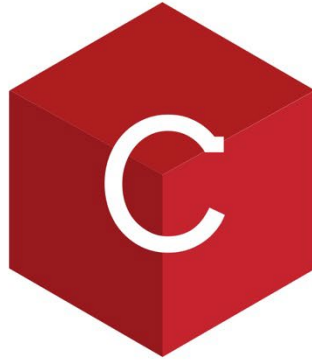




Cornerstone

The Child Enrichment Center

FAMILY HANDBOOK
2025



Cornerstone
The Child Enrichment Center

WELCOME

Dear Family,

Thank you for choosing Cornerstone Child Enrichment Center:

“Where strong foundations are built one curious moment at a time!”

Our goal is to provide a safe, nurturing environment where children are engaged in play-based activities as they are learning simple Bible truths. Because we recognize that each child uniquely develops physically, cognitively, emotionally, socially, and spiritually, we are committed to providing biblically based, age appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success. We view every moment with your child as a “teachable moment”.

I look forward to getting to know you and building a strong relationship as we partner together in providing the best possible child care experience for your most precious asset-your child.

For Children and Families,

Charlotte Hollarn, M. Ed.
Owner/Director, Cornerstone

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ABOUT US

Philosophy

Cornerstone is a place where children are provided a safe, nurturing, Christ-centered environment while engaging in experiential activities that stimulate curiosity and wonder. Because we recognize that each child uniquely develops physically, cognitively, emotionally, socially, and spiritually, we are committed to providing biblically based, age appropriate experiences. These experiences allow each child to develop at his/her own pace. We view every moment with your child as a “teachable moment”.

Mission

Cornerstone offers full day, full week, childcare for children ages 6 weeks – Pre-K. Before and After School Care is offered to students enrolled in surrounding local elementary schools. Transportation is provided with written permission from the parent/guardian.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Hours of Operation

Child care services are provided from 6:30 AM to 6:00 PM, Monday through Friday. For the best interest of your child, we request children stay a maximum of 10 hours /day.

Holidays

We are closed for the whole day on specific holidays and may close early on days prior to a major holiday. These holidays for 2025 include: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve, Christmas Day, and December 26.

According to the 2025 Calendar, there will be early closings at 3:00 PM, on 11/27, the Wednesday before Thanksgiving, and again on 12/31, and in-climate weather days as needed. These days allow our staff to enjoy some much deserved Family Time as well.

Admission & Enrollment

Based on the availability and openings, our facility admits children from 6 weeks to 12 years of age. All admission and enrollment forms must be completed, and accompanied with the annual enrollment fee and first tuition payment paid, prior to your child’s first day of attendance.

An enrollment fee of \$100.00/1st Child, \$75.00/2nd Child and \$50.00/any additional children, is due at the time of enrollment. This fee is non-refundable and is pro-rated by quarter.

Cornerstone requires at least a two week notice for cancellation of child care.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Inclusion

Cornerstone believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, we request to be notified and included in discussions regarding how we can best accommodate your child while he/she is in our care. Safety is of utmost concern and we reserve the right to assist you in finding the best possible care for your child when our facility is not equipped to do so.

Non-Discrimination

At **Cornerstone**, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all children.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals. Due to the concern for health and safety, we will request an appointment and health check prior to entering the facility.

Please see the list of Family Activities at the end of this booklet.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our staff are hired in compliance with the state requirements and qualifications as a base minimum. Typical **Cornerstone** staff requirements are as follows:

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, and not connected or sanctioned by **Cornerstone**.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

	<u>Ratios</u>	<u>Max. Group Size</u>
Infants<12 months	4:1	8
1 year-olds	6:1	12
2 year-olds	8:1	16
3 year-olds	12:1	24
4 year-olds	15:1	30
5 year-olds	20:1	40

(and older single-age groups)

Source: Oklahoma Child Care Licensing 3-13-2020

Communication & Family Partnership

Daily Communications: Daily documentation and notes from center staff will keep you informed about your child's activities and experiences at the center through our Brightwheel App. Notification alerts are monitored by the recipient. Please note that the primary means of communication is through the Brightwheel App. It is the responsibility of the parent to stay updated on message threads that include Announcements and important information.

