



Parent Handbook

Updated 9/28/2017

Letter of Welcome

Welcome to Cornerstone Early Education Center. We're glad that you are a part of our family. Clear communication is one of the keys to a successful early education program. This handbook contains specific information and requirements set forth by Cornerstone Early Education Center, ACSI (Association of Christian Schools International), and the State of Washington. After reading it, please sign the handbook verification stating that you have received, read, and understood this information. This verification will be kept in your child's file and must be turned in upon enrollment. The handbook is designed as a handy reference for you. We suggest you keep it in a convenient place for easy referral throughout the school year.

Cornerstone Early Education Center does not discriminate against any race, sex, or national origin.

School Contact

Cornerstone Early Education Center is located at:

Main Campus
730 N. 16th Street
Mount Vernon, WA 98273

Fir Campus
830 N. 16th Street
Mount Vernon, WA 98273

Mailing:

PO BOX 1896
Mount Vernon, WA 98273

Our office phone number is:

360-428-3016 Main

360-428-8090 Fir Campus Main

360.419.9773 Fax

Director:

Ariana Rodriguez

Amanda Matronic (Owner)

Regulations

In compliance with the State of Washington Department of Human Services, Cornerstone Early Education Center is required to have the following information in your child's file. It is necessary to have this information updated on an annual basis. WAC 170-295-7010

Enrollment Form

An enrollment packet must be filled out with information regarding contact information, and child's basic information.

Health Status

We will ask for basic health information pertaining to when your child was last seen by a physician and any health conditions that affect the type of care for your child necessary. Certain health situations we may ask for an additional Individual Health Plan that would be gone over with your child's primary doctor.

Immunization Form

Information regarding all immunizations the child has had, including the month and year when each immunization was administered is requested by Cornerstone Early Education Center. Immunizations must be recorded on the certificate of immunization form supplied by the Washington State Department of Health. The immunization form shall be obtained at the time of admission.

Emergency Form

The parents' (guardians') home and work emergency contact information, the child's known allergies to foods or medications, a release permitting emergency medical treatment, and a list of current medications must be obtained at the time of admission.

Authorization for Pickup

Information giving permission for person(s) other than the parents to pick up the child from the early education center is required. Any person other than the child's parent will be asked to show identification. It is a good practice for the parent to notify the staff or director when other person(s) are picking up the child on a given day. In emergency situations, parents sometimes need other person(s) not on the "Authorization for Pickup" form to pick up the child. In such cases, the parent must give written authorization or verbal authorization over the phone. The authorization for pickup also includes information indicating anyone who is not allowed to pick up a child. The center has specific instructions for the director and/or staff in the event an unauthorized person attempts to pick up a child.

Handbook Verification

A parent/guardian-signed verification that the parent has received, read, and agrees to abide by the policies and practices in the *Parent Handbook* are kept in the child's file. This information shall be obtained at the time of admission.

Photo Release

A parent/guardian-signed consent form for your child to be photographed shall be in the child's file.

Video Release

A parent/guardian-signed consent form for each child to watch center-approved videos shall be in the child's file.

Reenrollment

If a parent or guardian wishes to re-enroll a child after a withdrawal has been made, a new application with registration fee will be required.

Re-enrollment Fee

There is not an annual fee for re-enrolling for the following school year... unless a child has withdrawn from the center and consequently returned (i.e. a family that withdraws for the summer must pay an additional enrollment fee in the fall or upon their return)

Sign-in/Sign-out Procedures

Each child must be signed in and out by an adult with the adult using his/her **FULL SIGNATURE (WAC 170-295-7030)**. Sign-in/out logs for students are located on the outside of the center classroom doors.

Adjustment Period

Starting school for the first time often causes anxiety for children. We recommend that you visit the early education center with your child before the first day of school, allowing him/her to meet some of the staff and see other children at play. We will work with you and your child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the early education center experience.

