



Cornerstone Kids
MDO & Preschool

2018-2019

Parent Handbook

Operational Policies and Procedures

Cornerstone Baptist Church

Mother's Day Out

2242 W Lucas Rd

Allen, TX 75002

Website: www.cbclucas.com/page/mothers_day_out

Email: CKmdo@cbclucas.com

Facebook: Cornerstone Kids Mother's Day Out Group

Parent Information

Cornerstone Kids Mother's Day Out & Preschool is a ministry of Cornerstone Baptist Church providing a quality preschool program for children 3 months thru Pre-Kindergarten. Our mission is to minister to the families in our community by providing a safe and nurturing care environment where children can enthusiastically learn about Jesus, the world He made, themselves and others.

Our Mission....

Children: Jesus said, "Let the little children come to me..." Matthew 19:14. Providing a fun, loving and accepting environment, children will learn about and experience the characteristics of Jesus. Helping children discover who God is and how special they are to Him encourages positive self-worth and an awareness of others.

Parents: Jesus said, "Children are a heritage from the Lord..." Psalms 127:3. As a supportive ministry to families, our program provides quality care so parents can take time for themselves or attend to other activities or responsibilities.

Community: Jesus said, "I have come into the world as light, so that whoever believes in me may not remain in darkness..." John 12:46. Quality care and support for families can be an extension of the light of Jesus. A ministry open to the community provides an outreach to families who might not otherwise look to the church for support.

The purpose of a preschool ministry is to help each child...

- Associate God, Jesus, and the Bible with wonder, love, and happiness.
- To know the Bible as a special book that tells about God, Jesus, family, and oneself.
- To develop a positive feeling of self-worth.
- To begin thinking of others and learning to share.
- To feel comfortable, happy, loved, and secure with adults and other children.

OUR PROGRAM

We believe children learn about the world around them through interactive play with other children, adults and learning material. Learning transpires as young children touch, *manipulate*, and *experiment* with things and *interact* with people. Our goal is to help your child(ren) develop spiritually, mentally, physically, emotionally, and socially. Your child will be taught through learning centers including home living, music, nature, writing, and puzzles. Daily emphasis of hands-on learning activities appropriate for each age group will teach Bible stories, verses, and truths. Other supplementary texts will be used to enrich this material.

Our *Preschoolers* will use an educational curriculum, introducing numbers, letters, shapes, colors, phonetic sounds, language development, early reading and writing. Our goal is to provide your child(ren) the educational and social skills for a successful transition to Kindergarten.

All classrooms will have a scheduled learning, snack, lunch, rest, and indoor/outdoor activity time. One day a week your child will explore science, math, art, and move with music. Our staff of trained Christian teachers understand each child needs individual attention, acceptance and a loving and safe learning environment. In addition, all staff members are CPR/First Aide trained. Our staff receives 24 hours of training each year in the areas of child development, enhancing the learning environment, promoting a positive classroom setting and encouraging positive behavior. Each teacher has passed an FBI fingerprint background check.

ADMISSION/ENROLLMENT

We accept children age 3 months through 24 months in our Mother’s Day Out program. Our preschool program is for children 2-4 years old by September 1st. Children are accepted without regard to race or religion. Children with special needs will be considered on an individual basis and admitted as our capabilities will allow. Enrollment forms can be found online at www.cbclucas.com. Select the mother’s day out tab and click on enrollment form. Once your enrollment form is received, you will be billed the enrollment fee and subsequently, the first month’s tuition. You may pay by personal check via mail, through auto pay from your bank or in person or you can pay through Paypal. A 2% discount is available for using personal check or bank draft/online bill-pay.