Bulletin Boards: Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc. You will also receive messages and announcements through our Brightwheel App.

Family Visits: Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Family Night: Family nights are scheduled periodically. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences: Family & Teacher conferences occur once a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time.

We encourage you to communicate any concerns. When a matter arises, we appreciate the opportunity to work together to resolve the issue.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants. Please keep in mind we will always consider the health and safety of the children within our program and reserve the right to request an appointment and health check. Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians verbally or through Brightwheel. Since staff days are devoted to caring for (and interacting with) children, it is usually not feasible to have a long discussion or message thread during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs. Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity. Staff Members are not permitted to take pictures of children on personal devices.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula and activities that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

As part of our program, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom as well as outside the classroom door.

Developmental Screening

Cornerstone uses the Oklahoma Early Learning Guidelines as a tool to document developmental milestones. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment.

Outings and Field Trips

Weather permitting; we conduct at least 30 minutes of supervised outdoor play two times a day for all children. Children are accounted for at all times. Closed toed shoes are required for the playground. Please dress your child according to the weather.

From time to time, there will be supervised field trips for children ages 5 and above. We encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips and/or transportation to/from school.

Transitions

Transition from Home to Center:

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition to/from Classroom within Center:

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced. Transitions to another classroom are designed to meet the needs of the child, as well as the program. Developmental milestones, chronological age and availability of space all factor in to the timing of transitions.

Transition for Before/After School Care:

Children who are of school age may continue with before/after school care at **Cornerstone**. The center will provide staff to ensure that your child arrives at the

designated stop for drop off (before school) and pick up (after school) in a timely manner. There may be supplemental information requested during the School Calendar. We transport to/from designated schools. Please discuss your before/after school care needs with the Director.

Electronic Media

Our normal daily routine does not include electronic media (TV/Video/DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All electronic media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 30 minutes per week.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Rest Time:

Infant Safe Sleep

Infants sleep according to their own schedule and are put to sleep on their backs. Each child has an assigned crib and infants do not share cribs. Bedding consists of ONLY a tight fitting sheet. Sheets are changed daily and as needed. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants minimally every 15 minutes routinely. Sleep Sacks are the only approved coverings for any child under the age of 12 months. Sleep Sacks must be no more than the thickness of a receiving blanket. Swaddles must be pre-approved by the Owner/Director prior to supplying to child for rest time. In order for an Infant to be swaddled, the infant must be under the age of 12 weeks, have written parent permission on file onsite, and must be a swaddle that has been approved by the Oklahoma Dept. of Human Services, Division of Child Care. (Approved swaddles are posted in the Infant Classroom.)

Children ages 1- 5 years old: After lunch, all children less than 6 years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. Each child is assigned a cot equipped with a clean, tight-fitting sheet. Families may provide a personal blanket and soft toy for Quiet Time. These items are sent home at least 1X week for cleaning.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

Toilet Training

The most important factor in making the toilet learning experience successful, and as low-stress as possible, is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. However, if we feel that we cannot provide a safe, healthy environment while meeting the developmental needs of a child, we will work closely with you to find a program better suited for the child's individual needs that may require one-on-one attention for an extended amount of time.

Please keep in mind, **Cornerstone** is GROUP CHILD CARE, therefore, we may not be able to follow the potty training procedures and practices used at home. We encourage the child to assist and learn self-help skills that are appropriate for his/her level of development. We ask that you keep communication open with us so that we can provide a developmentally appropriate approach to toileting and bathroom needs.

GUIDANCE

General Procedure

Cornerstone is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the center.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline is developmentally appropriate, responsive to the circumstances, constructive, and provides an opportunity to learn.

Assessment: Personnel evaluate the environment, atmosphere, and activities before considering specific child interventions.

Interaction: Personnel interact with an attitude of understanding and firmness.

Fairness and Consistency: Personnel use fair and consistent rules.

