



# Parent Handbook

## Toddler Companion Programs

*Rockin' Tots \* Laugh & Learn \* Parents Day Out \* Creative Kids*  
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## Welcome

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Hello families-

Welcome to the Toddler Companion Programs (TCP), Our classes are Rockin' Tots, Laugh & Learn, Parents Day Out, and Creative Kids these are church sponsored, weekly half-day classes for ages 6 months to 36 months. The Toddler Companion Programs are not within the scope of Cornerstone Christian Preschool ODJFS license. We are an outreach ministry of Cornerstone Church reaching children and their families in Liberty Township, West Chester, Fairfield Township, Monroe, and the surrounding communities.

This handbook is designed to communicate general information and policies to parents. Please reach out at any time with questions, suggestions, or concerns either by email at [tharris@cornerstonechurch.org](mailto:tharris@cornerstonechurch.org) or phone 513-874-7870 ext. 102, or by stopping by the Preschool Office.

I look forward to building a relationship with your child and family during the school year!

Blessings,

Tina Harris  
Toddler Companion Programs Coordinator



## PROGRAMS AND OPERATIONS

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### **Toddler Companion Programs Offered**

- Rockin' Tots – Tuesday, 9:30 am – 12pm
- Laugh & Learn – Wednesday, 9:30 am – 12pm
- Parent's Day Out – Thursday, 9:30 am – 12pm
- Creative Kids – Friday, 9:30 am – 12pm

### **Closures**

The Preschool and TCP classes follow the Lakota Local School District decisions about school closing for inclement weather. To check whether Lakota Schools are delayed or closed, refer to [www.LakotaOnline.com](http://www.LakotaOnline.com). You may also check our website [www.preschool.cornerstonechurch.org](http://www.preschool.cornerstonechurch.org).

Parents will not be called when a delay or cancellation is issued, as information about the status of Lakota Schools is easily obtained by parents. There will be no make-up time, days or classes offered for any delays and/or cancellations of Preschool/TCP Classes due to inclement weather or other acts of God.

In the event of unusual or out-of-the-ordinary circumstances, including but not limited to the following, Preschool/TCP Classes may be canceled:

- a threat in the area
- a directive by governmental authorities
- loss of utility service
- scheduling of a high-profile person and/or event in the area
- an emergency situation in a nearby school building and/or district
- road closure
- a funeral scheduled at the church during normal preschool hours
- shortage of staff
- any other circumstances in which the Director deems it prudent not to bring children onto the church campus

In such cases, efforts will be made to notify parents prior to any such cancellation of classes. Any TCP classes cancelled due to unusual or out-of-the-ordinary circumstances will not be made up. In addition, Preschool/TCP classes will abide by closures and/or restrictions ordered by the national or state government, the State or Local Department of Health, or ODJFS. Should a classroom at CCP or CCP as a whole school be closed by the national or state government, the State or Local Department of Health, ODJFS, TCP classes will close, and tuition will stop. We will reimburse a pro-rated amount depending on closer date.



# ARRIVAL, DISMISSAL, ABSENCES

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## Delays

When Lakota Local School District issues a 2-hour delay at the start of school, the TCP classes will be cancelled. If Lakota issues a 1-hour delay, TCP will operate on a 1-hour delay.

## Absences

When your child is going to be absent on a given day, please inform the TCP Coordinator. You can call the Preschool office at **874-7870 ext.199** (please leave a message) or send an email to [tharris@cornerstonechurch.org](mailto:tharris@cornerstonechurch.org). You may also message through the ProCare Family Engagement App.

## Arrival and Dismissal of Students

Please read the arrival and dismissal procedure carefully.

The carline in the front of the building is for **Preschool students only**.

**Toddler Companion** students **must** enter the building with their family through **the Cornerstone Kids door**. (side/back of building)

Procedure A: Carline – Is for Preschool only so procedure A instructions are not given.

Procedure B: Companion and In Person Drop Off

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## Procedure B:

**Toddler Companion and In Person Drop Off** TCP families will be walking into the building and dropping the TCP students off at their classrooms. Preschool siblings will be dropped off at the worship center door to the teacher standing there. That teacher will direct them to their class in the worship center. Please Park only in the area designated on the map (next page) and only enter through the door labeled Cornerstone Kids Doors. This is to keep you and your children safe. The door will be unlocked at 9:25 and will relock at 9:35 for AM classes. The double black doors will be opened at 9:30 for AM classes for you to proceed down the hallway to the toddler companion classrooms and the Worship center door directly across from those classrooms.



