Parent Handbook

COVID-19 Edition

****2021 School Year

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**Cornerstone Preschool**

**Parent Handbook**

**COVID-19 Edition**

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## Introduction

Dear Parents,

As we are getting ready to reopen after being closed, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Cornerstone Preschool are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth Restart Ohio directive and the Ohio Department of Job and Family Services rules . Please be sure to read through this and sign and return the last page electronically.

All rules are subject to change as we refer to the CDC guidelines.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Cornerstone Preschool is a safe and enjoyable place for your family.

Julie Erker

Director

Cornerstone Preschool

## A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a virtual tour, and the child(ren) can accompany the parents in a virtual online zoom meeting. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Cornerstone Preschool and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with a registration/enrollment forms, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms would be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit a registration form to be placed on a waiting list. You will be called by the Director when an opening becomes available.

## B. Nondiscrimination Policy

Admissions to Cornerstone Preschool shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

## C. Extra Hygiene Measures and Procedures

1. Handwashing:As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be sanitized and disinfected throughout the day, before and after use as well as at the end of each day. Any toys that go into a child’s mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Mask wearing: Each enrolled student will be asked to have a mask. Masks need to be labeled with child’s name and laundered each day or a new one provided. It is mandatory that children wear masks outside of classroom where social distancing is not possible.
4. Social distancing: Each class is considered a “family.” Each “family” will social distance from other “families” to assure safety. Children will not need to wear a mask when they are in their “home” (classroom), on the playground during their designated time, or in the bathroom. Classes will not intermix and will be with the same teachers as much as possible. When staff and children leave the classroom, if over 2 years old, they will wear a mask to the best of their ability until they get to their destination. Once they reach their destination, it can be removed and kept in a sealed bag. **All staff will wear face coverings at all times.**

## D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

## E. Fee and Payment Policy

Cornerstone Preschool enforces the following policies and procedures for tuition payments:

1. Part-time and Full-time tuition is automatically due on the 1st of the month.
2. A $25.00 per month late fee will be charged when a payment is declined.
3. If tuition becomes past due after 30 days without payment arrangements, your child will not be able to attend class.
4. There will be a $5.00 charge per child for every five minutes elapsed after you scheduled pick-up time.
5. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break). If an ***emergency-related closing mandated by the state/local government/DHS, like a pandemic occurs, remote learning will take the place of regular class.***
6. If you need to terminate your child’s enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
7. If you decide to take an extended leave of absence, we can only hold your child’s spot by paying normal tuition fee. ***The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.***
8. To ensure your child’s enrollment, parents must re-register their child(ren) for the following year.
9. It is understood that there will be an annual increase each July at the start of the fiscal year.
10. There is a 4% convenience charge for any enrolled family using a credit card.

## F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, rash, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child’s health, please call us at 440-933-7646 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 48 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 48 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Cornerstone Preschool without a doctor’s note. The doctor’s note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the Request for Administration of Medication and Medical Plan forms. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist’s directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath, fatigue, muscle body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea) OR if you’ve been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 14 days after symptom onset.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the preschool, we will inform CDC, ODJFS and our parents.

## G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time.

## H. Arrival and Departure Procedures

Our facility is operational from 9:00am-3:00 pm, Monday through Friday. Earlier and Later options are postponed until further notice. While operating in this phase, drop-off and pick-up areas will differ depending on class. Each class will be given a designated station and drop off/pick-up times for morning classes are 9:00-9:15 am and 11:30-11:45 am. Drop-off and pick-up times for the afternoon classes are 12:30-12:45 pm and 3:00-3:15 pm. If you see another family being checked in, please be patient during this time. Please wait in your car or follow the safe distancing directions.

**Drop-Off and Pick-up Procedures**

Children in the 2 ½ class, you will bring your child to the station outside the school doors.

Children in the 3’s class, you will bring your child to the station outside the church doors.

Children in Pre-K 1 class, you will bring your child to the station outside the lunchroom door on the west side of the building. Children in the Pre-K 2 class, you will bring your child to the station outside the playground doors in the front of the church/school. All parents and children MUST wear face covers. Our check-in staff will do a visual assessment, asked you a series of yes/no questions regarding symptoms and travel, and will take and log your child/children’s temperature. If it is below 100.4F, our runner will take your child to his/her class.

The same stations will be used at Pick-up. Please abide by the social distancing guidelines.

We ask that the designated drop-off and pick up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition).

## I. Visitors

Visitors will not be permitted at this time. IU instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol. **We do encourage parent volunteers to sign up for virtual class visits.**

## J. Special Events

There will be no special events/gatherings at this time.

## K. Parties and Celebrations

Birthdays- If you wish to celebrate your child’s birthday at Cornerstone Preschool, please check with your child’s teacher at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free unless authorized by Lead Teacher depending on class needs.

## L. Food

1. Lunchbunch will not take place until further notice
2. Snack: A morning and afternoon snack will take place. Parents will be assigned a time to bring in a prepackaged/nut free snack and enough for one week of class.
3. Food Allergy: **We are a peanut-free school**. If your child has an allergy to any foods, please be sure that it has been indicated in your child’s paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely “nut free.”

**Cornerstone Preschool**

**Parent or Guardian COVID-19 Handbook Receipt Form**

Parents or Guardians,

Please thoroughly review the Parent Handbook ”COVID-19” edition for the 2021-2022 school year, which contains the policies and procedures for Cornerstone Preschool while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child’s file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Julie Erker

Director

Cornerstone Preschool

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print your name), the parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print child’s name), hereby acknowledge receipt of Cornerstone Preschool’s Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_