



Student Handbook

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WELCOME

Welcome to Cornerstone Christian Preschool (CCP)! CCP is 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 phone at 874-7870, email at Preschool@CornerstoneChurch.org, or by stopping by the Preschool office

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

Blessings,
Lisa Witmer
Director

Mission of our Preschool

We strive to develop your child's heart, mind, body, and soul. Therefore, we work to nurture each child socially, emotionally, intellectually, physically, and spiritually.

Approach of our Preschool

We believe that God is not merely a part of our lives but is actively involved in all aspects of our lives. Prayer, Bible stories, and activities referencing God's love and creation will be integrated on a daily basis in a warm, caring, creative, and fun atmosphere.

Our classrooms have a warm, caring atmosphere full of active fun and creativity with an emphasis on helping, caring for, and respecting others. Our teachers remain current in early childhood instructional methods. This enables us to maintain a quality preschool program that is educational and interesting for each child and provides them the appropriate foundation for Kindergarten readiness.



PROGRAMS AND OPERATIONS

Programs Offered

- Early 3-year-olds Monday/Wednesday class
- 3-year-olds Monday/Wednesday/Friday class 9:30 am – noon **or** 12:45 pm – 3:15 pm
- 3-year-olds Tuesday/Thursday class 9:30 am – noon **or** 12:45 pm – 3:15 pm
- 4-year-olds Monday/Wednesday/Friday class, 9:30 am – noon **or** 12:45 pm – 3:15 pm
- 4-year-olds Monday through Thursday class, 12:45 pm – 3:15 pm
- 4-year-olds Monday through Friday class, 9:30 am – noon
- 4-year-olds Tuesday/Thursday class, extended day, 9:15 am – 1:00 pm
- 5-year-olds Monday through Friday class, 9:30am – noon

Staff/Child Ratio and Group Size

Our state license requires the following staff/child ratios:

- 1 adult to 8 children for 2 ½-year-old children
- 1 adult to 12 children for 3-year-old children
- 1 adult to 14 children for 4-year-old children
- 1 adult to 18 children for 5-year-old children

Our Preschool assigns two (2) adults in every class: one Lead Teacher and one Assistant Teacher. The only exception would be if the 2 ½'s class has 6 or less student's or 3–5-year-old classes have 9 or less students. Lead teachers hold degrees, credentials and/or certification as a Child Development Associate. Assistant teachers have a high school diploma, degree, credentials and/or certification. Maximum group sizes in our Preschool are as follows:

- 2 adults to 10 children for 2 ½-year-old children
- 2 adults to 12 children for 3-year-old children
- 2 adults to 14 children for 4-year-old children
- 2 adults to 14 children for 5-year-old children

School Calendar

All Preschool programs follow the Lakota Local School District calendar for vacations and holidays (unless otherwise noted on the Preschool calendar). In addition, the Preschool establishes its own dates of closure for parent conferences/collaborations.



PROGRAM AND OPERATIONS

Closures

The Preschool follows the Lakota Local School District decision about school closing for inclement weather. To check whether Lakota Schools are delayed or closed, refer to www.LakotaOnline.com. 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 due to inclement weather, safety matters, or other acts of God.

In the event of unusual or out-of-the-ordinary circumstances, including but not limited to the following, Preschool 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 Preschool classes cancelled due to unusual or out-of-the-ordinary circumstances will not be made up. In addition, CCP 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, CCP will immediately switch to online learning. For online learning that is two weeks or less in length, no tuition reimbursement will be given. For closure longer than two weeks, each family will have the opportunity to enroll in online classes at a reduced tuition rate or withdraw from the program.

Delays

When Lakota Local School District issues a 2-hour delay in the start of school, AM classes will be cancelled. PM session will operate as normal. If Lakota issues a 1-hour delay, Preschool will operate on a 1-hour delay. PM session will operate as normal.



PROGRAMS AND OPERATIONS

Early Dismissals

If Lakota Local School District has an early school dismissal for inclement weather, PM Preschool classes are canceled.

