



Enrollment Handbook  
2025-2026

Cornerstone Christian Learning Center, LLC  
PO Box 8  
Grangeville, ID 83530  
208-983-0029

Mission statement:  
*A welcoming church family,  
joining with the Holy Spirit,  
leading people to Jesus,  
and growing in Him.*

- We believe in one God...the Father, Son, and Holy Spirit
- We believe that the Bible is the Word of God and contains all truth necessary to faith and Christian Living.
- We believe that all people are born with a sinful nature and are, therefore, inclined to sinful actions.
- We believe that those who refuse to repent are hopelessly and eternally lost, without God.
- We believe that those who trust in Christ alone for their salvation, through repentance and faith, are adopted into the family of God with the hope of heaven.
- We believe that following their conversion, believers may be sanctified wholly, through consecration and faith, and cleansed from the sinful nature.
- We believe that the Holy Spirit confirms in our lives, both the work of salvation and entire sanctification.
- We believe that Christ will return, and the final judgement will take place.

*The teaching of Biblical principles at the Cornerstone Christian Learning Center, LLC, will be in accordance with universally accepted Christian beliefs.*

### **Cornerstone Christian Learning Center, LLC, Location, Mailing Address, and Contact Information**

Cornerstone Christian Learning Center, LLC  
 PO Box 8  
 Grangeville, ID 83530  
 208-983-0029

### **Mission, Goal and Purpose**

- Our mission is to offer families a loving, nurturing, and secure Christian learning atmosphere where their children will grow spiritually, mentally, socially, and physically. We partner with parents and recognize that parents are the primary educators of their children.
- Our goal is to provide a comprehensive education with high academic standards embedded in Christian principles.
- Our purpose is to promote Christianity and Christian values and to implement quality educational practices and strategies to ensure a positive and effective learning experience for all children based upon the Bible as God's Word, the power of prayer, and the Lordship of Jesus Christ.

### **Administration**

Cornerstone Christian Learning Center, LLC, is a non-profit, self-supported school.

Cornerstone Christian Learning Center, LLC, is administered by the School Steering committee.

### **Staffing**

The staff consists of lead teachers, assistant teachers, and other helpers hired to fulfill classroom responsibilities.

Volunteers are scheduled to help daily and are supervised by the hired staff.

Please refer to the Learning Center Information Sheet for a list of staff members.

### **Calendar and Hours of Operation**

- Hours of operation, tuition and fees are listed for the current year on the Learning Center Information Sheet.
- The school will follow a traditional nine-month calendar normally starting the Tuesday following Labor Day in September and ending the week proceeding Memorial Day in May.
- The school will generally follow the Mountain View School District #244 calendar for training, professional days, holidays, and any snow days/closures that may arise.
- Arrangements for late pick-up or childcare services must be made in advance.
- Please drop off your child no earlier than 8:20am and no later than 8:30am to ensure classes start on time.
- PLEASE PICK YOUR CHILD UP ON TIME. Late pick up for classes will result in extended day care charges.
- Children present for extended day care must be picked up before 5:00pm or the After-Hour Pick-Up Policy will be enforced and additional charges for childcare incurred.

### **After Hour Pick-Up Policy**

1. **After waiting 5 minutes parents will be called.**
2. **After waiting 10 minutes late fees will be charged and additional contacts for pick up will be called.**
3. **If no one is available and contacts cannot be reached the staff will wait for 30 minutes, Child Protective Services will be called.**
4. **The cost to compensate staff for after-closing pick-up is \$1.00 per minute.**

### **School Program**

The pathway to overall learning begins at home. The staff at the Cornerstone Christian Learning Center, LLC, is here to build up your child and to assist you in raising healthy Christian children. The teaching staff will use sound teaching practices paired with developmental indicators of readiness to teach your child in all areas of learning.

Cornerstone Christian Learning Center, LLC, uses learning activities that teach Christian standards and life skills. Learning standards and activities in our program are guided by the school Administrator, Steering Committee, approved curriculum, and the Early Learning e-guidelines promoted by the Idaho Department of Education and the Idaho Department of Health and Welfare. These Early Learning developmental domains help guide the teaching staff in curriculum design, classroom management, and evaluation of student growth and learning.

