



Parent Handbook



Adopted January 2024

Parent Handbook for Cornerstone Childcare



Mission Statement

Cornerstone Childcare was created to provide a safe and secure place where children feel unconditional love and acceptance. Our goal is to introduce these children and their families to God and His Son, Jesus Christ, in the hope that they will develop a genuine faith.

Cornerstone Childcare is founded on the principle that each child is a specially created gift from God. It is our mission is to love, encourage, and develop each child's spiritual, emotional, physical, and academic needs in a safe and nurturing environment.

At Cornerstone Childcare, we're dedicated to giving your child the best start on life by laying the foundation for a lifetime of learning and a love of Christ. From our dedicated staff, hands on activities, and our secure facility, every element is designed to enrich your child's mind and body. Our philosophy is based on the Word of God. Our primary purpose is to guide children on the right path through Christian education and to serve as a reinforcing agent of Christian principles set forth in the home.

We are committed to providing academic excellence in a biblically oriented environment where students learn about being good citizens, showing courtesy, truthfulness, reliability, responsibility, and trustworthiness.

Our goal is to empower each child in every aspect of their early childhood development. We welcome the opportunity to share our passion for children with you and your child, and help develop in them a love and passion for life. We believe that character building and self-discipline are essential to the emotional, physical, social, and spiritual wellbeing of each student. We strive to teach each child to do right, to be responsible, and to love God.



Welcome

We are recognized in the Jackson Parish area as a facility providing high quality childcare and education to infants through preschool-age children. Cornerstone Childcare is a ministry of Full Gospel Temple. We feel that the spiritual, intellectual, physical, and social development of the child is best achieved when the school, church, and home work together toward common goals. Our programs provide well-trained and caring teachers, fun educational stimulation, and a loving environment within the framework of Christian values to allow for each child's individual growth and development.

The School Director at each school is responsible for the daily management of the facility. In the absence of the School Director, the Director of Education and/or the Director of Administration is the designated person in charge. A designated individual may also be in charge in the absence of the Leadership Team mentioned above.

Throughout this Parent Handbook, the Director of Education and the Director of Administration will take the place of the School Director when the School Director is not available.

Philosophy

We believe that children experience the greatest growth when they feel safe and connected. Therefore, we strive to create a compassionate school family culture that provides a safe learning environment for the children of Cornerstone Childcare. We acknowledge the importance of teaching the children of our future a skill set to ensure self-regulation and problem solving. We work together, teacher, child and parent, to establish routines and rituals that provide predictability and consistency within our classrooms.

Our Values

- We recognize the potential in children as unique creations of God.
- We value the partnership with parents and families.
- We ensure quality provision through our school, facility, and staff.
- We believe in play, because learning should be fun and creative.
- We have a passion for treating children with love, kindness, and respect.



Licensing Information

4.1 State Licensing Authority

Minimum Standards 746.501(21)

Texas Department of Health and Human Services Child Care Licensing.

A full printed copy of the licensing regulations/standards can be found at the front desk. Parents may also find the licensing regulations on the internet at the following link

<https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards>

Parents may also review a copy of the child-care centers must recent licensing inspection report posted on the Parent Communication board in the front entry of the licensing website listed above.

These regulations/standards are included as part of this Parent Handbook as if they were written herein and it is the responsibility of every parent to read, understand, and follow these regulations.

Employees are required to uphold the regulations and standards issued by The Texas Department of Health and Human Services Child Care Minimum Standards at all times.

Employees are required to immediately notify the School Director of any violations of licensing regulations by any person in the organization.



Enrollment

Enrollment at Cornerstone Childcare is open to children from six weeks to three years.

Parents can apply for enrollment of their child in Cornerstone Childcare by completing the Enrollment Form and paying the \$50 Enrollment Fee. The Enrollment Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed Enrollment Form, Physicians Statement, Tuition Express Application, Income Eligibility Form, Emergency Release Form, signed Tuition Agreement, registration fee, immunization records and signed Parent Handbook receipt.

The Enrollment Form and Tuition Agreements are not meant to serve as contracts guaranteeing service for any duration.

Cornerstone Childcare reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Cornerstone Childcare is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Cornerstone Childcare as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Cornerstone Childcare immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any registration fee and/or tuition.



Tuition

All custodial parents and/or legal guardians are required to sign a Tuition Agreement prior to enrollment of their child in Cornerstone Childcare. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$2.00 per page copying fee will be charged accordingly.

