



CORNERSTONE
CHILDCARE ACADEMY, LLC
....Exemplary and affordable childcare.

Family Handbook

1360 Route 34 Aberdeen, NJ 07747
(732) 772-1000

Hours of Operation:
Monday – Friday: 6:30am - 6:30pm
Closed Saturday and Sunday
Revised: September 2020

Philosophy

At Cornerstone Childcare Academy, we believe that we are responsible for nourishing, preparing, and developing the future leaders of tomorrow. We believe in nourishing and enriching our children in a warm, caring environment that enhances the simple joys of childhood, while nurturing their natural desire to explore, discover and be active participants in the learning process. Our curriculum is designed around the latest brain development research centered around the following domains of early childhood development:

- Cognitive Development
- Social-Emotional Development
- Speech and Language
- Mathematics
- Science
- Art and Craft
- Sensorial
- Practical Life
- Fine Motor & Gross Motor
- Music

We believe that a strong partnership between parents and educators is an essential component in effective learning. Therefore, we strongly encourage parental involvement to reach this goal. During these critical years of development, we believe that each child develops at their own pace, and it is our job to meet the needs of each individual child in order to help them reach their fullest potential. We want our children to have a solid foundation during the early formative years that will carry them successfully throughout the rest of their lives.

Our Goals

1. Prepare children for grade school by teaching them self-help skills, social skills and basic academic skills.
2. Foster curiosity, creativity and independence through activities and the environment.
3. Meet children at their level and structure activities that teach them how to learn and grow.
4. Provide excellent care for the children entrusted to us and serve as positive role models.

Affirmative Action Statement

Cornerstone Childcare Center advertises in the public media to make available openings known to all. We will accept any child age 6 weeks – 13 years old, regardless of race, creed, color, sex, national origin, religion or handicap. Admission decisions are based on available openings.

Enrollment Procedure

The enrollment process takes about thirty minutes, and your child is welcome to join you. During this time, you will meet with the director and be given a tour of the building. Afterwards, we will go over paperwork and answer any questions you may have about our program. During the enrollment process, contracted hours and tuition will be determined. There is a \$50 non-refundable enrollment fee. This fee is due at time of enrollment.

Child Abuse Reporting

Cornerstone Childcare Center complies with the mandates of the New Jersey Department of Child Services regarding the reporting of suspicion of child abuse or neglect. Every staff member is required to complete a child abuse & neglect detection and prevention training.

Confidentiality

Our staff is trained to treat family issues with the greatest sense of confidentiality. You will be asked to sign a release about your child before any information is shared with outside professionals.

Tuition & Payment

Tuition is due on Monday morning. Invoices paid after midnight on Tuesday will be subject to a late payment of \$20 added to the tuition. Checks returned for insufficient funds will incur a service fee of \$30. Weekly tuition rates are listed below. If you choose to pay two weeks at a time, you will need to pay one week ahead. Direct debit is encouraged in order to help avoid late fees. The director can assist you in setting that up.

Your full, contracted tuition will be charged even if your child is not in attendance. Make-up days, discounts or reimbursements will not be given for absence as a result of personal vacation, illness, or school closing due to inclement weather or for any other reasons beyond the control of the school. Part time children will be contracted for number of days and you will be expected to pay for those days regardless of attendance. Any changes to contracted days must be made in advance with the director or administrator.

Late Tuition Fees

We reserve the right to remove your child from enrollment if your tuition is two or more weeks behind. If you wish to re-enroll your child, all prior balances must be paid and a \$100 re-enrollment fee will be charged. You will be expected to pay a week in advance from that point on. Any account that is four weeks late is subject to be taken to small claims court.

Late Pick-Up Fee

If your child is picked up after 6:30pm, you will be assessed \$1 for each minute you are late. There will be a \$5 minimum charge. These charges are per child. Late fees are not to be misconstrued as after-hours charges for childcare, these fees are meant to deter late pick up. Continual late pick up may be grounds for dismissal.

Two Week Notice

In the event that you would like to terminate your contract, you will need to give the director a written two week notice. You will be charged for the last two weeks of care, even if your child is not in attendance.

Payment Records

The director keeps payment records throughout the year, and you will be given a copy after the first of each year. If you need a copy of a record, you may request one from the administrator.

Payment Methods

Tuition payments can be made by cash, check or credit card. Cash needs to be submitted in an envelope labeled with the child's name.