These developmental domains include:

- Approaches to learning and Cognitive Development
- Motor Development
- Physical Well-being and Health
- Social and Emotional Development
- General Knowledge
- Communication, Language and Literacy

Curriculum taught will include reading, mathematics, science, history, social skills, art, Bible literacy, and more.

## **Student Enrollment Eligibility**

### Elementary Students

- Children enrolled in the elementary program must have reached age 6 by September 1 of the current school year. Advancement beyond first grade will be decided by the lead teacher and the student's parents/ guardians.

### Introduction Period

- The first month of school is regarded as an introduction period.
- If a child is not able to adjust to the school environment the parent or school staff may decide to withdraw the child or adjust the classroom placement to best meet the needs and abilities of the child.
- In this event partial tuition and supply fees may be adjusted, prorated, or refunded upon approval of the school Administrator or Steering committee. The twenty-five-dollar registration fee is nonrefundable.

### Removal of a Child from the Program

The school Administrator and Steering committee reserves the right to remove a child from the school program at any time during the school year should the child or his/her parent/guardian's behavior adversely affect the program. This includes issues of aggressive behavior, aggressive language, or lack of following school guidelines. In this event tuition and fees will be adjusted or prorated and a refund made. The twenty-five-dollar registration fee is non-refundable.

### Children with Special Needs

Children with special needs are welcome and accommodated to the best of our abilities at Cornerstone Christian Learning Center, LLC. Each case will be considered individually, and student attendance will be based on current staff to student ratios. The staff will make recommendations to a child's parent/guardian if concerns about development arise. All children in the state of Idaho are eligible for early developmental screening

through the Department of Health and Welfare and the local school district. Eligibility determination services are not provided by Cornerstone Christian Learning Center, LLC.

### Admission

Admission priority is based on the following:

1. Returning students
2. New Students
  - If a class is at capacity, enrollment priority will be given to children posted on the current waiting list.
  - Classroom capacity is determined each year by the school Administrator and Steering committee.
  - New students are prioritized by the date of application and paid registration fee.

### Parent/ Guardian Participation

Cornerstone Christian Learning Center, LLC, is a private learning center or school. It is crucial to the success of our students' education and the overall program that all parents/guardians participate in all aspects of the school program.

Parent/Guardian Participation requirements:

- Student Registration
- Timely payment of Tuition and Fees
- Commitment to Fundraising Goals of the Parent Group
- Membership Meetings/Orientation
- Monthly Classroom Volunteering
- Cleaning or Special Project Days
- Parenting Class attendance

### Notice of Non-Discriminatory Policy as to Students

Cornerstone Christian Learning Center, LLC, 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, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **STUDENT REGISTRATION**

Children must be enrolled each year with newly signed registration forms by their legal guardian(s).

- An updated copy of immunizations or an immunization waiver must be provided.
- A current picture of your child must be provided.
- A copy of the birth certificate must be provided.

## **TUITION AND FEES**

- Tuition and fees are listed on the Learning Center Information Sheet.
- Monthly tuition costs and fees are set by the school Administrator and Steering committee.
- Tuition is due in full, at least monthly, regardless of a child's attendance.
- Partial scholarships may be available as determined by the Steering committee and are based on need.
- Tuition is due on the first day of the month. If tuition is not paid in full by the tenth day of the month, a late fee of twenty dollars (\$20.00) will be assessed. The school Administrator will notify the parents of the late charge.
- Any account thirty days past due will result in the child being dropped from the program, unless prior arrangements have been made with the school Administrator.
- Any member owing money for tuition or fees from the previous school year will not be allowed to re-enroll in the program until the account is paid in full.
- The twenty-five-dollar registration fee is required to hold a child's placement in a class and is non-refundable.
- The supply fees are collected before school begins. The supply fees help to pay for the cost of classroom supplies, field trip expenses, janitorial needs, and curriculum.
- Tuition is collected monthly and covers the essential costs of doing business like insurance, payroll, licensing costs and utilities.
- Extended day care agreements must be filled out and paid for in advance.

