



Cornerstone Christian Preschool

(A division of Cornerstone Christian Academy)

**Parent Handbook
2014/15**

As a Christian organization we understand the importance of stating clearly what we believe.

Statement of Faith

We believe in:

1. The Bible (The Word of God) is the inspired, the only fallible, authoritative, inerrant Word of God, inspired by God; (II Timothy 3:16)
2. The one God, eternally existent in three persons Father, Son and Holy Spirit; (Genesis 1:1; John 10:30; John 4:24)
3. We believe in the Deity of our Lord Jesus Christ (John 10:33); in His Virgin Birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); in His sinless life (Heb. 4:15, 7:25); in His miracles (John 2:11); in His vicarious and atoning death through His shed of blood (Eph. 1:7, Colossians 1:14); in His bodily resurrection (John 11:25); in His ascension to the right hand of the Father (Acts 1:11); and in His personal return in power and glory;
4. We believe that lost and sinful man is saved by the grace of God, justified by faith in the shed blood of Christ, and regenerated by the Holy Spirit. (Romans 3:19; Acts 13:38-39))
5. We believe in the resurrection of the saved and the lost; they who are saved unto eternal life, and they who are lost until eternal damnation. (Matthew 25:46)
6. We believe in the unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:14-16)
8. We believe in the eternal security of the believer; (John 10:23-29)
9. The creation of man by the direct act of God as recorded in the book of Genesis; (Genesis 1-2; Exodus 20:11)
10. The sanctity of life (all life, living and unborn) (Exodus 20:13; Exodus 21:22; Psalm 139:14-16; Jeremiah 1:5))
11. The sanctity of marriage (man and woman) (Genesis 2:18-24; Matthew 19:5-6)
12. Family as taught in the Scriptures; (Genesis 1:28; 9:1; Ephesians 6:1-4)
13. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works as based on Scripture, separated from the world, avoiding even the appearance of evil and witnessing of His saving grace through the ministry of the Holy Spirit. (Romans 12:1-2; II Cor. 6:14-17; II Tim 3:1-5; I John 2:15-17)

Cornerstone Christian Preschool

4255 Ashland Avenue
Norwood, Ohio 45212

513-351-7900

Welcome to Cornerstone Christian Preschool. This handbook contains information regarding the preschool program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Cornerstone Christian Preschool.

Philosophy and Goals

Cornerstone Christian Preschool considers it a great honor to be a part of the education of your child. We recognize the importance of balanced growth so we provide opportunities for mental, physical, spiritual and emotional growth through a variety of creative experiences. Your child will be encouraged to learn and explore at his own speed in areas that interest him. We are pleased that you have chosen to include us in the growth and development of your child.

Cornerstone Christian Preschool believes that the responsibility of educating a child was given to the parent. We exist to be an extension of the family in this area. We want to lovingly help your child fall in love with new ideas and thoughts. We want to spark his curiosity and make him excited about a life time of learning.

The Christian in our name means that we will teach your child Biblical facts, principles and ideals. We will encourage Bible memorization and sing Bible songs. It is important that we help your child learn early that he was created by God and that God loves him and has a plan for his life.

We are not a daycare but a school which means that we are committed to giving your child a strong foundation in the areas of mathematics and language as well as an early knowledge of his environment. By using Abeka curriculum, technology, hands on activities and many creative methods, it is our goal to give your child a super start academically.

License

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

Teaching Staff

All staff at Cornerstone Christian Preschool is qualified. We will employ Christian staff who share the vision of Cornerstone Christian Preschool and use their time, talents, skills and heart to help achieve these goals. We expect staff to be qualified, professional and diligent in their work, gifted in teaching, competent in the subjects taught and to have a heart and respect for the welfare of the students and fellow staff members. As required by the Ohio Department of Education, our teacher ratio will never be less than 1 teacher to 12 students and will usually be at least 2 teachers to 12 students.

Admissions

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that

current information is always on file.

This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted at time of admission. This medical must be updated every 13 months.

Hours and Days of Operation

The center will be in operation Monday through Friday 7:45a.m. until 3:15 p.m. A late fee will be charged if a child is not picked up by 3:30. Please follow the Calendar in this handbook to see holidays and special days.

Incident Weather: On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, watch television station Channel 12, 9, 19, 5. Information will be emailed, put on our Facebook page and on the homepage of our website..

Curriculum

Cornerstone Preschool will use Abeka as the core curriculum for 4 year old PreKindergarten classes. School administration will decide which materials will be used for 3 year old Preschool and those that may also be substituted or used as supplemental materials for the 4 year old PreKindergarten.