Payment

Payment for my child's program is due on Monday of each current week as specified in the current rate schedule. Tuition is payable according to the tuition schedule whether or not the child attends. All parents must be set up on ACH draft for tuition payments.

Tuition does not include fees for field trips and extracurricular activities.

Late Fees

A \$10 per day late fee will be added for all non-payments. If tuition and/or late fees are not paid by Friday, then the child cannot return to care the following Monday until paid.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Cornerstone Childcare; however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center Director.

Subsidized Care

Cornerstone Childcare does accept childcare subsidies at this time.

Multiple Child Discounts

Cornerstone Childcare offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 10% per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.



Confidentiality

Within Cornerstone Childcare, confidential and sensitive information will only be shared with employees of Cornerstone Childcare who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Cornerstone Childcare strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, or other health related information of anyone associated with Cornerstone Childcare.

Outside of Cornerstone Childcare, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Cornerstone Childcare, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on school property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing school property.

You may not observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Cornerstone Childcare are strictly prohibited from discussing anything about another child with you.



Mandated Reporting of Suspected Child Abuse and/or Neglect

Minimum Standards 746.501(25)

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Cornerstone Childcare are considered mandated reporters, under this law. The employees of Cornerstone Childcare are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Cornerstone Childcare take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Cornerstone Childcare cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child’s body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.



Parent Code of Conduct

Cornerstone Childcare always requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Cornerstone Childcare is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Cornerstone Childcare but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on school property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing school property.

SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH CORNERSTONE CHILDCARE:

Threats of any kind will not be tolerated. In today's society Cornerstone Childcare cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance.

PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT CORNERSTONE CHILDCARE:

While Cornerstone Childcare does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom



teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

SMOKING:

For the health of all Cornerstone Childcare employees, children and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Cornerstone Childcare. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

300.4. Smoking in motor vehicles prohibited; penalties

A. It shall be unlawful for the operator or any passenger in a motor vehicle to smoke cigarettes, pipes, cigars, or any vaping devices in a motor vehicle, passenger van, or pick-up truck, when a child who is required to be restrained in a rear-facing child safety seat, a forward-facing child safety seat, a booster seat, or a motor vehicle's safety belt, as required in R.S. 32:295, is also present in such vehicle, regardless of whether windows of the motor vehicle are down. For purposes of this Section, the term "smoke" shall mean inhaling, exhaling, burning, or carrying any activated aerosol or vapor or any lighted cigarette, cigar, pipe, weed, plant, or other combustible substance in any manner or in any form.

VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Cornerstone Childcare. Please be particularly mindful of Cornerstone Childcare entrance procedures. We all like to be polite. However, we need to be careful not to allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF CORNERSTONE CHILDCARE:

While it is understood that parents will not always agree with the employees of Cornerstone Childcare or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.



VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Cornerstone Childcare takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the school. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Cornerstone Childcare.

Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

Cell Phone Usage

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Louisiana Department of Health and Human Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please end all calls prior to entering the building so that our Cornerstone Childcare staff can properly communicate with you.

Questions or Concerns

Minimum Standards 746.501(19)

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the School Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education. From time to time, the center director may complete a "Parent Concern Form". Parents will receive a copy of this form with the appropriate outcome.



Parent's Right to Immediate Access

Minimum Standards 746.501(b)(1)

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Cornerstone Childcare, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Cornerstone Childcare must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file Cornerstone Childcare, **both** parents shall be afforded equal access to their child as stipulated by law. Cornerstone Childcare cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Cornerstone Childcare suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Cornerstone Childcare staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the School Director and are allowed in the child care facility only at the discretion of the School Director. An employee of Cornerstone Childcare will accompany visitors at all times, throughout the center.

Cornerstone Childcare will dismiss any child whose parent is prohibited from entering upon school property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Cornerstone Childcare cannot have a child at the school when the child's parent is prohibited access. Cornerstone Childcare will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.



Dismissal

Cornerstone Childcare reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. A school check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the school's legal counsel for collection.

The School Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave school property in a calm and respectful manner, immediately. Cornerstone Childcare will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the School Director if they wish to return to school property following a dismissal. Appointments are made at the discretion of the School Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the school by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Cornerstone Childcare.