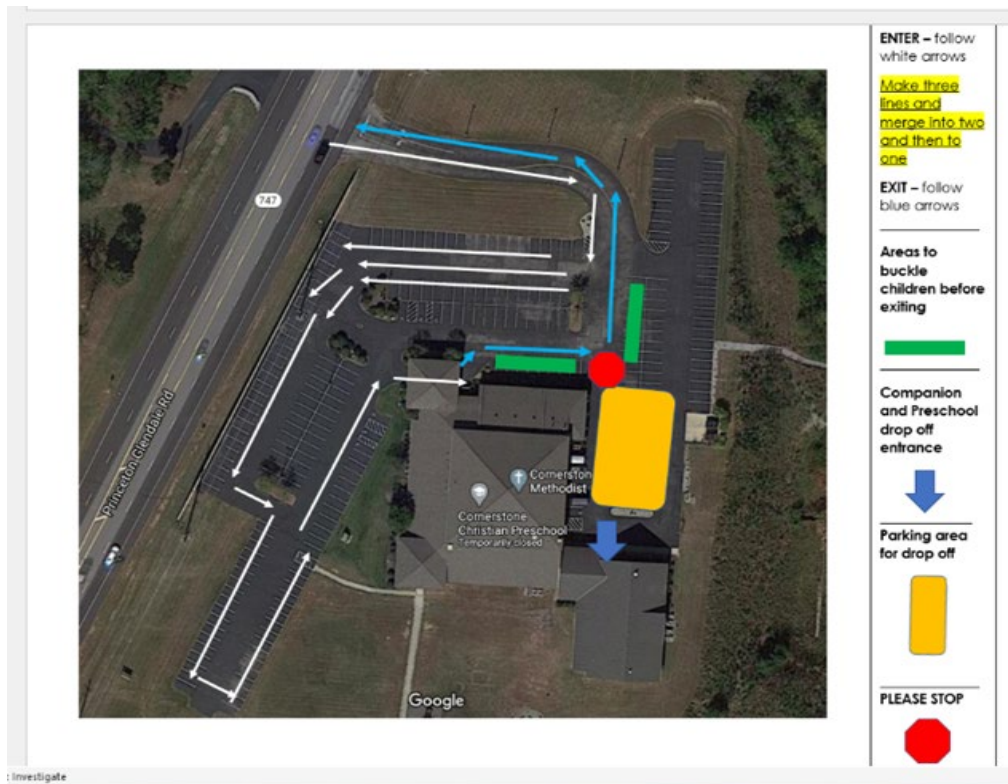
## ARRIVAL, DISMISSAL, ABSENCES

**Toddler Companion and In Person Pick Up** In your yellow communication folder you will find two purple "Pick-Up Tags". Please bring in the pick-up tag for an easier dismissal process. If you do not have your pick-up tag, you will need your photo ID. For safety reasons, students will only be released to persons who are listed on the Child Release form. **It is the parent's responsibility to only share your pick-up tags with people who are listed on the Child Release Form.**

Please enter only through the door indicated on the map below. The door will unlock at 11:55 am and relock at 12:05 for AM classes. Once in the building the double black doors will be opened at 12pm for AM classes and you may proceed down the hallway to the TCP rooms. If you have your pick-up tag you can show to your child's teacher if you do not photo ID may be asked for.

For preschool children, please walk down to the worship center and give the name of your child to the teacher at the door and they will get your child. Again, Parents are not permitted in the worship center. Once you have your child(ren) please exit through the door you arrived through.

If you arrive after pick-up time parents must park in the parking lot and walk to the **front door** of the church. Remember there is a car line in progress so please be cautious.





## ARRIVAL, DISMISSAL, ABSENCES

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A child will not be allowed to leave with any adult not listed on the Child Release Information form, unless the parent submits a note to that effect. Identification may be required for security and safety reasons. Please inform any adult you authorize to pick-up your child to bring a current valid photo ID or the pick-up tag into the building to show the teacher at dismissal.