The curriculum used will be geared to address the following: personal discipline, social development and emotional well being, recreational skills, and health and safety skills. It will include such things as creative construction, group and individual reading of literature, building and miniature imaginative play, fine arts, individual quiet space, puzzles and table games, science, math and exploration, dramatic play, health safety, and care of self, active outdoor and indoor activities, and special

activities. Lessons will reflect activities that contain heterogeneous, racial, gender and cultural attributes. When it is needed, the lessons and activities will be adapted to the needs of children with disabilities.

Regular Progress reports will be sent home in Oct. Jan. March and June. Conferences will be scheduled in the Fall and Spring and at any time a parent requests an appointment.



Official School Calendar for 2014/15

August 11 - 15	August 11- 15 - Teacher In-Service and Room Preparation (14,15 required days)
Mon. Aug. 18	School Begins
Tues. Aug. 19	Parent Orientation
Mon. Sept. 1	School Closed Labor Day
Fri. Oct.17	School Closed Inservice for teachers
Tues. Nov. 11	School Closed Veteran's Day
Weds. Nov. 26 - Fri. Nov. 28	School Closed Thanksgiving Break
Mon. Dec. 22 - Fri. Jan 2	School Closed Christmas Break
Mon. Jan 5	School Closed - Inservice for teachers
Mon. Jan. 19	School Closed - Martin Luther King Jr. Day
Mon. Feb. 16	School Closed - President's Day
Mon. March 30 - Fri. April 3	School Closed - Easter Spring Break
Mon. April 6	School Closed - Inservice for teachers
Mon. May 25	School Closed - Memorial Day
Thurs. May 28	Last Day of School for Students

NEW CALENDAR TO BE INSERTED

Staff/Child Ratios and Maximum Group Size

Cornerstone Christian Preschool will not exceed the state required ratios of twelve children in the care of one staff member. We are currently licensed for twelve three and four year old children.

Because we desire to have the best possible care, we will provide two staff members for twelve children in actual learning situations as often as possible. This may be doubled for 1 ½ hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency.

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

Daily Schedules

The childrens' daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

8:00 – Welcome exercise including pledges and prayer, calendar, weather, stories, songs 8:20 – Bible

8:40 – Language (includes use of language arts and auditory materials) 9:00 – Math (includes use of fine motor manipulative materials)

9:20 – Potty time/ wash up and Snack

9:40 – Outside Play/Gross Motor – free use of play ground equipment 10:10 – Music and Dramatic Play time

10:30 – Science (sensory/motor, construction, experimentation

10:50 – Learning about our world (community, multi-cultural, history, geography, spanish) 11:10 – Playtime – Fine motor/manipulatives

11:30 – Wash up and

Lunch 12:00 – Potty and clean up

12:10 – Gross Motor Play time - guided activities with balls, bats, etc. 12:40 – Arts and Crafts

1:00 – Rest Time

2:30 – Free Play in the Imagination Station (using transportation toys, pretend and dramatic toys) 3:00 – Dismissal to parents

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Tuition/Fees and Payment Policies

Because Cornerstone Christian Preschool is not a daycare but an extension of Cornerstone Christian Academy, tuition will be handled in the same manner as tuition for the school. The following is the Tuition Fee Schedule.

Tuition/Fees and Payment Policies

Cornerstone Christian Academy Preschool

P.O. Box 12824, Norwood, OH 45212

It is our recommendation that students in the year preceding Kindergarten attend school 5 days a week either full or half days to allow consistency in the academic content that is being taught.

Option #1 - Full time school hours with before and after school care

\$600 if paid monthly
\$160.00 if paid weekly
\$35.00 if paid daily

Option #2 - School hours only (8 to 3, 9 to 3 or 8 to 1) or at least 25 hours

\$500 if paid monthly
\$125 if paid weekly

Those who have two years before they attend Kindergarten may choose the following

options Option #3 - If less than 25 hours and paid hourly.

\$8.00 per hour

Information to Note:

August payment is a flat charge of \$200.00. This is an activities and materials fee. Normal tuition rates will begin in September of 2012 and run through May of 2013. Tuition is due for any month in which your child attends one school day even if you withdraw him during that month. Students who enter mid-year will be charged full rate for the month they begin and a pro-rated materials fee.

Because we are a school, monthly tuition has already taken into allowance holidays and snow days. There will be no refunds for days that your child is absent.

Those paying with ODJFS vouchers will be charged daily rates as this is how they choose to pay us.

Tuition is due the first of each month. A \$35.00 fee may be added if paid after the 10th. Failure to pay on time or communicate with the director regarding a late payment will result in late charges. Your prompt payment insures that we operate efficiently.

