

**Cornerstone Childcare Center & Preschool**

**Where learning is infused with God’s Word!**

Parent’s Handbook

Cornerstone Childcare Center & Preschool

A non-profit Childcare Center & Preschool

Loving & Education children since 1989

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**WELCOME!**

I want to welcome you and your family into Cornerstone Childcare Center & Preschool. Our goal is to work with you as we support your child’s growth and development in the early stages of their lives. Our doors opened on July 5, 1989. What the center has to offer to you and your child is much more than just a baby-sitting service. The staff will offer a safe, Christian, loving environment where your child will be accepted, loved, nurtured, and stimulated. It is our desire to serve not only as a center for learning the ABCs and 123s, but also a means of sharing and show God’s love to others.

We are a Christian Childcare Center & Preschool operated under the direction of the First Baptist Church. Our aim is to provide Christ-centered, quality care for children from the ages of 6 weeks through 12 years of age. Our staff has experience working with young children. All of our teachers are required to have a minimum of ten hours of continuing education each year and maintain their First Aid and CPR certification. All of our staff is also trained in the symptoms of childhood illness, child abuse & neglect, SID safe Sleep, and child development and many more. The teachers are professionally trained and have a desire to see children grow emotionally, socially, spiritually, physically and academically.

At Cornerstone Childcare Center & Preschool, children will enjoy a balance of indoor and outdoor free play, group activities, learning center activities and individual attention from staff. We equip and furnish our learning centers with age-appropriate materials and curriculum. At Cornerstone, your child will be encouraged to learn and grow spiritually, academically, emotionally, and physically. Our programs include math, phonics, beginning reading, art, music, dramatic play, science, story time, and physical play to aid in large muscle development. We encourage them to learn as they play.

We want to work with you and serve you as your child grows and develops. You are welcome to participate in activities or observe at any time. Your involvement will enhance the experiences your child has and the progress he/she will make while attending CCC. This handbook will help to answer many of the questions you may have about our Center.

My door is always open, and I would be happy to talk with you about any questions or concerns you may have. Feel free to call me at (620) 257-5696 or email ynave@cornerstonechildcarepreschool.com. We look forward to the opportunity to minister to your family through caring for and teaching your child.

In Christ,

Yvonna Nave

Director

**Our Philosophy**

We believe that parents want the best for their children and the peace of mind that their childcare provider is doing just that. We believe that all children are unique individuals and deserve unique attention to ensure they realize their greatest potential for success. We have dedicated our efforts to obtaining the highest quality resources, training, and amenities to provide exceptional childcare in an enriched, safe, secure, loving and spiritual environment. Our program is geared towards building character, self-confidence, self-esteem, and school readiness while giving the child a strong foundation to experience life challenges. Rest assured, Cornerstone Childcare Center is where little hands matter to us!

**Our Vision**

* Maintaining the highest standards, we can.
* Nurturing children with love
* Providing a safe and secure environment
* Providing a clean, well-organized facility
* Offering quality education programs focusing on:
  + Christ-centered environment
  + Social/emotional development
  + Physical development
  + Cognitive development
  + Language development
  + Whole child development
* Enforcing basic core values such as:
  + Respect for self and others
  + Pride in self and community
* Developing Teachers and Professional staff members.

Partnership with and provide services to the community and church

**Governing Board & Administration**

Cornerstone Governing Board consists of First Baptist Church members and one parent representative.

The 2020 Governing Board is:

Jacque Marshall, Chairman

LaVera Simms

Jessica Goforth

Angie Taylor, Parent Representative

Pastor Joel Grizzle

The Administration Team:

Yvonna Nave, Director

Lois Allen, Assistant Director

Chelsea Gillen, Infant and Toddler Manager

Toni Johnson, Preschool & School Manager

**Admission Policy**

Enrollment shall be opened to any child, ages 2 weeks - 12 years old, provided that Cornerstone Childcare Center can meet the needs of the child and there is space available. Enrollment in Cornerstone Child Care Center shall be granted without discrimination in regard to sex, race, color, religion, national origin, ancestry, or physical handicap. (KSA 44-1009) Arrangements for admission shall be made prior to the admitted admission date to the center. (28-4-426)

**Licensing**

Cornerstone Childcare is licensed by the Kansas Department of Health and Environment to provide childcare for infant through school-age children. An annual day-long inspection by a representative of KDHE ensures Cornerstone is compliant in all areas as required by law. KDHE performs all site visits unannounced.

**Organization**

As a non-profit corporation, the Cornerstone Childcare Center operates under a Cornerstone Governing Board that is charged with the responsibility of assisting the Center in fulfilling its purpose. The Daycare Governing Board is charged with the following basic responsibilities:

* To determine the mission and purpose of Cornerstone Childcare Center and to ensure that the program operates satisfactorily to accomplish these goals.
* To make policy
* To set goals in cooperation with Cornerstone Childcare Center Governing Board and to plan for implementation and evaluation.
* To guide long range planning
* To monitor finances
* To advocate for Cornerstone Childcare Center in the church and in the community.

The Board is not responsible for the day-to-day operations of Cornerstone Childcare Center. This function is delegated to the Cornerstone Childcare Center Director.

**Christian Learning**

Cornerstone Childcare Center is a ministry of the First Baptist Church that seeks to reflect the highest Christian values and the best of care for children. Through this program, we offer the finest in early childhood education and direct attention to the Christian faith through value education. Parents are the primary faith sharers with children and parents choose the religious traditions in which children are reared.

The primary value at Cornerstone Childcare Center is that God values every person. Through all programs and relationships, we seek to provide an environment where all children have opportunities to develop a sense of self-worth and their own unique gifts as a child of God.

**OUR GOAL**

The purpose of the center is to see each child come to a saving knowledge of the Lord Jesus Christ and to disciple young children to grow in Christlikeness. As we teach the truth in God’s Word, we seek to demonstrate how to apply God’s truth to life. For children this may mean learning that God is love, and that we can show God’s love by being kind to one another.

Our center has the responsibility to provide the best education for kindergarten readiness. We desire to meet the needs of the whole child by promoting spiritual, academic, intellectual, physical, and social development.

**Security**

**Keyless Entry System**

The building will remain locked during business hours from 6:30 am to 6:30 pm. To enter the building, each parent will be given or get to choose their own 4-digit code to enter on the keypad. You are **NOT** to give your code to any other person. All other people authorized to pick up your child from childcare will need to use the Intercom/camera, and an employee will come to the door to assist them. We have also installed a release button for immediate unlocking. If for any reason you do not receive a response after ringing the intercom, please call 620-257-5696 for further assistance. We have installed the intercom/camera in three locations in the building for faster assistance. Abuse or sharing of any security code with an unauthorized person will result in immediate dismissal from our service, or suspension from using our keyless entry. If you lose your keyless entry privileges, you will be required to ring the intercom for your entry needs. PLEASE do not hold the door open for anyone other than your own family. Each person has their own code to enter the building, and this keeps your children safe from anyone entering that does not, or should not, have a code to the facility. ALL visitors/parents/guardian must use the front door entry and exit.

**Checking In**

**How Does this Work?**

Every time you arrive at the center, your child must be checked in on the Touch Screen keypad computer in the front entrance by the office. The Director will assign a personal identification code and then register your fingerprints to sign children in and out. All authorized persons will need to be register in our system. Please accompany your children to their class upon arrival and please stay with them upon departure.

**Checking Out**

Every time you pick up your child from the center, you must check him/her out on the keypad in the front entrance by the Childcare Office. If an authorized or unauthorized person is picking up your child, he/she they must first check into the office. After showing proper identification, such as a valid driver’s license, the person in charge will give them a card. The card will then be taken to the teacher. The teacher will then know that the person picking up has been approved. It is Cornerstone Childcare Center policy that no one under 16 years of age is permitted to pick up a child. In special circumstances, it is important that you indicate on your enrollment form who the custodial parent is and who may pick up your child. If there should be a situation where someone who has not been indicated on the authorized person list is required to pick up the child, a parent must contact the center PRIOR TO the child being picked up. The Center may contact the parent(s) after the initial call to ensure that the request is legitimate.