TCP teachers will be aware of and abide by the restrictions regarding the release of any child if there is a custody agreement in place. Any persons who may pick up a child per the agreement must be listed on the Child Release Information Form. A current valid photo ID or the pick-up tag will be required to be presented before a teacher will release a child to an authorized pick-up person.

Parents whose children are not picked up promptly at their child's assigned dismissal time (12:00 noon) may be subject to a late pick-up charge of \$10.00 per child or \$15.00 per family. Late pick-up is defined as being more than five (5) minutes past dismissal time on more than two (2) occasions. Parents are asked to call the preschool at 874-7870 if there is an emergency which may prevent picking up their child at the assigned time.

### **Carpools**

Parents are free to set up carpools if they wish. However, that must be done independent of any Preschool/TCP involvement. If a parent participates in a carpool, the names of the carpool adults must be noted on the student's Child Release Information form so the teacher can be authorized to release the child at dismissal to someone other than the parent. In addition, teachers are not permitted to transport a student of the Preschool/TCP to or from the Preschool.





# TODDLER COMPANION CLASSROOM

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## **Clothing**

Please dress your child in play clothes each day, they are going to get dirty. This allows freedom to sit on the carpet during circle time, paint, climb, run, etc. Rubber-soled shoes that tie or have Velcro (especially sneakers) are the best footwear for your child to safely participate.

Please place a full change of clothing in a Ziplock bag inside your child's tote bag each day. This is in case of the need for a clothing change. Check this clothing and change it periodically to make it appropriate for the season and for your child's growing body. Please clearly label all garments and Ziplock bag with your child's name.

## **Diapering**

If your child requires diapers, please supply diapers and wipes in a Ziplock bag with your child's name. Please check to make sure supplies are sufficient for the day of program.

## **Potty Training**

If you decide to begin or are potty training your child, please inform the teachers in your child's room so we can work with you in making this a similar and positive experience for your child.

## **Discipline**

Discipline involves teaching children how to take control of their own behavior. We are committed to teaching children how to respect their classroom, themselves, and others. We will:

- Develop a teacher-child relationship built on love, respect, and trust.
- Give the child a verbal warning.
- Redirect the child to another activity.
- Send a note home with the parents when deemed necessary.
- Schedule a meeting with the parents to discuss the specified behavior.
- If the behavior continues after the four above steps have been attempted and exhausted, the child may be dismissed from the program, his/her slot filled by another child and registration fees as well as previous month's tuition will not be refunded.



# TODDLER COMPANION CLASSROOM

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## **Biting Policy**

Biting is not uncommon for toddlers. Children can bite for many reasons: hunger, anger, tiredness, lack of communication skills, etc... None of these reasons are because of bad parenting.

In our toddler companion programs we will work with the parents of our biter to help change the behavior and stop the biting. But biting hurts and can frighten other children. One of our main priorities is to keep all the children and staff safe so our policy is written to protect all children.

### Policy for bitten child/staff

- Teacher will notify office staff
- First aid is given. The bite will be cleaned, ice will be offered to ease pain. Child will be comforted.
- Incident report will be filled out. Parents will be notified, name of the child who bit will not be released.

### Policy for biter

- The teacher will firmly tell the child "No, we do not bite" Staff will show the child how they hurt their friend.
- Child may be redirected to another toy in another area of the room. Child may be placed in time-out no longer than the child's age (1 year- 1 minute).
- Incident report will be filled out. Parents will be notified, name of the child who was bitten will not be released.

We know that biting is upsetting for all parties involved. In TCP we are going to work with you in hopes that this phase can pass quickly.

- We will observe the child's room to see what could be triggering the biting.
- We will shadow in hopes of preventing biting incidents.
- We will reinforce positive behavior.
- We will provide a safe object that can be bitten or chewed.

If a child bites twice in one day – we will call parents immediately to take the child home.

When we feel we have exhausted all options, we may remove the child from the program for a brief period of time.

Upon return to the program if the child continues to bite, we may have to withdraw the child from the program.



## TODDLER COMPANION CLASSROOM

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### **Playground**

Outside play and exploration are important parts of our program. The children will be scheduled outside play daily if the weather allows. We will stay indoors during rain, fog, lightning, thunder, and icy or muddy conditions on the playground.

It is important that you send your child to school prepared with the necessary outerwear. This includes rubber-soled shoes that tie or strap. Clogs, flip flops, and open-back shoes are not conducive for running, climbing, and outdoor play. We assume that a child healthy enough to attend school is healthy enough to play outside.

