

## CORNERSTONE EARLY EDUCATION CENTER

*Cornerstone Early Education Center* (CEEC) is approved by the Department of Human Services (DHS) Child Care Licensing Division of the State of Hawaii as a group child care center for children who will turn two years nine months or four (4) by July 31<sup>st</sup> of the entering School Year (Aug. - May). CEEC Staff meets all DHS and CEEC staffing requirements.

### DAYS OPEN & CLOSED

CEEC is open Mondays - Fridays.  
CEEC is closed on all Federal and/or State Holidays, Friday after Thanksgiving, Good Friday, and two weeks for Christmas break in December/January. CEEC is also closed on days listed on the current School Calendar for Summer & Fall Preparations and/or teacher in-service training days.

### CEEC HOURS & RATES

SCHOOL YEAR (Aug. - May)

### TUITION RATES

6:30 a.m. - 5:30 p.m. \$840.00 per month

\*All meals and snacks are provided.

### CEEC PHILOSOPHY

CEEC was established as an outreach ministry by *Cornerstone Fellowship Mililani Mauka Church* to serve as a weekday childcare ministry of the church for the families of the community.

CEEC's philosophy incorporates five facets to aid in the establishment of the weekday early education center and to serve as a guide for its operations. These five facets are:

#### 1. A Christ-Centered Program

Christian teachings and principles as provided by God in His Word, The Holy Bible, guide CEEC. All activities and staff actions will be based on Christian values. The teachings of Jesus Christ will be taught.

#### 2. Education

The children in CEEC will be provided quality early childhood education that focuses on the nurturing preparation for future learning. CEEC's program firmly sets the pace that young children learn best through opportunities of Hands-On Activity, Experimentation, and Play. CEEC uses the A Beka Curriculum and supplemental activities for its Weekday Early Childhood Education program.

#### 3. Child Development

CEEC provides a learning environment that assists the development of the children's physical, mental, emotional, social, and spiritual growth. We strive to consider the whole development of each child.

#### 4. Environment

CEEC strives to provide a safe and healthy environment. We seek to ensure the physical safety and well being of all our students. We understand the importance of a nurturing and encouraging environment in which the child can learn and grow.

#### 5. Ministry

CEEC also ministers to the needs of the entire preschool family...students, students' families, and CEEC staff. We encourage our CEEC families to follow Christ in their daily lives. We embrace the body of Christ and strive to be a place of solace and refuge. We uphold and support families by providing a quality program and learning activities that support Christian ideals. We will respect each person's views by providing an environment safe for sharing praises and concerns.

### SCHOOL EVENTS

Recent brain research shows that Parent Involvement has a great impact on every child's future learning abilities. CEEC provides many school events to meet that need. Children enjoy having their parents' participation and presence in many of our CEEC activities. Parents are encouraged to volunteer for field trips and to participate in

the many school events such as: *Open House, Grandparents' Tea Party, Harvest Carnival, Thanksgiving Feast, Preschool Sundays, Christmas Program, Trunk or Treat, Visits at the Plaza, Afternoon May Day, Community Helpers, and Preschool Graduation.*

### ADMISSION REQUIREMENTS

- Children must be 2 years 9 months to four (4) years of age and not more than five years of age **by July 31, of the school year session they are entering.**
  - A copy of the child's Birth Certificate must be submitted for verification purposes.
- Children must be **toilet-trained.**
  - Child must be able to go on own to toilet, undress, use toilet, clean self, and redress self.
  - For sanitary reasons, disposable pull-ups are not allowed, other than for medical purposes.
- Parents must submit their child's Health Form 14, and the Early Childhood Pre-K Health Record Supplement to be completed by the child's licensed medical physician.
  - The form must include updated records of the child's physical exam, immunizations, TB clearance, any allergies and/or medical restrictions. [Within one (1) year of the child's first day of school.]

### Non-Discriminatory Statement

No child will be denied admittance to CEEC on the basis of race, color, sex, religion, national origin, or ancestry.

CEEC do Special Needs Statement of special CEEC accepts children with disabilities as long as it is able to accommodate the child's needs without causing undue hardship to the children and staff in CEEC and the operation of its program as defined by state and federal ADA laws

### CEEC CURRICULUM

CEEC's qualified Weekday Early Childhood Educational Staff uses the A Beka Curriculum to plan and to provide developmentally appropriate activities to enhance the child's whole development. We use:

*Monthly Thematic Study Units,  
Monthly Excursions (by walk or bus),  
School Readiness Skill Building*

*(Such as: Hands-On Activities in Various Learning Centers: Pre-Math, Pre-Reading, And Pre-Writing)  
Science, Art, Music and Movement Activities,  
And a Variety of Outdoor Activities*

### **CEEC STAFF & CLASSES**

CEEC has four morning classes that begin at 8 a.m. For courtesy reasons, all parents are encouraged to bring their child to school before classes begin. It can be disruptive to the class routine when a child comes in after the start of classwork.

Each class has a Lead Teacher and a Teacher's Aide. The Lead Teachers, assisted by their Teacher Aides, are responsible to create a classroom-learning environment that is appealing and appropriate for the particular age level of their assigned children. The Lead Teachers are also required to turn in weekly lesson plans that also are posted on their classroom's bulletin board along with their classroom rules, schedule, school and classroom newsletters, and other items of interest.

Each class consists of twenty (18 - 20) children. Presently, CEEC has classes for three-year olds and four-year olds.

In addition to the morning staff, CEEC has additional staff consisting of Lead and Assistant Teachers. These staff members plan and work together to provide CEEC with an exciting afternoon program.

### **OVERALL CEEC DAILY SCHEDULE**

**6:30 a.m. - 8 a.m. MORNING ARRIVALS**

**7:45 a.m. - 8:00 a.m. Breakfast**

**8:15 a.m. - 8:45 a.m. Circle Time**

**9:00 a.m. - 11:30 a.m. MORNING LEARNING ACTIVITIES**

- In-Room Activities:
- Group Time
- Center Time:
  - Language, Math, Science, Fine Motor Skills Activities, Art, Blocks, Home living
- Music & Movement
- Story time
- Recess

**11:30 a.m. - 12:30 p.m. LUNCH**

**12:30 p.m. - 2:30 p.m. REST TIME (length of time varies according to age)**

**2:30 p.m. - 5:30 p.m. AFTERNOON PROGRAM ACTIVITIES**

- Afternoon Snacks
- Afternoon Classroom,
- Outside Playtime

**5:30 p.m. SCHOOL CLOSED**

*"Train up a child in the way he should go,  
And when he is older he will not depart from it."*

**PROVERBS 22:6**

## **CORNERSTONE EARLY EDUCATION CENTER**

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### **MISSION**

The Mission of *Cornerstone Early Education Center* (CEEC) is to partner with the parents and families to prepare each student for their life journey. We strive to develop students spiritually, academically, emotionally, and physically by providing a nurturing environment that will allow for a love of learning to take root and grow.