To help with traffic at the Cornerstone door, we ask that you enter through the Cornerstone door but exit through the church double doors on the south side.

**Visitors**

All visitors must state the purpose of visit and check in with the Childcare office. To ensure the security of the children and teachers, the Director requires picture identification all unfamiliar visitors. If a visitor is listed as an authorized person to pick up a child, the visitor must still show picture identification if he/she is not known by the Director and/or Teacher.

**Emergencies**

Emergency procedures are posted in the Center. If an emergency occurs, it is crucial that children respond in a safe and orderly fashion. Therefore, your child will participate in regular drills and practices so he/she will know what to do in the case of an actual emergency. Should an emergency affect the Center, we will notify you as soon as possible. As a safety measure, the Director keeps an updated file of names, addresses and phone numbers of the people you have authorized to pick up your child in case of an emergency. It is important for you to notify the Director in writing as soon as possible of any changes or additions to your contact information, i.e. the emergency contact’s name and phone number, to ensure that we can communicate any emergency, illness or injury in a timely manner.

**Open Door Policy**

Parents are welcome to visit the Center at any time; however, we request that the parents be mindful of activities in progress, as interruptions can be very disruptive during some activities.

**Walking Off-Premise without Supervision**

Cornerstone cannot allow children to walk off the premises without supervision without a parent/guardian signature on a permission form. If your child will be walking off the premise, please stop by the Cornerstone office and sign a permission slip.

**Hours of Operation**

**Daily**

Cornerstone Childcare Center is open

* Monday through Friday from 6:30 a.m. until 6:30 p.m.

If you are unable to reach the Center by closing, please make arrangements for someone to pick up your child (See Release Policy).

**Note:** It is very important that you pick your children up by closing time; otherwise, a late fee of $1.00/minute will be charged per child. NO exceptions/ no excuses paying late fee.

**Holidays**

We observe the following holidays and will be closed for care:

Memorial Day

Independence Day (4th of July)

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day through New Year’s Day

**Enrollment**

**Orientation Tour**

We like all children and parents to tour Cornerstone Childcare Center at least once prior to enrollment. This visit gives you and your child a chance to meet teachers, future friends, and to see the new surroundings.

**Admission Requirements**

As an equal opportunity childcare center Cornerstone Childcare Center considers application for enrollment, regardless of race, religion, color, sex, national origin, disability of any other basis prohibited by law. Enrollment packets are provided to interested parents/guardian upon completion of an “Orientation Tour”. All admission requirements must be met before the first day of attendance and an orientation with one of our Administrative team.

Admission requirements are as follows:

* An Enrollment Form must be completed for each child that will attend Cornerstone Childcare Center on or before the first day of attendance.
* A Health Assessment Form with a physical with a physician signature and a current and up to date immunization record is required for all children on or before first day of attendance.
* A signed copy of the Emergency Release Form must be completed on or before the first day of attendance. The Emergency Release form must be notarized and contain all insurance information
* A signature by all rules and regulations in the Enrollment Form must be completed on or before the first day of attendance.
* A completed copy of the Safe Sleep Policy is required for all children less than one year old.
* A completed copy of the Infant Feeding Policy is required for all children less than one year old.
* An Income Eligibility Form must be completed for each child that will attend Cornerstone on or before the first day of attendance.
* A completed copy of the CACFP Infant Meal Form is required for all children less than one year old.
* If a child has an allergy or intolerance of any food a CACFP Meal Modification Form must be completed. During the parents orientation one of our Administrative Team members will explain it.
* A tour/orientation of building must be given to ensure parents are informed.
* An ID code must be given to be able to enter building.

Each family is required to meet with one of our Administration Team members before the first day of attendance to complete additional paperwork. Feel free to ask any questions or discuss any concerns you may have with the Director. We welcome your questions and input!

Please be sure to update all emergency information as needed, including address, home and work telephone numbers, meal changes, and individuals authorized to pick up your child.

In July during our Annual enrollment it is required that each family meets with our Administration Team to update all enrollment forms.

**Child Placement**

The primary considerations for classroom placement are chronological age and developmental level of the child. Movement to another class will be based on the appropriateness of the move for your child and the needs of the Center to accommodate enrollment shifts. You will be notified in advance of any permanent change in placement. In most cases, a transition period is given to allow the child time to adjust to the new setting and teachers.

**Disenrollment**

A notice is required to allow the Center adequate time to fill the vacancy. We ask that you give a **two-week notice**. These last two weeks will need to be paid-in-full whether your child is in attendance or absent.

**Withdrawal**

Cornerstone Childcare Center reserves the right to terminate a child’s enrollment with a written notice for the following reasons:

* Non-cooperation of a child or parent by being rude or abusive to any child or staff.
* Delinquency in payment of tuition or other fees
* Recurring tardiness in picking up children
* Inability of child or parent to adjust to Cornerstone Childcare Center.
* A potential health or safety risk to the child, the other children, or staff.
* If the best interests of the child, the other children or the staff of the Center are not being served.

Typically, Cornerstone Childcare Center will provide a **1-week written notice** of enrollment termination; however, the Center reserves the right to immediately end enrollment if circumstances warrant such a termination.

**Waiting List**

Children entering the program will usually be on the Waiting List for a period of time prior to enrollment. The amount of time on the list will vary depending on the age of the child. There is a $30.00 Waiting List Fee and a Waiting List Application that must be turned into the office. Parents are placed on the Waiting List according to the date they turn in their Waiting List Form and payment. It is non-refundable and does not guarantee a spot at any certain time. However, the $30.00 fee will be applied to your account when a spot becomes available. Your Waiting List Application will expire after 24 months. If you would like to remain on our list, you will be responsible for your renewal after the 2 years have passed. Expecting parents are encouraged to put their name on the Waiting List even if it will be awhile before a space is needed. On the average, expect to wait for an opening about 12 to 18 months.

The Cornerstone Childcare Center will give priority to children on the waiting list that are children of staff members or those that are siblings to children already attending Cornerstone.  We have this priority status policy in order to better serve families currently enrolled.

Cornerstone has a limited number of part-time enrollment schedules in each age area. Children in part-time arrangements share a fulltime enrollment slot. One child attends on Mon.-Wed.-Fri. and another child attends on Tues. and Thurs. Children on a part-time enrollment schedule who are old enough to move up to the next age group may need to wait until a part-time “match” occurs in the older group.

**ATTENDANCE AT THE CENTER**

**Arrival and Departure**

It is important that your child’s day begins on a positive note. When you arrive at Cornerstone Childcare Center, please accompany your child to his/her classroom. Make sure to let the teacher know your child has arrived, and sign your child in on the computer by the office. Many children enjoy it when their parents spend a few moments in the classroom at the beginning of the day, and we encourage parents to do this when they are able to do so. In some instances, long good-byes can make the child upset. If you see this is the case, we recommend the parent/guardian leave promptly after saying goodbye.

The parent must call Cornerstone by 8:30 am to let us know if your child will not be attending childcare that day. This ensures that we properly prepare for the day’s activities.

At the time of pick-up, please feel free to come into the classroom and talk with our teachers about your child’s day. Upon leaving, notify the teacher and sign your child out on the computer located by the office. Parents are responsible for their own children once the child has been taken from the classroom.

**The First Day**

Arriving Together: The first day at Cornerstone Childcare Center & Preschool can be an emotional one for everyone involved; however, there are some positive steps you can take to help make the day a great experience for your child.