Withdrawal

30 day written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter school property without prior permission of the School Director. A withdrawn child and his/her parents are required to call and request an appointment with the School Director if they wish to return to school property following the last day of enrollment Cornerstone Childcare. Appointments are made at the discretion of the School Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at Cornerstone Childcare, must submit a request to do so 30 days in advance of the proposed change. Schedule changes are subject to a change fee of \$100.

The School Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new Tuition Agreement is signed. If the schedule change requires an additional registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date the request for the School Director receives the schedule change will be used to toll the 30 day notice required for withdraw.



Court Orders Effecting Enrolled Children

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Cornerstone Childcare must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with CORNERSTONE CHILDCARE administration, both parents shall be afforded equal access to their child as stipulated by law. Cornerstone Childcare cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Cornerstone Childcare suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Cornerstone Childcare is obligated to follow the order for the entire period it is in effect. Employees of Cornerstone Childcare cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Cornerstone Childcare will report any violations of these orders to the court.

Arrival Procedures

Upon arrival at Cornerstone Childcare, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located in the child's classroom as well as signing the child in at the front desk. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

In order for all enrolled children to benefit from the curriculum and activities planned, **all children must arrive by 9:00am.** Children will not be admitted into care after 9:00am. Children who are late due to a scheduled appointment with a health care professional or with prior permission from the school director may be allowed after 9:00am. Late arrivals is a disruption to the classroom and other children and may break the established routine of the classroom.



Cornerstone Childcare discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Cornerstone Childcare believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Cornerstone Childcare are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Health Checks

Minimum Standards 746.501(26)

Parents are required to notify the child's teacher or School Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or School Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

NOTIFICATION OF ABSENCE

Parents are required to inform the center by 8:30am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If the parent does not notify the school of a child's absence, the school will contact the parent. A \$5 No-Call fee will be charged anytime a parent fails to notify the school of an absence. Parents who fail on three occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the school director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the school Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Cornerstone Childcare will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.



Parents who know in advance that a child will be late, are required to notify the center by 8:30am to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

SCHOOL'S RIGHT TO REFUSE ADMISSION

Cornerstone Childcare reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with Licensing Regulations.
2. Staff deems the child too ill to attend.
3. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Cornerstone Childcare if the child were to be present at the center.
4. Parents failure to maintain accurate, up to date records.
5. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

Pick Up Procedures

Minimum Standards 746.501(2)

Parents or other authorized adults are required to sign their child out of care on the sign-out sheet located in the classroom and at the front desk. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on school premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.



LATE PICK-UP:

Our school is licensed to care for children from 7:15 am to 5:30 pm. Parents must pick up their children no later than 5:30 pm. A parent is late picking up their child at 5:30 pm. All measurements of time are to be according to the Cornerstone Childcare clock located at the front desk.

A late fee of \$1 per minute per child will be charged for late pick-ups. Late fees must be paid at the time of pick up. The child will not be allowed to return to care until all late pick up fees are paid in full.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Cornerstone Childcare will contact local police and/or the other custodial parent should a parent appear to the staff of Cornerstone Childcare to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the school from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Cornerstone Childcare staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of Cornerstone Childcare to be under the influence of drugs and/or alcohol will be denied access to the child. The staff Cornerstone Childcare will contact the child's parents, local police and Child Protective Services to notify them of the situation.

EMERGENCY/ALTERNATE PICK-UP

At enrollment, parents will complete emergency/alternate pick-up information on the Enrollment Form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Cornerstone Childcare. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.



Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the emergency contact list. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the emergency/alternate pick-up list have the right to act "In Loco Parentis." In Loco Parentis status affords the pickup person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the emergency/alternate pick up list are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the emergency/alternate pick-up list will be required to provide a Government issued photo ID prior to the school releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the emergency/alternate pick-up list must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Employees of Cornerstone Childcare are prohibited from being listed on the emergency/alternate contact list.

Cornerstone Childcare reserves the right to refuse/ban any person listed on the emergency/alternate contact list for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the emergency/alternate list of the policies/procedures contained herein.



Transportation

Minimum Standards 746.501(14)

Cornerstone Childcare does not transport children under the age of 5, except in emergency situations.

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Louisiana Driver's License.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

School Calendar

Minimum Standards 746.501(1)

Cornerstone Childcare is open from 7:15 am-5:30 pm, Monday-Friday, year round. We close to observe the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day. Full tuition is due for holiday weeks.

NOTE: In some cases, if the holiday falls on a Saturday or Sunday, Cornerstone Childcare may close the day before or the day after the holiday. Parents will be updated on each year's holiday schedule in January.