TUITION AND FEES

	<i>Attendance</i>		
	<i>Plan</i>	<i>Enrollment</i>	<i>Tuition</i>
INFANTS 6 MOS – 23 MOS	2 DAYS	\$125	\$235
	3 DAYS	\$150	\$325
	4 DAYS	\$175	\$400
2 YEARS – 3 YEARS	2 DAYS	\$150	\$235
	3 DAYS	\$175	\$325
	4 DAYS	\$200	\$400
3 YEARS – 4 YEARS	2 DAYS	\$175	\$235
	3 DAYS	\$200	\$325
	4 DAYS	\$225	\$400
Extended Care Program		Additional \$15/day	

Days Open: Monday – Thursday (flexible schedule available)

Hours: 8:30am – 3:30pm each day

Extended Care Hours 7:30 am – 5:30 p.m.

Multi Child Discount 10%

Registration fees are non-refundable and due at time of enrollment. Yearly tuition has been divided into nine equal payments to be paid out during the school year. A discount of 10% off the entire yearly tuition will be given to those who pay the yearly tuition fee by September 25th. A 10% discount per month will be given to second and third child enrolled. Tuition will be due by the 25th of the month prior to the month of attendance. Any payments returned to us unpaid will be assessed an NSF charge of \$10.00. If payment is not made by the 25th of the month prior to attendance, there will be a \$10.00 late fee. If your tuition is going to be late, please notify the Director. Please be informed you **will not** be receiving a monthly statement, but statements for paid tuition are available upon request.

Payment is expected for all children enrolled whether present or not. Space is reserved for enrolled children. Thus, to hold that space, payment must be made regardless of attendance. This includes illness, holidays, inclement weather days, vacations etc. The Director must approve any exceptions.

CALENDAR

Cornerstone Kids Mother's Day Out and Preschool is open from 8:30 a.m. to 3:30 p.m., Monday - Thursday. Children are not accepted before 8:30 a.m. unless they are enrolled in our extended care program. Prior to 8:30 a.m., our staff is attending meetings, preparing their rooms, gathering supplies, and participating in prayer time.

The first day of class is August 27, 2018 through May 23, 2019, excluding school holidays and inclement weather days. Our program will follow the Lovejoy Independent School District calendar for holiday closings with the exception of first/last day of classes. During inclement weather, we will FIRST post information on our website:

www.cbclucas.com/page/mothers_day_out.

Holiday Schedule is as follows and classes will be closed these days:

Labor Day: September 3, 2018

Fall Break: October 8, 2018

Thanksgiving: November 19-22

Christmas: December 20, 2018- January 4, 2019

Spring Break: March 11-15, 2018

Extended Care Hours

Extended care hours are offered from 7:00 to 8:30 a.m. and 3:30 to 5:30 p.m. at a rate of \$15 per day. You do not have to be enrolled in this program to utilize it.

Just give notice the day before you need extended care. You can pay the extended care fee by check or we will bill you.

Late Pick-up Fee: *Children not enrolled in the extended care program will be assessed a fee of \$2.50 per child for every five minutes you are late picking up your child starting at 3:45 p.m. You will be notified of the late charge in writing the next scheduled class day. This fee applies to your account regardless of designated pick-up person.*

ATTENDANCE

Sign in/Sign out Procedure: When dropping off your child in the mornings, you must sign in your child, note the date and time of arrival, and include your initials. The sign in sheet is located at the door of your child's classroom. When picking up your child in the afternoon, you must note the time of departure and include your initials. Should another person be planned to pick up your child, you must list them as an authorized pick up person on their enrollment form. Identification documents will be required for authorized persons listed.

ARRIVAL/DEPARTURE

Arrival: We do not accept children prior to 8:30 a.m. *who are not enrolled in the extended care program* This enables our staff time to prepare for your child's arrival. Infant and toddler parents must enter and exit through the glass doors on the south side of the building. Preschool parents for 3s and 4s must enter and exit through the first set of glass doors, as you pull into the drop off circle, on the east side of the building. When dropping your child off, please wait for the teacher to greet you at the door rather than entering the room. Please do not leave your child unattended at any time while waiting for class to begin.

Departure: Picking up your child on time should be a priority. Children will be released only to parents or persons who have been listed on the enrollment forms and have proper identification. Persons other than a parent picking up a child must, provide their driver's license which we will copy, and receive a card which they will take to the teacher. This will inform the teacher that this person has been checked by the office staff.