Returned Checks

If a check is returned, you will be charged \$30. If it becomes a re-occurring problem, the director may ask that you pay with direct debit or cash.

Holidays

We are closed in observance of the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

Tuition will not be prorated for the weeks in which these holidays fall. After one year, contracted full time attendance at the daycare provides one discretionary week off (free of tuition charges) per family. Arrangements for this free week must be made two weeks in advance. When using this week, children must be absent from childcare.

Tuition for Weather Shut Down

If we have to shut down due to bad weather, tuition will not be prorated unless we miss more than two days in a week.

Absences

If your child will be absent from daycare, please notify the staff as soon as possible. We prefer that you either call the daycare or send a message in the ProCare app. You will still be charged full tuition for the days your child is absent.

Alternate Care

We schedule enough staff to maintain our ratios each day. In the event that a staff member is absent, children may be moved out of their normal classroom for the day. This will allow us to maintain the proper ratios in each classroom. In the event that the daycare has to be closed due to weather, fire or illness, you are responsible to provide alternate childcare for your child until the daycare can re-open.

Maternity Leave

If you are planning to take time off work for maternity leave, and do not wish to bring your child full time, please contact the director. You may hold your child's spot for the weekly two day rate until you return to work. The administrator will work with you to select what two days would be best.

CURRICULUM

We use Frog Street, which is a comprehensive, research-based curriculum that integrates sequenced instruction across all developmental domains and is aligned to Head Start Early Learning Framework. The cornerstones of the curriculum include: 1) Integrated lessons that have a balance of intentional instruction with child-centered learning. 2) Social-emotional development using Conscious Discipline strategies. 3) Differentiated instruction that meets the needs of all learners. This curriculum equips children with a strong readiness and love for learning.

LANGUAGE DEVELOPMENT

- Language-rich environment
- Opportunities to sing, read, and talk
- Skill development in phonological awareness, alphabet knowledge, print awareness, vocabulary and comprehension

SOCIAL AND EMOTIONAL DEVELOPMENT

- Building trust
- Forming healthy attachments
- Developing impulse control
- Enhancing social interactions

COGNITIVE DEVELOPMENT

- Understanding cause-and-effect
- Thinking critically and creatively to solve child-sized problems
- Skill development in classification, patterns, one-to-one correspondence, order and sequence, and numeration

PHYSICAL DEVELOPMENT

- Fine motor and gross motor skill development
- Balance, coordination, and control

APPROACHES TO LEARNING

- Curiosity, persistence, attention, and communication are woven in and throughout all domains.



Promotions

We consider many factors when determining promotions to the next classroom. In addition to age, we consider a child's physical development, social emotional development, and ability to take care of personal needs. Typically, we do promotions twice a year.

Caring For Children With Special Needs

Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act. All families will be treated with dignity and respect for their individual needs and differences. Cornerstone childcare academy will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program. All children will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, staff members may consult with other agencies, as needed.

Field Trips & Special Days

Occasionally, the preschool teachers plan a special day (water day, walking field trip, etc.) for the children. Permission slips are sent out prior to the trip. We will also try to have special guests come sometimes.

Teaching & Learning Styles

Our staff is trained to recognize different learning styles, and encouraged to modify daily lesson plans so that meet the needs of each individual child. Our continued education focuses on aspects of temperament training and parent conversations help us recognize how each child learns best and what we can do as educators to help them learn in the best way possible. Sensory processing issues are handled with respect, and adaptations are made to include those children in all activities.

Parent Volunteers

We have several opportunities for parent involvement throughout the year. Information about these events will be shared with parents. If you have a talent, experience, or anything else you would be willing to share with the children, please contact the director.

Teacher's Continuing Education Hours

Staff members are required to complete 12 hours of continued education hours each year. Additionally, all staff are required to be trained in First Aid, CPR, and Child Abuse Prevention. Our staff members also take a safe sleep training course.

Outdoor Play

Weather permitting, the children will be playing outside on the playground every day. Please be sure to dress your child in appropriate outerwear, labeled with his/her name. The playgrounds include water/sensory tables for the children.

Dress Code & Extra Clothes

Please dress your child in comfortable, proper fitting clothing that can get messy, and allows them to move and play. For children who are potty training, please make sure that their clothing does not hinder their independence.

For outside play, children need closed shoes that fit correctly. Flipflops, crocs, dress shoes and ill-fitting shoes do not allow children to play safely.