### **Snacks**

We ask that your child brings a water bottle/sippy cup of water that is (labeled with their name). Children are offered a small snack each day along with their water bottle/sippy cup of water. Snacks are pre-determined on a school-wide basis. You will be provided with a list of the approved snacks by your child's teacher. Snacks are provided by the program.

Children in the Infant PDO room (16) you will be given information about snacks and bottles from your child's teacher.



## COMMUNICATION

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### **Email**

The Preschool/TCP asks all families to provide an email address that can be used regularly by the Preschool and TCP. We will use email to communicate event reminders, dates, newsletters, and other informative updates to parents. Parents may communicate with the Preschool Office at [tharris@cornerstonechurch.org](mailto:tharris@cornerstonechurch.org) or [Preschool@CornerstoneChurch.org](mailto:Preschool@CornerstoneChurch.org).

### **Monthly Newsletters**

A monthly newsletter will share information on classroom themes, activities, school news, etc. and will be sent home in the Parent – Teacher Connection yellow folder or email.

### **Phone**

The Preschool's phone number is (513) 874-7870. If a staff member is temporarily unavailable to take your call, you will be forwarded to staff voicemail which will be retrieved promptly.

### **Preschool Office**

Preschool Office hours are 9:00 am – 3:30 pm during the school year and Tuesdays 9:00-12:30 pm during the summer.

### **Social media**

Follow us @

Facebook page: Cornerstone Christian Preschool

Instagram page: [cornerstonechristian.preschool](https://www.instagram.com/cornerstonechristian.preschool)

Our website is: [www.preschool.cornerstonechurch.org](http://www.preschool.cornerstonechurch.org)

### **Tote Bag**

All first-year students will be given a preschool logo tote bag to carry to and from Preschool/TCP each day. The tote bag is a communication tool between home and school for each year the student is enrolled in Preschool. Parents are asked to empty the bag of any school information daily. Parents are also encouraged to send information to the school via the tote bag. Returning students can purchase a replacement tote bag, if needed, for \$10 in the Preschool Office. Please note that no materials are permitted to be sent home in the tote bag unless approved by the Preschool Director.



## COMMUNICATION

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### **Parent – Teacher Connection Folder**

This yellow folder will be in your child's tote every day and all the classroom information, happenings, and needs will be sent home in this folder. Please use this to send communication to your child's teachers also. We ask that you check and empty this folder daily.

### **ProCare Family Engagement App**

The preschool and TCP classes use an app called ProCare. You will receive an email invitation to join Family Engagement. We encourage you to join. This allows you to message teachers, receive messages and pictures from your child's teacher. The Preschool office can also send you our newsletter and some documents to sign electronically.



## ENROLLMENT AND FEES

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### **Enrollment**

Registration for the next school year will begin in January of the current school year. Registration requires a completed registration form and a paid non-refundable registration fee. Priority registration occurs first and includes currently enrolled children, siblings of currently enrolled children, and Cornerstone Church members/regular attenders. At the close of Priority registration, children will be placed in a session and the parent/guardian will be notified.

After class placement of the priority applicants, Community registration will open. Community registration will continue until all Toddler Companion Programs and classes are full. Parents/guardians will receive notification regarding the status of their child's application by a designated date. If a child's requested class is full, the parent/guardian will receive information about placement on the waiting list.

Before a child's first day of preschool/TCP, the following items must be completed by the parent/guardian and returned to the Preschool Office:

- Application
- Registration fee
- Child Information Form
- Financial Agreement
- Photo Release
- Child Release Information
- Family Information Form
- One month's tuition payment
- One time supply fee
- Child Medical Statement
- Immunization record
- If your child has a life-threatening allergy a medical meeting must occur

### **Dismissal from the Program**

Cause for dismissal from the Preschool/TCP includes, but is not limited to, the following:

- Discipline/behavior issues that are not able to be corrected after using various disciplinary approaches.
- If the monthly tuition is not paid.
- If a parent/guardian fails to abide by Preschool/TCP policies.
- If the Preschool/TCP is unable to meet the special needs of a child based upon a conference with the parent/guardian and Preschool/TCP staff.



