



Handbook

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WELCOME TO CORNERSTONE PRESCHOOL

Thank you for the opportunity to serve your family. Cornerstone Preschool (Cornerstone) makes every effort to ensure that each family is informed, and has a reference guide throughout the school year. While your child is enrolled at Cornerstone, this handbook will assist in answering many of the basic questions regarding our program. This Cornerstone handbook is not intended to create an express or implied contract. For any questions that are not encompassed in this handbook, please contact our Cornerstone staff members, or Board of Directors.

STAFF

Director: Julie Erker B.S. in Early Childhood Education

Pre-Kindergarten (Pre-K):

Lead Teacher Dawn Crannis B.A. in Early Childhood Education
Tina Folds M.S. of Education in Curriculum
B.S Elementary Education

Assistant Teacher Kristen Marinelli
Kate Matos

Three and Three-Quarter-Year-Old:

Lead Teacher Kim Baroni B.S. Elementary Education
Holly Walton CDA
Assistant Teacher Shannon Krecic B.S. Elementary Education
Melissa Glynn

Two-and-a-Half-Year-Old:

Lead Teacher Lindsay Tate B.S. Early Childhood Education
Lead Teacher Mindy Thomas B.A. Communication Arts & Musical
Theatre
Assistant Teacher Mary Jo Franke B.S. Dev. Handicapped-Specific
Learning Disabilities

Melissa Glynn

Enrichment:

Lead Teacher Julie Erker B.S. Early Childhood Education
Lead Teacher Lindsay Tate B.S. Early Childhood Education

BOARD OF DIRECTORS

The mission of the Board is to oversee the operations of Cornerstone Preschool, to support the efforts of the staff, and to work with the Avon Lake Presbyterian Church as it continues to develop and improve upon the programs and facilities used by the preschool.

If you have any questions or concerns, you may contact any of the members listed. The Board members for the 2015/2016 school year:

Charlie Swartz, Reverend	933-6240	pastorcharliealpc@gmail.com
Jay Knox	930-7287	Jayknox35@gmail.com
Cindi Dansizen, Bookkeeper	933-6446	alpresby@avonlakepc.org
Lee Lohr, CE Director	933-6240	lloh@avonlakepc.org
Julie Erker, Director	933-7646	director@cornerstonepreschoolal.com
Mandy	653-9065	Mrobison450@gmail.com
Marian Conn	933-8404	Marian.conn@yahoo.com

PHILOSOPHY

Cornerstone continually strives to be the best preschool possible so that your child will receive the best early childhood education in North East Ohio. To help us achieve that goal, we are one of a few schools that has earned four stars in the accredited “Step Up To Quality” program—a proven educational process that has demanding requirements. Cornerstone will provide a strong learning foundation for each child’s future success. <http://jfs.ohio.gov/cdc/stepUpQuality.stm> (ASQ-3 form will be provided to assess each child’s future learning needs.)

At Cornerstone, we provide “hands-on” developmentally appropriate learning activities to expand and strengthen each child’s social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, and creative development skills.

A child-directed learning environment is promoted; whereby each child makes choices at classroom learning centers and is intrinsically motivated to learn. Within these interest areas and centers, Cornerstone provides fun while incorporating motivating materials with guided meaningful learning experiences. Also, an open-ended learning experience is incorporated to foster each child’s development. There is neither a “right way,” nor a “wrong way;” which helps to build each child’s self-esteem.

Some of the classroom’s learning centers are:

- Blocks
- Art
- Textile: Sand/Water
- Computers
- Social Studies
- Dramatic Play
- Library
- Music/Movement
- Math
- Toys/Games
- Discovery
- Cooking
- Science

Creative Curriculum was developed after much research and theory on the understanding of child development. The five main components are: “How Children Develop and Learn,” “The Learning Environment,” “What Children Learn,” “Caring and Teaching,” and “Partnering with Families.”

Cornerstone follows the Creative Curriculum as it matches our philosophy that children learn when they feel safe and happy, when they are interested in the learning topics, and when they are provided with continuously changing rich learning environment.

Non-sectarian Christian principles and teachings are included in our school through age appropriate ways. Some examples would be through our daily teaching, saying prayer before snack, and through once a month bible time where the Church Pastor and Children’s Director teach the children about faith through songs and stories.

GOALS

Cornerstone's main goals include:

- creating and maintaining a positive self-image in a stress-free learning environment;
- using and developing language skills to help with socialization;
- gaining and using conflict resolution and problem-solving skills; and a
- fun, intrinsically rewarding experience for lifelong learning.

LICENSE

Cornerstone Preschool is licensed to operate legally by the Ohio Department of Job and Family Services. At the end of this handbook, you will find an attachment about licensing and other valuable information.

ADMISSIONS

Cornerstone is for children two-and-a-half to five years of age. All children should be potty-trained; not including the two-and-a-half years old.