Every child needs an extra set of weather appropriate clothing in his or her cubby. This needs to include an extra pair of socks and underwear. Even children that are potty trained could have an accident or spill something on their clothing. Please label your child's clothing, we prefer you use a zip top bag.

Behavior Management & Termination of Care

We implement components of Conscious Discipline into our daily routines. Conscious Discipline was created by Dr. Becky Bailey and is an evidence-based approach to behavior management. "Conscious Discipline provides an array of behavior management strategies and classroom structures that teachers can use to turn everyday situations into learning opportunities." To learn more, visit consciousdiscipline.com

Positive behavior is modeled through positive interaction. When children demonstrate negative behavior, teachers use redirection or cool down/quiet time. If a behavior becomes frequent and negatively affects the classroom environment, the teacher and director will schedule a conference with parents. The director reserves the right to dismiss any child from enrollment if a behavior becomes violent or detrimental to classroom environment.

Any person, while on daycare property, shall not subject any child to corporal punishment, hitting, spanking, shaking, pinching, beating, or cruel, harsh, unusual, humiliating, or frightening methods of discipline. Children will not be subjected to public or private humiliation, yelling, or abusive or profane language. No child will be physically restrained, except when it is necessary to ensure their safety or the safety of others, and only for as long as it takes to control the situation.

Toys From Home

Toys from home could be lost or broken, so we ask that you do not permit your child to bring in toys. However, if a child sleeps with a particular animal or item, an exception can be made as long as your child is sleeping on a cot. Please label your child's item with his/her name.

HEALTH & SAFETY

Injuries & Accidents

In the event of an emergency, a staff member will call the local ambulance to take your child to the hospital and you will be contacted. The director or administrator will accompany your child and will stay until you arrive at the hospital.

If your child has a minor injury while at daycare (fall, scrape, bump, etc.), you will receive an incident report detailing what happened and how the staff member treated the injury. You will be asked to read and sign the report, and the report will be kept on record.

Health Information

Every child is required to have a physical exam within thirty days of enrollment, but no more than twelve months prior to enrollment.

Immunizations

Every child must have up-to-date immunizations according to the State Board of Health regulations. This must be completed prior to enrollment. We are required to exclude your child if his/her immunizations are not up-to-date. When your child receives new immunizations, please give the director a copy of your updated shot record.

At this age the child should have received the following vaccines:	2 months	4 months	6 months	12 months	15 months	18 months	19 months	20-59 months
Diphtheria, tetanus & acellular pertussis (DTaP)	Dose #1	Dose #2	Dose #3			Dose #4		
Inactivated Poliovirus (Polio)	Dose #1	Dose #2				Dose#3		
<i>Haemophilus influenzae</i> type b (Hib)	Dose #1	Dose #2		1-4 doses [†] (see footnote)		At least 1 dose given on or after the first birthday		
Pneumococcal conjugate (PCV 13)	Dose #1	Dose #2		1-4 doses [†] (see footnote)	At least 1 dose given on or after the first birthday			
Measles, mumps, rubella (MMR)					Dose #1 [‡]			
Varicella (VAR)							Dose #1 [§]	
Influenza (IIV; LAIV)				One dose due each year ¹				

[†]**Interpretation:** Children need to receive the minimum number of age-appropriate vaccines prior to entering child care/preschool. For example, a child 2 months of age, must have 1 dose each of DTaP, Polio, Hib, and PCV before being permitted to enter child care/preschool. A child entering at a younger age range than listed above must have proof of receiving vaccines in the previous age bracket. Example: A child entering child care/preschool at 11 months of age, would need at least the following: 3 DTaP, 2 Polio, 2 Hib, and 2 PCV. If a child has not received any vaccines, he/she would need at least one dose of each required vaccine to enter school provisionally and be in the process of receiving the remaining doses as rapidly and as medically feasible. The current seasonal flu vaccine is required every year by December 31 for children 6-59 months of age.

Medications

All medications require a physician's written order. The director has a form that a physician must sign and complete before we can administer over-the-counter medications. We are required to follow the dosage directions as directed by your physician, and we will not be able to dispense any medication without proper written permission. In addition to a physician's note, we also need a parent to complete a medication dispense form. Any staff member dispensing medication is required to have another staff member double check dosage amounts before dispensing. Any medicine given to your child will be documented on his/her report card.

