/Wed/Fri – \$415/MONTH  
Mon/ Tues/Wed/Thurs/Fri – \$600/MONTH

### 4-Year-Olds- Pre-Kindergarten Must be potty trained

#### 4 Years Old

BY SEPTEMBER 1, 2026

Mon/Wed/Fri – \$415/MONTH  
Mon/ Tues/Wed/Thurs/Fri – \$600/MONTH

### Kindergarten Bridge

5 Years Old by September 1, 2026

Monday-Friday-\$600

### Annual Tuition Per Days Enrolled

2 Days-\$2,790

3 Days- \$3,735

5 Days- \$5,400

3% discount for paying in full

### After Care Program 2-4pm

"Stay and Play"

### Toddlers & 2 Year Olds/ 3-, 4- & 5-Year Olds

2 Days per week - \$140/Month

3 Days per week - \$220/Month

4 Days per week - \$290/Month

5 Days per week - \$360/Month

# ATTENDANCE POLICIES

## ATTENDANCE

- All required forms must be completed and on file in the office prior to each child attending classes.
- Children should be brought to school only on those days for which they are registered. There are no make-up days due to illness or other reasons.
- No child will be accepted on a drop-in basis.
- Please notify the Director by email and your child's teacher through the brightwheel app if your child will be absent from school on any given day or for an extended period.
- **Late Pickup Fee: \$1 per minute paid directly to the teacher after 2:10 pm or 4:10 pm if using extended care.**

## CARLINE SYSTEM

- When the carline system is in use, parents will be assigned a time frame for drop off.
- Parents should remain in the car while dropping off children.
- Children should remain buckled into their car seats while waiting in line.
- Children will be received by a Cornerstone staff member at the drop-off location.
- The brightwheel app will be used to record who dropped off the child.
- A Cornerstone staff member will walk children to their classrooms.

## SEPARATION

Sometimes children and parents have difficulty separating. We find it helpful when the parent leaves the child with a reassuring staff member and calmly but promptly leaves. Generally, the child feels more comfortable within 5 minutes. We invite you to call the school at any time to check on your child.

## CHECKING CHILDREN IN /OUT

Children will be checked in/out through the brightwheel app each day. Parents should open their app and scan the QR code located at the classroom door to check children in and out. In the event, a parent forgets to check the child in or out, the classroom teacher will ensure every child in attendance is checked in and out.

## THE RELEASE OF CHILDREN

Children will only be released to parents or adults listed on the child's approved pick-up list with the brightwheel app. If a person requesting to pick up a child does not have the app or is not on the parent's approved pick-up list, the parent will be contacted, and an ID must be presented.

# **DISCIPLINARY PROCEDURES & POLICIES**

## **POSITIVE GUIDANCE**

A very important part of preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

## **TO PROVIDE POSITIVE GUIDANCE:**

Teachers will give positive attention for good behavior and when possible, ignore poor behavior. Specifically, teachers and assistants will:

- Encourage children to use their words when having a disagreement with another child and facilitate children in their attempts to settle their own disputes.
- Redirect behavior when this seems potentially effective and appropriate.
- Separate a child from the group (safe time) for a chance to regain self-control and to provide an opportunity to counsel a child about behaviors.
- Make sure children know the rules and teachers are consistent in enforcing the rules.
- Model appropriate behaviors for children.
- Implement structure and procedures that set healthy and consistent boundaries for children.

Disruptive behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Inflicts physical or emotional harm on other children, adults, or self.
- Disrespects people and materials provided in the program.
- Consistently disobeys the rules of the classroom.
- Verbally threatens other students and/or staff.
- Uses verbal or physical activity that diverts attention away from the group of children.

## **DISCIPLINE PROCEDURES FOR CHRONIC DISRUPTIVE BEHAVIOR:**

- If a child is not responsive to the teacher's positive guidance, the child will be removed from the classroom.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined or removed from the preschool program altogether.

## **BREAST FEEDING AREA**

An area for breastfeeding will be provided upon request.

## **PARENT HANDBOOK REVISIONS**

Each year the parent handbook is revised and posted on our website.

# HEALTH CARE POLICIES

## WELLNESS POLICY FOR CHILDREN

- No sick child will be allowed to stay at school. If a child gets sick at school, the child's parents, or another responsible adult, so designated by the parent, will be contacted.
- Any child with a communicable disease will not be permitted back to school without a doctor's written approval. If your child develops a communicable disease, please inform the director so that other parents may be alerted.
- Any child suffering from diarrhea, vomiting, fever, or other illness may not return to school until the symptoms have been absent no less than 24 hours.
- Any child who has or develops an oral temperature of 100.4 degrees or greater (99.4 under the arm) will be excluded from attendance and cannot return to school until fever free for 24 hours.