Safety Policy

A staff member in charge of a child or group of children is responsible for their safety. Children are not permitted to do anything that would hurt themselves, others, or damage equipment. Broken toys and other possible unsafe objects are removed promptly from the children's areas. Harmful substances and materials are kept out of the reach of all children. When outdoors, the children are restricted to the center's playground or are in an area supervised by CCP Staff.

In addition, we follow these guidelines.

1. No child is ever left alone or unsupervised.
2. The teacher will not release a child to anyone other than the parent, guardian, or a person designated in writing by the parent/guardian.
3. Teachers have a 2-way walkie-talkie/telephone in their possession at all times. This allows communication between classrooms and the Preschool office for emergency purposes. Local telephone numbers for the police, life squad, hospital, poison center and children's services are posted in each room.
4. Fire drills are held monthly, and seasonal tornado/weather drills are practiced monthly March through September. Lockdown drills are practiced on a quarterly basis.
5. In case of fire and weather alerts, staff members will take the children to the pre-determined safety areas. The locations of these areas are posted in each classroom.
6. A staff member trained in first aid will always be present in the classroom and on all field trips. If a child is injured in the classroom or on the playground, the teacher will administer first aid. A first aid box is located in the Preschool office and the Teacher Resource Room (room 29.) Small abrasions will be cleansed with running water and and-Aids will be applied. Small bumps and bruised areas will have ice applied. Deep wounds or cuts, severe extremity strains or dislocations occurring either at school or on a field trip will result in parents being immediately contacted. Other names listed as emergency contacts on the "Child Enrollment and Health Information Form" will be contacted as needed. In life threatening situations occurring at school or on a field trip, the life squad will be called, and parents contacted.



PROGRAM AND OPERATIONS

7. When any accident or injury occurs, including an illness, accident or injury which results in first aid treatment; or a blow to the head; or emergency transporting, or an event which jeopardizes the safety of children or staff, an incident report will be completed. One copy will be given to the parent on the day of incident. The parent is asked to read report, ask any questions, and sign it prior to leaving Preschool for the day.
8. Smoking, including e-cigarettes, is not permitted in the Preschool/church building or on the grounds.
9. No animals, other than service animals, are allowed in the building during Preschool hours.
10. Use of aerosol spray is prohibited when children are in attendance at Preschool.
11. Any confirmed or suspected case of child abuse or neglect will be reported by staff members to Butler County Children's Services.
12. No weapons, explosives, or ammunition, real or pretend, will be allowed on the Preschool campus. This includes toy weapons, guns, knives, ammunition, or any type of explosives. Conceal and Carry Weapons are prohibited on the school premises. If found, such items will be taken to the Preschool office and appropriate action will be taken, ranging from a parent phone call to police involvement.

Special Needs Children

If a parent requests to enroll a child who has special needs (medical, social/emotional, developmental), or if a child's special needs become apparent after enrollment, a conference will be held with the parent, the Preschool Director, and other persons as deemed appropriate to discuss the child's special needs and the supports required to enable the child to benefit from our Preschool experience. Consideration will be given to supports including but not limited to equipment, facilities, personnel, training and the impact on other children. It is possible that the parent may be required to make additional payments to provide an aide for the child or remain on site for the duration of the Preschool session each day, among other options, to provide support for the child. The decision as to whether the child will be enrolled or will continue to be enrolled remains with the Preschool.



ARRIVE, DISMISSAL, ABSENCES

Absences

When your child will be absent on a given day, please inform the Preschool. You can call the Preschool office at 874-7870 (feel free to leave a message if no one is available) or send an email to Preschool@CornerstoneChurch.org. You may also inform your child's teacher. It is not necessary to inform both the office and the child's teacher. One contact is sufficient.

Arrival /Dismissal:

Please read the arrival and dismissal procedure carefully. Below are the details of each procedure.