A child is considered enrolled at Cornerstone after a non-refundable registration fee has been received and the Director confirms space availability. For fall enrollment, Cornerstone must have received the first non-refundable tuition payment along with the supply fee and the required paperwork by June 1. (Summer camp is addressed separately.)

The required paperwork includes: basic enrollment information, health information, and a parent questionnaire. A current medical form signed by a physician or certified nurse practitioner is also required to be submitted. This medical information must be updated annually. Current information must be on file at all times, or a child may not attend—this is for the safety of each child.

STAFF/CHILD RATIOS

Cornerstone is licensed to serve 74 preschooler students with teacher-pupil ratios of no more than:

- 1:7 for two-and-a-half-years old
- 1:12 for three-and four-years old
- 1:14 for four-and five-years old

At Cornerstone, we maintain a low teacher-to-student ratio, to achieve a learning relationship with each child. In the Pre-K and four-year-old classes, we enroll a maximum of 18 students. In the three-year-old classes, we enroll a maximum of 16 students.

TUITION/FEES AND PAYMENT POLICIES

Cornerstone is non-profit and is supported by tuition. We do hold annual fundraisers to help keep the cost of tuition low. Cornerstone reserves the right to change tuition fees, if necessary. There is no reduction in fees due to Cornerstone closings.

Monthly Tuition	
<u>Pre-Kindergarten (Pre-K) Class:</u>	
• Monday, Tuesday, Wednesday, and Thursday—Mornings	\$190.00
• Monday, Tuesday, Wednesday, and Thursday—Afternoons	\$190.00
<u>4-Year-Old Class:</u>	
• Monday, Tuesday, Wednesday, and Thursday	\$190.00
<u>Three-Year-Old Class:</u>	
• Monday, Wednesday, and Friday	\$150.00
• Tuesday, Thursday, and Friday	\$150.00
• Monday & Wednesday or Tuesday & Thursday	\$110.00
<u>Three and Three-Quarter-Year-Old Class:</u>	
• Monday, Wednesday, and Thursday—Afternoons	\$150.00
<u>Two-and-a-Half-Year-Old Class:</u>	
• Tuesday and Thursday	\$150.00
• Monday, Wednesday, and Friday	\$175.00
<u>Enrichment Class:</u>	
• Pre-K	\$ 80.00
• Literacy	\$ 50.00

Cornerstone also offers a bring-your-own lunch program (Lunch Bunch). The Lunch Bunch consists of one-hour for the number of days per week. Please let the instructor know the days of the week for attendance. If the attending days need to change during the school year, please communicate it in writing.

Monthly Lunch Bunch Fees	
• Two-days, per week	\$ 35.00
• Three-days, per week	\$ 45.00
• Four-days, per week	\$ 55.00
• Five-days, per week	\$ 65.00

A registration fee of \$45 and the first tuition payment, plus supply fee is required and non-refundable. A four-week notice is required for withdrawals during the school year. Withdrawal fees will be reviewed by the Director, Board of Directors, and parent(s)/guardian(s) involved.

Tuition for the school year is payable in nine (9) monthly payments, and is due the first day of each month. The first tuition payment is due by June 1. The remaining eight (8) tuition payments are paid monthly from September to April. A late fee of \$10.00 will be assessed if payment is made after the 7th day of that month. Tuition may also be paid in one-lump sum in June of the new school year. Cornerstone does accept two-equal payments; one due in June and the other due in January.

If your tuition is two-months in arrears, your child can no longer attend school until payment has been received. Bounced checks are charged a \$25.00 fee that will need to be paid for by the parent(s)/guardian(s). Please contact Cornerstone's Director, if you are in need of special arrangements concerning payments.

Cornerstone understands that an occasional late "drop-off" or "pick-up" of your child can be inevitable; however, for each 15 minute late infraction there is a \$5.00 assessment fee that will be added to your next tuition bill. Prompt "drop-off" and "pick-up" is critical for time-constraints of our staff and for the safety of all children.

All checks are made payable to: Cornerstone Preschool. Our tax ID number is available upon request.

FINANCIAL ASSISTANCE

Families in need of financial assistance are asked to complete a tuition assistance application; which will be reviewed by the Cornerstone Board. Once your application has been reviewed, you will be notified of your status. Please contact Cornerstone's Director, for information and applications.

HOURS AND DAYS OF OPERATION

Cornerstone is in session Monday through Friday, from 8:45 a.m. until 2:45 p.m., except for holidays, special church events, inclement weather and other reasons. (A separate schedule will be provided.) There are morning classes, one afternoon lunch bunch, one enrichment class, and afternoon classes.

ARRIVAL

In order for each child to transition to the school routine, there will be no “drop-off” or “pick-up” service available during the first week. Thereafter, the service will be provided at the side-of-the building (lunch/gym area). For safety and security, only a school employee will be permitted to assist each child from your vehicle with his/her belongings. In addition, each child must be seated with the proper safety-device secured.