## **FUNDRAISING AGREEMENT**

Cornerstone Christian Learning Center, LLC, is a private program. Funding is supplied solely by tuition, fees, fundraising, community donations and grants. Fundraising is an integral component to the success of our school program. Each parent/guardian is required to sign a fundraising agreement of support during registration.

Fundraising is needed to supplement the budget when enrollment is not at maximum potential, to purchase or replace equipment, and/or to help maintain the building we are housed in.

If a surplus of funds during a school year is raised, this money is put in a reserve fund. These monies ensure the financial success of this program and cover emergencies or unanticipated expenses.

## **MONTHLY CLASSROOM VOLUNTEERING AND SNACK**

- Parents/Guardians (or a family member or friend) are required to volunteer in the classroom. (Volunteer time is defined as not paid or compensated hours. Volunteer hours are required as defined below and in the handbook.) Parents may opt out of their volunteer time by paying \$10/hour of required volunteer time.
- Parents/Guardians sign up for their child's leader/volunteer day at school.
- Elementary Volunteers are required to stay at least 4 hours each month per enrolled student for a total of 36 hours per school year. Attendance at a Parent Group meeting equals 2 hours of parent time for each meeting.
- Families with multiple children enrolled are required to stay the higher number of hours.
- This volunteer day may be a child's leader day.
- The teaching staff and school Administrator reserve the right to revoke a student's enrollment if there is a lack of family volunteering, classroom and/or fundraiser participation.
- If unforeseen illness or conflicts arise, please try to trade with another family.
- If an absence cannot be avoided, Parents/Guardians shall make up their volunteer hours or pay the required \$10/hour.

### **Classroom Volunteer Responsibilities:**

- Do not use cell phones or electronic devices in the classroom.
- Interact with the children in positive ways.
- Enjoy playing with kids on the playground without allowing horseplay, wrestling or physical roughness
- Help the teaching staff with center activities when requested.
- Bring any concerns you have to the Lead Teachers' attention.
- Encourage students' independence by letting them do their own work.
- Assist the teaching staff with scheduled activities.
- Assist with hand washing as needed before snack time or lunch meal.
- Help pass out snacks, participate in snack time, model appropriate conversation and manners.
- Encourage children to clean up after having their own snack.

### **Classroom Cleaning:**

- Help with the daily cleaning list as posted in the classroom.  
Example: vacuum, sweep and mop bare floors, empty the trash, and clean the restroom sink area.
- All cleaning tools and supplies can be found in the janitorial closet.
- Refill hand soap and paper towels as needed.
- Disinfect the tables before and after snack time.

### **Snack/Lunch:**

- Provide snacks for the number of students in your child's class plus teachers and volunteers.
- Food allergies are posted at school and notices sent home.
- Store bought snacks preferred.
- The school will serve water or light-colored juice only at snack time. No milk, soda, Kool-Aid, or punch.
- Please provide cups for water, napkins, bowls and spoons or forks when needed.
- Low sugar, healthy snacks are encouraged.

### **Healthy Snack Approved List:**

- Fresh fruit; apples, bananas, grapes, oranges, melon or berries, “cuties” or strawberries
- Fresh veggies; carrots, cauliflower, broccoli, zucchini, or cucumbers.
- Kids love dipping sauce for fruit and veggies, ranch, or cream cheese.
- Canned fruit; applesauce, peaches, pears, mandarin oranges
- Dried fruit; raisins, cranberries, or fruit leather
- Grains; pretzels, whole grain granola bars, whole grain goldfish, corn chips, popcorn, crackers, graham crackers, muffin, quick breads, sandwiches, rice cakes, fruit bars or oatmeal raisin cookies.
- Dairy; yogurt, sliced cheese, or cheese sticks.

### **Birthdays:**

We do not have birthday parties at school but celebrate birthdays by singing at snack time. Please inform the staff if you do not wish to have your child's birthday celebrated in this way. Often parents choose this day to volunteer and bring snacks.