Procedure A: Carline

Procedure B: Companion and In Person Drop Off

Procedure A:

Carline Arrival CCP will be using a carline procedure for the arrival and departure of preschool children. Please refer to the carline map for traffic and parking locations. Should a child arrive at Preschool later than the car line arrival window, the parent must park in the parking lot and walk the child to the front door of the church, notifying the office of the child's arrival by use of the intercom box on the left side of the front door.

Carline Dismissal Preschool children will be dismissed by carline at the end of each session. Please display your child's CCP vehicle tag in the front windshield area on the passenger side of the vehicle where it is easily visible by staff members.

Once the child is in the vehicle, the parent will pull forward into a dedicated spot to buckle the child in his/her car seat or booster seat before leaving the church premises.

For safety reasons, students will only be released to persons who have the CCP vehicle card **AND** are listed on the Child Release Form. It is the parent's responsibility to only share your vehicle tags with people who are listed on the Child Release Form.

Should a person who is not listed on the Child Release Form need to pick up your child, an email should be sent to preschool@CornerstoneChurch.org no later than 30 minutes prior to pick up time. The parent should make all attempts to get the CCP vehicle card to the person who is picking up the child.

Authorized people on the Child Release Form can be updated and changed throughout the year by emailing preschool@CornerstoneChurch.org.



ARRIVE, DISMISSAL, ABSENCES

Please have ID's ready for CCP staff to view during pick up time.

Should a child need to be picked up earlier than the car line arrival window, the parent must park in the parking lot and walk to the front door of the church.

Procedure B:

Companion and In Person Drop Off This year our companion program students, siblings and their families will be walking into the building and dropping the companion 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 and only enter through the Cornerstone Kids door indicated. 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 and unlock at 12:40 and relock at 12:50 for PM classes. The double black doors will be opened at 9:30 for AM classes and 12:45 for PM classes for you to proceed down the hallway to the companion classrooms and the Worship center door directly across from those classrooms. If you arrive after drop off time the parent must park in the parking lot and walk the child to the **front door** of the church, notifying the office of the child's arrival by use of the intercom box on the left side of the front door.

Preschool families who want to walk their children into the building can do so too. You will enter through the Cornerstone Kids door at the side entrance (noted on the map) and walk your child down the hallway to the worship center door and drop them off to the teacher standing there.

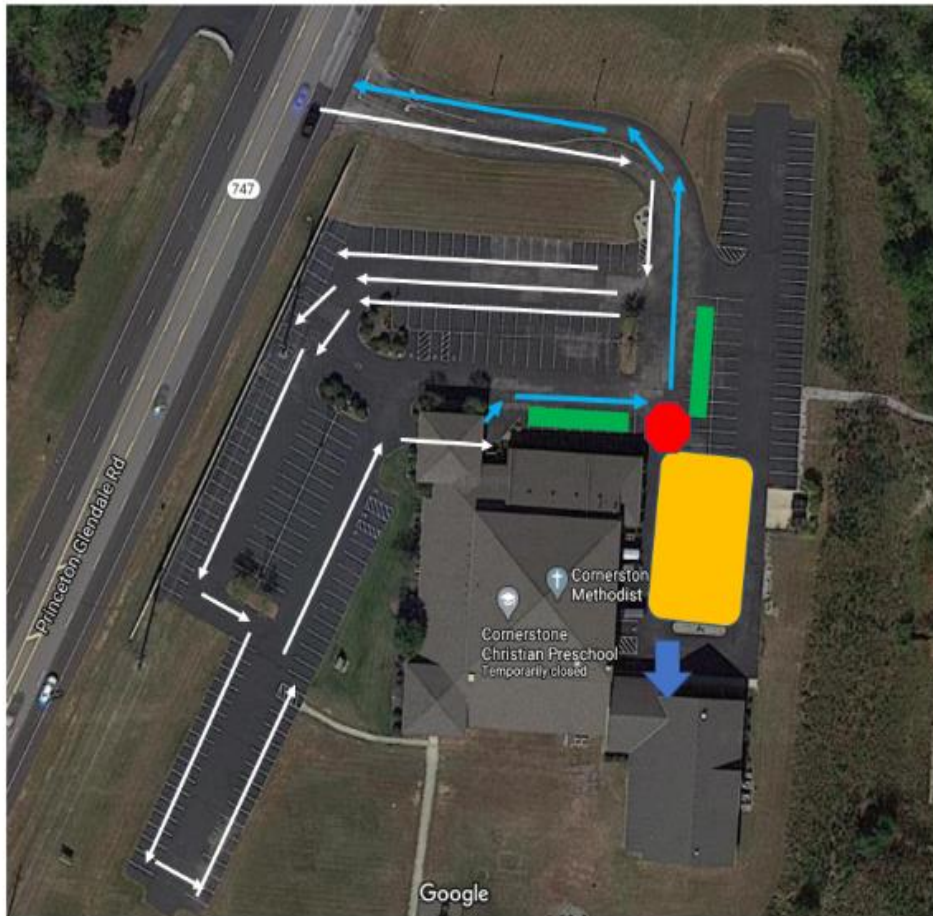
Parents are not permitted to enter the worship center. This is to help keep everyone safe and accounted for.