* Talk with your child about what is to come – new friends, fun activities and a nice teacher.
* Make sure your child brings a special security item (blanket, soft stuff animal etc., for those who need one) to the Center. While this item will need to be stored in your child’s cubby during the day, your child’s teacher will be happy to show your child where the item will be kept for safe keeping.

Note: Please label your child’s item.

Since children will be arriving and departing at various times, please enter quietly and try not to disturb any activity in progress. A teacher will come over and help with you children.

In order to ensure the safety of all children during arrivals and departure, please observe the following rules:

* Children must be taken to and picked up from their classroom. Do not drop children off in the playground with a caregiver other than their teacher.
* Never leave a child in the car.
* Never leave your car motor running.
* Open all doors cautiously to assure they do not swing into a family entering the building.
* Hold your child’s hand when coming into, and/or leaving Cornerstone Childcare Center.

**Adjusting**

The first day can be a time of high anxiety for families too. Feel free to call Cornerstone Childcare Center throughout the day to see how your child is doing.

New situations affect every child differently. Sometimes a child does wonderfully on the first day because everything is new and exciting but can get anxious on the second day when he or she recognizes this is going to be a set routine.

Most children need two or three weeks to fully adjust to a new environment. The best way to support your child is to show enthusiasm, encouragement and patience. If you need reassurance or suggestions for helping your child feel more at ease, speak with your child’s teacher or the Director. Remember, Cornerstone Childcare Center & Preschool primary goal is to work with you to provide a safe, nurturing fun environment for your child in which to learn and develop.

To make separation easier follow these steps:

* Be positive. Children sense our anxiety and hesitation.
* Realize it’s okay if your child has trouble separating. Most children go through periods of separation anxiety.
* Know it’s okay for your child to cry when you leave.
* Give your child hugs and kiss, say good-by and go. Try not to linger too long, and never sneak out.
* Tell your child, “I will be back after work and I love you” or when you will be back.

**Combining Age Levels**

As the day narrows towards a close, we will let teachers combine classes in order to clean their classrooms, get ready for the upcoming activities, etc. Age groups of close proximity will be combined and safe activities for all ages will be used.

**Release Policy**

Your child will not be released to anyone that is not authorized on the child’s enrollment form. Anyone not recognized will be asked to report to the office to show proper ID, such as a driver’s license, and will be confirmed as an authorized person. (ID may be required several times after the individual’s first time picking up the child.) After the person is approved, they will be given an authorized card to give to the teacher. By giving the teacher the card, she knows that the person is approved. There will be some “getting used-to” at the beginning, but as the teacher recognizes an individual, ID’s may not be required unless we have a substitute teacher.

**Note**: Each person authorized on the enrollment form to pick up a child will need to be registered in the system with their fingerprint.

The parent must inform Cornerstone Childcare Center & Preschool in advance of anyone other than themselves picking up their child, even if he or she is already listed on the child’s enrollment form under authorized Pick up Information. If, for some reason the parent is unable to pick up the child or wishes to send someone not listed on the enrollment for, written notice must be on file in the office before the child will be released. This notice can be left in the office at the time of drop off, emailed, or text (through Procare software) to the Center office.

**Courtesy Calls**

Please call us and leave a message if your child will not be attending on a certain day. This helps us to plan our day/means. It is especially important for school-age children who will be transported by bus to and from public school.

**Drop-In Policy**

Drop-in care is provided, based on availability of space.

**Clothing**

Dress your child for fun! Cornerstone Childcare Center & Preschool’s day is filled with all kinds of hands-on learning. Children should wear simple, washable clothing and comfortable shoes. Since our classrooms extend to the outdoors, please dress your child appropriately for the weather.

Days at the center can sometimes be messy so we request that parents supply a complete change of clothing to be left at the Center. All clothing should be labeled clearly. All items necessary for infant and toddler comfort should be provided by parents including disposable diapers and wipes. The Center should be notified if the child is allergic to disposable diapers so alternative arrangements can be made. Two complete changes of clothing should be provided for infants and toddlers.

Your child will be active both indoors and out. We ask that you please label jackets, sweaters, hats, and other clothing that might be removed. All children must wear shoes at all times.

**Personal Belongings**

Because toys and belongings brought from home often because tension and jealously, we ask that you not allow your child to bring items from home to Cornerstone Childcare Center unless specifically requested by the teacher for a special activity. However, we do allow each child to bring one small, soft toy or special blanket to be kept in his/her cubby for nap time. Please make sure that any such item is labeled with your child’s name and that the teacher is aware you have brought it. Cornerstone Childcare Center is not responsible for items brought from home.

**Change of Information**

Parents are requested to notify the Center office of any change of address, phone number, job, etc. It’s the parent’s responsibility to inform the Center of any updated immunizations that your child gets throughout the year.

Parents will be requested to update information regarding their child on a regular basis: developmental history updated annually, immunization record updated as the child receives immunizations, health certification and emergency forms updated as required by the state will be provided to the parent by the Director on a regular basis.

**HEALTH AND SAFETY**

* Immunization and Health records are to be kept up to date at ALL TIMES!

**Illness**

Your child’s health is of the utmost importance. Please do not bring your child to the Center if he or she is sick. We understand that this may cause you some difficulty, but if everyone cooperates, your child will be sick less often.

If your child becomes sick during the day, we will remove him/her from the regular room and place him/her in the care of office personnel. We will notify you immediately to come and pick up your child if he or she shows signs of illness. We suggest that each family find backup care for sick days.

In order to protect the children in our center and offer excellent childcare, we need to ensure that we have policies in place addressing health and safety standards. Please help us by cooperating with the following policies for dealing with sick children in a group care setting.

* Please call the center if a child is going to be absent due to illness.
* If he or she has been diagnosed with something that may be contagious, we especially need to know so other parents can be notified. Parents will be alerted if the children have been exposed to anything contagious.
* Once parents are notified that the child has become ill during the day, they will be expected to pick them up promptly. If parents cannot be reached or cannot leave work, we will need to notify the people designated to pick the child up in an emergency.

Children may not remain at the Center if any of the following symptoms are present:

* **Vomiting:** A child who cannot hold stomach contents down must be excluded from care until they have had normal meals and the vomiting has subsided for at least 24 hours.
* **Diarrhea**: increased number of stools, increased stool water, and/or anything that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools.
* **Nose & Eye Discharge**: Children who have thick, green or yellow discharge or associated with fever, or cough.
* **Conjunctivitis or Pink Eye**: Children with red, itchy, draining or crusty eyes may have conjunctivitis. Children may return to Cornerstone Childcare Center after 24 hours of successful antibiotic therapy, a doctor’s release, or with written notice from the doctor stating that the child is not contagious.
* **Rashes or skin conditions such as poison oak, impetigo, or contagious cold sores**: Any unusual rashes must be examined by a doctor. Children may return to the center after any sores are crusted over and dried or a doctor’s release is presented.
* **Chicken Pox**: Children with chicken pox may exhibit the symptoms of low fever, rash, blisters, scabs, and malaise. Children may return to the Center after any sores are crusted over and dried.
* **Lice/Hair Infestation**: Children may return to the Center after receiving a specified shampoo treatment and all signs of eggs or nits are gone.
* **Severe coughing, sneezing or breathing difficulties**: a doctor’s note may be required for the child to return to the Center
* **Stiff neck with fever and headache or glandular swelling**: children may return to the Center with written notice from the doctor stating that the child is able to participate in Center activities.
* **Acute change in behavior**: including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.
* **Fever**: (temperature above 101-degree Fahrenheit orally, above 102 degree Fahrenheit rectal, or 100 degrees or higher taken auxiliary (armpit) and behavior change or other signs and symptoms (e.g. sore throat, rash, vomiting, diarrhea). Oral temperature should not be taken on children younger than 4 years.
* **Abdominal Pain**: that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms illness.
* **Other symptoms**: Any symptoms the Director or Health Department determines to be inappropriate for the child to attend Cornerstone Childcare Center will be upheld.