DEPARTURE

At the end of your child’s school session, you will be met with a school employee who will unlock the doors. Cornerstone asks that you meet your child in the designated area within the school. If you are not able to “pick-up” your child or have made other arrangements, please notify the school. A special form and/or password is provided for the safety of your child.

Once your child and his/her belongs are gathered, please ensure that your child is not in the parking lot or premises unattended. The “pirate” play area is to be used by children that are currently in session, during school hours.

INCLEMENT WEATHER AND CLOSURES

It is Cornerstone’s policy to remain open; except for when the weather is so severe that it is deemed unsafe to travel, or for other reasons. Cornerstone follows the Avon Lake City School System closures. The CodeRED system will be used whenever possible. School closings are also posted on their district website: www.avonlakecityschools.org. In addition to the CodeRED and website posting, local radio and television provide closure information. If possible, we will have a posting on Shutterfly when closed.

DAILY SCHEDULE

The children's daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place; where they know what to expect and when to expect it.

A Typical Day

<u>General Classes (Content is Age Specific):</u>	
• Preparation, Arrival, Choice Activities	15 minutes
• Group Meeting	15 minutes
• Music	15 minutes
• Snack	15 minutes
• Gross Motor Skills	15 minutes
• Posted Curriculum	60 minutes
• Reading Aloud/Good-Bye	15 minutes
<u>Enrichment Class:</u>	
• Preparation, Arrival, Choice Activities	15 minutes
• Group Meeting	15 minutes
•	
• Snack	15 minutes
•	
• Posted Curriculum	60 minutes
• Reading Aloud/Good-Bye	15 minutes

TRANSITIONAL

POLICIES AND PROCEDURES

INTO THE PROGRAM:

After registering your child at Cornerstone, families will receive a tour of the building, schedule an observation, review the Parent Handbook, have a question and answer session, and fill-out Cornerstone paperwork.

Each family, upon enrollment in January, will receive a welcome letter, information on school scheduling, and open house dates. In the fall, families may attend our family open house event. Children enrolled (not Pre-K) will be phased in according to this schedule:

- Day one: parent(s)/guardian(s) and child(ren)
- Day two: child(ren) attends school for one hour
- Day three and after: child(ren) will attend school for the regular school-time

Suggested activities to prepare your child prior to school are:

- Talk to them about the new experience—making new friends
- Meet the teacher
- Read books about school
- Prepare your child for separation; “I will be back to pick-you-up.” and that learning is fun

WITHIN THE PROGRAM:

Cornerstone classrooms’ typically do not transition a child from classroom to classroom due to being open from September to May. On an individual bases, working with the school Director and lead teacher, families may request a conference to discuss possible transition. This would be based on classroom availability.

If a child in the two-and-a-half-year-old class turns three-years old during the school year, he/she may be transitioned into the three-year-old classroom. These requirements must be met:

- potty-training requirements;
- deemed socially, emotionally, and developmentally ready to transition; and a
- parent(s)/guardian(s) request for a meeting with the teacher to develop an appropriate plan for a smooth transition.

A child who is presently in the Cornerstone program and will be moving onto a new class the following year will receive individual support during the transitional period. Teacher and parent(s)/guardian(s) will develop an appropriate transitional plan for each child. Examples of activities to support transition include:

Older Toddler to Pre-K:

- Schedule a visit to the next older age classroom they will attend
- Assign a child an older age buddy to help them learn the new routine
- Teacher from new classroom sends a welcome letter

Pre-K to Kindergarten:

- Kindergarten teacher visit
- Discuss safety and school transportation
- Discuss differences in a preschool day versus kindergarten day
- Discuss meals at school; such as packing a lunch or buying meals

OUT OF THE PROGRAM:

Each child, who will be graduating from the program and moving onto Kindergarten, will receive individual support during the transitional period. Teacher and parent(s)/guardian(s) will develop an appropriate transitional plan. Activities to prepare your child for transitioning:

- Help child say goodbye to teachers and friends
- Make a class book
- Have a celebration
- Attend Cornerstone's Pre-K graduation ceremony

Families who are withdrawing a child from the Cornerstone program are asked to immediately notify the school Director. A Cornerstone Preschool Transitional Consent form must be completed and signed prior to withdrawal. A photocopy of the child's school records will be given, or mailed to the new program upon request.

Health Screening Policy and Procedures

Health, medical, and dental examinations are required for each student. The medical statement is due within 30-days prior to the first day of school. The dental statement is due within 60-days. Children who begin class after the start of the school year have 30-days from the first day of their attendance to return medical and dental exam statements. All statements must be completed before each school year.

Families will be informed of any missing health, medical, and dental information, or for further evaluations. Families will be guided in the process of obtaining that information from area agencies. A directory of local pediatricians, dentists, optometrists, therapists, and psychologists are provided.