Companion and In Person Pick Up Please enter only through the Cornerstone Kids door indicated on the map. The door will unlock at 11:55 am and relock at 12:05 for AM classes and will unlock at 3:10 and relock at 3:20 for PM classes. Once in the building the double black doors will be opened at 12pm for AM classes and 3:15 for PM classes and you may proceed down the hallway to the companion rooms. For preschool children, please 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 the parent 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.



ARRIVE, DISMISSAL, ABSENCES



- ENTER** – follow white arrows:
- Make three lines and merge into two and then to one
- EXIT** – follow blue arrows
- Areas to buckle children before exiting**
- █
- Companion and Preschool drop off entrance**
- ↓
- Parking area for drop off**
- █
- PLEASE STOP**
- ⬢

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 into the building to show the teacher at dismissal.

Preschool 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



ARRIVE, DISMISSAL, ABSENCES

valid photo ID 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, 1:00 pm or 3:15 pm.) 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 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 to or from the Preschool.



PRESCHOOL CLASSROOM

Addressing the Teacher

Our preschool teachers are known to the children by their last name. Please help your child practice saying "Mrs. _____" so it becomes routine and comfortable for them to say.

Ages and Stages Questionnaire

At the beginning of each school year, parents will receive an "Ages and Stages" Questionnaire for their child/ren attending the Preschool. Parents are asked to complete and return the questionnaire. School staff will review and tally each questionnaire. If a child's questionnaire is atypical, school staff will meet with the parents and make any necessary referrals and recommendations. This meeting will take place during or before the fall parent/teacher conference. If a child's questionnaire is typical, no further action will be taken by school staff.

Birthdays

Birthdays are celebrated in a variety of ways in the classrooms, with a book, trinket, special song, special hat, etc. Each teacher has a unique way of recognizing the child's important day. Teachers will inform parents how birthdays are handled in their classrooms. Please do not send in food or treats of any kind.

Clothing

Please dress your child in play clothes each day. 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 change of clothing in a plastic 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 with your child's name.

A child may not attend preschool wearing a diaper or pull-up. All children are expected to have independent bathroom skills being able to pull up/down clothes, fasten any buttons or snaps and wipe independently.

Daily Schedule

Within the daily classroom schedule, children will move from quiet to active play, from teacher-directed to child-initiated activities, and from fine motor to gross motor activities. Each class's daily schedule is posted in the classroom. Each family will receive a copy of their child's class's daily schedule.



PRESCHOOL CLASSROOM

Discipline

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

- Develop a teacher-child relationship built on love, respect, and trust
- Build self-esteem emphasizing and attending to positive behavior more than negative behavior
- Never use harsh language or seek to humiliate a child
- Create an environment that encourages choices, cooperation, self-control, and personal responsibility
- Develop and enforce consistent, reasonable rules for maintaining a safe, structured learning atmosphere for all
- Warn the child breaking rule, remind him/her of the rule broken and redirect him/her to another activity
- Give the child limited choice of activities when he/she cannot control his/her own behavior or is causing harm to him/herself, others or damaging preschool/church property
- Never use corporal punishment
- Contact parents if negative behavior continues to pose a problem in the classroom. This may include the use of behavior reports on a regular basis. It is our goal for the teacher and parent to strive as a team to create a workable solution for preschool that can be reinforced at home.