Emergency Closings and Inclement Weather Information

In most cases, Cornerstone Childcare is open during inclement weather. In the event that significant events accompany severe weather, such as a loss of power or water, the school will close.

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by Facebook, Text message, and/or by email.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than five school days. If the closure extends beyond five school days, parents will have their tuition refunded within 30 days of the closure.

Curriculum Information

Cornerstone Childcare uses Frog Street for our infants and toddlers, and Abeka for our pre-kindergarten classrooms. These curriculums believe that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. Cornerstone Childcare is a place where essential readiness skills are nurtured through play, investigation, and of course, fun! These programs provide developmentally and age-appropriate activities and materials for exciting and wonder filled environments.

To learn more about these programs and the wonderful things they offer, visit
<http://www.frogstreet.com/>
<https://www.abeka.com/>



Daily Schedule of Activities

Cornerstone Childcare classrooms follow a daily schedule designed specifically to meet the children's developmental, social and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day.

Class Assignments

Classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age. Cornerstone Childcare typically will transition children to new classrooms twice a year, however from time to time we may request a transition sooner based on the individual child's needs.

Staff to Child Ratios

Cornerstone Childcare follows the staff to child ratios established by the state designated ratios. Cornerstone Childcare will never run higher ratios than established by the Louisiana Department of Health and Human Services Child Care Licensing unless a significant event or emergency arises.

Nap and Rest Time

Supervised rest periods are provided for all children under five years of age who remain at Cornerstone Childcare for six or more hours a day, and for all other children who show a need for a rest time. Your child will be provided a mat to rest on for naptime. Please provide a clean blanket and sheet for naptime and take them home Fridays for washing. You may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's cubby. Nap and rest times are required by the Louisiana Department of Health and Human Services Child Care Licensing. Due to these regulations, parents cannot request that their child be exempt from nap or rest time.

Personal Care Supplies Needed

Preschool children must have a complete change of clothing, **clearly marked with the child's name**, left at Cornerstone Childcare. Preschool children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Accidents can happen, even for the older preschoolers, or if they get wet on the playground. For safety reasons, boots, sandals and flip flops are prohibited.



Parents must supply all bottles for their child and toddler training cups. Please label everything with your child's first and last name.

We use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!!

Please leave all valuable items at home since Cornerstone Childcare cannot be responsible for broken or lost items.

Birthday and Holiday Celebrations

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a "store bought" treat to share with the class. Please make arrangements with the teacher three days in advance when planning a special occasion.

Cornerstone Childcare believes in inclusion and celebrating each child's beliefs and important days.

In the event that a parent does not want their child to participate in a holiday celebration, they may choose to keep their child home for that day. No reduction in fees or tuition will be given.

Parent/Teacher Conferences/Communication

Minimum Standards 746.501(6)

Open Communication with parents is very important to children's success. Cornerstone Childcare has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Signing such documents is not an admission or agreement in any ways, yet acknowledgement that communication took place. Failure to sign documents is grounds for immediate dismissal from the program.

Listed below are ways that Cornerstone Childcare may communicate with parents:

- Our electronic monitor located in the front lobby
- Through email notifications
- Written memos placed in your child's weekly folders
- Social media site such as Facebook
- Smart phone notifications through GroupMe
- Verbal communication with the child's teachers and director



Parents will be offered a Parent/Teacher conference twice each year. This is a formal conference with your child's teacher to discuss academic and developmental progress in the classroom. Parents will be asked to sign up for a date and time for their conference. Parents will be required to sign acknowledging that they are unable to attend or do not wish to attend a Parent/Teacher conference.

Discipline

Minimum Standards 746.501(7)

Cornerstone Childcare staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements, and redirecting behaviors. Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. There are occasions, unfortunately, when the child's behavior is unacceptable. These are the times when the child has not learned self-control and his/her behavior needs correction. We take care to ensure that correction is handled properly and with-out anger. Cornerstone Childcare will take steps toward the correction of behavior such as:

- Actions that disrupt the class
- Actions that could harm the child, his/her classmates, or teacher in a physical or emotional way.
- Disrespect shown to the other students or teacher/staff.
- Unwholesome or profane language.