Perspective: Personnel maintain perspective and recognize every behavior does not require the teaching personnel's attention or intervention.

Expressing Acceptance and Disapproval: Personnel speak so children understand that their feelings are acceptable, but their action or behavior may be unacceptable.

Self-Control: Personnel encourage children to develop self-control.

Relevant: Personnel choose discipline relevant to the behavior.

Redirect: Personnel provide alternatives when the behavior is unacceptable.

Consequences: Personnel use safe, natural, and logical consequences to help children take responsibility for their actions.

Individualize: Personnel recognize every discipline method is not effective with every child, circumstance, or both.

Challenging Behavior

Children are guided to treat each other, and adults, with self-control, kindness and respect.

Each student at **Cornerstone** has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When direct guidance is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation. There may also be times that the child will be removed from the classroom to keep other children safe. Safety for all children is our number one concern.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. Minor challenges will be documented in Brightwheel so that we can refer back to specifics about behavior in order to evaluate how we can best meet the child's needs in order to be successful in group child care.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others, or self. (e.g. biting, hitting, pushing, spitting, any other behavior that continually disrupts classroom or hurts others.)

- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Discipline Policy Form: Each child will have a Discipline Policy Form signed and in their personal file folder. This form must be signed by at least one parent or guardian.

WEEKLY TUITION AND ANNUAL ENROLLMENT/MATERIALS FEE

A non-refundable Enrollment/Materials fee of \$100/1st Child, \$75/2nd Child, then, \$50 for each additional child, is due annually in December. This fee will be pro-rated by quarter.

All payment and fee processing will be completed through our Brightwheel App. The Owner/Director will be in charge of collecting all fees and contacting families regarding payment issues. If you have a question or concern regarding a fee or payment, please contact Charlotte Hollarn via email: CharlotteH@CornerstoneCEC.com

Weekly Tuition Rates-2025

Infants (2-12 months) - \$259

Toddlers (12-24 months) - \$244

Two Year Olds - \$226

Three Year Olds - \$220

Four Year Olds - \$215

Five Year Olds - \$215

Pre-Kindergarten Schooling - \$215

Before/After School – \$155

Full Day Drop In - \$48/day*

School Aged (6-12 Yr.) *Summer of 2025 - \$200

*For children attending B4/A care with transportation, the difference in rate of \$10 will be charged when a reservation is made for full day care on the scheduled "NO SCHOOL" Days. This charge is non-refundable nor transferable.

*Rates are subject to change during the calendar year with at least a 3 week notice.

* 5% Family discount for second, full time child. Discount given to least expensive child.

**5% Discount for full time Military, Public School Teachers/Administrators & First Responders. Discounts will not be stacked. Only one type of discount will be applied..*

Payment

Payment is always due ONE FULL WEEK IN ADVANCE with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due on Monday by 6:00 PM each week, as outlined in the *Enrollment Agreement*.

Method of Payment

All Statements and Payments are to be made through Brightwheel unless special arrangements have been made with the Owner/Director. In an effort to streamline bookkeeping, Cornerstone requires all accounts be set up on auto payment through Brightwheel. Brightwheel now offers the option to assign two forms of payment for weekly tuition in such cases the tuition is paid by two different people.

Late Payment Charges

Late payments can pose serious problems for our program and, as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being terminated.**

If payment is not received within 1 day of the day that it is due, a late fee of \$25 for each day past the grace period will be added to your tuition payment.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date. If a payment is more than 10 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Failed Payment Charges

All failed payments or rejected ACH (automatic debits) will be charged a fee of \$25.00. This charge may be collected electronically. Rejected transactions will also result in a \$25 Late Fee as well as the Late Payment Charges.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$1.00 per minute will be assessed beginning at 6:01- 6:05 with a \$5.00 per minute fee after 6:05 PM and will be due upon arrival.

Repeated late pick up may result in child care services being terminated.

Extended Care Hourly Rate

DHS highly recommends that children are not attending child care more than 10 hours on a given day, other than an “exception” situation. We do understand that work schedules may require a parent to work more hours than expected, but, please have an alternate plan. The Extended Care Hourly Rate will be charged to the child's Brightwheel account for any day the child is in Cornerstone's care for over 10 hours. This rate will not be pro-rated and will begin the minute after 10 hours of care.