Allergies are documented on the Enrollment form. An Emergency Medical form must be completed and filed in the classroom. If a child requires physician ordered procedures, a Health Care Plan will be put in place to ensure the safety of the child.

For children who are in diapers, if there is a special schedule and/or procedure Cornerstone should follow, please submit instructions in writing to the teacher.

Developmental Screening and Assessment Policy

Children enrolled in Cornerstone receive a developmental screening within the first 60-business days from their individual start date and annually thereafter. If further monitoring is required, additional screenings may be required throughout the year. Cornerstone utilizes the ASQ: 3 Tracking form to ensure screenings are completed and referrals are made.

Toddler and Preschool Children Screening Tools and Procedures:

1. Parent(s)/guardian(s) will be asked to complete a consent form before your child(ren) is/are screened. Files may be transferred to a new setting, pediatrician, etc..
2. Along with the enrollment forms and paperwork, each family will be provided a copy of the age appropriate Ages and Stages Questionnaire (ASQ-3) to complete and return to their child's teacher. If a child was premature or diagnosed with a developmental delay or disability, we may use a form below their age range to be sure we capture the accurate information about their growth and development. (Note: School-age children are not required to have a developmental screening completed.)

3. The purpose of this screening is to recognize each child's strengths and needs and to assist the teacher in planning for his/her developmental goals and educational programming. The ASQ-3 addresses five developmental areas: communication, gross motor skills, fine motor skills, problem-solving, and personal-social.
4. The parent(s)/guardian(s) is/are asked to complete the initial ASQ-3. Although our program policy is to screen annually, the teacher may re-screen as the child continues to grow to assist in ongoing educational planning. Parent(s)/guardian(s) may also request forms for rescreening. Please see the ASQ-3 Kit for the appropriate screening tools.
5. If the parent(s)/guardian(s) do not return completed ASQ-3 within the 60-day timeline, staff members are required to complete the initial ASQ-3 and keep it in the child's file. This applies to initial screening and re-screen for returning children each year.
6. When the ASQ-3 is completed and received, Cornerstone will complete the summary page (last page) of the ASQ-3. Thereafter, the teacher will schedule a partnership meeting utilizing the ASQ-3 Conferencing form to discuss the results, and the child's growth and development.
7. If a concern is noted, our program is to refer within 90-days of enrollment utilizing the ASQ-3 Conferencing form (bottom of ASQ-3 Conferencing form).

Referral Policy

Tracking a child's progress and growth are critical components of our program. In addition to the use of developmental screenings to determine strengths and needs, teachers record daily observations to follow each child's progress. If a concern is found, the teacher is required to discuss these concerns with parent(s)/guardian(s) to determine if further services are needed. Our program policy is to refer within 90-days.

When a referral is made, Cornerstone may refer families for the following services and/or to the appropriate agencies:

- **Pediatrician:** Children receive "well-child check-ups" throughout their growth from infancy up through childhood. When there are developmental concerns, your child's pediatrician can help in determining further needs, treatment, and/or referrals.

- Local School District/Public School Preschool: They can assist in determining the need for further evaluation and services for children three- to five-years old. Examples: develop an I.E.P. (Individualized Educational Program), and/or receive itinerant services (child receives services from the school district LEAPS while attending Cornerstone or dual enrollment (LEAPS 1/2 day and Cornerstone 1/2 day). <http://www.avonlakecityschools.org/leaps>
- Head Start: <http://ohsai.org/>
- Mental Health Program: <http://mentalhealth.ohio.gov/>
- Speech Therapy: Examples include language and communication skills.
- Occupational Therapy: Examples include motor development, attention span, and self-help skills.
- Physical Therapy: For large muscle development.
- Help Me Grow: Help Me Grow is a program for Ohio's expectant parents, newborns, infants, and toddlers that provide health and developmental services so children start school healthy and ready to learn. <http://www.helpmegrow.ohio.gov/>
- Early Intervention: Early Intervention (EI) is available for children with or without disabilities from birth through age two. EI is family-centered; focusing on the overall needs of the family to provide the best developmental environment for the child. An Individualized Family Service Plan (IFSP) is required for a child enrolled in an early intervention program. The EI programs are required through Part C of the Individuals with Disabilities Education Improvement Act (IDEA).

When it is necessary to refer a child for other services, the teaching staff will complete the ASQ Conferencing form to document referral and important information. A copy is provided to parent(s)/guardian(s). This information includes the: developmental concern(s), program(s) referred to, referral date, and additional services the child may receive as a result of the referral. Parent(s)/guardian(s) are encouraged to share concerns. Teaching staff will assist the parent(s)/guardian(s) in understanding the resources and programs that may be available in the community.