Please be advised that a doctor’s release stating the type of illness and that your child is no longer contagious may be required upon returning to the Center. This policy will be left to the Director’s discretion.

A child should not be in the care of the Center if he or she cannot participate comfortably in Center activities including outdoor play. If you feel your child is not well enough to go outside, he or she should be kept at home.

We ask you to help us track and control the spread of infections by notifying the center if your child becomes infected with a contagious disease or infection of any type. In certain cases, a notice stating symptoms, treatment, and requirements for returning to the Center will be given to parents when a child in the group has become ill. The name of the sick child will NOT be given.

Non-contagious chronic health problems will be managed according to a physician’s written instructions.

**Medications**

We know that many children need to continue medication even after they are well enough to return; however, in order for us to give children medicine at the Center, the following guidelines **must be followed:**

* Prescribed medicine must be in the original container labeled by a pharmacist with the child’s name, name of medication, expiration date, dosage, instructions for administration, and date of prescription
* Parents must complete and sign an Authorization of Medication form and leave the medicine with the office personnel. If no form is signed, medication **cannot be given.**
* All unclaimed medication will be disposed of after 5 consecutive days of non-use.
* To assure that Cornerstone has the right communicate about medication, we have a TOLD (Time of Last Dosage) form. The forms are designed to help communicate the dosage between parents and the center. The forms are located by the check-in computer. Please fill out the form and leave with office personal on consecutive days of medication.

**NOTE: All medication should be given to office personnel. Please do not take any medication into the classroom!**

Al**lergies**

If your child has allergy issues, please speak to the Director so we can take the right precautions. The Director can provide a copy of our policy regarding care for children who have allergic reactions.

**Immunizations**

In accordance to Minimum standards, a completed immunization record must be on file at the Center prior to the first day of attendance for any child. All immunizations must be kept current. Please notify the Director when your child has received immunizations.

**Infant Sleep Policy**

Your infant’s health is our primary concern. The U.S. Public Health Department and the American Academy of Pediatrics strongly recommends that infants be put to sleep on their backs to reduce the chance of Sudden Infant Death Syndrome (SIDS). It is the policy of Cornerstone that all infants sleep in a crib/pack and will be put to sleep on their backs. The KDHE mandates that infants twelve months and younger sleep on their backs in a pack and play. If an infant fall asleep in a swing, stroller, bouncer, car seat, etc we are required to move the child immediately to a pack and play. This is a SIDS precaution. Each parent will receive and sign Cornerstone Safe Sleep Policy upon enrolling an infant.

Children in bouncers are ONLY used during limited times. Infants are encouraged to play and roll on the floor so development can happen. If Infants are placed in a swing, bouncer, etc throughout the day than the infant will be removed within 15 minutes.

**Toothbrush**

Children at Cornerstone brush their teeth after lunch. We ask that you provide 4 toothbrushes and a tube of toothpaste for your child.

**Diaper Bags**

We ask that parents not bring items labeled with “Keep out of children reach” in the child’s diaper bag. These items include, but are not limited to diaper creams: lotions, medications (child’s or parents), sunscreen, etc. These items are required by the State of Kansas to be kept under lock and key.

**INJURIES/INCIDENTS**

At Cornerstone Childcare Center & Preschool, we make every effort to create a safe environment for children. However, accidents do occasionally happen with small children. If a child is injured while in our care and the injury requires medical attention, you will be contacted to pick up your child. If, for some reason we cannot reach you, the center will seek the appropriate medical attention.

It is crucially important that all emergency numbers and medical information be kept current at all times. If you need to make changes to the information listed on the enrollment form, please contact the Director/Office.

Safety at Cornerstone Childcare Center & Preschool is our number one priority. However, as children begin exploring their developing abilities, accidents sometime happen. We take precautions to prevent childhood accidents. Our vigilant approach to safeguarding children starts with ensuring that our building, playground, vehicles and equipment meet all applicable safety guidelines and requirements. Our staff is trained to be watchful and take precautions to prevent accidents and injuries. Children receive instruction on “safe practice” at our center, and they are guided away from hazardous behavior. We approach safety as a matter of continuous improvement.

Although safeguards are in place, accidents and injuries are still possible. Should your child have an accident or suffer a minor injury while at our Center, we will administer basic first aid and you will be notified. If you child needs non-emergency medical care, we will call you promptly so you can arrange for him or her to be seen by a doctor. In the event of an emergency, we will call 911 and notify you.

**Incident Reports**

If an incident or minor injury occurs, first aid is administered and an “Ouch Report” is filled out and given to the parent and kept on file in the Cornerstone Childcare office. In some situations, the parents will be notified via telephone, per our discretion, unless otherwise specified by the parents.

**Severe Weather Policy**

Cornerstone Childcare Center & Preschool makes every effort to keep our staff, parents, and children safe during severe weather. Please be patient on days of inclement weather. We will follow the action of USD 405 School District in regard to severe/Inclement weather. Severe weather is defined as follows: Snow, ice, other storms, power failure, etc. Low temperature unaccompanied by snow and/or ice does not constitute severe weather. Cornerstone will remain open during school closing because of low temperature. When severe weather, such as snow or ice, occurs, it makes conditions unsafe for the children and staff to travel to the center.

* School Closing for Severe Weather - If the USD 405 School District must cancel school for the entire day for severe weather, then Cornerstone Childcare Center will close. Severe weather is defined as follows: Snow, ice, other storms, power failure, etc. Low temperature unaccompanied by snow and/or ice do not constitute severe weather. Cornerstone will remain open during school closing because of low temperature.
* Delayed Start - If USD 405 has a delayed start, then the Center will remain open as normal.
* Early Dismissal - In the event USD 405 has an early dismissal, we will evaluate the situation on its individual merit before deciding to alter normal business hours. In the event that we decide to close early, we will notify parents.
* Low Temperature Closing – If USD 405 closes due to low temperature unaccompanied by snow and/or ice, then Cornerstone will remain open as normal.

We will notify parents with our text message system, emails, and posts on our Facebook page. It is important to keep Cornerstone informed with current phone numbers, cell phone providers, and email addresses. Please check the First Baptist Church Facebook page (Fbc FirstBaptist Lyons) and Cornerstone Childcare Facebook page, follow the television (KWCH, KAKE, or KSNC), and watch for USD 405.

**Inclement Weather**

The outdoor play experience is an important part of your child’s day at Cornerstone Childcare Center. It is our policy for all children to participate in outdoor activities on a daily basis, weather permitting. With this in mind, we ask that you dress your children accordingly. In the event of inclement weather or extreme temperatures, outdoor play experiences will be limited or cancelled based on state regulations. The teacher or associates will apply sunscreen on your child, which you provide and as you direct. Remember to label your child’s sunscreen with his/her first and last name. When it’s cold or chilly out, send you child to the center with a jacket or a coat. If the jacket or coat does not have an attached hood, please provide a hat for your child to wear.

We conduct monthly drills with the children to be sure that all of us are prepared in case of fire. Severe Weather drills are conducted at least three times a year. We encourage families to learn our routines and reinforce them at home. Should you enter the Center while a drill is in progress, we invite you to join in with the procedures that we are following.

**HEALTH AND NUTRITION**

**Hand Washing**

Frequent and proper hand washing prevents the spread of many germs. Both staff and children are instructed in proper hand washing procedures. Parents, teachers and children must always wash their hands before and after eating, after using the toilets or diapering and after coming in contact with bodily fluids such as mucus, blood or vomit. Parents and staff are to wash hands before and after joining children’s activities.

**Nutrition**

“Nourishment” takes on a new meaning at Cornerstone Childcare Center & Preschool. Our nutritious healthy breakfast, lunches and snacks satisfy your child’s rapidly growing body. At our Center, we believe in the importance of nourishment. Your child receives a minimum of three healthy nutritious meals and/or snacks each day. Menus include foods children love, which meet their daily nutrition needs as well as our licensing requirements.