Prescription Medication Must:

- Be kept in the original container
- Include a dosage cup or dropper, when applicable
- Be prescribed to the child who needs the medicine
- Bear the pharmacy label. The label must have the following information:
 1. prescription name
 2. date filled
 3. physician's name
 4. child's name

Over-The-Counter Medications Must:

- Be kept in the original container
- Be labeled with the child's name
- Include a dosage cup or dropper
- Match the written order from a physician.
For example, if the physician's order calls for Tylenol, we must dispense Tylenol, not generic-brand acetaminophen.

Illness

We take measures to minimize the spread of germs. Children and staff frequently wash their hands, and toys & surfaces are sanitized daily. Despite these efforts, it is not always possible to make our facility 100% germ free.

In the event that your child becomes sick while at daycare, you will be called and asked to pick up your child. If we are unable to reach either parent, we will call the alternate emergency number and ask that person to pick up the child. When your child begins to display symptoms of illness, we will notify you immediately and establish a base temperature. The information will be logged on an illness report that will be added to the daily report card. We will continue to keep you updated as things changes until the child is picked up.

Please do not bring your child to daycare with an elevated temperature, diarrhea, if they have been throwing up, have an unexplained rash, or have a communicable disease. There are also times that, even without a temperature, your child is obviously not feeling well and would be more comfortable at home. Unless otherwise stated, **children need to be symptom free, without medication, for 24 hours before they can return.**

When a child within the daycare is diagnosed with a contagious disease, parents of all children will be notified, but the individual and specific classroom will not be identified.

COMMON ILLNESSES

It is our policy to exclude children from attendance for the following reasons:

- Elevated temperature (100.4 or higher)
- Excessive Coughing
- Undiagnosed Skin Rash
- Nausea, Vomiting, Diarrhea
- Sore or Inflamed Throat
- Impetigo
- Pediculus (Head Lice)
- Conjunctivitis (Pink Eye)

Listed below are some common illnesses for children. We have provided symptoms, as well as information about how long your child will be excluded from attendance.

Chicken Pox

SYMPTOMS: mild fever, itchy rash; small red, fluid filled bumps start on stomach or back and spread to face
TRANSMISSION: contact with mucus or saliva, contact with contaminated articles, or direct contact with rash
WHEN CONTAGIOUS: two days before rash begins until rash is crusted and healing
EXCLUSIONS: must be out of daycare for one week or until vesicles become dry

Diarrheal Diseases

SYMPTOMS: abnormally loose or frequent stools
TRANSMISSION: direct contact with contaminated articles and hands, through the fecal-oral route
WHEN CONTAGIOUS: when symptoms are present
EXCLUSIONS: must be symptom free for 24 hours

Hand, Foot & Mouth Disease

SYMPTOMS: small blisters with reddened base primarily on hands, feet, mouth or throat
TRANSMISSION: direct contact with nose and throat secretions
WHEN CONTAGIOUS: during acute illness
EXCLUSIONS: must be fever free and clear of symptoms

Pediculus (Head Lice)

SYMPTOMS: severe itching, small lice eggs, nits on hair, louse crawling on scalp, bumpy rash on neck
TRANSMISSION: direct contact with infested individual or their contaminated articles
WHEN CONTAGIOUS: as long as lice and eggs remain alive
EXCLUSIONS: must be out of daycare for 24 hours after first treatment and no nits or live parasites are found

Conjunctivitis (Pink Eye)

SYMPTOMS: tearing, swollen eyelids, redness of eyes, discharge from eyes

TRANSMISSION: contact with discharge from eye, nose or mouth, contact with unwashed hands or articles WHEN CONTAGIOUS: during active symptoms and while drainage persists

EXCLUSIONS: must be out 24 hours with no discharge present and on medication to return

RSV

SYMPTOMS: fever, breathing difficulties, congestion, poor appetite, dehydration, blue tint to lips or nails TRANSMISSION: direct contact with person or contaminated articles

WHEN CONTAGIOUS: just prior to symptoms and during active disease

EXCLUSIONS: must be out of daycare for duration of active symptoms

Strep Throat

SYMPTOMS: red, painful throat, fever, nausea, vomiting, rash on body, reddened face

TRANSMISSION: direct contact with mucus or saliva, direct contact with contaminated articles WHEN

CONTAGIOUS: two days before symptoms until on antibiotics for 24-48 hours EXCLUSIONS: must be out of daycare a minimum of 24 hours, on antibiotics, and fever free