The steps of correction that may be taken include:

- Talking with the child about his behavior.
- Time out which may include loss of playtime.
- Visit or time out in the office.
- Phone call to parent to discuss discipline and/or pick up depending on behavior.
- If behavior continues after phone call to parent, a "Notice of Concern" will be sent home and possibly a request for a parent conference.



Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. Corporal punishment is prohibited and therefore it is of the utmost importance that the parent is willing and available to assist in helping with these situations in behavior correction.

Continual disruptive behavior and/or willful disrespect without progress toward resolution could result in suspension from the center 2 to 3 days or permanent dismissal from the Center. Cornerstone Childcare reserves the right to terminate care for the child for discipline problems at any time.

Suspension and Expulsion of Children

Minimum Standards 746.501(8)

Cornerstone Childcare will make reasonable accommodations to their policies, practices and procedures as appropriate in accordance with applicable federal and state laws. Cornerstone Childcare is not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

Cornerstone Childcare will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with Cornerstone Childcare staff to meet the needs of the child. Presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Any child who is a safety threat to themselves or to others will be subject to suspension/exclusion and/or disenrollment from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Temporary suspension from the school may be necessary for the safety of the child and others while any appropriate evaluations are completed and/or while securing the appropriate support services from the appropriate agency.

Cornerstone Childcare will at all times provide written documentation to the parents of any child that is subject to referral for outside support services for any behavior, developmental delay or disability. Further, through formal and informal conferences with the teachers and administrators, written incident and accident reports and letters, Cornerstone Childcare will communicate with parents/guardians of children exhibiting behaviors that are dangerous to



themselves or to others, the steps taken to accommodate the child and notifications that the child will not be able to return to the program until support services are in place.

Toys from Home

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Cornerstone Childcare staff for safety and appropriateness and may be prohibited at the sole discretion of Cornerstone Childcare.



Dress Code

CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats must be provided in the winter months.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 and 4 and older are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, and boots. Cornerstone Childcare is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Cornerstone Childcare will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES and will result in dismissal from the program.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the



potential safety issues they present not only for your child, but also for the older and younger children attending Cornerstone Childcare.

Cornerstone Childcare is not responsible for damage to or loss of and articles of clothing.

PARENTS

Clothing:

Parents are required to be dressed in appropriate clothing while at Cornerstone Childcare or involved in any Cornerstone Childcare sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 1 year of age. This will reduce the risk of injury to a child on the floor and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom. Parents with bare feet must wear booties when entering the classroom.

Field Trips

Minimum Standards 746.501(16)

Cornerstone Childcare occasionally supplements the in class curriculum with off premise field trips children 4 years and up. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher.



Cornerstone Childcare provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Cornerstone Childcare sponsored trip.

If you choose for your child to not participate in a field trip, they will not be allowed to attend school on that day. No reduction in tuition or fees will be granted in these situations.

Due to safety risks and child tracking procedures, children may not be dropped off or picked up on a field trip. Parents must schedule appointments around the field trip schedules.

Parent Participation/Volunteers

Minimum Standards 746.501(20)

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Cornerstone Childcare reserves the right to make Volunteer assignments. Cornerstone Childcare does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.



FOODS

Minimum Standards 746.501(10)

All age groups:

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instructions for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

All classrooms are equipped with refrigerators and microwaves for your convenience. Any items placed in the fridge must be labeled with child's first name and last initial.

Cornerstone Childcare never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Breakfast: Our center does not provide breakfast. Breakfast must be finished before entering the building or it will be saved for morning snack.

Lunch: A hot lunch program is available for your convenience. Sign –up information is available in the office. The cost is \$2.00 per lunch for 12 months to 2 years-old and \$2.50 for 3 and 4 year-olds.

*Note: If your child brings a lunch from home, Cornerstone Childcare cannot guarantee their daily nutritional value.

Snacks: A morning and afternoon snack will be provided by the center.

If your child has allergies such as peanut butter, milk, or eggs or cannot eat the provided snack, it is the parent's responsibility to send a snack from home. If a parent chooses to send a snack from home, Cornerstone Childcare is not responsible for the nutritional value or meeting the child's daily food needs.

Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

1. **Infants** – All food and formula must be ready to serve. Bottles and formula must be labeled with child's first name and last initial. Parents must give feeding instructions in



writing, dated and signed by the parents. This must also be updated every 30 days or as changes are made.

2. **Toddlers through 2 years** – Send ready to eat foods that your child can handle by himself, such as finger foods (precut for your child).
3. **3 and 4 years** - Send food ready to eat. All lunch boxes and drink containers **MUST ALSO** be labeled with the child's first name and last initial in permanent ink.