All Preschool staff use developmentally appropriate and age-appropriate discipline strategies, following state licensure guidelines.

Field Trips/Special Events

Children enrolled in the 4-year-old and 5-year-old classes may participate in field trips. Funding for offsite field trips will be an additional cost to each child enrolled at CCP. Two-and-a-half-year-old children and three-year-old children will participate in special events held only at the school.

- Permission forms - Each parent must sign a permission form allowing their child to be under the responsibility of Preschool staff during the field trip. Only children whose parents have signed permission for a particular field trip may attend. Children without permission must stay home for that day.



PRESCHOOL CLASSROOM

- Transportation - The Preschool will not transport children as a group to the field trip location. Each parent is responsible for transporting his/her child to and from the field trip location. If a parent cannot drive his/her child to and from the site, the parent is responsible for finding a carpool for his/her child. Inform your child's teacher in advance of the trip if your child is participating in a carpool for the field trip.
- Safety - Children will wear identification tags provided by their teachers with the Preschool's name, address, and phone number. Children are also encouraged to wear their yellow Preschool spirit day shirts to the field trip. All preschool children will be under the supervision of an assigned Preschool staff member.
- A first aid kit and "Child Enrollment and Health Information" forms are taken on all field trips. A person trained in first aid will accompany each class on the field trip.
- Children with serious medical conditions must attend the field trip with either a parent or designated caregiver who stays for the duration of the field trip.
- Parent and Siblings - Parents are invited to stay at the field trip site along with any siblings. Depending on the type of field trip, parents and siblings may be able to participate in site activities. It is the responsibility of the parent to pay admission and/or charges for themselves and any siblings.
- Weather – If inclement weather or other circumstances cancel the trip, classes will be held as usual at the school. The field trip will be rescheduled if possible.
- Child's absence – Parents are asked to phone the Preschool if their child will be absent the day of the field trip so the class will not be held up for someone not attending.

Parent's Role / Siblings

The Preschool invites involvement by parents. Each classroom teacher will explain how they involve parents.

When parents help in their child's classroom, siblings may not accompany them. This enables the parent/preschool child experience to be very special and focused.

Playground

Outside play and exploration are important parts of our program. The children will be scheduled outside play daily as long as the weather allows. We will go outside when the temperature is a minimum of 25 degrees Fahrenheit (including wind chill) to 90 degrees Fahrenheit. We will stay indoors during rain, fog, lightning, thunder, and icy or muddy conditions on the playground. If the weather prohibits outside time, the Activity Room is scheduled for each class so children can play and exercise their large muscles.



PRESCHOOL CLASSROOM

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.

The children will remain indoors if the playground is deemed unsafe for any reason.

School Grounds

Classes often take excursions outdoors on the grounds of the church to view activities (for example, view a fire truck), experience the changing seasons (gather leaves, for example) and so forth. Two teachers always supervise the class. The children will venture no more than 100 feet close to the road. Unless a parent specifically tells the Preschool that s/he does not want his/her child participating in such outdoor excursions, it is understood that the parent is giving blanket permission for his/her child to participate.

Show and Tell / Toys

Because toys from home can be distracting and because we are not responsible for any damage or loss, we discourage children from bringing toys. However, on special days as assigned by the child's teacher, children are encouraged to bring items from home to share to reinforce the lesson. No guns or weapons (play or otherwise) are allowed at preschool.

Snack (4's Extended Day Class Only)

Snacks are pre-determined on a school-wide basis and are included on our list if they are known to be free from potential allergens (such as peanuts, tree nuts, eggs). Because the preschool does not possess a food service license, parents are asked to provide a snack for their child each day based on the approved snack list. Only snacks which are the designated name brand in the unopened original packaging are acceptable.