Other referral agencies may include:

- HEAP: A federally funded program that issues heating benefits to supplement a household's annual energy cost.
http://www.development.ohio.gov/is/is_heap.htm
- WIC: WIC helps income eligible pregnant and breastfeeding women, women who recently had a baby, infants and children up to five-years of age who are at health risk due to inadequate nutrition.
<http://www.loraincountyhealth.com/publichealthprograms/childhealth/wic>
- Job and Family Services-Income Eligibility:
 - SNAP: The Ohio Food Assistance Program (federally known as Supplemental Nutrition Assistance Program; SNAP) is designed to raise nutritional levels, to expand buying power, and to safeguard the health and well-being of individuals in low-income households. A household may consist of an individual or a group of individuals who live together and usually purchase, prepare, and eat their food together.
<http://www.fns.usda.gov/snap/eligibility>
 - SCHIP: State Children's Health Insurance Program in Ohio
<http://www.benefits.gov/benefits/benefit-details/607>
 - Job Training: <http://www.lcdjfs.com/>
 - OWF: Ohio Works First Cash Assistance <http://www.lcdjfs.com/>
 - Childcare financial assistance: <http://www.lcdjfs.com/>
- United Way of Greater Lorain County—Call 2-1-1, or 1-800-275-6106: Free, confidential, 24/7 help for essential area services; from finding substance abuse treatment to securing food. <http://www.211lorain.org/>
- Lorain County Health and Dentistry: They provide hope and a healthier community through high-quality, affordable medical and dental care to individuals and families. Federal poverty guidelines and discounts fees are followed for those who do not have health insurance, or qualify for Medicaid.

As a federal health center, they must charge a fee for uninsured patients who qualify for a full (100%) discount. In medical clinics, the fee is approximately \$20.00/visit while in dentistry it is approximately \$25.00/visit. Enabling services are also provided; including transportation, outreach, translation and interpretation, and assistance with prescriptions. Visit <http://www.lorainhealth-dentistry.org/> to check location of services (4 locations) and hours. Call 1-440-240-1655 to schedule an appointment.

o Medical Services:

Category	Services
Adult Medicine (19 and older)	General and including flu vaccine, Diabetes, Hypertension, and heart disease. Same day sick appointments.
Asthma/Allergy (All ages)	Testing and care.
Behavioral Health	Mental health
OB/GYN (12 and older)	Women’s health and prenatal care.
Optometry (All ages)	Eye Care
Pediatrics (Infant/Child/Adolescent)	Well-child exams, immunizations, physicals (school/sports), flu vaccine, and more. Same day sick appointments.
Podiatry (All ages)	Includes diabetic foot care.
Sexually Transmitted Diseases	Urgent appointments available.

- o Dental Services: The health center is modern dental clinic; whereby professional staff members use the latest equipment and technologies to provide hygiene, restorative and emergency dental care.

Services	
<ul style="list-style-type: none"> ▪ Cleanings and Hygiene ▪ Radiographs ▪ Fluoride Treatment ▪ Sealants ▪ Oral Cancer Screenings 	<ul style="list-style-type: none"> ▪ Extractions ▪ Examinations ▪ Fillings, Amalgams, and Composites ▪ Assistance with prescriptions ▪ Referral services for specialists and medical testing

- Food Pantries:

Pantry Organization	Contact Information	Monthly-Pantry Schedule
Mature Services	415 S. Portage Path Akron, OH 44320 330-253-4597, Ext.:140 http://www.matureservices.org Summit County	Tuesday to Friday
Amherst Church of the Nazarene	210 Cooper Foster Park Road Amherst, OH 44001 440-988-9014 http://www.amherstnaz.com Lorain County	Last Tuesday
First United Methodist Church of South Amherst	201 West Main Street Amherst, OH 44001 440-986-2461 http://www.umc.org Lorain County	Last Saturday from 10:00 to 12:00 Pre-registration
Good Shepherd Baptist Church	1100 Cleveland Avenue Amherst, OH 44001 440-988-4506 http://www.gsbc-amherst.org Lorain County	Monday, Wednesday, Thursday, Friday By Appointment
Heritage Presbyterian Church	515 Leavitt Road Amherst, OH 44001 440-988-9409 http://www.heritagepc.org Lorain County	Second Thursday
Avon/Avon Lake Community Resource Services	33501 Lake Road, Suite L Avon Lake, OH 44012 440-933-5639 http://www.aalcrs.org Lorain County	Tuesday and Thursday
New Life Wesleyan Church	11149 West River Road Columbia Station, OH 44028 440-236-8600 http://www.nlwesleyan.org Lorain County	First Saturday His Banquet Table
Saint Elizabeth Ann Seton Church	25801 Royalton Road Rte. 82 Columbia Station, OH 44028 440-236-5095 http://www.seascolumbiastation.org Lorain County	First Monday
Salvation Army – North Ridgeville and Columbia Station Unit	11149 West River Road New Life Wesleyan Church Columbia Station, OH 44028 440-236-8600 http://www.salvationarmyusa.org Lorain County	By Appointment *Click link for various locations.
Asbury United Methodist Church	1611 Middle Avenue Elyria, OH 44035 440-323-9596 Lorain County	First and Third Saturday