Cornerstone Childcare Centers first and foremost priority is to ensure that we provide a healthy and safe environment for the children in our care. Therefore, our policy does not allow food of any kind to be brought into the Center except the following instances:

* Baby Food and/or Formula: You are to provide baby food and/or formula if you are not participating in the Child Care Food Program. Please see the Center’s Director for complete details.
* Food Allergies, Religious or Special Dietary Needs: All arrangements for special dietary needs must be discussed with your Center Director prior to enrollment and a Meal Modification Form must be signed. In some cases, a physician’s signatures on the Meal Modifications Form are required.

Cornerstone Childcare Center & Preschool is currently participating in the Child & Adult Care Food Program (CACFP). The CACFP program is a Nutrition Program administered at the federal level by the United State Department of Agriculture (USDA) and at the State level by the Kansas State Department of Education (KSDE).

We provide nutritionally balanced snacks and meals. A menu is posted in all childcare rooms on the blue Parents Board. Mealtimes are relaxed fun times, rich with conversation. Our Center uses the family-style dining method of serving our snacks and lunch. Second serving are available to the children.

**Meals and Snacks**

The center provides two hot meals per day, breakfast from 6:30 am to 7:30 am. Our lunch is served from 11:00 am to 12:30 pm for all children who are capable of eating table food. The Center also provides a morning snack from 9:00 am to 10:00 am and afternoon snack from 2:45 pm to 4:00 pm. For exact times of your child’s meals and snack time, you can find them on the class schedule located on the Parent’s bulletin board in each room

**Safety**

* For the safety of the children and staff, daily and monthly inspections are made of the facility and equipment. Broken or damaged equipment is promptly repaired or removed.
* Fire drills and severe weather drills are routinely conducted, and annual inspections help to maintain a safe environment.
* EMERGENCY EVACUATION AND RELOCATION: Evacuation plans are posted in each room of the building. Should the children need to leave the building in the event of an emergency, they will be moved to the back side of the playground until the building has been inspected and is safe for their return.
* Parents will be contacted and advised regarding emergency pick-up procedure.

**Licensing Agency**

Cornerstone Childcare Center is licensed by the Kansas Department of Health and Environment and thus is required to follow the minimum standards set forth by the State of Kansas and is subject to their inspection. The center exceeds those requirements in many areas such as child staff ratios, required teacher qualification, curriculum and health and safety standards.

It is the right of the licensing agency to perform their duties as follows:

* Interview children and/or staff and to audit child and staff records without prior notice or consent.
* Observe the physical condition of the child(ren) including condition which could indicate abuse and neglect.
* The Child Abuse hotline is 1-800-649-7841

**Our Responsibility in Reporting Suspected Child Abuse and Neglect**

As caring and concerned childcare providers, we take our responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life and in varying degrees. When abuse occurs, both children and parent/guardians are the victims and need support, understanding and help.

Cornerstone Childcare Center employees have been trained to recognize the signs and symptoms of abuse and neglect. Furthermore, the law requires us to report all suspected cases of abuse and neglect.

**FINANCIAL INFORMATION**

**Application Fee/ Registration**

A non-refundable annual enrollment fee of $30.00 per child or $40.00 per family is due when the enrollment form is turned into the office. The annual enrollment fee is also due the first week of August.

Note: this fee will not be applied towards tuition payment.

**Tuition/Fees**

The Director and the Day Care Governing Board in accordance with the annual budget set fees and tuition.

* Infant Tuition

$137.00 per week for Infant rate (Fee is applied regardless of time used) If the infant child will be absent from the center for one week and the center has one-week written notice then no charge will apply.

* Toddler Tuition

$130.00 for five days is the Toddler Rate.

$78.00 for three days is the Toddler Rate. (Monday, Wednesday, and Friday)

$52.00 for two days is the Toddler Rate. (Tuesday and Thursday)

At enrollment a Parent signs for which schedule fits their needs. (Fee is applied regardless of time attending or being absent) If the toddler child will be absent from the center for one week and the center has one-week written notice then no charge will apply.

* Preschool Tuition

Cornerstone uses a daily hourly/block rate and Enrichment fee for tuition. Children that attend the center from one to six hours will be charged an hourly rate of $3.00 an hour. Children that attend the center for more than six hours will be charged a block rate of $26.00 a day. Each 3 and 4-year-old child that attends in the morning will be charged a $10.00 Preschool Enrichment Fee along with the regular rate. For the 4 & 5-year-old children that attend only in the afternoon they will be charged a $5.00 Pre-K Enrichment fee along with the regular rate. The Enrichment Fees will only be charged on the weeks that USD 405 is in session. (See Preschool Enrichment Program for more details)

If coming for Preschool only, a flat rate of $160 a month will be charged.

* School Age Tuition

Cornerstone uses a daily hourly/block rate for tuition. Children that attend the center from one to six hours will be charged an hourly rate of $3.00 an hour. Children that attend the center for more than six hours will be charged a block rate of $26.00 a day.

Cornerstone Childcare Center & Preschool will post on your account on Saturday for the previous week of care.

Tuition is due and payable weekly, biweekly or monthly. All accounts should be paid in full every 30 days. If your child will not attend Cornerstone Childcare Center & Preschool for any reason – illness, vacation or holidays (that Cornerstone remains open for), we will apply the Absence Charge (see under Absence Charge).

A weekly statement is available through the Director, and tax statements are available for you at the end of January.

The Center reserves the right to terminate a child’s enrollment for reasons of non-cooperation or delinquency in payment of fees. The Director and the Daycare Governing Board determine such terminations. Parents will be given 48 hours’ notice of termination.

**Special Activities**

Activities and programs, such as field trips, etc. may be offered at an additional charge. Fees are payable by the day of the event or the first day of the program.

**Payment Options**

Cornerstone Childcare Center accepts payment for tuition and fees in the form of personal check, cash, cashier’s check, automatic withdrawn from your bank account or credit card, credit card at the check-in computer, or money orders. Payment receipts can be furnished upon request. If you are on a flex plan, please see the Director and she will be happy to help you.

**Late Pick-up Fee**

Your child may become very upset when you are late picking him/her up. Additionally, licensing allows the Center to operate only within certain hours, so please make every effort to pick up your child on time. If tardiness is unavoidable, notify the Center immediately and arrange for your child to be picked up by another adult.

Note: If you arrive after 6:30 pm, a charge of $1 per minute past closing per child will be added to your account. If you are more than one hour late and the Center has been unable to contact an authorized pick-up person listed on your child’s enrollment forms, the law requires that we contact Social Services, who will pick up your child for safekeeping. Your commitment to picking up your child on time will help your child feel comfortable at Cornerstone Childcare Center, as well as allow us to focus on the well-being of the child, and the other children in our care.

**Delinquent Accounts/Late Payments**

A late fee of $10 will occur, per week, on any account that is not paid-in-full after the account is past due.   An account is considered past due when it is not paid in full after 30 days.  Only one late fee per year may be excused with the Daycare Governing Board’s permission.

 If an account falls past due twice than the parent must sign up for our automatic withdrawal program using Tuition Express.    The parent must fill out the form and return to the office.   The Director will visit with the parent about using this program.

**Returned Checks**

In the event that your check is returned for insufficient funds, we will make two electronic or drafts attempts to collect from your account, which will result in additional fees being charged.

* $25.00/Returned Checks

Note: After 3 returned checks, you will be required to make your payment in a money order or cashier check or cash.