Spirit Days

Spirit Days are held once a month on a designated, announced date. An assembly is held with a special presentation of our Bible theme and verse for the month. Children are encouraged to wear their yellow Preschool "Spirit Day" t-shirt. T-shirts are available for purchase in the Preschool office. Children are welcome to wear their t-shirt from year-to-year or pass it on to siblings.



PRESCHOOL CLASSROOM

Water activities/swimming

The Preschool does not engage children in swimming or related activities where children are immersed in water.

Visitors

Any person visiting the preschool is asked to stop by the Preschool office to sign in and get a visitor ID. Visitors who go directly to a classroom will be asked by the teacher to go to the office to sign in and get the visitor ID before visiting the classroom.



PRESCHOOL CLASSROOM

Daily Schedule (sample) - 2 1/2's through 5 year olds

9:30	Arrival / Welcome
9:35	Tabletop Manipulatives
10:00	Circle Time (pledge, bible story, calendar, weather, colors, numbers, letters and shapes)
10:20	Playground or Large Muscle Room
10:40	Restroom
10:50	Water Break
11:00	Purposeful Play / Learning Centers (Language Arts, Math, Creative and Theme Art, Science, Sensory, Technology, Social Studies, Fine Motor Skills, Blocks, Dramatic Play)
11:50	Closing Circle
12:00	Dismissal



COMMUNICATION

Classroom Newsletters

Teachers will send home a classroom newsletter each month. Newsletters will share information on classroom themes, goals, activities, songs, field trips, special events, etc.

Conflict Resolution

If a problem or situation arises within the classroom between teachers, with other teachers/staff members, or with a parent, the employee involved is encouraged to discuss that situation with the other teacher or staff member or parent. Additional information shared by the teacher nearly always enlightens the matter and provides the explanation needed. Should that not be the case, the parent or employee is welcome to discuss the matter with the Preschool Director who will mediate as needed. If a problem or situation arises that cannot be resolved effectively by a teacher or the Director, the Lead Pastor of Cornerstone Church can be contacted to help resolve the matter.

Custody Agreement

In the event the parents of an enrolled child have a legally binding custody agreement, the Preschool requires that a copy of that agreement be a part of the child's student file. In lieu of a copy of the agreement, a notarized Statement of Action, signed by both parents and detailing instructions on who the child can and cannot be released to, can be provided to the Preschool.

Email

The Preschool asks all families to provide an email address that can be used regularly by the Preschool. We will use email to communicate event reminders, dates, newsletters and other informative updates to parents. Parents may communicate with the Preschool office at Preschool@CornerstoneChurch.org. Teachers may give parents their email address.

Phone

The Preschool's phone number is (513) 874-7870. If a staff member is temporarily unavailable to take your call, an answering machine is available for leaving a message should you need to do so. Messages left on the answering machine are retrieved promptly.

Preschool Office

Preschool office hours are 9:00 am – 3:30 pm during the school year and on Tuesdays am during the summer.



COMMUNICATION

Social media

Be sure to check out our Facebook page "Cornerstone Christian Preschool." Go to www.Preschool.CornerstoneChurch.org to reach our web site.

Teacher Conferences

Parent/teacher conferences will be held in the fall and spring to discuss goals, progress and adjustment. Teachers are available by telephone or email for collaboration and consultation as requested by parents throughout the school year. The Preschool does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

Tote Bag

All first-year students will be given a Preschool logo tote bag to carry to and from preschool each day. The tote bag is a communication tool between home and school for each year the student is enrolled in the 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.



ENROLLMENT AND FEES

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 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, the following items must be completed by the parent/guardian and returned to the Preschool office:

- Registration Form
- Registration Fee
- Child Enrollment and Health Form (JFS 01234)
- Medical Statement signed the child's physician (JFS 01305)
- Additional Health/Medical forms if your child has a life-threatening allergy or health condition (JFS 01217 and JFS 01236)
- Financial Agreement
- Photo Release
- Child Release Information
- Family Information Form
- One month's tuition payment

Dismissal from the Program

Cause for dismissal from the Preschool 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 policies
- The Preschool is unable to meet the special needs of a child based upon a conference with the parent/guardian and Preschool staff.