COMMUNICATION

Upon enrollment at Cornerstone Kids Mother's Day Out and Preschool. You may request to be added to our closed group Facebook page at Cornerstone Kids Mother's Day Out closed group. Here is where inclement weather days, reminders of holidays off, and day to day reminders will be posted. We also display our Two-Week Curriculum outside our door so you know what your child will be learning and playing. You can also communicate via email at ckmdo@cbclucas.com or via phone.

BEHAVIOR MANAGEMENT

We believe discipline and guidance should be loving, consistent, and based on understanding individual needs and development. Learning how to take turns and cooperate with others is an ongoing process for young children, and consequently, aggressive behaviors will occur (i.e. hitting, yelling, name calling, biting, pinching, kicking, etc.). Although we do not allow this behavior to persist, we acknowledge the fact that it does take time for a child to learn more appropriate ways of expressing anger and frustration (i.e. using appropriate words to express feelings).

Cornerstone Kids MDO & Preschool maintains these rules of conduct for each classroom. To minimize inappropriate behavior, we use age appropriate lesson plans that provide a variety of hands on activities, low teacher-child ratios, and positive guidance. However, any behavior

considered inappropriate will first be redirected in a positive manner. If this fails and the behavior continues and could be harmful to the child, harmful to another child, or destroy property, further disciplinary actions will be warranted. A "time-out" will be used if a child continues with the repeated inappropriate behavior and chooses to ignore the teacher's directions. A time-out will last, in minutes, no longer than the child's age (i.e. a 3-year old will be in time-out three minutes). We will always try to work as a team with parents to make a child successful in the classroom. Corporal punishment or threats of corporal punishment, and abusive or profane language are prohibited on the premises. Cornerstone Kids reserves the right to dismiss a child, upon two weeks' notice, for serious behavior problems and/or aggressive behaviors. All necessary means will be pursued to resolve the behavioral issues before any child is dismissed from our program.

Cornerstone Kids Discipline and Guidance Policy

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

WITHDRAWAL/DISMISSAL

Following a two-week notice, parents may withdraw their child from our program at no penalty. Written notification must be provided to the Director two weeks prior to the date of withdrawal. If a two-week notice cannot be given, a half-month's tuition fee will be assessed and applied to your account. All balances are considered due and payable upon withdrawal. Monthly tuition is not refundable and non-transferable. Cornerstone Kids MDO & Preschool will not accept student withdrawals after April 15, 2019. Any withdrawals submitted after April 15, 2019 will be subject to payment for the full month of May. Cornerstone Kids reserves the right to dismiss a child, upon two weeks' notice, for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal communication will be given before dismissal notice is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

HEALTH AND MEDICAL INFORMATION

Your child's health is of the utmost importance to us. Please document ALL health issues/allergies your child has on the health information form. A copy of your child's immunization record or Texas exemption form must be submitted before your child can start our program. We have allergy alert forms which are to be filled out completely by you the parent to ensure the caregiver has a thorough understanding of your child's allergies and their severity.

All names and phone numbers of parents, emergency contacts, and the child's doctor must be kept current by the parents. If there is not a number listed for a doctor, an emergency room doctor will be called in the event of an emergency. In the event of an accident or emergency, the child's parents will be notified immediately after attending to the welfare of the child. A copy of our Injury/Illness Report form will be completed by the observer of the accident and given to the parent. A parent's signature is required.

EMERGENCY PREPAREDNESS PLAN

Your child's safety is our main priority. The first responsibility of Cornerstone Kids MDO & Preschool staff is to move the children to a designated safe area or alternate shelter. Tornado drills and active shooter drills are preformed once every three months and fire drills are preformed monthly. Safety Escape Routes are posted in each room.

EVACUATION PROCESS

When the decision is made to evacuate the Cornerstone Kids Mother's Day Out and Preschool facility, the Director will make the announcement via two-way radio to all persons that all persons are to evacuate the facility and await further instruction. **THE BUILDING IS TO BE COMPLETELY EVAUCATED!!** The Director will communicate to all employees what type of Emergency is present.