## MEDICATION DISPERSAL POLICY

Employees and volunteers will not administer any medication except in life-threatening situations when there is not enough time for a parent or administrator to come to the room and give it. The Director, Assistant Director, or person assuming the role of director will administer medications.

In a situation where a child has a non-communicable condition requiring medication, a Medication Authorization form must be completed and signed by the parent.

At the time a parent drops off a child and his/her medication, clear directions must be written out by the parent outlining the symptoms when medication is needed and how it is to be dispensed. The form is to be given directly to the Director by the parent, so the Director can read the directions and ask for clarification if necessary. If the medication is difficult to administer, the Director may inform the parent that the child will not be able to attend school on that day.

Epi Pen policy: Epi pens that have been prescribed by a child's caregiver are kept in the classroom out of reach of children but available for teachers to administer in case of an emergency. Teachers are trained on how to administer an epi pen. The Epi pen's expiration date is kept on file and pens are reviewed monthly. Expired pens are replaced with a new pen. The old pen is either returned to parent or disposed of with hazardous material precaution, sealed and packaged and delivered directly to the outside trash bin.

## INSECT REPELLANT, SUNSCREEN

Parents must indicate on the registration form what ointments and sprays caregivers have permission to apply to the child. This form is kept on file for the caregiver's reference. Items included on the form are the following: Neosporin, bug spray, anti-itch cream, diaper rash cream, and sunscreen.

## STORING HAZARDOUS MATERIALS

All hazardous materials will be kept out of reach of children. Cleaning supplies kept in classrooms will be stored in upper cabinets. All other products will be kept in the teacher workroom.

## **WELLNESS POLICY FOR WORKERS**

All employees of Cornerstone Methodist Preschool must report when they have any communicable diseases and stay away from the children until they have been cleared by a doctor. Employees and volunteers should not be in the presence of children if they are sick with any of the following illnesses: Head colds and coughs, cold sores on lips for nursery workers, diarrhea and/or vomiting, measles, mumps, rubella, chicken pox or shingles, skin infections, pulmonary tuberculosis, and/or hepatitis.

## **EMERGENCY RESPONSE**

- All caregivers are trained to respond to emergency situations. Procedures and protocol are reviewed and practiced for the following types of situations: Fire emergency, major injuries, minor injuries, severe weather, and lock down.
- In the event of a medical emergency, parents will be notified immediately. For minor injuries, an incident report will be completed and parents will be informed at pick up. All injuries will be documented and kept on file.
- Fire drills are conducted monthly.
- In the case of severe weather, parents will be notified if it becomes necessary for children to be picked up immediately.
- If the school ever needs to evacuate the children from the premises, parents should meet at Cypress Assisted Living Cy-Fair, located directly behind the preschool, 17801 West Road, 832-773-7555.

## **IMMUNIZATION REQUIREMENTS FOR CHILDREN**

All children in the care of Cornerstone Methodist Preschool must have the appropriate immunizations for their age as set forth by Texas Health and Human Services or notarized documentation of an alternate, delayed or exemption from immunizations. Parents of children with missing or overdue vaccinations have 10 business days to submit an updated copy of their child's immunization record which reflects the child is current with the required immunizations for daycare. Failure to comply within 10 business days will result in your child being excluded from Cornerstone Preschool until your child is current.

## **PREVENTING THE SPREAD OF DISEASE**

### **HEALTHY HAND HYGIENE BEHAVIOR**

- Washing hand protocol will be to wash with soap and water for at least 20 seconds.
- In between hand washing, older children may use alcohol-based hand sanitizers with at least 60% alcohol to clean hands.
- Children will be assisted with handwashing, including infants who cannot wash hands alone. After assisting children, staff will also wash their hands.

### **COVERING COUGHS AND SNEEZES**

- Covering coughs and sneezes and washing hands are especially important for infection control measures in childcare settings.
- Children and caregivers will be trained to cover their mouth and nose with a tissue when coughing or sneezing. If tissue is not available, children and caregivers will be trained to cough or sneeze into the elbow, not into hands.

### **CLEANING AND SANITIZING**

- Classrooms are cleaned daily by a professional cleaning service.
- Teachers sanitize tabletops, sweep, wipe down counters and keep the classroom clean throughout the day.