Cornerstone Childcare does not allow candy bars, sodas, or candy treats such as Skittles, Starbursts or gum, as part of a child's lunch or snack. If you wish for these foods to be a part of your child's diet, please give them to your child at home.

Breastfeeding

Minimum Standards 746.501(24)

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.



Allergies

It is the desire of Cornerstone Childcare to provide support and assistance in protecting students with allergies to the full extent of our abilities. It is our philosophy that students with severe allergies, along with their parents, should be ultimately responsible for their protection and avoidance of certain allergens.

The following is a list of guidelines for these students and their families:

- The parent should provide an emergency action plan from the students' physician to the office.
- The student's parents should supply several "safe" snacks to keep in the classroom for the teacher to give at her discretion.

The following is a list of accommodations that we are NOT, unfortunately, able to make at Cornerstone Childcare for students with food allergies:

- We are unable to sit the student at a separate table during lunch time due to limited space.
- We are unable to offer any kind of segregated accommodations for students with allergies, due to space limitations.
- We are unable to change the snack menu to accommodate any allergies in the class.

In conclusion, Cornerstone Childcare will make reasonable efforts to protect students with allergies to the extent allowed by its resources and given the number of different students it serves. We cannot and do not guarantee or ensure that students will not be exposed to allergens while at the center.



Health and Safety

PRE-ENROLLMENT REQUIREMENTS

Minimum Standards 746.501(11,13)

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office 3 business days prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Cornerstone Childcare. This is per our licensing regulations. If you have chosen not to have your child immunized, please provide an immunization waiver provided by the State of Louisiana. Immunizations may be waived for certain reasons. Please discuss this with the school director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a Physician's Statement form filled out by a licensed medical professional, in order to attend Cornerstone Childcare. The Physician's Statement Form, indicating the child's fitness to attend Cornerstone Childcare, must be completed by a licensed healthcare professional and returned to the School Director 3 business days before enrollment.

CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Food Allergy Emergency Plan" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. This form can be obtained by request from the School Director.

The following is a list of accommodations that we are NOT, unfortunately, able to make at Cornerstone Childcare for students with food allergies. This is not an exhaustive list:

- We are unable to seat the student at a separate table during lunch time due to limited space.
- We are unable to offer any kind of segregated accommodations for students with allergies, due to space limitations.
- We are also unable to change the snack menu to accommodate any allergies in the class.

Cornerstone Childcare cannot and does not guarantee or ensure that students will not be exposed to allergens while at the center.



Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

The following are required by the parents and/or physician if your child has a severe allergy that requires emergency response from Cornerstone Childcare:

- You must supply the office with 2 EpiPens.
- If your child uses an EpiPen, it must be in its original container/box with the child's name and must not be expired. Parents must ensure this is kept current.
- If your child uses an inhaler, it must be in its original container/box with the child's name and must not be expired. Parents must ensure this is kept current.
- If your child has a severe food allergy, you must bring your child's snacks.
- If your child requires Benadryl as the first step in treatment, you must provide the office with a bottle.

COMMUNICABLE DISEASES /Illnesses

Minimum Standards 746.501(3)

Cornerstone Childcare follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the School Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 1 hour of notification by phone. If a parent is reached but cannot pick their child up within 1 hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Cornerstone Childcare reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.



Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm or in the ear.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the school director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the school director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Cornerstone Childcare will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

BITING

Cornerstone Childcare recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child’s services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child’s service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of Cornerstone Childcare.



Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Cornerstone Childcare cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

DISPENSING MEDICATION

Minimum Standards 746.501(4)

Cornerstone Childcare will not dispense over-the-counter or prescription medication. Please make arrangements to give your child medications before or after school hours. Due to liability issues associated with distributing medications and a recommendation by our state licensing representative, we will not administer medications. We apologize for any inconvenience this may cause.

The two exceptions are as follows:

1. Epi-Pens may be administered.
2. Breathing treatments may be administered.

FIRE/EMERGENCY DRILLS

Minimum Standards 746.501(5)(23)

Cornerstone Childcare conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 1 hour of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the school is in the midst of a



fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the school is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

Parents may review the complete Cornerstone Childcare Emergency Preparedness Plan posted in every classroom and on the Parent Communication Board.