**Absence Charges**

Because our program and licensing require us to employ staff based on the number of children enrolled, we must charge for the days your child is absent. Cornerstone will charge an absent fee for the days your child is absent for any reason, sick, vacation, holidays, etc. (infants and toddler not included). The absent fee is $10.00 a day for children that attend over 6 hours and $5.00 a day for children less than 6 hours. Your child must attend half a day to avoid the absent charge. If your children will be absent from the center for **one week** and the center has a **week’s notice in writing,** then no charge will apply. If your child is on a rotating schedule and you do not give the office a written schedule, then an absent fee will apply on all days that your child is absent. Notifying the Center of your child’s absence is required but the charge will still be applied. It is very important that the office has your child’s schedule in writing. Cases of extreme hardship will be examined and determined on individual bases.

**Retaining Fees**

In the case of an extended absence of two weeks or more, a two-week advance notice and payment is required for the period of absence to maintain the child's position. The Retaining fee is $250 per child for infant to children not attending kindergarten and $100 per child for children that attend Kindergarten and up. The Retaining Fee covers a period of two weeks to two months. After the period has ended, a child has the right to reenter, or have that child’s position filled. The Retaining fee will not be refundable and cannot be used for any child care cost that may be used during that time. Your child must attend at least half of their normal written schedule to avoid the retaining fee. The Director and Daycare Governing Board have the final say on any schedules. Cases of extreme hardship will be examined and determined on individual bases.

Families having children in the Center may have priority on the waiting list provided they pay one-half tuition from the date a position comes open to the date the child actually enrolls with approval of the Director.

**Refunds**

Refunds will only be made in the form of credit to your account to be used for future services.

Note: In case of an over-payment, a refund will be given unless a balance is due.

**Tax Credit & Receipts for Tuition Payments**

Most families should qualify for a tax credit under provisions of the Federal Tax Reform Bill of 1979. You will receive a statement in January to use for income tax reporting. Parents who participate in a pre-tax plan are able to get a receipt as required by their employer. Let the office know if you need receipts for your tuition payments.

**Preschool (Preschool Enrichment)**

Cornerstone offers a two, three and four-year-old half-day preschool program to every child that is enrolled in the morning at Cornerstone. By having every child be part of the Preschool Enrichment program, we will be able to prepare every child with kindergarten readiness skills using the Abeka Christian Preschool Curriculum to success in Elementary. The Abeka Book curriculum is known for its successful early reading program. It is an intensive (or synthetic) phonics approach (Learning letter names, sounds, blends, and words) with the focus first on learning to read and then reading to learn. Every child coming in the morning will attend preschool. It is called Preschool Enrichment.

**Hours**

* Our morning session (2 yr., 3yr. and 4yr.) will be from 8:15 to 11:15 am and run Monday-Thursday.
* Afternoon with Pre-K will be included in the afternoon program unless a class has been established. (Classes will still use the Abeka Christian Pre-K Curriculum)

Note: We will still provide preschool for the families that only need preschool in the morning. We will have a four-day program or a two day program for the children that are not enrolled full-time with Cornerstone.

Note: We will have Preschool Enrichment on the same days that USD 405 has school. On the days that school is closed, we will remain open and have fun activities planned for those days. Fridays are still Children’s Chapel other activities could include, Dr. Suess Day, Weird and Wacky Day, etc

**Daily Schedules**

We will try to balance a structured and consistent schedule of activities with flexibility for unpredictable and teachable moments. As events unfold naturally, we will shift our focus to include them into our curriculum.

* Individual Greeting
* Job Charts/Flag Salute
* Learning time
* Bible Time
* Snack
* Centers
* Learning Time
* Story Time
* Arts
* Outdoor/Gross Motor Activity

**Learning for Life**

When you walk into the preschool rooms, you will see children engaged in a wide variety of activities. The preschool seeks to provide all instruction through developmentally appropriate activities. Our curriculum is presented utilizing Abeka Christian Curriculum. The love of God will be shared through Bible Stories, songs, and prayer as well as through the daily instruction of Christian teachers. Our preschool enrichment program is a complete foundational program for 3-5-year-old children. Through Bible stories, Bible verses, and songs, preschoolers learn about God and the world He created. The curriculum is designed to teach basic visual perception skills as well as an introduction to alphabet recognition, initial letter sounds, numbers and numerical recognition, correct pencil hold, and hand washing strokes. In addition, the basic sound of each consonant letter and the short sounds of each vowel are presented. Our goal is to teach reasoning and thinking skills that will help children sort out and organize information. Teaching a combination of concepts and processes provides experience that give meaning to the symbols of language. Children will discover the world God made through age appropriate science activities. Story time is an important component of the preschool program as children listen, gain longer attention spans and develop pre-reading skills. All of this adds up to a program that fosters creativity, play, and growth in kindergarten readiness skills within a positive learning environment

**Program Activities**

**A Beka Book Christian Curriculum**

**3 & 4-Year-old classes**

Bible~ Visualized Old and New Testament Bible Stories and Bible Memory verses. Each class sings an opening Christian song.

Phonics ~ Recognition of the shape and sound of each letter short vowel sounds.

Numbers ~ Recognition of numbers 1-15 and counting 1-30.

Circle Time ~ Christian and fun songs and finger plays, rhythm sticks, bells, and scarves for music appreciation and popular children’s story books and Christian books.

Art ~cut, glue, paint, color, and create with a variety of materials.

Centers ~ Dress-up, Discovery table, kitchen, manipulative, puzzles, blocks, and educational toys. Social skills are practiced through cooperative play.

Physical Fitness ~Modern playground or in inclement weather separate large playroom.

Snacks ~Prayer is said before snack time. Good manners are practiced.

Misc. Skills~ Learn 10 colors and 8 shapes,

* Learn to recognize first name in print.
* Learn about opposites
* Learn about rhyming words
* Field trips
* Class parties
* Spring Music Program

**A Beka Book Christian Curriculum**

**Pre-Kindergarten**

Flag Salute and sing My Country ‘Tis of Thee- Learning patriotism

Bible ~ Visualized Old and New Testament Bible Stories that teach character and Christian living. Bible memory verses with Bible memory picture cards.

Phonics and Reading ~ Recognition of name, sound, and picture of short and long vowels and consonants.

Writing ~ Hold a pencil correctly, write letters, blends, and words, and write name.

Circle Time ~ Calendar and weather discussion, Story time with popular children’s books and Christian books. Music appreciation featuring rhythm band, scarves, bells, rhythm sticks, fun songs and finger plays, and Christian songs.

Snacks ~ Prayer at snack time. Good manners are practiced.

Centers ~ Dress-up, kitchen, Discovery Table, Manipulative, Puzzles, Blocks, and Educational Toys. Social skills are practiced through cooperative play.

Numbers ~ Concepts and writing 1-20, Recognition and counting 1-100, Before and after 1-20, largest and smallest 1-20, Addition facts 1+1 through 9+1, and count from 10-1.

Art ~ cut, glue, paint, color, draw, and create with a variety of materials.

Physical Fitness ~ Modern playground or in inclement weather separate large playroom.

Misc. Kindergarten preparation skills

* Recite birth date
* Recite address and phone number
* Identify quarter, nickel, dime and penny
* Identify the four seasons and corresponding weather
* Identify the five senses.
* Learn about opposites
* Learn about rhyming words
* Learn Left and Right

Misc. Activities

* Field Trips
* Class parties
* Spring Music Program
* Graduation Ceremony

**Rate**

We are determined to be good stewards of the income and gifts that we receive. Our desire is to keep Christian care and education as affordable as possible for our families. So we have decided that Morning Preschool Enrichment will only cost the families $10 a week plus normal rate. The children that come just in the afternoons will have a $5 Pre-K Enrichment fee that is added to the regular childcare rate. This fee will save families’ half the cost of preschool. The Preschool Enrichment fee will only be charged on the weeks that we have Preschool, meaning that on Christmas Break, Spring Break, etc. no fee will be applied only your normal childcare rate will be applied. The old way of charge was a flat rate for the month on top of the childcare rate.