### **Breakfast:**

Breakfast is not provided at school. Children need to come well fed and prepared for the learning day. Please make sure that your child has a balanced breakfast, including protein. Medical, nutrition and parenting professionals agree that children who have a healthy breakfast can concentrate better at school.

### **CLEANING AND SPECIAL PROJECT DAYS**

Cornerstone staff are responsible for the general cleaning of the rooms used for school. Parents/Guardians are asked to help with the sanitation and maintenance as deemed necessary by the teaching staff.

### **GUIDELINES AND REGULATIONS**

#### **Attendance**

**Absences:** The teaching staff must be notified when your child is absent or late for any reason. This is for the safety of your child and classroom planning.

**Extended Absence:** Absences of more than four weeks without tuition payment will result in the child being dropped from enrollment unless prior arrangements have been made.

**Withdrawal from Program:** Parents must give two weeks advance written notice regarding withdrawal of a child from the program, or parents will be responsible to pay all tuition and fees for that time. In case of serious illness or family emergency, the tuition refund will be left to the discretion of the church school Administrator and Steering Committee.

### **Daily Sign in/Drop off Sheet and Pick up procedure:**

- Each child must be signed in and out by the person in charge of their care.
- No person under the age of sixteen may pick up a child from school.
- Only people registered on the child's pick-up list may pick up a child from preschool unless prior arrangements have been made with the teaching staff.
- Licensing standards require all people picking up a child to show the teaching staff picture identification upon request. This is to prevent an unknown/unauthorized person from taking a child.

### **Notices to Parents:**

- All children are assigned a “cubby,” “locker,” or information box.
- Notices to parents, school information, homework and completed schoolwork may be sent home via the “cubby,” “locker,” or information box each day.
- It is the parent/guardian’s responsibility to check and read the information in their child's assigned area at pick up time each day or to assign gathering of this information to the person picking up their child.
- **PLEASE check your child’s sent home information and homework daily and do not allow it to build up in their “cubby,” “locker,” or information box.**

### **Dress Code:**

All students, staff, and volunteers will dress modestly in clean and correct sized clothing. No strapless garments, pajamas, slippers, flip-flops, holes, offensive pictures or words will be worn. No hats or caps will be worn indoors. Shorts or skirts will be no shorter than fingertip length. Undergarments should not be shown. Dresses and tops may be sleeveless, but spaghetti straps or ties are not allowed.

### **Clothing and Toys:**

- Send your child prepared to play outside each day with appropriate clothing for the weather.
- Provide a coat, jacket, hat, boots, and gloves as needed.
- No flip flops at school. This will help avoid injuries.
- Please label your child's belongings.
- Send an extra set of clothes for your child. If a child has an accident at school, it is best to have their own belongings to change into. This helps make children more comfortable and ensure parents are not interrupted.
- On bad weather days you are welcome to send comfortable shoes to school. Children may need to change out of muddy boots!
- Do not send your child to school in costumes or masks unless requested by the teacher.
- Do not allow children to bring toys or belongings from home.

### **Field Trips:**

- Field trips, within walking distance of the school, may occur during the year.
- Notification of Field Trips will be posted at school and sent home to parents/guardians in advance.
- A permission slip for field trips requiring transportation will be posted at the learning center and must be signed by the parent/guardian if a child is to accompany the teaching staff off site for this event.
- Field trips requiring transportation will necessitate parent/guardian assistance with transportation.
- The staff does not provide transportation for field trips, unless permission is given by a parent/ guardian in writing to that staff member and is at the discretion of the individual staff member.

### **Parent/Teacher Conferences:**

- Parent - Teacher conferences are scheduled at the request of the parent/guardian or Lead teacher.
- Parents/guardians are encouraged to visit with the teaching staff about their child's progress on their child's leader day.
- Parent concerns should be brought to the attention of the Lead teacher.