In the event of an actual fire, the Director will be responsible for notifying 911 of the emergency via a cell phone outside the building once the evacuation procedure is complete.

In non emergency evacuations parents will be called to pick up their children.

Designated evacuation assembly area: the tree line across the church front parking lot.

Alternate Temporary Shelter Cornerstone Baptist Church Equipment building 2242 W Lucas Rd Allen, Tx 75002 behind church.

Center staff will evacuate their children as follows:

Infants

Infant teachers shall put infants in an evacuation crib and move to the designated evacuation assembly area. Upon arriving at the designated evacuation assembly area, all infants must be physically counted for against the sign in log and the results reported to the Director via two-way radio immediately.

Infant teachers are responsible to bring all attendance sheets, child rosters and information sheets. For inclement weather, take appropriate supplies to protect the infants if possible.

Toddlers and Preschoolers

Toddler and Preschool teachers shall be responsible for gathering their class into a group and supervise an orderly evacuation to the designated evacuation assembly area. Upon arriving at the designated evacuation assembly area, all toddlers and preschoolers must be physically counted for against the sign in log and the results reported to the Director via two-way radio immediately

The toddler and preschool teachers are responsible to bring all attendance sheets, child rosters and information sheets. For inclement weather, take appropriate supplies to protect the toddlers and preschoolers if possible.

Tornado Plan

In the event of a Tornado the Director will notify all employees via two way radio and the following plan is to be implemented.

Infants

The infant teachers will load infants into an evacuation crib and move to the bathroom inside their classroom, close the door and wait for further instruction. Once in the bathroom all infants must be physically counted against the sign in log and the results reported to the Director via two-way radio immediately.

Infant teachers are responsible to bring all attendance sheets, child rosters and information sheets.

Toddlers 2s

Toddler teachers shall be responsible for gathering their class into a group and moving into the bathroom inside their classroom, close the door and wait for further instruction. Once in the bathroom all toddlers must be physically counted against the sign in log and the results reported to the Director via two-way radio immediately.

The toddler teacher is responsible to bring all attendance sheets, child rosters and information sheets.

Preschool 3s

Preschool 3s teachers shall be responsible for gathering their class into a group and moving into the men's bathroom across from their classroom, close the door and wait for further instruction. Once in the bathroom all preschool 3s must be physically counted against the sign in log and the results reported to the Director via two-way radio immediately.

The Preschool 3s teacher is responsible to bring all attendance sheets, child rosters and information sheets.

Preschool 4s

Preschool 4s teachers shall be responsible for gathering their class into a group and moving into the women's bathroom across from their classroom, close the door and wait for further instruction. Once in the bathroom all preschool 4s must be physically counted against the sign in log and the results reported to the Director via two-way radio immediately.

The Preschool 4s teacher is responsible to bring all attendance sheets, child rosters and information sheets.

Active Shooter Plan

In event of an active shooter situation the Director or person who first becomes aware of an active shooter situation will notify employees via two-way radio and the following plan is to be implemented.

Infants

The infant teachers will lock the classroom door then load infants into an evacuation crib and move to the bathroom inside their classroom, close the door and lock it and wait for further instruction. Once in the bathroom all infants must be physically counted against the sign in log and the results reported to the Director via two-way radio immediately.

Infant teachers are responsible to bring all attendance sheets, child rosters and information sheets.

Toddlers

The toddler teachers will lock the classroom door; then gather their class into a group and move into the bathroom inside their classroom, close the door and lock it and wait for further instruction. Once in the bathroom all toddlers must be physically counted against the sign in log and the results reported to the Director via two-way radio immediately.

The toddler teacher is responsible to bring all attendance sheets, child rosters and information sheets.

Preschool 3s

The Preschool 3s teachers will close their door; place a door stopper in front of the door; close the window shade and move the children in front of the cabinets inside their classroom and await further instruction. Once the children are in the designated area, all preschool 3s must be physically counted against the sign in log and the results reported to the Director via two-way radio immediately.