Pantry Organization	Contact Information	Monthly-Pantry Schedule
Community United Methodist Church	680 North Abbe Road Elyria, OH 44035 440-365-7391 http://www.elyriacumc.org Lorain County	Second, third, and Fourth Friday
Elyria Hospitality Center	244 3rd Street Elyria, OH 44035 440-323-9409 Lorain County	Monday, Wednesday, and Thursday
First Congregational United Church of Christ-Elyria	330 Second Street Elyria, OH 44035 440-323-5454 http://www.firstcongelyria.org Lorain County	Monday, Tuesday, Wednesday
Lorain County Office on Aging	320 North Gateway Boulevard Elyria, OH 44035 Lorain: 440-244-6261, Ext.:4800 Elyria: 440-326-4800 http://www.lcooa.org	By Appointment
Mount Olivet Alliance Church	626 Lorain Boulevard Elyria, OH 44035 440-322-1773 Lorain County	Second and Fourth Tuesday
Saint Andrew's Church	300 Third Street Elyria, OH 44035 440-322-2126 http://www.saintandrew-elyria.org Lorain County	Thursday and Friday
Saint John Lutheran Church	1140 West River Road North Elyria, OH 44035 440-324-4070 http://www.stjohnlutheran-elyria.org Lorain County	Wednesday
Saint Jude Church	590 Poplar Street Elyria, OH 44035-3999 Helping Hands: 440-366-0118 Church Office: 440-366-5711 Lorain County	Third Saturday and Following Tuesday
Salvation Army-Elyria Corps.	716 West Broad Street Elyria, OH 44035 440-323-2026 http://www.salvationarmyusa.org Lorain County	Produce: Wednesday General: Monday to Thursday
Our Lady Queen of Peace	702 Erie Street Parish Hall Grafton, OH 44044 440-926-2364 http://www.olqpgrafton.org Lorain County	

- Recreation:

Program and Privileges	
French Creek, YMCA 2010 Recreation Lane Avon, OH 44011 440-934-9622	Membership privileges to local YMCA Branches FREE equipment orientation Unlimited use of Fitness Center FREE aerobics classes (select land and water) FREE open swim for adults and families FREE open gym time Youth and Adult sport leagues and classes Progressive swim lessons Up to 50% savings for members on all classes and programs A.W.A.Y. privileges (Always Welcome at YMCA) Open 7 days a week to meet your busy schedule! Volunteer opportunities
Avon Lake City Recreation Department https://reservations.avonlake.org/programs/	Youth and adult sports leagues and classes Safety Town Life Guard Certification CPR First Aid

Measure of Quality

In order to maintain and improve program quality at Cornerstone, each classroom is required to complete an annual self-assessment of their classroom environment using one of the approved age appropriate tools in the SUTQ Guidance document. Cornerstone uses ECERS.

Each classroom is required to complete the self-assessment every January, and submit such by the end-of-the-month to the Director. The Director reviews the assessment; meets with the teaching team, set goals and action steps to achieve goals based on the self-assessment results. All complied classroom goals are utilized in the development of the program's SUTQ Continuous Improvement Plan (C.I.P.). Cornerstone uses the completed C.I.P. to guide its program to set and achieving quality improvement goals throughout the next year.

The Director completes the Program Administration Scale (PAS) every May to assess the program's strengths and areas of improvement. Based on such assessment, goals and action steps are incorporated to the program's C.I.P.. The C.I.P. is reviewed throughout the year—to ensure Director and classroom teaching staff are achieving their goals and strengthening the program's quality.

FAMILY ENGAGEMENT ACTIVITIES

Cornerstone offers a variety of opportunities to get involved in school activities, such as:

Event	Month	Details
Parent(s)/Guardian(s) Open House	September	<ul style="list-style-type: none"> • Program information • School instructions • Meet the teachers
Holiday Parties	Halloween, Christmas, Valentine's Day, and Easter	<ul style="list-style-type: none"> • Families help to plan, assist, and/or attend
Feast Day	November	<ul style="list-style-type: none"> • Families share food and company
Parent(s)/Guardian(s) Career	Throughout Year	<ul style="list-style-type: none"> • Share career with children
Classroom Theme Parties	Throughout Year	<ul style="list-style-type: none"> • Families invited to class for a variety of parties (e.g. rainforest, Dr. Seuss, Dino Day)
Donuts with Dad/Guardian	April	<ul style="list-style-type: none"> • Fun activities included
Muffins with Mom/Guardian	May	<ul style="list-style-type: none"> • Fun activities included
Family Classroom Visits	Each Month	<ul style="list-style-type: none"> • Theme-of-the-Month
Ice-cream Social	May	<ul style="list-style-type: none"> • Ice-cream with toppings
Pre-K Graduation	May	<ul style="list-style-type: none"> • Ceremony

GUIDANCE POLICY

The atmosphere at Cornerstone is one of love and acceptance. Children's needs will be met on an individual bases. Activities will be planned that take into consideration the needs and preferences of the preschool children. The teachers at Cornerstone have had special training in early childhood development. They will make every effort to ensure that each child has the best experience possible.