Religious Statement

Cornerstone Early Education Center does not have any business ties with other churches, but is an environment where children will experience the love of Christ, stories of the Bible, and learn to praise and worship God all in an atmosphere that reflects the Holy Bible.

PAYMENT PROCEDURES

Tuition Policy

It is the policy of Cornerstone Early Education Center that all tuition be paid on or before the 1st of the month. A rebilling fee of 10% of total month's tuition per month will be charged if payment is made after the 15th of the month. An account that becomes 30 days past due, will result in the child's being withdrawn from the school until the account is current. Before a child can begin at CEEC, a payment for the registration and the

month must be made – with the exception of a child who receives DSHS support. A DSHS supported child must be accompanied with either a prior phone call from the case worker or written proof that DSHS will cover the costs of childcare. There are no tuition refunds unless proper withdrawal notice is followed. See attached Tuition and Fee schedule for your child’s specific rates.

Drop-Ins

Our drop-in rates are reserved for children who may need to come an extra day on top of their regular scheduled attendance. Drop-ins are available only when there is space provided on that day.

Withdrawal Notice

A two-week advance written notice is required to withdraw a child from the center or program. A child is considered withdrawn when the child is not in attendance for more than 2 weeks and there has been no communication between the parent and school. The child’s spot in the classroom is then given to a waiting student.

Hours and Late Pickup Fee

Cornerstone Early Education Center is open from 6:00am – 6:00 pm Monday thru Friday – January thru December.

CEEC will be closed on:

- New Year’s Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day
- New Year’s Eve at 5:00

Parents who fail to pick their children up after school hours will be charged a late pickup fee of \$20 for the first 5 minutes and \$1 per every 5 minutes after that. These charges will be added to the monthly bill.

Children who attend the center for more than ten hours a day without prior written approval will be charged \$20 per day.

Absences

If your child is unable to attend the center, please notify the office. If your child is absent because of illness with a communicable disease, please let us know as soon as possible. We are required to notify all parents of communicable diseases. Tuition is not refunded for student absences.

Sick Children

WAC 170-295-3030 requires that there be daily observation of each child on arrival at the center by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at the center will not be admitted or will be separated from the other children until parent or guardian can pick the child up.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and all parents or guardians of children shall be notified immediately by the center. For any infectious disease, we ask that you seek your physician's advice and always notify us of the disease. **Children with contagious or infectious diseases will be required to provide a physicians note stating that the child is clear to attend school safely.**

Children with an illness requiring an antibiotic must be on an antibiotic for a minimum of 24 hours before returning to school.

If a child becomes ill while at the center, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children on a case by cases basis until the parent's arrival.

If a child displays any of the following symptoms, he/she must be kept at home:

	Fever (Over 100.0 degrees)
	Diarrhea
	Nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
	Sore throat with fever or throat spots
	Cough accompanied by fever, chills, vomiting, nausea, and the coughing up of green or yellow mucus
	Eye drainage of any type should be checked by a doctor to rule out infection
	Unusual rashes should be checked by a doctor to rule out bacterial infection
	Child not feeling well, such as lethargic behavior and/or crying

The child may return to the center after illness when one of the following happens:

	Fever has broken for 24 hours
	Nausea, vomiting, or diarrhea has subsided for 24 hours
	Child has been on antibiotics for a 24-hour period for any type of strep or bacterial

	infection
	Child is feeling well again and normal behavior has returned

Medication

Over the counter medication will be given to children with parent consent after a Medication Release form has been filled out stating the name of the medication, the dose, and the time to be given. All over the counter medication must state the dose on the container according to the child’s age and weight. All prescribed medications must be in their original containers with the child’s name and dose on it. CEEC will not alter any medications such as cutting in half. Parents or guardians (as well as a physician in some cases) must sign the Medication Release stating the kind of medication, the amount to be given, and the time it is to be administered.