### **PARENT NOTIFICATIONS**

Parents are notified through the brightwheel app when all school announcements are necessary such as a school closure or a contagious disease outbreak. Teachers also communicate daily through the brightwheel app with class information and pictures and videos. Monthly school news and information is sent by email. A phone call will be made for situations where immediate notification of a parent is needed.

### **INCLEMENT WEATHER/OUTSIDE PLAY**

Children will enjoy free play on the playground, weather permitting, every day of school. Toddlers and two-year-olds attending school from 9-2pm for at least 30 minutes while three- and four-year-olds attending school from 9-2pm will have 60 minutes of outdoor play. Children attending school from 9-4pm will have an additional 30 minutes of outside play. Freezing temperatures, excessive heat, severe air quality alerts and thunderstorms are examples of weather that would limit outside play. Temperatures exceeding 95 degrees or less than 32 degrees will limit outdoor play. Indoor recess will be provided in the gym for days when outside time is restricted. Children also enjoy a music/movement class daily. Parents should apply sunscreen before dropping their child at school or provide cream and directions to the teachers at drop off.

## **OTHER POLICIES**

### **BABYSITTING POLICY**

Employees of Cornerstone may not babysit for children enrolled in the Cornerstone program due to liabilities. Parents should not request babysitting services from staff members.

### **FACILITY CARE & SAFETY**

The Director and staff of Cornerstone Preschool are committed to maintaining a safe environment for the children we serve. Therefore, our operating procedures will be to maintain the following care of our facility:

- keep floors, counters, and children's bathrooms clean
- ensure that toilet paper, soap, and paper towels are in bathrooms
- empty diaper pails daily
- put away and properly store all food items
- keep all toxic and cleaning supplies out of children's reach
- keep all trash picked up from facility
- always maintain child/caregiver ratio both indoors and outdoors
- remove, repair, or report broken equipment
- keep all electrical outlets covered
- ensure all indoor and outdoor equipment is maintained in good/safe condition
- keep all storage rooms locked
- keep all hazards removed
- keep all doors and pathways clear, including during naptime
- ensure a staff member certified in First Aid/CPR is in each room during all hours of operation

### **TOILET TRAINING**

The independence of a "potty trained" child is prerequisite for the 3-year-old classes. Independence means that the child must have the awareness to use the restroom without reminders, be able to manage clothing without help, and be able to clean themselves properly. Teachers work closely with parents who are committed to moving their children from diapers to underwear. When a child shows interest and readiness, we are happy to assist and encourage full independence.

### **TOYS**

- Children will not be given shared, non-washable, soft toys that may be contaminated with infectious secretions.
- When a child is seen putting an object into his/her mouth, this object will be cleaned with a disinfectant before being returned to the "clean toy" container or given to another child.
- All surfaces in the rooms will be sprayed with disinfectant or wiped down after each session.
- Toys will be age-appropriate and removed and replaced as needed.
- Children are not allowed to bring toys from home to school.
- Toys will be cleaned and sanitized regularly.

## **DRESS CODE**

- Children should be dressed appropriately for the weather conditions. All children will have outdoor time daily unless the weather does not permit. Please send warm jackets for cold weather and closed-toed shoes.
- Little girls should wear shorts under dresses on all occasions.
- Clothing that is easy for young children to manipulate for toileting is preferred.

## **BIRTHDAY CELEBRATIONS**

Birthday celebrations will be kept simple. Parents may send one mini cupcake or small cookie and a juice pack for children in the class. No balloons are allowed.

## **NAPTIME**

- Each toddler/2-year-old will be assigned a portable cot for their individual use.
- Parents should also send a nap roll to be placed on top of the cot.
- Children will rest for at least 30 minutes each day but are allowed to look at a book or lay quietly if sleep doesn't come easily.
- After 30-45 minutes a child who does not sleep will be allowed to play quietly while others sleep.
- Three, four, and five-year-olds do not nap at school.

## **FOOD**

Caregivers serving food must wash hands carefully before handling food. Children will be served only the food provided by parents for snacks and lunch times. If other food is served, parents will be notified and permission requested.

## **TABLE FOOD**

Children will bring their own snacks and lunches from home, and the teacher/caregiver will serve the food to the child according to the class schedule. Please send food that does not need to be warmed.

- Child must be seated at a table.
- Child's hands must be washed before and after eating.
- Children will not walk around with food.
- The surfaces and floors will be cleaned and sanitized after meals are served.