## ENROLLMENT AND FEES

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### **Tuition and Fee Payment**

The following fees are for the 2024-2025 school year:

- Registration (non-refundable) \$75.00
- Supply Fee (non-refundable) \$50.00
- Monthly tuition for one class \$90.00
- Monthly tuition for two classes \$175.00

Tuition is due by the first of each month for the months of September through April. One month's tuition (May) must be pre-paid by parent/guardian in May of the previous school year and is non-refundable. Payments may be made online through our website, by automatic payment via tuition express, or made by check. Checks are to be made payable to CCP and should be placed in the drop box on the wall outside the Preschool Office. Please write the child's first and last name on the memo line.

Fees charged for Preschool/TCP are based on a full preschool year. Annual tuition is divided equally into nine monthly installments. Some months may have more or less class days attended than others, but the monthly fee is designed to allow for an equal monthly installment payment plan. Thus, the tuition payment is the same regardless of partial months and/or any child absences.

Any tuition received after the tenth of the month is subject to a \$15 late fee. Should payments become two weeks past due, the child's reserved Preschool/TCP space may be lost. Returned check fees and declined payment fees will be applied to your account, should your payment method be declined. Declined credit card payments will be charged 3% returned payment fee.

### **Withdrawal**

To withdraw a child from the Preschool/TCP, a thirty-day (30-day) written, signed, and dated notice must be given to the Preschool office. Failure to submit a 30-day written notice will result in one month's tuition being forfeited. No tuition adjustment will be made for any withdrawal occurring after March 31<sup>st</sup>. At the director's discretion, tuition adjustments may be made for children who have qualified for local school system services that cannot be provided at CCP.



## Health Information

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### Communicable Disease Management Policy

Parents are requested to notify the Preschool Office when their child has a communicable disease.

If a parent observes any of the following signs or symptoms of illness, you are asked to keep the child home from Preschool/Companion program. A child found to have any of the following signs or symptoms of illness at Preschool/TCP will be immediately isolated and discharged to his/her parent/guardian.

1. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
2. Severe coughing
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
6. Temperature
7. Unusual spots or rashes, untreated infected skin patches
8. Stiff neck with an elevated temperature
9. Sore throat or difficulty in swallowing
10. Vomiting
11. Covid
12. Evidence of untreated lice, scabies, or other parasitic infection

An ill child will be cared for in the Preschool Office in the company of a staff member. The child will remain isolated in the office, on a cot, if necessary, until he/she is picked up by a parent/guardian. A child may be re-admitted to the class only if he/she is symptom-and-fever-free for 24 hours **without** the use of medication.

We will not accept or keep a "mildly ill" child. Please keep your child at home if he/she is experiencing cold symptoms not including those listed above or does not feel well enough to participate in activities.

All staff members will disinfect classroom equipment and supplies between sessions and at the end of each day.

Cornerstone Christian Preschool/Toddler Companion Program will abide by the current CDC, Ohio Department of Health, and/or Butler County Health Department regulations and/or guidelines.





## Health Information

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### **Medical Exam**

A medical statement signed by the child's physician and a list of completed immunizations must be on file with the preschool office before your child can attend the toddler companion program classes.

### **Vaccinations**

The Preschool and the Toddler Companion Programs endorses vaccination against the risk of disease for all children. This is to guard the health and well-being of each person in our Preschool and Toddler Companion Programs. Therefore, the Preschool and TCP requires that all children must be immunized according to state of Ohio requirements before childcare/preschool entry (Ohio Revised Code 5104.014, Division B.) [While Ohio law Section 5104.014 \(C \) \(1\) \(b\) allows a parent to decline immunization for medical or religious reasons, please be advised that Cornerstone Christian Preschool, as a nonpublic school, does not accept unimmunized children into enrollment, in order to protect all children, families, and staff members.](#) Our policy regarding a waiver for immunizations is for "documented medical conditions" only and will be considered upon a conference with the child's parent and review of the appropriate medical documents in writing from a licensed medical practitioner.

### **Medications**

No type of medication is dispensed routinely or periodically by the Preschool/TCP staff. Prescription medications are dispensed only in life-threatening situations as follows: a potentially life-threatening allergy or illness (i.e., asthma) noted on the Child Information Form. Additional paperwork may need to be filled out by the child's prescribing physician and the parent. A medical conference will be held with Toddler Companion Staff and a parent prior to the beginning of the school year.