Positive reinforcement for appropriate behavior is incorporated. If a child should lose his/her composure, the teacher would immediately go to the child and talk with him/her and try to help the child regain self-control—this may include a joint activity. This helps the child communicate his/her feelings to the teacher about the behavior. The child and teacher might then decide that he/she is ready to return to the group.

Children will attempt to solve their own conflict using conflict resolution techniques, beginning with a guided dialogue of those involved. The teacher will act as a mediator to help and encourage a solution; redirected to a different activity, if necessary.

The child(ren) will be warned about socially inappropriate behavior. If negative behavior happens a second time, the child(ren) involved will be taken away from the situation. The teacher and child(ren) will then discuss what behavior will be acceptable. If the negative behavior persists, parent(s)/guardian(s) are called; teacher will discuss possible solutions to the problem.

After every effort has been made, a child may be unable to manage a preschool day. After consultation with the parent(s)/guardian(s), the child would be withdrawn and the tuition would be prorated and returned. Perhaps an appointment with the child's doctor would be advised to discuss behaviors that would make preschool too difficult for their child to manage. All Cornerstone employees' abide by the specifications of Rule 22 of the Guidance and Management Policy.

SUPERVISION OF CHILDREN

Reasonable and adequate supervision is the most important factor in the prevention of accidental injury. NO CHILD SHALL BE LEFT ALONE OR UNSUPERVISED.

ARRIVAL/DEPARTURE PROCEDURE

An arrival and departure policy that insures the teacher is aware of each child's presence in school is as follows:

Parent(s)/guardian(s) will drop their child(ren) off from their car to a teacher. The teacher will walk the child (ren) to their appropriate classroom. After greeting the child(ren), the teacher will document the attendance sheet.

Children are released at the classroom door. At departure, the teacher releases each child to parent(s)/guardian(s), or designated adult. The departure will be noted on the attendance sheet. If other arrangements are made, the parent(s)/guardian(s) must submit a signed note to school giving permission for the child to be released to an authorized adult. The password must be used for authorized adults.

In the case of child custody, we follow the guidelines outlined by the court. A copy of the court records concerning custody needs must be on file in our school office.

SAFETY AND EMERGENCY TRANSPORTATION POLICY

The health and safety of each child is paramount at Cornerstone. A comprehensive preventative plan is in place, along with safety action guidelines and classroom procedures that are reinforced with each child. Ample space and outdoor area is provided so that overcrowding is not a hazard. Problems that arise can be minimized by the application of the following principles:

- Immediate access to a telephone.
- Varying monthly fire drills (record in office).
- Quarterly tornado drills (record in office).
- All staff members are trained in first aid.
- Diagrams showing evacuation routes and emergency plans posted to explain action and staff responsibilities for:
 - a) Fire and weather alerts, and
 - b) Medical and dental emergencies.
- When an accident or injury occurs, an Incident Report is completed by the teacher. A copy is given to the Parent(s)/guardian(s) and a copy is filed.
- Use of aerosols is prohibited when children are present.
- The appropriate local public children service(s) is notified when a Cornerstone staff member suspects a child has been abused or neglected.

FIELD TRIPS

ONLY the Enrichment Class will take field trips. The Field Trip Plan requires each child to have a written permission slip for each trip. The permission slip states the destination, time of departure, and return time. Emergency transportation authorization, health records, and a first-aid kit are on all field trips or special outings. A completed permission slip must be returned to school the day after it is sent home.

TRANSPORTATION OF CHILDREN

If a child needs emergency transportation, an arrangement has been made with the Avon Lake Rescue Squad.

MEDICAL AND DENTAL EMERGENCY PLAN

In case of severe emergencies and/or accidents:

- One adult will attend to the child in difficulty and administer first aid.
- Second adult will notify emergency squad and call parents.
- Third adult will stay with remaining children. At no time will any child be left alone.
- The first-aid kit is located in the Cornerstone office.
- Current emergency telephone numbers are located on the wall in each classroom. These numbers include:

Emergency Squad: 911 or 933-2121 Fire Department: 911 or 933-2121 St. John West Shore: 440-835-8000	Police Department: 911 or 933-4567 Poison Control Center: 888-231-4455
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- Children's medical records and emergency transportation authorization forms are located in each child's file in office filing cabinet.
- When an accident or injury occurs, the teacher will complete an Incident/Injury Report, file a copy, and give a copy to the parent(s)/guardian(s).

An Incident/Injury Report is completed for:

- Illness, accident, and injury which requires first-aid treatment;
- bump or blow to the head;
- administration of Syrup of ipecac (only when advised by Poison Control Center);
- emergency transporting; and
- an unusual or unexpected event which jeopardizes the safety of the children or staff.