All checks are to be made payable to: Cornerstone Christian Preschool.
Our tax ID number is available upon request.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

Arrival/Departure: Parents are required to bring their children into the classroom and deliver him or her directly to the care of the teacher. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone.

Staff must be made aware of each child's presence before the parent departs.

At that time lunches/snacks are to be placed in the appropriate place.

At the time of pick up parents are asked to make contact with their child's supervising staff member to ensure that staff are aware that the child has been picked up. Parents are responsible for the supervision of their child before and after the acceptance or release of the teacher. No child is permitted to be passed over the playground fence for pick up or drop off.

Supervision of Preschoolers: At no time will a child be left unattended. Staff will supervise children at all times, including nap time. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Release of a Child: Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements: If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Transitioning: Because we are a Preschool, your child will be in the learning group he or she is enrolled in at the beginning of the school year until the end of the school year. Our 3 year old class will include those who cannot begin kindergarten based on state regulations until the fall of 2011 and our 4 year old class will include those who cannot begin kindergarten based on state regulations until the fall of 2010. A child who is 5 at the beginning of school will be placed in kindergarten according to state guidelines unless testing or other circumstances prove that he is not ready for kindergarten at this time. In that case we may consider the 4 year old class for this child.

Child Abuse Reporting: All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

Fieldtrips/Transportation of Children:

Emergency Transport :The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The center will not be providing transportation on routine trips for school age children going to/from school.

Fieldtrips: We will be taking periodic field trip. It is our policy to have parents, or grandparents attend and supervise their own child when we take field trips. If a parent or grandparent cannot attend the field trip, a staff member will be assigned to that child and parent will be advised in advance and asked to sign permission regarding who will be transporting their child on that field trip. Before departing the center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in a field trip, the center will obtain written permission from the parent or guardian.

Newsletter: A newsletter will be sent home each week on Friday along with your child's work for the week, his bedding to be washed and any other important information that needs to be communicated. Please check all of this information carefully to keep our communication clear.

Dress Code: Cornerstone Christian Academy believes that appropriate attire encourages good student conduct and is fundamental to the development of wholesome attitudes and behavior. Students are expected to wear clothes that are neat and clean. The school's intent is to maintain standards of godliness and excellence and not to be legalistic and rigid.

GIRLS Daily Dress Code

Shirts – School logo shirts

Pants/knee shorts – khaki, navy, or black (no denim)

Skirts/Jumpers - uniform skirts, skorts, or jumpers in khaki or black

Socks/hosiery – white, black

Shoes – comfortable, conservative athletic shoes black or white. (No hee-lies, crocks or special kind of footwear).

BOYS Daily Dress Code

Shirts – School logo shirts

Pants/knee shorts - khaki or black. (NO DENIM)

Shoes –comfortable, conservative athletic shoes black or white. (No hee-lies, crocks or special kind of footwear).

Socks – to match clothing

Hair

Standard, conservative cut; off the collar and ears, combed away from the eyebrows. No extreme colors or fads.

Shirts may be ordered directly from our website.

Guidance Policy

Cornerstone Christian Preschool staff believe that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations.

There are seven guidelines that the staff will emphasize with each child. These seven guidelines are seven behaviors that will be suggested regularly to each group of children. As children mature each of these behaviors should become more evident in their daily actions.

- 1. I can choose to obey or disobey.**
(It is important that a child understand that he has control of his choice to obey.)
- 2. I will act as I should in every activity.**
(Each child should begin to understand that behavior is adjusted to the activity, i.e. behavior at recess or playtime is different than behavior in class time situation.)
- 3. I will obey the first time I am asked.**
(A child's safety may depend on his willingness to listen and follow directions promptly.)
- 4. I will use a quiet voice in my classroom and in my school.**
(It is important that a child learn to have vocal control as he matures.)
- 5. I will raise my hand and wait for my turn to speak during class time.**
(This is a way of learning to take turns – and having control in conversation and social situations.)
- 6. I will stay in my seat unless I have permission to get up during class time.**
(This is another way of learning to take turns – and having control in conversation and social situations.)
- 7. I will be nice to teachers and students.**

To reinforce these behaviors we will use positive reinforcement (commenting on children doing the "right" thing), reward charts and positive redirection (removing the child and giving them an appropriate activity). A child may be asked to talk with the administrator who will lovingly discuss the guideline and the positive reasons for learning to comply and/or have the child sit for a short period of time to give the child a chance to regain control if they are having a difficult time.