**Program Information for Children**

**Diapering and Toilet Training**

Cornerstone Childcare Center requires you to supply diapers and wipes for your child. The staff will notify you when your supplies are running low. Children’s diapers are changed as needed and are checked routinely.

The Center will work in conjunction with you and your child on toilet training. Toilet training will not be attempted with children under the age of 18 months. Children are never punished or forced when toilet training. Diapering procedure guidelines are used when cleaning up a toileting accident. You are asked to supply extra changes of clothing while your child is in the toilet training process.

At Cornerstone Childcare Center & Preschool we view toilet training as a skill your child will gradually master with the proper support. We have developed a Toilet Training Guide. This set of resources was designed to provide support during the toilet training process by creating a plan that is consistent, positive and manageable both at home and at the Center. We look forward to working together when the time is right, so that your child can master this important phase in his/her development.

So your child can have the chance to move to Cornerstone Childcare Center & Preschool next educational milestone, Cornerstone Preschool, it is our belief that he/she should enter this new and exciting leaning experience already toilet trained. This is important so that both your child and the teacher can focus their energies on developing important cognitive skills through uninterrupted interaction with curriculum and learning environment.

**Curriculum**

In each of the programs at Cornerstone Childcare Center: infant, toddler, preschool and school-age, we provide activities that meet each child’s emotional, social, cognitive and physical needs. Developmentally appropriate and play-based learning experiences include a substantial amount of time outside. Activities conducted outdoors offer children exposure to new experience and opportunities of exploration. Additionally, it promotes a healthy, active lifestyle. The following curriculum is used at this time:

* Infants – Frog Street
* Toddlers – Frog Street
* Preschool – Abeka
* School – created by School age Teachers

**Note**: Curriculum/Lesson Plans are provided (posted) in each class on the Parents Bulletin Board.

**First Day of Attendance**

The following items should be labeled with your child’s name and placed in his/her cubby by the first day of attendance:

INFANTS (birth to 12 months)

* Two complete changes of clothes
* Sweater or jacket with head covering, depending on the season
* At least one week’s supply of disposable diapers and diaper wipes
* Diaper creams
* Baby food and/or formula sufficient for at least one day. (If mother is nursing, please let teacher know.)
* Bottles and pacifiers as needed **clearly marked with your child’s name. (We must have a new bottle for each feeding)**
* Two large boxes of facial tissues**.**

TODDLERS (12months and walking to 2 ½ yrs. old)

* Two complete changes of clothes **clearly marked with your child’s name**
* Sweater or jacket with head covering, depending on the season
* 4 Toothbrushes and 1 toothpaste
* At least one week’s supply of disposable diapers and diaper wipes
* Small blanket or comfort items for naptime if needed.
* Bottles and pacifiers, as needed, and clearly marked with your child’s name.
* Picture of family and friends for comfort.
* Sunscreen and insect repellent for outdoors
* Shoes for outside
* Sippy cups for each day. (Toddlers drink water after playing outside)
* One large boxes of facial tissues.

Preschool (2 1/2-5 yrs. Old)

* Two complete changes of clothes **clearly marked with your child’s name**.
* 4 Toothbrushes and 1 toothpaste (clearly labeled and replaced at teacher’s discretion)
* Small blanket or comfort item for naptime if needed
* Sweater or jacket with head covering, depending on the season
* Sunscreen and insect repellent for outdoors
* Diapers and wipes if child is not potty trained
* One large boxes of facial tissues.

You are required to provide all diapers, wipes, cream, powders, and medicines for your child if these items are needed.

**DVD / Video Policy**

Cornerstone Childcare Center recognizes that videos have the potential to be effective educational tools for children. Used constructively it can expand children’s knowledge and promote positive social values. On Friday’s, each classroom in our 3- 5 yr. old department will have a DVD movie on the big screen available to them. Only age appropriate DVD which has been previewed by teacher will be shown during these times. No child will be required to watch the video.

**Discipline**

We take a preventative approach to disciple that teaches children positive behaviors rather than punishing them for misbehaving. Our goal is to provide children with the opportunity and motivation to make choices, to function independently, and to learn social skills through gentle encouraging guidance, respect the needs of others, adapt to routines and simple rules, and become responsible group members.

As a matter of policy, physical punishment is never permitted on the Center’s premises by anyone. Behavioral expectations at Cornerstone Childcare Center are consistent with the age and development needs of your child. Redirecting children to more appropriate activities, acknowledging and affirming positive behaviors, teaching by example and helping children understand logical consequences to their behavior usually resolves most situations. Cornerstone Childcare Center reserves the right to terminate a child’s enrollment for persistent, unacceptable behavior that threatens the safety and/or quality of the program.

If your child is experiencing a change in his or her home environment that may affect behavior, please let your child’s teacher or the Center Director know. Communication is important to your child’s progress. Cornerstone Childcare Center will keep you informed of any issues we feel should be addressed. We will work with you to address the situation; however, should it be necessary, the Center reserves the right to ask families to make temporary or permanent alternative arrangements for their child.

**Conscious Discipline**

Cornerstone Childcare Center uses Conscious Discipline. We will use the discipline that encourages self-control, self-direction, positive self-esteem and cooperation. Each member of our staff has completed training and practices Conscious Discipline.

Discipline at Cornerstone Childcare Center is individualized, yet consistent for each child. The child’s level of understanding is considered, and discipline efforts will be directed toward teaching the child acceptable behavior and self-control. Our staff is instructed to follow these guidelines:

* We will use praise and encouragement of good behavior instead of focusing only on unacceptable behavior.
* We will remind children of behavior expectations daily by using clear, positive statements.
* We will monitor and analyze the situations and redirect play and learning activities when necessary.
* We will guide the child toward more appropriate behavior using positive statements.
* There will be as few rules as possible. Rules that are developed will focus on health/safety, consideration of others and their feeling, and care of materials and equipment.
* Limits and rules will reflect the children’s stage of development and will be consistently regulated.
* We will handle disagreements between children fairly. We will avoid taking sides or the word of one child, especially about situations we did not witness.
* We will encourage children to handle non-dangerous situation by themselves.
* We will step in and take control of the situation when other children or adults are being hurt, when children are hurting themselves, and when property is being destroyed.
* We will remember it is the misbehavior we dislike and not the child.
* In some instances, a brief, supervised separation from the distressing situation may be used to allow the child to refocus before rejoining the group. The amount of time which a child may be separated from the group is limited to no more than one minute per year of the child’s age.

In accordance with Current State Regulations, punishment, which is humiliating, frightening, or physically harmful to the child, is prohibited. Prohibited methods of punishment include:

* Corporal punishments—activity directed toward modifying the child’s behavior by means of physical contact such as spanking with the hand or any implement, slapping, swatting, pulling hair, yanking the arm, or any similar activity.
* Verbal abuse, threats, or derogatory remarks about the child or the child’s family.
* Binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room or similar cubicle, and withholding or forcing food.

A meeting will be set up after all Discipline steps have been taken to determine a positive individualized Discipline Plan.

All staff members are informed that failure to follow these guidelines may result in termination of employment.

**Dismissal from Program**

Cornerstone Childcare Center reserves the right to dismiss a child from the program if there is difficulty with repeated behavioral problems or safety of the other children is endangered, or when all alternatives have been exhausted.

Before dismissal occurs, the following procedures take place;

1. Verbal communications from the teacher and/or Director to the parent about the specific behavior problems and why they are disruptive to the class.
2. Conference with the teacher and parents to find the reason behind the problems and to develop solutions to rectify the problem.
3. Efforts of the teacher and parents to implement the designated solutions in the classroom and, if necessary, at home as well.

If, after the above procedures do not change or modify the behaviors and the teacher and Director feel the other children in the class are still at risk, the Director will mandate dismissal in writing.

A parent’s lack of cooperation or failure to comply with center policies is reason for dismissal.