ALTERNATE SAFE LOCATION

Minimum Standards 746.501(23)

- Should the administration of Cornerstone Childcare or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to an alternate location detailed in the Cornerstone Childcare Emergency Preparedness Plan. Evacuation and relocation site is the FGT Family Life Center building directly beside the Cornerstone Childcare facility for local evacuations or the FGT Cottage located at 835 Walker Rd. Jonesboro, LA 71251 for distant evacuations unless directed elsewhere by emergency personnel.

Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.



INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be provided to the parent by the classroom teacher.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the school director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child’s exclusion from the program until such time as the Report is returned signed.

PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

In the event of a medical emergency or accident, the center will contact the parents and the doctor of the child. If it is impossible to reach either and should emergency treatment be required, the child will be taken to the hospital designated by the parents on our admission form. The authorization and consent form for emergency person listed on the emergency contact form and/or call 911 if needed

FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.



Infant Sleep Safety

Minimum Standards 746.501(9)

Cornerstone Childcare follows the Infant Sleep Safety Guidelines as listed in the Child Care Minimum Standards and as outlined by the Consumer Product Safety Commission. All infants will be placed on their backs to sleep. To avoid suffocation, nothing is allowed in the crib but the infant, including blankets and stuffed animals. Sleep positioning devices are prohibited unless instructed by the child's health care professional. An "Infant Sleep Exception" form must be completed by the health care professional. Pacifiers are allowed, however straps that attached to the child's clothing and pacifiers with stuffed animals attached are prohibited.

Hearing and Vision Screening

Minimum Standards 746.501(12)

Hearing and vision screenings are the responsibility of the parent. Parents should schedule hearing and vision screening annually with the child's pediatrician.

Animals

Minimum Standards 746.501(17)

For everyone's protection animals are never brought to the center.

Insect Repellant and Sun Screen

Minimum Standards 746.501(18)

Cornerstone Childcare will apply sunscreen and/or bug repellant as needed. Sunscreen and bug repellant must be provided by the parent, must be in the original container, and must not have expired.

Health Checks

Minimum Standards 746.501(26)

Cornerstone Childcare staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects. At Cornerstone Childcare staff member may complete a "Incident Report" to document these situations.

Vaccine-Preventable Diseases

Minimum Standards 746.501(27)

All Cornerstone Childcare employees are encouraged to receive an annual flu shot and are required to be current on their Pertussis vaccine to help protect children from illnesses.



Gang-Free Zone

Minimum Standards 746.501(b)(2)

Under the Louisiana Penal Code, any area within 1000 feet of a licensed child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Outdoor Play

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. If it is raining and obvious weather conditions do not allow for comfort outside, we will be indoors for play. Please dress your child in layers that can be adjusted for comfort to the weather should we decide to take a walk or play outside. Children may not wear flip flops due to the danger these shoes may cause on the playground. Please do not request that your child stay indoors. Per the Louisiana Department of Family and Protective Services, children too sick to go outside should not be at school.



Staff Employment by Client's Policy

The staff of Cornerstone Childcare is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Cornerstone Childcare staff will have their services terminated and any tuition or registration fees will be forfeited. Staff who becomes employed by current or former clients of Cornerstone Childcare will have their employment with Cornerstone Childcare terminated.

Employment refers to any relationship outside of the school's services which involves an employee of Cornerstone Childcare to interact with a current or former clients of Cornerstone Childcare. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Employees of Cornerstone Childcare are prohibited from participating in social networking relationships with clients of Cornerstone Childcare. This includes, but not limited to, accepting or requesting friend request on media sites such as Facebook, Twitter, Snapchat or Instagram.



Cameras and Photographs

Cornerstone Childcare has closed circuit cameras in all classrooms.. Due to privacy laws recorded camera footage is for Cornerstone Childcare reviewing only. Parents may not request to view previous footage from the School Director. Cornerstone Childcare will cooperate with local law enforcement. Available camera footage will be release to local authorities with a court order. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet.

Photographs

Cornerstone Childcare believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note: during certain parent events, such as Pre-K graduation, Christmas programs, and Carnivals, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.



School Contact Information

Cornerstone Childcare
773 Walker Rd.
Jonesboro, LA 71251
(318) 395-1004
Email: cornerstonechildcarejonesboro@gmail.com
Hours: 7:15 am to 5:30 pm
Monday – Friday

Administration: Joel and Mauri Sneed
Director of daily operations: Clay Gaspard