Allergies

All allergies to medication and/or other substances must be stated on the emergency and medical forms. Washington state law (WAC 179-295-3130) requires that we have a signed note from a physician explaining any food allergies that a child may have. We call this an Individual Health Plan. The physician must recommend alternate food choices for the child. Information about children with allergies will be posted in all classrooms and in the kitchen.

Accidents

All lead teachers are certified in infant/child care and infant/child first aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report and kept on file.

Care of Infants

Infant food/formula will be stored in the individual child’s cubby or food drawer in refrigerator if needed. All bottles, formula, breast milk and food is labeled with full name, date prepared and date brought into the center. A designated Cornerstone Label will be provided for this. Staff is equipped with basic food handlers training and is required to wash hands before contact with food or drinks. All bottles and eating utensils are designed for one-time use and will go directly into a dish bin after being used; to be brought to our kitchen for washing and sanitizing in a dishwasher. Please see inserted *Infant Feeding Schedule* for a list of foods acceptable for infants in our care.

Formula bottles will be prepared with water from our designated food prep sink. All bottles will be warmed if necessary by placing the bottle in a container of water that does not exceed 120° Fahrenheit. Any remaining contents of any bottle will be discarded if not consumed within one hour. Any prepared bottles will be returned to parents within 12 hours of preparation and prepared bottles that are not returned to parents within 12 hours will be discarded.

Frozen breast milk is allowed to stay in the center for up to 2 weeks after preparation.

When feeding infants, we will refer to RCW 170-295-4017 that reads:

- (1) Infants must be fed according to their need rather than according to an adult prescribed time schedule.
- (2) While feeding infants:
 - (a) Hold infants for bottle feedings to prevent choking;
 - (b) Place infants who can sit in high chairs or at an appropriate child-sized table and chairs for feeding and sit facing the child during the feeding;
 - (c) Do not prop a bottle;
 - (d) To prevent tooth decay:
 - (i) Do not give a bottle to a reclining child unless the bottle contains only water; and
 - (ii) Offer juice only from a cup.
 - (e) Take the bottle from the child when the child finishes feeding.

[WSR 06-15-075, recodified as § 170-295-4070, filed 7/13/06, effective 7/13/06. Statutory Authority: Chapters **74.12** and **74.15** RCW. WSR 03-14-110, § 388-295-4070, filed 6/30/03, effective 8/1/03.]

Developmental Stage/Age of Infant	Type of Feeding
Under 4 months of age	Serve only formula or breast milk unless you have a written order from the child's health care provider.
When baby can: (At about 4-6 months of age) Sit with support Hold head steady Close lips over the spoon Keep food in mouth and swallow it.	Serve only formula or breast milk unless you have a written order from the child's health care provider. Begin iron fortified baby cereal and plain pureed fruits and vegetables upon consultation with parents.
When baby can: (At about 6-8 months) Sit without support Begin to chew Sip from a cup with help Grasp and hold onto things	Serve only formula or breast milk unless you have a written order from the child's health care provider. Start small amounts of juice, or water in a cup. Let baby begin to feed self. Start semisolid foods such as cottage cheese, mashed tofu, mashed soft vegetables or fruits.
When baby can: (At about 8-10 months) Take a bite of food Pick up finger foods and get them into the mouth	Serve only formula or breast milk unless you have a written order from the child's health care provider. Small pieces of cheese, tofu, chicken, turkey,