ENROLLMENT AND FEES

Tuition and Fee Payment

The following fees are for the 2023-2024 school year:

- Registration (non-refundable) \$75.00 per child
- Supply Fee (non-refundable) \$35.00 per child
- Early 3-year old class Monday/Wednesday \$160
- 3 year old class Monday/Wednesday/Friday \$190
- 3 year old class Tuesday/Thursday \$160
- 4 year old class Monday/Wednesday/Friday \$190
- 4 year old class Tuesday/Thursday extended day \$190
- 4 year old class Monday through Thursday \$210
- 4 year old class Monday through Friday \$240
- 5 year old class Monday through Friday \$240

Tuition is due by the first of each month for the months of September through April. One month tuition (May 2024) must be pre-paid by parent/guardian in May of the previous school year and is non-refundable. Payments may be made by check or by online payment. Checks are to be made payable to CCP and should be placed in the mailbox on the wall outside the Preschool office or sent to school in your child's tote bag. Please write the child's first and last name on the memo line.

Fees charged for Preschool are based on a full preschool year. Annual tuition is divided equally into nine monthly installments for your convenience. 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 children's reserved Preschool 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 a 3% returned payment fee. After two payments have gone not honored by the bank, payment by bank will no longer be accepted.

Withdrawal

To withdraw a child from the Preschool, 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 31st. At the Director's discretion, tuition



ENROLLMENT AND FEES

adjustments may be made for children who have qualified for local school system services that cannot be provided at CCP.



HEALTH INFORMATION

Communicable Disease Management Policy

All staff members are trained in understanding common childhood illnesses and are responsible for recognizing common signs of communicable disease. A "Communicable Disease" chart describing symptoms, etc., is posted in the Teacher Resource Room (room 29). Staff members will observe each child upon arrival each day to see if the child appears to be free of any symptoms of a childhood illness.

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, they are asked to keep the child home from Preschool. A child found to have any of the following signs or symptoms of illness at Preschool 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, causing the child to become red or blue in the face or to make a whooping sound
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 of one hundred degrees Fahrenheit when in combination with any other signs of illness
7. Unusually dark urine and/or gray or white stool
8. Unusual spots or rashes, untreated infected skin patches
9. Stiff neck with an elevated temperature
10. Sore throat or difficulty in swallowing
11. Vomiting more than one time or when accompanied by any other sign or symptom of illness
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.



HEALTH INFORMATION

Any teacher with any of the above symptoms will be removed from the classroom and a substitute will be hired.

COVID Management Policy

All staff members will disinfect classroom equipment and supplies between sessions and at the end of each day. Students will wash hands upon entering the classroom, after gross motor time, and before dismissal.

Parents are required to notify the Preschool office when their child has a COVID diagnosis or is in quarantine due to exposure.

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

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

- Temperature of 100 degrees Fahrenheit or higher
- Chills
- New uncontrolled cough (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing.
- Fatigue
- Muscle or body aches
- New onset severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Trouble Breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face



HEALTH INFORMATION

Medical Exam

A medical statement signed by the child's physician and a list of completed immunizations must be on file with the Preschool prior to the child's entry into preschool. The physical exam must be updated yearly. Failure to provide a current medical form to the Preschool office will result in the child being unable to attend preschool classes.

Medication

No type of medication is dispensed routinely or periodically by Preschool staff. This includes over-the-counter medicine, routine prescription medication, vitamins, or special diets. Prescription medications are dispensed only in life-threatening situations as follows. If a potentially life-threatening allergy or illness (i.e., asthma) is noted on a student's "Child Enrollment and Health Information Form," the parent will be asked to complete two additional forms: "Child Care Plan for Health Conditions" (signed by the parent) and "Administration of Medication" (signed by the parent and child's prescribing physician). Teachers and Preschool staff will then be advised as to the proper handling of a health emergency should one occur, and any medication will be administered by Preschool personnel listed on the "Child Care Plan for Health Conditions" form. Such medication must be brought to the Preschool office by the parent/guardian prior the start of the school year. No medication is to be placed in the child's tote bag.