The following restrictions apply to Cornerstone's methods of discipline:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to: punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to constrain a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, sleep or for toileting accidents.
- Techniques of discipline shall not humiliate, shame or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- The child shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Time outs will be age appropriate in length and done within the classroom or with the Administrator in the general learning area. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

In the rare case that a child is out of control to the point that he is a danger to himself or others and staff cannot control the child by using the above listed methods, a parent may be called to the center to participate in redirection of the activity.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Childcare Rule 5101: 2-12-22 OAC.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

Meals and Snack It is very important that your child receive proper nourishment daily. We are not equipped to serve food so we ask that you make sure your child has had an appropriate breakfast and provide a balanced lunch. Attachment A is a list provided to us by the Ohio Department of Job and Family Services that shows the kind of food and the amount that your child should have in their snack and lunch sack each day. All food items must be stored in a lunch box/bag clearly marked with your child's name.

Please send your child's lunch in a thermal bag and include an ice pack. There is a specific place designated in the PreSchool area for lunches.. Please bring your child's lunch to the specified area when you drop them off each morning. If possible, please have lunches in place in the morning instead of bringing in lunch at noon. This disrupts your child's day and causes confusion which we really hope to avoid..

We will provide milk for lunch each day and an afternoon snack for any child who stays longer than 3:00.

If a lunch does not meet the nutritional requirements then the center is mandated to provide the additional food(s). These will be provided at a charge of \$1.00 per item.

Accidents/Emergencies:

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care.

In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills

Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is Hamilton County Library (Norwood Branch) at the corner of Montgomery Road and Weyer Avenue.

A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child.

If a parent cannot be reached, we will contact the emergency contacts as listed on your child's emergency card.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODE office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

Management of Illnesses:

Cornerstone Christian Preschool provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F - in combination with any other signs of illness
 - Diarrhea (more than three abnormally loose stool within a 24 hour period)
 - Severe coughing (causing the child to become red in the face or to make a whooping sound)
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Redness of the eye, obvious discharge, matted eyelashes, burning, itching
 - Untreated skin patches, unusual spots or rashes
 - Unusually dark urine or grey or white stools
 - Stiff neck with an elevated temperature
 - Evidence of untreated lice, scabies or other parasitic infestation
 - Vomiting more than once or when accompanied by any other sign of illness
 - Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again. Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Medications: The center will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubbie or bookbag.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 30 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time. When we cannot go outside, we will take advantage of the gym for gross motor skill activities.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend field trips, class parties, special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's teacher
2. Administrator
3. School Board

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you are trusting us with your little ones and we want our relationship to be a good one.

Additional Policies:

Regarding Toys or Personal Belongings from home: Please do not let your child bring toys from home. We provide toys and materials as recommended by the ODJFS and students will use these at play time and during periods where it is appropriate. If your child has a special toy that is security to him, we will work with you on this until he feels secure enough to leave it at home. Teachers may have show and tell for favorite toys on special days. Please watch newsletters and communication regarding this.

Check List for the first day of school (be sure name is marked in permanent marker on each item):

Lunch box ____
Extra Clothes to leave for emergency ____
Sheet, Cover and pillow for nap time ____
Any of the required forms that have not been previously submitted _____

Birthday Parties: If you want to celebrate your child's birthday at school please let us know ahead of time of your plans and we will help you make this happen. We would love to have you come and bring a cake or whatever you want and be a part that day. The best time would be after nap before dismissal.

Nondiscriminatory Policy

“The Cornerstone Christian Academy of Cincinnati, Inc. recruits and admits students of any race, color, national and ethnic origin, and to all the rights, privileges, programs and activities generally accorded or made available to students at the school. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarships, loans, fee waivers, educational programs and athletics/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation.”

“The Cornerstone Christian Academy of Cincinnati, Inc. will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.”

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path I will hide its words in my heart that I might not sin against God.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation UNDER GOD, indivisible, with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty to all who believe.

SCHOOL COLORS

Red, Black and White

SCHOOL VERSE

And whatsoever ye do, do it heartily, as to the Lord, and not unto men. Colossians
3:23

SCHOOL EMBLEM

Eagle

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Education. This license is posted in a conspicuous place for review.

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

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

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

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Education. The department's website is: <http://www.ode.state.oh.us>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex 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.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

Parents, after reading the handbook please sign and return this page to the administrator. This is due before the child attends Cornerstone Christian Academy. Please feel free to ask the administrator questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for Cornerstone Christian Preschool and have had the policies reviewed with me. I agree to follow all policies outlined within.

Signature of parent/guardian _____ Date _____

Signature of parent/guardian _____ Date _____