Age	Extended Care Hourly Rate
2-11 months	\$10
1 Year Old	\$10
2 Years Old	\$9
3 Years Old	\$9
4 Years Old	\$8
5 Years Old	\$8
6 Years Old and Up	\$8

Other Fees, Credits and No Credits

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Families contract for a specific weekly schedule as completed on the Enrollment Agreement Form. Payment for this contracted schedule is required for every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. ***No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, or other situations beyond our control. (e.g. power outages, lack of utilities, etc...)***

ATTENDANCE & WITHDRAWAL

Absence

Children must arrive to their class by 9:00 AM unless accompanied with a Dr.

note. If your child is going to be absent or arrive after **9:00 AM**, please send a Message through Brightwheel. This allows for fewer transitions within the classroom throughout the morning, therefore, creates a calmer environment for the children. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us through Brightwheel so that we can be sure that your child is accounted for and we are aware of his/her transportation needs. We need this communication as early as possible, and no later than 2:30 PM for afternoon pickup. It is your responsibility to communicate transportation changes to the school.

Withdrawal

A written notice, two weeks in advance, is required by the center when a child is being withdrawn. If a two-week written notice is not given when a child has withdrawn from the program, the family will be billed for two weeks of care.

Transfer of Records

When transitioning to a new classroom, your child's records will be transferred internally. If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required. We will impose a charge of \$10 to make copies of your child's records.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on Brightwheel.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange. All children **MUST** be picked up within an hour or, possibly, immediately depending upon the severity of the Closing.

DROP-OFF AND PICK-UP

General Procedure

Cornerstone opens at 6:30 AM each weekday M-F unless otherwise noted as Holiday Closures. Please **DO NOT** drop-off your child prior to the opening. We must complete a safety protocol and make sure we are staffed accordingly to provide the safest, quality care. **Drop off MUST be COMPLETE by 9:00 a.m.**

We close at 6:00 PM. Please allow enough time to arrive, sign your child out, gather your child's belongs and leave the building by 6:00 pm. This means that you will need to arrive prior to 6:00 PM, please. All children **MUST** be accompanied by an approved Adult at Drop Off and Pick Up.

Upset Children

In order to maintain a calm environment, we kindly ask that you assist us in calming your child **PRIOR TO ENTERING** the building or hallways. Bringing upset children into the classrooms creates a disturbance and insecurity for other children in the classroom. Creating routines and setting expectations with your child builds trust and security with the transition into child care. Please assist in this process by keeping toys, special snacks and electronics **OUT** of his/her backpacks.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child, ***we ask that you NOT use your cell phone at any time while visiting Cornerstone. Please complete all phone conversations outside the building.***

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Approved Pick-Up's. If you want a person to pick up your child who is not identified as an Emergency and Approved Pick-Up, you must notify us in advance, in writing. Your child will not be released without prior written authorization. This **MUST** be done through Brightwheel. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a custodial parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 30 minutes, we have not been able to reach you or a person listed as an Emergency and Approved Pick-Up, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. This includes marijuana in any form, as well as, prescribed drugs. To protect your child, we may request that another adult that is listed as an Emergency and/or Approved pick-up for the child, or, we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

- **Infants:** All bottles must be ***prepared, labeled and dated*** and enough clean bottles for a day's use, at least 8 diapers & wipes per day (or have plenty on hand), and at least 2 changes of clothes per day. NO blankets or soft toys for crib. Bibs and Burp cloths are optional as we keep plenty on hand.
- **Toddlers:** leakproof water cup daily labeled with child's name, at least six diapers & wipes and at least two changes of clothes per day. All sippy cups must be labeled and dated; can bring a blanket and soft toy for quiet/nap time.