The Preschool 3s teacher is responsible to bring all attendance sheets, child rosters and information sheets.

Preschool 4s

The Preschool 4s teachers will close their door; place a door stopper in front of the door; close the window shade and move the children in front of the cabinets inside their classroom and await further instruction. Once the children are in the designated area, all preschool 3s must be physically counted against the sign in log and the results reported to the Director via two-way radio immediately.

The preschool 4s teacher is responsible to bring all attendance sheets, child rosters and information sheets.

ABUSE

The State of Texas is a mandatory reporting state with regards to abuse. All personnel working with children are required by law to report all suspected cases of child abuse or neglect. Any such abuse will not be tolerated by an employee, parent or any other person. At Cornerstone Kids MDO & Preschool, our goal is to provide a safe, nurturing environment for children, and our staff has been trained to recognize the warnings signs of abuse and neglect. Each caregiver completes twenty four hours a year of ongoing training in child development to ensure they have the skills necessary to understand what your child needs. Cornerstone Kids Mother's Day Out and Preschool will work with the Department of Children and Family Services fully. If concerning behaviors are observed with your child, your child's caregiver will discuss these behaviors with you and may provide helpful resources to assist your child.

INJURY FROM HOME

Any child presenting to Cornerstone Kids Mother's Day Out and Preschool with an injury, must be documented by the parent on our, "I came with an Ouchie" form. A copy will be kept in the student file and one will be sent home to you.

MEDICATION

No medication will be administered to your child unless a "Medication Form" is completed. This form may be obtained from the Cornerstone Kids office. All medications must be in the original container and labeled with the child's name and date, directions for administering the medication, and name of the prescribing physician. Instructions about storage must be clear. Please bring your own dropper or dosage cup. All medications are kept in the Cornerstone Kids office unless they require refrigeration. Then they will be kept in a container in the kitchen refrigerator. **Prescription medications will be the only medication given.** If your child is sick, they must remain home.

Medicine may not be kept in your child's bag, lunch box, etc. For safety reasons the medicine must be turned into the office. You are responsible for bringing it to us and picking it up every day. **No medications are to be included in juice cups, bottles, etc.**

ILLNESS

Your child's health is important to us. For the protection of your child, as well as others, children must not be brought to Cornerstone Kids if they are ill. Please keep your child home if any of the following symptoms/conditions exist or have existed in the past **24 hours**:

- ☒ Fever of 100 degrees or more
- ☒ Vomiting or diarrhea
- ☒ Any symptoms of usual childhood disease
- ☒ Common cold, with excessive cough or nasal discharge (yellow or green)
- ☒ Sore throat
- ☒ Croup
- ☒ Any unexplained rashes
- ☒ Any skin infections (boils, ringworm, impetigo, etc)
- ☒ Suspected mononucleosis
- ☒ Pink eye or matted eyes

If your child develops a fever, 100 degrees or more, or any other symptoms while at Cornerstone Kids MDO & Preschool, you will be notified to pick up your child immediately. Children who are ill will be isolated and given appropriate care until a parent/guardian arrives.

It is important that you pick up your child promptly. A late fee will be assessed if the child is not picked up within an hour from the onset of the illness. **After an illness, children must be free of fever and other symptoms for 24 hours, or have been on medication for a 24-hour period before returning to our program.**

Please notify the Director if your child is ill with a communicable disease (i.e. chicken pox, lice etc). Cornerstone Kids MDO & Preschool reserves the right to request a written permission slip from the child's physician before your child can return to our program. Please let your judgment err on the side of caution, as we know you would like other parents to be as considerate of your child. We hope these precautions will help Cornerstone Kids have a healthy environment for all children.

Employees are not required to be inoculated for vaccine-preventable diseases.