Viral Stomach Illness

SYMPTOMS: upset stomach, poor appetite, vomiting

TRANSMISSION: direct contact with contaminated articles and hands

WHEN CONTAGIOUS: when symptoms are present

EXCLUSIONS: must be out of daycare until child has not vomited for 24 hours

Poison Ivy

SYMPTOMS: red, itchy rash, blisters

TRANSMISSION: direct contact with oils from plant (either on skin or contaminated articles)

WHEN CONTAGIOUS: while oil remains on skin

EXCLUSIONS: must be out of daycare until the child and any contaminated articles have been washed, the rash is not causing discomfort, and the rash is being treated

Diapering & Potty Training

When a child has a bathroom accident, the teacher will change the dirty clothing and place the soiled items in a labeled, zip-top bag. Due to state guidelines, if a child has a bowel movement that soils their clothing, we are not allowed to wash or clean the article of clothing. Please see our 'Potty Training Policy' for more information.

Blankets

To help prevent the spread of germs, it is important that you take home your child's blanket to be laundered every week. If your child has been absent due to illness, please bring a new blanket upon their return and take the other blanket home to be washed.

COMMUNICATION

Cornerstone Childcare Academy has an open door policy to all parents. If you would like to stop by and visit your child, you are welcome to do so. We ask that you are mindful of rest times and feeding times. Sometimes an unexpected visit from a parent can be a joyful event, but younger children may find it difficult to understand why you left and didn't take them. If your child had a difficult drop-off, please feel free to call and speak to your child's teacher to see how he/she is doing.

Changes in your household can greatly affect your child's behavior. Changes include the loss of a family member or pet, new baby, family illness, job or schedule change, etc. Knowing these changes can help your child's teacher better care for your child while they are away from home.

ProCare App

All classrooms in the facility use the Procare app. Procare is an app that allows teachers to complete digital daily reports that detail events of your child's day. These reports include information about potty training, feeding/meals, napping, and activities. The app also allows teachers to communicate directly with parents to share joys, express concerns, share information or ask questions. Procare is a free app for parents to use to view real time updates of your child's day. Reports are sent at the end of each day.

Newsletters & Emails

The director sends out monthly newsletters via email. The newsletters contain information about upcoming events, policy changes, announcements, requests and reminders. It's important that you check your email, as this is one of the ways we communicate with families.

Family Conferences

Conferences can be held anytime at your request. A conference is a time for you to talk to your child's teacher to discuss concerns, create learning goals, and ask questions about your child's progress. We encourage all parents to sign up for a conference.

Grievance Procedure

If you have a concern or question, please talk to your child's lead teacher. If the teacher is unavailable, either leave a note or contact the director. If you have spoken with the lead teacher and feel that your concern is not being addressed, please contact the director with your concern immediately.

PICK-UP & DROP-OFF PROCEDURES

We require children to be signed in and out each day via the ProCare App. Children should be signed in or out by the adult who is responsible for pick-up/drop-off. Please accompany your child to his/her classroom, and make sure that the staff member in the classroom is aware that your child has arrived. If your child is crying and reluctant to stay, we prefer that you leave the child with their teacher. We understand that it can be difficult to leave your child, but in most cases the child calms down shortly after the parent leaves. You are welcome to call the daycare to check on your child any time.

Authorized Pickup List

As part of your enrollment packet, you will be asked to provide us with a list of authorized adults who may pick your child up from daycare. The staff reserves the right to ask for identification of any adult they do not recognize. If, for any reason, someone other than the usual person will be picking up your child, please let the director and your child's teacher know.

Not Authorized Pickup List

Also as part of your enrollment packet, you can include a list of anyone who is not permitted to pick-up your child. If you need to include a parent on the not authorized list, please speak to the director as this requires special documentation.

Entry Process

The front entrance door be unlocked until 6:30pm. You will be required to enter a code in order to get into the building for security purposes. Upon arrival to your classroom, your child should be checked in via the ProCare app.

Alcohol, Tobacco, & Firearms

No person shall use tobacco, alcohol, illegal substances, or unauthorized potentially toxic substances anywhere in the facility or on the premises. The possession of firearms is prohibited unless it is required as a condition of employment.

Safe Conditions Policy

Cornerstone Childcare Academy is committed to the following steps and procedures in order to maintain a safe environment for all children and families.