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- **Older Toddlers:** leakproof water cup daily labeled with child's name; at least two changes of clothes or more per day if going through the toilet training program; wipes for cubby; can bring a blanket /soft toy for quiet/nap time.
 - **Preschoolers and PreK:** leak-proof water bottle/cup labeled with child's name; at least one change of clothes, socks and shoes; can bring a blanket and soft toy for quiet/nap time.
 - **School Care Children:** leak-proof water bottle/cup labeled with child's name; at least one change of clothes, socks and shoes; books for homework or reading pleasure, appropriate play clothes and shoes; can bring a blanket, pillow and books for quiet time (if requested).

Please label all items brought from home with your child's name (i.e., clothes, bottles, sippy cups, diapers, pacifiers, blanket, etc.) to minimize the spread of germs and to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Blankets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. We will place personal items in your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-Found Box located at the Front Lobby Area. Please note that we are not responsible for lost personal property. Please do not send valuable or sentimental keepsakes with your child. Again, PLEASE LABEL EVERYTHING!

Toys and Electronics from Home

We request that you DO NOT allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. Toys that do make their way to our center will be placed in your child's cubby or back-pack for the day. (Or, on the front desk for Ms. Charlotte to play with during the day!)

NUTRITION

Foods Brought from Home

[A] We request that you do not bring outside food into our center unless you have discussed this option with the Director. Special Milk/Drinks (due to dietary restrictions) must be labeled with child's name and date. Each child will be served a nutritional breakfast snack at the Center at 8:00 AM each day. Lunch is served between 11:00-11:30 AM each day. Menus are posted throughout the facility and edited according to any changes made to the menu.

[B] Food brought from home is permitted under the following conditions:

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- Perishable food to be shared with other children must be store-bought and in its original package and must have permission from the Director prior to bringing for special occasions.
 - For Dietary restrictions (allergies/intolerance) or Cultural Preference, foods may be brought from home after it is discussed with the Director. Foods should be labeled with the child's name, date, and type of food.
 - Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
 - Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.
 - IF child is enrolled in Pre-K, or Kindergarten, or School Age Programming, he/she may bring own lunch with approval from the Director. Please keep in mind the other expectations in regards to NO Peanuts and NO Sharing!Milk Substitutions are allowed when the child has an allergy or the parent has a preference for the child. Cornerstone will provide Cow Milk to all children unless the Parent supplies an appropriate substitute. It must be a "fluid milk substitute product" and child must have written permission on file. In the event the parent does not provide a milk substitute, regular cow milk must be served according to our OKDHS Child Care Licensing Specialist.

Food Prepared for or at the Center

Food prepared for, or at the center, will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service. Our Menu is posted weekly, however, subject to changed based upon availability and/or needs of the program. Changes will be documented accordingly.

Food Allergies or Intolerance

If your child has a food allergy, (or cannot digestively tolerate) you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually, or as often as it changes. Please make the changes in your child's profile on Brightwheel as well as sending a message through the Brightwheel App. This will provide best communication to keep your child safe. We reserve the right to request written documentation from a health professional.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

****We ask that all families refrain from any form of Peanuts in your child's bag or on the premises.***

Meal Times

Meals are served in the classrooms and table manners are modeled and expected. A Common Table Prayer is modeled in each classroom prior to the beginning of the mealtime. Weekly menus are posted for viewing by parents/caregivers. A caregiver who

is trained in first-aid for choking is present at all meals. ****Exceptions to this procedure are made amidst a Pandemic or Public Health outbreak to minimize cross-contamination.***

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 5 days.
- Breast milk and formula brought from home must be dated and labeled with the child’s name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child’s family.

Children 24 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced, to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: whole grapes, peanuts, popcorn, and hard candy.

School Aged Participants

Before and after school child care participants will be offered a light snack at each session. These snacks are not a meal. Otherwise, please make sure your child has had breakfast before arriving at child care.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Our state regulations regarding attendance of children who are not immunized due to

religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are encouraged to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC). Oklahoma Child Care Licensing laws will apply. Immunization record must be received within 30 days from a child's start day to remain in compliance with DHS.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. **Cornerstone reserves the right to refuse a child who appears ill.** You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive. Children are expected to be picked up as soon as possible and, at least, within an hour.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100.4°F or higher) by forehead reading.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet. (Regardless of the reason for loose stools.)
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours w/o assistance of medication.
- They have been treated with an antibiotic for 24 hours w/o assistance of additional medication.

- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies. This information should be documented both electronically (Brightwheel) and hard-copy located in child's personal file.

Medications

All medications should be handed to a staff member with specific written instructions for administration and stored in a locked area at the Front Desk. All medication should be picked up at the end of each day. DO NOT place medications (prescription or over the counter) in Diaper Bags or Back Packs. A proper Medication Permission Form must be completed and on file at the time medication is dropped off to a human and not just placed on the front desk. Medications should never be left in the child's cubby/backpack or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
 - **Non-prescription medications** require written permission and instructions signed by the child's parent. The written permission form must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- (C) **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellent require a note signed by the parent specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our responsibility to notify OK Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments if applicable. Upon a situation, both OK State Department of Health and OK DHS are notified and suggested measures are implemented.

Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

COVID-19

In a serious situation, such as pandemic, the federal government, the governor and/or the state health director may declare a state of emergency. For additional information and a childcare checklist, visit <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

The first point of contact in any situation should be the local health authority. The local health authority will know how to engage the appropriate public health professionals for the situation and based upon the most current research to adequately clean, sanitize, quarantine and isolate.

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits. On cold days, please send a coat, gloves and hat in case of an emergency and we need to vacate the building.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other

serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities. Please provide close-toed shoes.

Extreme Weather and Outdoor Play

Outdoor play will occur if the outside temperature is no greater than 94 °F or no less than 32 °F degrees. provided weather and environmental conditions do not pose a significant health or safety risk. The following adjustments may be made to allow for outdoor play: the time of day for outdoor play, adjusting the amount of time outside, and considering the children's ages. Drinking water is made available for hydration.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Incidents will be notated and notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change. IF biting becomes an issue that we feel we have exhausted our efforts and ability to keep ALL children safe with a sense of security, you may/will be asked to remove your child for a 2 week trial to see if the biting incidents are greatly minimized upon return. Given another 2 weeks, the situation will be re-assessed. We reserve the right to terminate the child if we feel his/her aggressive behavior, of any kind, is causing harm to others.

The Framework below will be used as a guide when Biting and/or other behaviors occur:

When a child	You can
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Experiments by biting	• Immediately say “no” in a firm voice. • Give him a variety of toys and materials to touch, smell and taste and encourage sensory-motor exploration.
Has teething discomfort	• Provide cold teething toys or chewy foods.
Is becoming independent	• Provide opportunities to make age-appropriate choices and have some control (the pretzel or the cracker, the yellow or the blue ball). • Notice and give positive attention as new self-help skills and independence develop.
Is using muscles in new ways	• Provide a variety of play materials (hard/soft, rough/smooth, heavy/light). Plan for plenty of active play both indoors and outdoors.
Is learning to play with other children	• Try to guide behavior if it seems rough. (Take the child’s hand and say, “Touch Jorge gently. He likes that.”) • Prevent conflicts by offering more than one of any especially attractive toy and creating open play space. • Reinforce pro-social behavior (like taking turns with toys or patting a crying child).
Is frustrated in expressing his/her needs and wants	• “Read” the child and say what he is trying to communicate. (“You feel mad when Ari takes your truck.” “You want me to pay attention to you.”)
Is threatened by new or changing in situations such as a mother returning to work, a new baby, or parents separating	• Provide some special nurturing and be as warm and reassuring as possible, adding some stability and continuity to the child’s life. • Help the child talk about feelings even when he or she says thing like “I hate my new baby.”

Source: <http://www.ucsfchildcarehealth.org>

Respectful Behavior

All children and families will be treated with respect and dignity by our staff. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior through social media, texts, or Brightwheel. If this occurs, we reserve the right to ask you to control your behavior to reflect respect and trust, or, to remove your children from our care.