LUNCH/SNACKS

Each parent is responsible for sending their child a lunch, drink and morning and afternoon snack for each day. Cornerstone Kids Mother's Day Out and Preschool is not responsible for your child's daily nutritional needs. In addition, teachers will serve water to all children after play time and during eating schedules. Please pack your child's snack and lunch in different containers and label them accordingly. A 24-hour notice is required for any "special" snack that will be brought in from parents. This allows the teacher to post an Allergy Alert outside the classroom door prior to the snack day. Keep in mind preschoolers easily choke on peanuts, popcorn, uncut grapes, uncut hot dogs, pineapple chunks, and hard candy. Please do not send sodas and candy as they may cause problems with other children. Also, sugar and caffeine may cause undue hyperactivity before naptime. **The only foods we will heat are bottles and baby food and medically prescribed dietary food plans due to severe allergy conditions.**

Breastfeeding Moms we recognize that breastmilk is best for baby. You are welcome to send your breast milk or you may use our breast feeding room to nurse your infant. See your teacher for location of room and times you need to nurse.

Before snack/lunch time, each class says a prayer. We are proud to instill in the children a love for God and a strong faith in all He has blessed us with.

PERSONAL BELONGINGS

Please dress your child in comfortable clothes, remembering that children will experience messy activities at school. **Closed toed shoes are highly recommended for both outdoor playground and P.E. activities.** All children need to bring a complete change of clothing, including shirt, pants, socks, and underclothes. Extra changes of clothing need to coincide with the season (i.e. shorts in warm weather, long pants in cool weather). Please make sure these items are clearly labeled and brought each day. If a child soils their clothing, they will be

changed and the soiled clothing will be sent home for washing. We do go outside during cool weather, so a coat is a necessity during the winter months.

Children twelve months and older need to bring a waterproof or washable nap mat, blanket, or sleeping bag for rest time every day. Younger infants need to bring a diaper bag stocked with disposable diapers, wipes, an extra change of clothing, bibs, pacifiers (if needed), baby spoon, and bottles, baby food etc. needed for the day. All bottles need to be brought ready for feeding. All bottles/sippy cups need to be labeled with the child's full name.

For those children who are wearing diapers or pull ups, a supply of these should be provided for the daily needs of the child. This supply should be labeled with the child's name and will remain in the classroom for use as needed. Diaper rash ointment and lotion must be provided, if necessary.

Please do not allow your child to bring toys from home unless there is a special day planned and your child is asked to bring something (special toys may be lost or broken). It is easier for your child to take turns, which is the groundwork for learning to share, with the play tools we provide. The activities planned by your child's teacher support the overall theme of the day.

INFANT SAFE SLEEPING

All staff, substitute staff, and volunteers at Cornerstone Kids Mother's Day Out and Preschool will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Place infants on a firm mattress, with a tight-fitting sheet, in a play yard that meets the CPSC federal requirements for play yards.
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blanket, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep clothing such as sleepers or footed pajamas as an alternative to blankets.

- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. The pacifier must not be attached to a stuffed animal or other infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers).
- Actively observe sleeping infants by sight and sound.
- If a infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS)at: www.healthychildren.org

NAP TIME

Every classroom has a designated nap time after lunch. All children will be required to lay or set on their nap mat for sleeping or quiet time. After an hour of quiet time, children who are awake will be allowed to get up and engage in a preset activity until other children are awake.

INDOOR AND OUTDOOR PLAYGROUND

Please keep in mind that we play on the outdoor playground daily during both summer and winter months. Please dress your child appropriately, ensuring that a light coat or jacket is available as the weather turns colder. **For the safety of the children, closed toed shoes are highly recommended for the indoor and outdoor playground areas.** Children will be kept inside on red ozone days, as well as days when the wind chill factor is below forty degrees or above 99 degrees. We also utilize our indoor playground on days we cannot go outside or for children who need active play but cannot go outside for health reasons. Our Indoor play ground is cleaned and sanitized weekly.