### **Medication /Medical Treatment:**

- Medical Treatments should be given at home.
- Staff may assist the child with medication or medical treatments only if written permission and instructions are provided by the child's parent/guardian.
- All medications must be in the original container and labeled with the child's name and instructions.
- All medication will be held by the staff until such time as needed by the child.
- **All medication should be taken home daily.** Notify the staff if medication needs to be kept at the school. Prior arrangements for safe handling and storage must be made in advance.

### **Accidents:**

- There must always be a current signed permission form for emergency medical treatment on file. This is included in your registration forms.
- If a child has a minor medical incident at school the teaching staff will care for the child and notify the parent at pick-up time, by written notice, verbal communication, or phone call.
- If a child has a non-life-threatening accident at school that may require medical attention, the child's parent/guardian/emergency contact person(s) will be notified immediately.
- In an emergency, requiring immediate medical attention, a staff member will call 911.

- The parent/guardian or emergency contact persons will be called as soon as possible.
- All decisions of the responding medical emergency personnel will be adhered to by the teaching staff in the absence of a parent/guardian. The parent/guardian is responsible for all transportation and medical expenses incurred.

### **Emergencies:**

In the event of an emergency or natural disaster, the following procedures will be initiated:

1. Should it be necessary to evacuate the children from the building, pre-determined locations will be used as listed on the EVACUATION PROTOCOL SHEET.
2. Teaching staff may feel it necessary to lock down the building because of a threat made to the school, a child, or staff member. The building will remain locked, students will be moved to an inside room, the police will be called.
3. In the event of an emergency all children will be kept at the Learning Center or its evacuation site until they are picked up by a parent/guardian or other authorized person.
4. Teaching staff are required to remain with the children during this time.

### **Illness Policy:**

If a child shows signs of illness the parent/guardian will be contacted and must pick up the child as soon as possible. The child will be isolated and made comfortable until the parent/guardian or other authorized person can pick up the child. Sick children will not be allowed to remain at school.

Children are considered ill and may not attend school if they exhibit any of the following symptoms within the past 24 hours:

- Abnormal pain, fever, or chills
- Vomiting
- Undiagnosed rash
- Eyes that are red, oozing or matted
- Uncontrolled, un-clear runny nose
- Diarrhea
- Inflamed or sore throat

At the Lead Teacher's request, a child who does not appear to be fully recovered from an illness will not be readmitted to school, unless there is a written statement by a licensed medical professional that the child is able to return and participate in all activities, including outdoor play.

If a child has a contagious condition, for example, head lice, pinkeye, chicken pox, etc., the child must be removed from the school until proper treatment has been completed and a licensed medical professional releases the child to participate in school.

If a child has been exposed to or contracts a communicable disease, Cornerstone Christian Learning Center, LLC, must be notified. Parents of all enrolled children will be notified. The affected child's name will remain confidential. Cornerstone Christian Learning Center, LLC, must inform the health department and follow the requirements or decisions of Idaho's Region 2 North Central District Health Department concerning communicable diseases and participation of an infected child at school. All protocols will be followed concerning student confidentiality.

## **SCHOOL SAFETY**

### **Classroom and Playground Safety:**

- At the beginning of each year students are taught rules and routines for health and safety. These include bathroom use; tissue use and hand washing procedures.
- Fire Safety and Evacuation - Fire Drills
- Outside Playing Safety Rules –including no foul language, aggressive play, pushing, kicking, or hitting.
- Each class will establish their classroom rules, discipline strategies and routines.

### **I Care Classroom Rules:**

**These general rules will be adhered to:** I take care of myself/I take care of my school and tools/I take care of the other people in my class.

### **Security and Supervision:**

- Outside doors will always be locked .
- Parents/Guardians are required to sign their child in and out each day.
- Only authorized people will be allowed to pick up children.
- People picking up a child at school must be able to show identification upon request.
- Parents must escort their children in the parking lot.
- Except for the child's own parent or guardian, teaching staff or volunteers with an approved background check will be the only people allowed to assist children when using the toilet or urinal.
- A member of the teaching staff will always oversee and assist the children.
- A member of the teaching staff will supervise all volunteers at the school.