Children are supervised by staff who meets the following requirements, within the required adult to child ratios:

- Pass a Federal Background Check
- Negative Results of a TB Test
- First Aid & CPR Training
- Child Abuse Prevention & Detection Training
- Annual Universal Precautions Training
- Safe Sleep Training
- Conscious Discipline Training
- Ongoing Early Childhood Development Training

In order to maintain a safe environment, the following steps are taken:

- Entrance doors remain locked, no unauthorized persons will be granted entry
- Emergency exits will be marked
- Will maintain current inspections on smoke detectors, fire extinguishers & the fire alarm system
- Any closet, room or cabinet that are not child safety approved remain locked at all time
- Poisons, chemicals, medications and items marked “keep out of reach of children” will be inaccessible to all children
- Will maintain hot & cold running water and a working telephone
- Monthly fire drills are conducted
- Lockdown drills are conducted twice a year
- Transportation of children occurs only within the procedures required by regulations
- Drinking water is accessible to children at all times
- Playground areas are fenced in, provided shaded areas for children, and inspected for trash and broken toys
- All injuries are documented on an incident report
- Children will be dismissed only to persons on the approved pick-up list
- Staff in infant rooms will follow Safe Sleep Policies at all times
- Daily cleaning of the classrooms and common areas
- Daily washing and sanitizing of toys, furniture, and equipment used by children (more often, when necessary)
- Maintain sanitary conditions of the daycare
- Following proper hand washing procedures for staff and children

EMERGENCY PROCEDURES

Fire Procedures

Each month, the children and staff practice a fire drill that is timed and recorded. The fire evacuation map is posted in each classroom. In the event of a real fire emergency, children will be evacuated to the far left corner of the parking lot and parents will be contacted by telephone. If the weather does not allow us to be outside, children will wait inside Kindercare Learning Center located at 1330 highway 34, Aberdeen (732) 817-0200.

Severe Weather

In the event of a real weather emergency, children and staff will seek shelter in the downstairs hallway. If our building becomes compromised in any way, children will evacuate to our shelter in place: Kindercare Learning Center located at 1330 highway 34, Aberdeen (732) 817-0200. During a weather emergency, staff members read books to children, sing songs and help to ease any anxiety the children might be feeling.

Weather Procedure – Snow

Our goal is to remain open during winter weather. However, if the weather is very dangerous, Monmouth County is under a travel warning, or snow has not been removed from the parking lot, we will have to close for the day. We will adhere to any travel warnings issued during the winter and will close as instructed. In some instances, we may delay opening the daycare before making a final decision. In the event that we have to delay opening or close, we will send messages through the ProCare app.

Lockdown Procedures

If management feels there is a substantiated or serious threat to the safety of children and staff, a lockdown will be put into effect. All doors will be locked until the management receives an “all clear” or feels that the threat has passed. Children and staff will gather in a locked bathroom inside of their classroom. Management will notify parents to give them the option to pick-up their children. Please call the daycare upon arrival.

Reasons for a lockdown include: suspicious person or vehicle, a serious crime is committed locally, a local disaster, escaped convict in the area, disgruntled person, or dangerous threat.

Active Shooter

Our primary goal is to keep the children safe at all times. In the event of an active shooter on or near the premises, teachers are instructed to attempt to evacuate before locking down. If teachers are able to evacuate their children safely, they will take them to the Kindercare Learning Center located at 1330 highway 34, Aberdeen (732) 817-0200. If evacuation is not possible, teachers will lock down their classroom, turning off the lights, and keeping the children as calm possible. Children and staff will gather in a locked bathroom inside of their classroom. All staff members are advised to call 911 in the event of an active shooter. Parents will be notified via phone call as soon as we are able to.

ACCEPTANCE OF CORNERSTONE CHILDCARE ACADEMY'S POLICIES

After reading the handbook, please discuss any questions or concerns with the director or administrator before completing enrollment. By signing below, you agree to follow the policies of Cornerstone Childcare Academy. The information in this handbook is subject to change to reflect up-to-date standards and practices. **Please return this paper to the administrator with your enrollment information.** The handbook is yours to keep as a reference when questions arise. This paper will be kept in your child's file to verify that you have received the handbook and understand the policies.

Parent/Guardian Name (Signature)

Date

Parent/Guardian Name (Printed)

Parent/Guardian Name (Signature)

Date

Parent/Guardian Name (Printed)