TOILET TRAINING

A child learns to use the toilet when he or she exhibits physical and intellectual readiness. Parents and teachers will work together during this significant stage of development. Please bring a supply of underwear, clearly labeled with your child's name, as well as a change of clothing, socks, and shoes. Children *will not* be forced to use the toilet at any time. Our preschool 3s must be potty trained or wearing pull ups during the training process. ALL 4s MUST be potty trained unless there are special needs/circumstances. These situations will be staffed on an individual basis prior to enrollment.

BIRTHDAYS & OTHER CELEBRATIONS

Children love celebrating their birthdays. We want them to feel special here, as well. If you are planning to bring a special snack for your child's birthday, please inform the teacher a minimum of two school days prior so arrangements can be made for allergy alerts and snack time planning and information posting.

Birthday parties are fun unless you are the only child not invited. Invitations may be passed out at Cornerstone Kids MDO & Preschool **only if all** students in the class are invited. Otherwise, please mail your invitations.

At times, we are asked to provide a class roster to parents to aid in the mailing of party invitations. These rosters show children's names, addresses, email addresses and phone numbers. If you do not wish this information to be disclosed, please inform us in writing by August 27, 2018.

Cornerstone Kids MDO & Preschool will have class parties to observe Christmas, Valentine's, and Easter. Parents will be asked to "sign up" to bring party favors, snack items, etc. to help celebrate. Keep in mind that we are celebrating Jesus' birth at Christmas and His resurrection at Easter. Therefore, we ask that no Santa or Easter Bunny party items be brought to school. If you choose to bring fall or Halloween treats for classmates, please refrain from using ghost, goblins or other Halloween characters.

SPECIAL ACTIVITIES/WATER DAYS/SUNSCREEN

During summer months our school has water fun days. Water fun days consist of a sprinkler, and small water filled containers used to fill water toys. Swimsuits are required on these days and parents will be notified in advance. Coppertone Water Babies SPF 50 sunscreen will be applied to all children. Parents are required to sign a permission slip upon enrollment. If your child needs a special sunscreen, please send on water days with you child's first and last name..

PARENT VISITS/PARENT INVOLVEMENT

Parents may visit the Cornerstone Kids Mother's Day Out and Preschool at any time during our hours of operation to observe your child, the child-care center's program activities, the

building, the premises, and the equipment without having to secure prior approval. You may view your child's file during any parent conference or meeting with the director.

We welcome parent involvement! We have many activities throughout the learning week where extra hands help heighten the learning experience. We will regularly post volunteer opportunities via our Facebook closed group and through parent information sent home.

PARENT QUESTIONS/CONCERNS

We welcome any questions or concerns you may have regarding our operation policy and procedures. If you have any questions or concerns, you may email us at ckmdo@cbclucas.com or you may contact our office at 972-727-3411. Please notify our Director immediately with any caregiver concerns you may have. If needed, you can also set up a meeting with the Director. Simply email or call to set up a meeting.

Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

POLICY AND PROCEDURE UPDATES/REVIEW OF LICENSING INSPECTION REPORT

Parents will receive an email of any changes to Cornerstone Kids Mother's Day Out and Preschool policy and procedures. The changes will be highlighted in the Parent Handbook online at www.ckmdo@cbclucas.com click on the Mother's Day Out tab and click Parent Handbook tab.

As a parent you have the right to review a copy of Cornerstone Kids Mother's Day Out and Preschool's most recent Licensing inspection report. You may access the Texas Child Care minimum standards online at

https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.pdf

As a parent you have the right to refer any concerns you may have to the local child care licensing office located at E 550 E. 15th Street, Suite 120. Plano, Texas 75074 (469) 229-6929. You can also contact the Texas Abuse and Neglect Hotline at By Phone: 1-800-252-5400 or online at https://www.dfps.state.tx.us/contact_us/report_abuse.asp

Cornerstone Kids MDO & Preschool

Cornerstone Kids MDO & Preschool Parent Handbook Acknowledgement Terms and Agreement

By signing below, you acknowledge that you have read the Parent Handbook and you agree to all terms explained updated as of

_____.

Child Name: _____

Parent Name (print): _____

Parent Signature: _____

Date Signed: _____