<p>Begin to hold a cup while sipping from it</p>	<p>fish or ground meat.</p> <p>Small pieces of soft cooked vegetables, peeled soft fruits.</p> <p>Toasted bread squares, unsalted crackers or pieces of soft tortilla.</p> <p>Cooked plain rice or noodles. Only formula, breast milk, juice or water in the cup.</p>
<p>When a baby can: (10-12 months)</p> <p>Finger Feed</p> <p>Chew and swallow soft, mashed and chopped foods</p> <p>Start to hold and use a spoon</p> <p>Drink from a cup</p>	<p>Serve only formula or breast milk unless you have a written order from the child's health care provider.</p> <p>Begin offering small sized, cooked foods.</p> <p>Variety of whole grain cereals, bread and crackers, tortillas.</p> <p>Cooked soft meats, mashed legumes (lentils, pinto beans, kidney beans, etc.), cooked egg yolks, soft casseroles.</p>
<p>When a baby can eat a variety of foods from all food groups without signs of an allergic reaction</p> <p>Fruit pieces and cooked vegetables.</p> <p>Yogurt, cheese slices.</p>	<p>Offer small amounts of formula, breast milk or water in the cup during meals.</p>

Any requests different than what is stated in this handbook will only be considered with a physician's note.

Toilet Training

Toilet training will begin when appropriate for each child's age and stage of development. Parents will be consulted on the methods used at home. Feedback will be provided on each child's progress in the program.

Children will be offered frequent opportunities for toileting, particularly after meals and before sleep periods.

Objectives of Successful Toilet Training:

1. Keep the child comfortable
2. Give the child a sense of pride and accomplishment

Procedures for Toilet Training:

1. When parents and staff agree to begin toilet training, the child will be taken to the toilet at frequent intervals.
2. The child is allowed to sit as long as he/she is willing. At any sign of distress the process will be stopped.
3. The child is never punished or embarrassed for accidents
4. If the child has soiled or wet clothing, normal diapering procedures are used.
5. Children's hands will be washed with soap and running water.
6. Caregiver will wash hands thoroughly.
7. Bathroom floor, sink, and toilets must be cleaned and sanitized daily.

Diapering

Staff are consistently checking children's diapers throughout the day. Diaper changing occurs when a child is wet or has had a bowel movement. Children are changed on a changing table and use wipes and diapers that are provided by you (the parent). Staff are to wear latex free gloves when changing diapers and all changing tables are cleaned and sanitized using our 3-step wash-rinse-sanitize process between children. Staff record and track when your children were changed. This information is available to you in the office.

Inclement and Excessively Hot Weather

On days of inclement or excessively hot weather, children will be kept inside the classrooms. Sunscreen is applied to all children on warm sunny days. A permission form will be given out for sunscreen use near the sunny seasons and must be completed every 6 months.

Tornadoes

In the event of a tornado warning, students will be escorted to a safe shelter in one of our inner rooms and instructed in proper safety procedures.

Snow Days

When severe weather conditions exist, please call the school number 360-428-3016. There will be a message advising you of any changes in the operation of Cornerstone Early Education Center.

Fire Drills

Fire drills are held on a monthly basis in order to familiarize the children with proper and safe procedures for exiting the building in an emergency. In the event of a fire, students will be evacuated according to plan. The school building is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the school office.

Power Outage

In the event of a power outage, the center will wait 2 hours for the power to return on. If no sign of power is seen to occur within the following hour, all parents will be contacted and requested to pick up their child.

*Please refer to our disaster handbook for more information regarding our disaster procedures.

Child Abuse

The staff of Cornerstone Early Education Center is required by Washington state law to report any suspicion of child abuse. Information regarding an intake made is confidential by law and will not be released without warrants.

Health

Cornerstone Early Education Center is inspected on a regular basis by the Department of Health. The most recent inspection information is located in the office.

Early Education Center Information

CEEC's activities and routines are designed by your student's teacher. All weekly lesson plans are posted in your child's classroom.

Parent Involvement

We welcome parent involvement in the early education center classroom, and we feel that parent involvement benefits not only the center but the parent and child as well. Parents are encouraged to participate as classroom helpers on a regular basis. Parent participation enables the teacher to offer a variety of creative activities for students. All parent volunteers must sign in when they come to work in the classroom. Some ways that parents can participate in the early education experience are driving and chaperoning on field trips, helping with special-day themed events, and much more. The State of Washington requires that Parents driving on field trips must have evidence of insurance in their child's file and a cleared background check as well as current CPR/First Aid and cleared TB test.