**Biting**

Biting is a normal stage of development, commonly seen in infants and toddlers, and sometimes even preschoolers. It is something that almost all young children will try at least once. When it happens, it’s scary, frustrating, and very stressful for everyone involved. It is a natural phenomenon and not something to blame on anyone.

Brief episodes of biting do not mean that a child is having a social or emotional problem. It does mean that your child is going through that particular stage in his or her development. While there are many different causes of their behavior, biting most often is the result of a child’s frustration or the result of oral pain due to teething. As with all stages that children go through, biting soon ends. Punishing a child at home for biting that happened at the center is not affective because children do not understand after a short amount of time.

Every effort is made by our Cornerstone Childcare Center Staff to minimize the number of biting occurrences in our infant and toddler classrooms. Our procedure for handling biting in the classroom is as follows:

* The child who bit will be removed from the situation.
* The bitten child will be comforted.
* The bitten areas will be cleaned.
* Report will be filled out and filed in the office
* The parents of the bitten child will be notified by an “Ouch Report”
* The biting child’s parents will be notified by “Toddler Talk”.
* The classroom environment will be assessed.
* The biting child will be closely supervised.
* The identity of the biting child will be kept confidential.
* We will work together with the families of the biter and the bitten child to keep them informed and to develop strategies for change.
* We will make every effort to modify the behavior quickly.

**COMMUNICATION**

**Parents/Teacher Conferences**

It is our hope that parents and staff will become partners in the education of your children. To do this, we need your help for time-to-time. Since you know your child better than we do, we ask that you share any information that may help us to understand your child better and to meet his/her particular needs. We will also want to share with you the progress your child is making. This partnership requires two-way communication. We will try to keep you informed in the following ways: parents’ meetings, open house, and informal chats at arrival or departure time, conferences, phone calls, newsletters, or reports.

We also want you to have an opportunity to share information with us. We strongly urge you to use any or all of these methods: informal chats with staff, conferences, phone calls, emails, or parent meetings.

**Parent Code of Conduct**

Cornerstone Childcare Center has developed the Parent Code-of-Conduct to ensure that you, your child, our staff and all that enter our Center enjoys a safe, welcoming and respectful environment. Actions that demonstrate respect for others are expected in our Center. Behavior that is inappropriate, illegal, threatening or disrespectful in nature or language that is abusive or instigative is not acceptable. We reserve the right to refuse service without warning to anyone who violates the Parent Code-of-Conduct, including refusing access to the Center.

**Bulletin Boards/Parent Notices**

Every class has a parent board which has lesson plans, class schedules, and menus. The parent’s boards are on a royal blue board. Please ask the teacher to show you the parents board and look at it frequently.

**Facebook**

Cornerstone Childcare Center has a Facebook page under Cornerstone Childcare. You can request to be a friend and it will show pictures, activities, information, and special events.

**Email**

You can commutate with Cornerstone Childcare Center thru email.

Cornerstone Office – [office@cornerstonechildcarepreschool.com](mailto:office@cornerstonechildcarepreschool.com)

Yvonna Nave – [ynave@cornerstonechildcarepreschool.com](mailto:ynave@cornerstonechildcarepreschool.com)

Please feel free to send general information and concerns through the office email. More confidential information can be sent directly to Yvonna. Due to these changes, we hope to be able to communicate with parents more efficiently.

**Resources for Parents**

We try to support our Cornerstone Childcare Center families in every way we can. We are happy to answer any questions on topics related to our scope of practice (i.e., discipline, toilet training, etc.); many times, we are able to suggest additional resources on the topic.

**Volunteering at Cornerstone Childcare Center**

Everyone has some skill or knowledge that can be useful to a childcare program, and any program for children can be enriched by a team approach where everyone contributes what they can. Maybe you can help us with a field trip, share your culture, or read a story. Maybe you can repair toys or tell the children about your job. Do you play a musical instrument? How about carpentry skills? There are many ways you can help at Cornerstone Childcare Center, and help us provide the best possible care for your child. If interested, see office personnel for details.

**Record Updates**

Please fill out a “Change of information” form immediately if there is a change in any of the original enrollment information, including release information and emergency contacts. (Forms can be found by the check-in computer) We will do a general file update every year to make sure all of the information in our file is correct.

**Daily Reports**

Each infant and toddler class have a daily report that is given to parents at the time of pickup. The infants have the “Infant Gram”. Please take a few seconds and write down in the morning the last time your child has eaten, this will help our staff take better care of your little blessing. The toddlers have a report called “Toddler Talk”. Reports for older children will be done verbally.

**FYI (For Your Information)**

Forms are available by the check in computer for you to notify us of anything new concerning your child. Look for a pink form with FYI across the top. If there is someone other than yourself picking up your child, if you are at a different work number for the day, or there is a change of address or phone number, fill out an FYI form. This form is good for notifying us of vacation dates, address or phone number changes.

**Mailbox**

Each family has a mailbox beside the check in/out computer. Please check the boxes every day for communication.

**Parental Feedback**

It is very important to us to keep the promise of quality to our children and parents. Please feel free to call us when you are particularly pleased with the care your child is receiving, as well as when you are displeased. You are a valued customer.

**Text Messaging System**

The computer program that Cornerstone uses has the capability of sending and receiving text messages thru our email. We will receive the messages during the normal office hours. We hope this feature will help with communications between all of us. We will be able to send single messages or bulk messages. Cornerstone will use this feature to communicate with you about special party dates, closings, activities, field trips, etc. To be able to use the feature Cornerstone must have your cell number and network provider such as Verizon, ATT, etc.

**GENERAL INFORMATION**

**Naptime**

All children in care for five or more consecutive hours will have a supervised sleep or rest period. Cornerstone provides the mat, blankets, and pillows for naptime. Your child can bring a blanket or soft toy for comfort if needed.

**Transportation**

Parents are expected to provide transportation to and from the center and escort children to their classroom. Parents are responsible for checking their child in/out each day and making sure the teacher sees that their child has entered the classroom. A representative from Cornerstone Childcare Center will supervise child/ren that ride the shuttle bus from USD 405 to Cornerstone. The USD 405 Shuttle bus that runs before school and after school is opened to the community. The USD 405 or Cornerstone Childcare Center does not provide transportation during the noon arrival and departure.

**Cornerstone Childcare Staff**

We take great pride in the competency of our staff. Each member of our team strives to maintain the highest integrity and professionalism, while making every child and family feel loved. Our teachers come to us with high recommendations, and we make our final selection based on education and experience.

Every member of our Cornerstone Childcare Center Staff is required to complete in-service training before being placed in a classroom. All staff must maintain at least 10 clock hours of training per year in topics such as child development, communication, leadership, and curriculum activities. In addition to this, all staff must be First Aid and CPR certified and must complete training on Conscious Discipline, Child Abuse & Neglect, SIDS, Rules and Regulations of the state of Kansas, and Symptoms of Childhood Illness. A background check is completed annually on each employee.

**Pictures**

Upon enrolling your child at Cornerstone Childcare Center, you give us permission to take pictures of your child. We take pictures throughout the year of the children; these pictures may be posted at the Center, Facebook, or used during our special programs.

**Birthdays**

Birthdays are special days for children. If you wish to celebrate your child’s birthday at Cornerstone Childcare Center, please make early arrangements with your child’s teacher.

**Hiring Staff to Babysit**

At times parents ask our teachers to baby sit children away from the Center. Please understand that Cornerstone Childcare Center does not take responsibility for any services rendered by staff beyond the daily operation of the Center.

**Final Note from the Director**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our center. I and the staff are always open to suggestions and feel communication is a very important part of a quality childcare center. If there are any problems or concerns in the future, I encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled. **Thank you for the opportunity to work with you and care for your little ones. I and the staff look forward to a future of keeping your child smiling and safe.**

“Train a child in the way he should go, and when he is old, he will not turn from it.” Proverbs 22:6