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.



EMERGENCY INFORMATION

Preschool staff follow these procedures when there is a **dental emergency**:

Dental First Aid

When there is a head or mouth injury, the teacher will calm the injured child and check to determine the type of injury.

If it is serious, Preschool staff will call the Life Squad and call the child's parent/guardian. The "Child Enrollment and Health Form" with the child's emergency phone numbers and medical records is located in the teacher backpack in the classroom and in the Preschool office in the child's student record folder.

If there is minor bleeding, the teacher will apply direct pressure with sterile gauze or clean cloth. If the bleeding doesn't stop with ten (10) minutes, Preschool staff will call the Life Squad and call the child's parent/guardian.

If the bleeding is profuse, Preschool staff will call the Life Squad and call the child's parent/guardian.

When there is a tooth injury, the teacher will follow these directions:

- Knocked out permanent tooth - The teacher will gently attempt to replant the tooth into the socket. The child will be asked to hold the tooth in place with a tissue or gauze. If it is not possible to replant the tooth, it will be placed in a tooth preservation system, or child's saliva which the child has spat into a cup. The parent will be contacted to take the child to the dentist immediately.
- Knocked out baby tooth – The tooth should not be replanted. The parent will be contacted to take the child to the dentist as soon as possible.
- Loosened/chipped tooth/tooth pushed into the gum – The teacher will clean the area with warm water but will not attempt to move the tooth. The parent will be contacted to take the child to the dentist immediately.
- Toothache – The parent will be contacted to take the child to the dentist as soon as possible.
- Injury to lips/tongue/cheek – The child will be asked to rinse his/her mouth with warm water. A cold compress will be placed on the area to minimize swelling. If the injury is due to a fall or if the tooth is chipped, the parent will be contacted to take the child to the dentist immediately.
- Broken or dislocated jaw – The child's jaw will be immobilized by positioning a triangular bandage under the chin and tying the ends on top of the head. The parent will be contacted to take the child to the emergency room immediately.



EMERGENCY INFORMATION

Preschool staff follow these procedures when there is a **medical emergency**:

Injured child

The teacher will remain calm and give necessary first aid to the injured child, with other Preschool staff assisting if necessary. If a fracture is suspected, the child will not be moved. If the emergency is serious/life threatening, Preschool staff will call the Life Squad and call the child's parent/guardian. The "Child Enrollment and Health Form" with the child's emergency phone numbers and medical records are located in the teacher backpack in the classroom and in the Preschool office in the child's student record folder.

The Preschool takes the safety of children seriously. Therefore, when completing the Child Health and Enrollment Form, the Preschool requires that parents give permission to transport (located on page 4) which allows the Preschool to secure emergency transportation for the child. 911 will be called for all emergency situations.

First aid kits are located in the Preschool office and in the Teacher Resource Room (room 29). Preschool staff will supervise the other children until the teacher returns.

Sick child

A sick child will be removed from the classroom and relocated to the Preschool office. The child's parent/guardian will be called to come pick up the child as soon as possible. The child will sit on a chair or lay on a cot in the office, and a Preschool staff member will stay with the child until the parent/guardian arrives.

Preschool staff follow these procedures when there is a **general emergency**:

General and/or Weather Emergency

Preschool staff will listen to the news and/or weather-band radio for updated emergency information. If necessary, the Preschool will follow the evacuation/weather alert plans posted in each classroom. In addition, if necessary, the Preschool will evacuate the area, taking the children to Lakota Creekside Early Childhood School located at 5070 Tylersville Road, West Chester, OH. Parents will be notified by phone or email of when and where to pick up their child.



CENTER PARENT INFORMATION

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

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

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

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services.

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

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.