MANAGEMENT OF ILLNESS

Our trained first-aid teachers recognize the common signs of communicable disease and illness. Daily, teachers will observe each child before he/she enters the group. Cornerstone cannot care for an ill child—even mildly; therefore, he/she will be sent home. Cornerstone will notify parent(s)/guardian(s) of a child's condition when a child has been observed with the following signs and symptoms:

Diarrhea (more than one occurrence)	Stiff neck
Severe coughing (whooping, red, or blue face)	Infected skin patches
Difficult or rapid breathing	Sore throat or difficulty swallowing
Yellowish skin or eyes	Vomiting
Dark urine or grayish or white stool	Lice, scabies, or other parasites
Unusual spots or rashes	Conjunctivitis (pink eye): redness of eye or eyelid, thick or purulent (pus) discharge, matted lashes, burning, itching, or eye pain
Fever of 100° F, with any above symptoms	Elevated temperature

Parent(s)/guardian(s) will be promptly notified of any exposure to a communicable disease by telephone or written communication. The communicable disease chart is located on the bulletin board in the hallway. If it is necessary to keep your child home from school due to illness or for any reason, the parent(s)/guardian(s) **MUST** notify Cornerstone by calling 933-7646.

ISOLATING AN ILL CHILD

A child—who is suspected of having a communicable disease or illness, while in school—shall be isolated immediately. Cornerstone personnel will be within sight of a child who is isolated—a child is **NEVER** left alone or un-supervised.

The sick child is provided with a sanitized (germicidal detergent) cot and (laundered) blanket. Once the child is discharged the cot and blanket are re-sanitized. Child is discharged to his/her parent(s)/guardian(s), or authorized adult—as soon as possible. Re-admittance to Cornerstone for a child who has been discharge, requires a verbal interview with parent(s)/guardian(s), an inspection of the child by the teacher, and possible a physician's note.

If the child has had chicken pox, he/she may return to Cornerstone after all blisters have developed scabs. All scabs do not need to be gone. In the case of mumps, all swelling must be gone. If a child has swelling on one-side, he/she must wait 24-hours to see if the other-side swells.

The Director reviews the signs and symptoms of disease and illness—along with proper hand washing and disinfecting procedures—periodically with all staff members and with new employee onboarding. A staff member cannot attend if he/she exhibit signs of a

communicable disease. The Director reserves the right to request a physician's note for a staff member to return to work.

SNACKS

Every day at Cornerstone, the children enjoy a healthy **peanut-free** snack. Snack-time is a special learning time for the children with the opportunity to eat with peers, help, and serve. Parent(s)/guardian(s) are asked to bring a peanut-free, individually manufacturer packaged snack and drink for their child's class. Cornerstone provides a specific peanut-free snack list.

FOOD ALLERGIES

If your child requires a modified diet for allergies or any other reason, you must secure written information from your physician. Please speak with the Director for more details regarding food allergies and the necessary forms to be completed.

MEDICATIONS

If any child requires an inhaler, Epi-Pen, or any other medication for a serious health condition, Cornerstone allows this medication (original container) to be kept on-site. Medication is not administered unless instructions to administer such items are written, signed, and dated by a licensed physician or certified nurse practitioner and are prescribed for that specific child. Also, parent(s)/guardians(s) must properly complete a Request for Medication form. Forms will be filed in the office.

The medication may be handed to the teacher each day, or stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag.

COMMUNICATIONS, PROGRESS, and CONFERENCE

Bringing forth a concern when it occurs helps Cornerstone address the issue before it escalates. The staff values your trust with your child(ren)—we want our relationship to be a good one. It is recommended to contact the teacher first then the Director, and if not satisfied with the assistance, then the Board.

Cornerstone parent(s)/guardian(s) are urged to check e-mail, school bulletin board, or your child's backpack for school information about the program. Please discuss child's needs and progress with the teacher in-person after school dismissal, by e-mailing the teacher, or by a scheduled phone conversation.

Cornerstone uses the Teaching Strategies Gold Assessments. Information and a Conference Time Sign-up sheet will be posted regarding your child's(ren's)

evaluation/conference with the teacher. Conferences are held once a year (winter) for the three-year olds, and twice a year (fall and spring) for the three/four-year olds, four-year olds, and Pre-K students.

COMMUNICATIONS

School information will be posted on the school bulletin boards located in the school hall. In addition, an e-mail list is established by the Director to communicate important reminders, announcements, and quarterly newsletter. To participate, please print and sign the E-mail Consent. Teachers will communicate weekly class updates via e-mail.

Parent(s)/guardian(s) will be asked to sign a Cornerstone Directory Release form giving the Director permission to include their family name(s), address(es), phone number(s), and e-mail address(es) in our Cornerstone Preschool Parent Directory.

CENTER PARENT INFORMATION

REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The Director and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Director of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.