Field Trips

Field trips are an integral part of the early education center experience. They enhance learning by offering opportunities not available in the classroom. Through-out the year your child will attend multiple age-appropriate field trips.

Special Event Days

Throughout the school year the center's staff plans special activity days to enhance the monthly classroom themes. Parents are encouraged to participate by helping in the classroom or with activities.

Meals

All food will be provided by Cornerstone Early Education Center. A healthy breakfast, lunch, and afternoon snack will be served in our school in accordance of the USDA Food Program. Children will only be served food that is provided by the center based off of the USDA Guidelines, any exceptions will only be granted with a written note by a physician and parent must provide the alternate food option. Any exceptions made must still meet the nutritional guidelines components. Please see attached.

Milk

Only Whole Milk, 1% and 2% Milk, and Soy Milk will be served in a sippy cup or regular cup. No formula or breast milk will be served in a sippy cup.

Supplies

Parents need to provide the following items for children enrolled in the early education center. Please label all items.

2 complete sets of extra clothes/ 1 pair of extra shoes
One standard twin size sheet
Any 2 comfort items (blanket, stuffed animal, etc.) that the child may need at rest time

Parent Communication

We want to do our best to keep all our families informed about what is happening here at Cornerstone Early Education Center. Parents need to be aware of several very important forms of communication that we use such as:

Monthly Calendars

Vacation Requests

Medication Permission Forms

Parent Letters

Non-Formal ways:

Email

Phone Calls

Verbal

Discipline

Child guidance has an important place in the program at Cornerstone Early Education Center. Parents and teachers will need to work together in order to be consistent and effective in training children to make appropriate choices in a classroom setting. We have developed a formula that bases around positive reinforcement as well as redirection. We feel responsible in shaping and encouraging responsible behavior in children. If you have any questions about our discipline procedures, please talk to your child's teacher or the director.

School Visitors

Parents are encouraged to visit the school at any time. When you visit the center for any reason other than picking up or dropping off your child, please sign in at the office in Building 1A.

Solicitation

The center may not be used as a setting for solicitation.

Gum/Candy

Please do not allow your child to bring candy or gum to school at any time.

Personal Hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for hand washing before meals and after toilet use. Disposable paper towels are used for drying hands. We ask that you encourage and enforce your child to use proper hygiene techniques at home such as bathing and brushing teeth as well.

Toys

Please do not allow your child to bring toys to school except on designated share days. Weapons are not allowed on campus, this includes all toy weapons. Cornerstone is not responsible for any toys that may become lost while at school.

Vacation Time

Two weeks of vacation time a year is offered to students who attend for 3+ days a week after being enrolled for six months. In order to get the tuition waived during a vacation period, the parent must fill out a Student Vacation Request form two weeks prior to the planned vacation. Vacation time cannot be used for sick days or unplanned absences. The vacation credit will be applied to the billing cycle after the vacation time has been completed.

Weapons

Weapons of any kind are not allowed on the school premises.

Typical Daily Schedule

Main Campus

6:00 am Center Opens

8:00 AM Students begin class time

8:15 AM - 8:45 AM Breakfast is Served

9:00 AM -11:15 AM Class Time

11:00 AM – 12:00 PM Lunch is Served

11:30 AM – 3:00 pm Rest Time

2:30 PM - 4:00 PM Snack is Served

4:00 PM Free Play

6:00 PM Center Closes

Fir Campus

7:00 am Center Opens

8:00 AM Students begin class time

8:30 AM – 9:00 AM Breakfast is Served

9:00 AM -11:45 AM Class Time

11:45 AM – 12:15 PM Lunch is Served

12:30 PM – 3:00 pm Rest Time

3:00 PM - 4:00 PM Snack is Served

4:00 PM Free Play

5:30 PM Center Closes/Unites with Main Campus