Smoking/Vaping/Tobacco Use

The poisons in secondhand smoke are especially harmful to infants and young children’s developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. **The use of tobacco in any form is prohibited on the center’s property. (This includes any form of Vaping as well.)**

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent or guardian has legal custody where there is no court documentation. We will expect the interchange of communication to be cordial and respectful. Cornerstone Staff are expected to remain outside of personal relationships with parents and family members. All Custody issues and concerns must be communicated with the Director/Owner.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

The complete Cornerstone Child Enrichment Center Emergency Plan can be found on a link on our website: www.CornerstoneCEC.com Our Evacuation Plans are posted and practiced often, at least monthly including the staff and children.

Fire Safety

Cornerstone is fully equipped with safety features including detectors, fire pull stations, fire extinguishers, and cribs with wheels. Our equipment is inspected on an annual basis and meets/exceeds all requirements.

Our fire evacuation plan located inside each classroom and in hallways. The evacuation plan is reviewed with the children and staff on a monthly basis.

Tornado Safety

Tornado/Serve Weather and Warning Procedures

In the event of a Tornado Warning, the saferoom behind the facility is designated by the facility director as the safe place for all children and employees.

1. The employees will assist children to exit following the designated route and proceed to the safe room in a calm and orderly manner.
2. Teachers will have their Brightwheel tablet/child's info binder with them and make sure all children are accounted for.
3. Teachers will maintain flashlights and voice contact among staff members at all times and will make sure to do a head count of all student present.
4. Teachers will ensure all children are wearing shoes and coats, if applicable.
5. Head counts will be conducted before moving to the saferoom, after arriving in the saferoom and after leaving the saferoom.
6. Monitor radio/TV continuously.
7. Monitor children and weather conditions continually until given an "All Clear" by the Director of Person in Charge.

Intruder/Lock Down

All outside doors remain locked during business hours but in the case of an intruder, armed or not, call 911. Intruders can consist of unfamiliar, threatening persons or even a disgruntled parent or employee who poses a threat to the safety of the children or staff. The facility is equipped with a door monitor that allows the front desk staff to view, record or talk to anyone at the door before determining if the person is allowed to enter.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Lost Child

If a child is not accounted for at any time, the staff member responsible for the child should search the premises for his/her, searching spaces that a child could potentially hide, as well as the outdoor areas on the facility. A staff member should also double

check to confirm the child was not picked up by a parent or guardian. Lockdown procedures will begin, monitoring all exits and letting no one in or out of the facility.

If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the facility Director should be notified the child is missing. If necessary, an emergency call to 911 will be made. Parents/guardians will be notified immediately.

It is imperative that you stress to your child that they **MUST** stay with and near an Adult while at Cornerstone. We must be able to see and hear all children at all times.

FAMILY ACTIVITIES

We offer a variety of ways for Families to participate in the growth and improvement of our program. We encourage you to take an active role and communicate openly and clearly.

Events: Open House, Fall Festival, Holiday Gathering, Cornerstone Family Birthday Party, etc...

Workshops: 2024 will offer a variety of topics and delivery modes for parents/caregivers such as: Parenting with Love and Logic, Toilet Training, Safety in the Home, Brain Development, Child Proofing Your Home, Developmental Milestones, etc.

Fundraising: Book Fairs, Photography, Candy/Popcorn Sales, Donations, etc.....

2025 Cornerstone Family Handbook Acknowledgement

*Please sign this acknowledgement and return it to the center prior to enrollment.

*This handbook may be updated from time-to-time, and notice will be provided as updates are implemented. Please check www.CornerstoneCEC.com .

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

ADDITIONAL CENTER POLICIES

Our center policies not included in this handbook are communicated through Brightwheel and incorporated within the Family Handbook as new policies arise. Policies are reviewed and evaluated quarterly and updated as needed. A hard copy is available for review upon request to the center Director. An up-to-date electronic copy is made available on our website: www.CornerstoneCEC.com

I have had the opportunity to view **Cornerstone Family Handbook**. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Cornerstone Family Handbook** that I do not understand.

Child(ren) Enrolled at Cornerstone _____

Family Member Signature

Date

Cornerstone Director Signature

Date