## **NUT-FREE POLICY**

To provide a safe learning environment for all people in our school, Cornerstone is a nut-free school. Please do not send peanuts, tree nuts, or sesame seeds of any kind in your children's lunch or snacks. This includes peanut butter, hummus, and honey nut cheerios. Other foods that may have been processed in facilities with nuts are okay to send. Thank you for understanding and accommodating this request for the safety of our students.

## **SCREENING & TRAINING FOR EMPLOYEES**

We love children at Cornerstone and want to protect them from harm. Therefore, Cornerstone requires all employees to complete a screening process and training program before working with children.

### **APPLICATION & SCREENING PROCESS**

Employees are required to complete a screening process, this includes an application, face-to-face interview, references and a background check.

### **SEXUAL ABUSE AWARENESS TRAINING/AWARENESS**

Cornerstone requires employees and volunteers to recognize and prevent abusive behavior of any kind and report any abuse to a supervisor. To equip Cornerstone employees and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Cornerstone requires all employees and volunteers to complete sexual abuse awareness training through Ministry Safe. This training is completed online at [www.MinistrySafe.com](http://www.MinistrySafe.com) and is renewed every year.

### **ABUSE POLICY**

Cornerstone has a “**zero tolerance for abuse**” policy in respect to its programs and activities. It is the responsibility of every staff and volunteer at Cornerstone to act in the best interest of all minors in every program. If staff or volunteers observe any inappropriate behaviors or suspected abuse (physical, emotional, or sexual), it is their responsibility to immediately report their observations to:

- Rebecca Mueller, Director
- Terry Gingell, Chairman of the School Board
- Sterling Allen, Cornerstone Methodist Pastor

### **CRIMINAL BACKGROUND CHECK**

Cornerstone requires that all employees must undergo a criminal background check and fingerprint screening.

### **PRACTICES & PROCEDURES**

All employees are trained in the Operational Policies of the center and indicate by signature that they have read, understood, and will comply with them.

### **TRAINING**

Teachers must complete pre-service training that includes learning developmental stages, age-appropriate activities, positive guidance, and discipline, fostering self-esteem, safety practices, and the prevention and control of spreading communicable diseases. Caregivers also earn 24 clock hours of professional development each year.

## **CPR/INFANT/FIRST AID CERTIFICATION**

All caregivers are kept current in CPR/Infant/First Aid certification.

## **SAFETY POLICIES**

### **MONITORING PLAN**

Monitoring Cornerstone staff will include regular (announced and unannounced) visits in each class to provide supervisors with the opportunity to observe employees' interactions with children and implementation of policies and procedures.

- The Director conducts unscheduled observations of each class on a weekly basis.
- The Director conducts periodic verbal performance evaluations with staff to provide and receive feedback on the implementation of practices and procedures.
- Every year, the Director with the help of the Cornerstone team will review the practices and procedures and make changes as needed. Pursuant to these changes, the Director will make final adjustments to any practices and procedures so that they are in place and ready for any future training of all Cornerstone workers in their area.

### **INTOXICANTS & TOBACCO USE**

Employees and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any Cornerstone facility or while working with or supervising children.

Cornerstone requires employees and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during Cornerstone activities or programs. Cornerstone is a tobacco-free facility.

### **FIREARMS & WEAPONRY**

Firearms, fireworks, and weaponry (including pocketknives) are not allowed at any Cornerstone children's programs by children or adults.

## **CHILDCARE LICENSING**

Parents may review a copy of the Minimum Standards for Childcare Licensing at:  
[hhs.texas.gov](http://hhs.texas.gov)

Concerns may be reported to the Texas Department of Family and Protective Services at:  
1-800-252-5400 or <https://www.txabusehotline.org>

Local Childcare Licensing Office: 281-597-5200 2133 S Texas 6 #100  
Houston, TX 77077

A current copy of the center's Childcare License and the most recent licensing inspection report may be found and reviewed on the public bulletin board.

# Cornerstone Parent Handbook 2026/2027

## **STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT**

I have received and read a copy of Cornerstone's Parent Handbook and understand the importance of the material in the handbook. I agree to abide by these guidelines while my child/children are enrolled at Cornerstone Methodist Preschool.

I understand the handbook may be modified, and that any guideline may be amended, revised, or eliminated by Cornerstone Methodist Preschool and that I will be notified of these changes. I also understand that I may contact the Cornerstone Director at any time about any concern associated with the handbook and need for changes. I understand it is my responsibility to review new guidelines which may be created and distributed.

Acknowledgement and agreement of this handbook is documented online through the brightwheel Cornerstone policies contract.