



Early Learning Center Parent Handbook

This handbook is intended to be informative in relation to our policies and our Early Learning Programs. Should you have any questions regarding the ELC, please do not hesitate to contact the office or speak to the Child Care Director.

A LITTLE ABOUT US

Established in 1985, Cornerstone Christian Academy (CCA) offers an outstanding education to children Kindergarten age through 8th grade. The Early Learning Center was opened in 2011 and has provided a warm, nurturing, and developmentally appropriate program for children from infancy through preschool. CCA is located in Mountainside Park, just 2 miles south of the junction of Routes 16 & 28 on the Ossipee/ Wolfeboro town line.

A core belief at Cornerstone Christian Academy is that each child has been created in the image of God. That truth carries with it some profound implications. Each and every child is endowed by God with unique potential. It is the role of CCA to provide an opportunity to help that child realize his/her fullest potential. It is the role of Cornerstone to educate each child and to integrate the Christian faith and values with learning.

The development of the child as a person is of paramount importance at CCA. It is our desire to encourage in each the sense of personal worth as a special creation of God and a recipient of His love. A staff of qualified educators is one key to achieving our philosophy of education. Selection of these professionals is based on their commitment to Jesus Christ, their credentials of training, and their call by the Lord to teach at CCA.

We recognize that the whole person is made up of various components. CCA shall endeavor to provide the best possible environment in each of the following areas:

- Academic Development
- Spiritual Development
- Physical Development
- Personal Development
- Social Development
- Creative/Artistic Development

Thank you for considering Cornerstone as the care, growth, and educational opportunity for your child.

STATEMENT OF NON-DISCRIMINATION

Cornerstone Christian Academy of Ossipee, NH welcomes children of any race, color, national or ethnic origin to all rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate in its administration policies, scholarship or loan programs, and athletic or other school-administered programs.

EARLY LEARNING CENTER

We are excited that you are considering enrollment at Cornerstone Christian Academy Early Learning Center! We strive to make the enrollment process as easy as possible and your child's experience the best it can be. All staff members meet state requirements for education and nurture each child with gentle hands and a willing heart. Should you have any questions or concerns regarding enrollment or our program, please contact us immediately. We are here to serve you.

ENROLLMENT PROCESS

We encourage all parents to visit the center during program hours (8:00 to 4:00) to meet teachers and tour the center.

Before children may attend, the following forms must be completed and turned in to the office: Enrollment agreement, Child Care Registration and Emergency Information Form, Registration Card, Health Form and Immunization Record, Authorization to Administer Medication Form. Along with the necessary forms, you will be required to pay a deposit before your child is considered enrolled in the ELC.

All forms and the deposit must be turned in to the office two business days before attendance may begin.

ENROLLMENT AND TUITION

We encourage families to attend two or more days per week, however one-day enrollment is available until it blocks a full-time space. Children enrolled in preschool have the option of attending half day or full day, as well as adding additional time at the end of the day. The center grants care on additional days when space is available. You will be charged the Extra Day rate. We do not allow the switching of days, unless it is a permanent change.

Please be sure to report any changes in address, employment, phone numbers, emergency contacts, etc, in writing, to the office, as soon as they occur. You must also update registration forms annually and turn in a current physical every year.

Your child must be fully potty trained to enroll in our program, and able to use the bathroom without any assistance.

Tuition payments are due on the first day of the month if paying monthly, and the first day of the week that your child attends if paying weekly. Payments made more than 5 days after their due date may be assessed a \$25.00 late charge, unless acceptable payment arrangements have been made through the office.

The Early Learning Center is open from 8:00 am to 4:00pm. A late pick up fee of \$5.00 per five minutes may be charged to parents arriving after the 4:00 closing time.

Tuition is based on the child's schedule. There is no reduction in tuition due to holidays or days closed for inclement weather, as well as days a child does not attend due to illness. Families will not be charged for care during the week before school starts in September, as the ELC closes for training and program prep.

The center is closed on the following holidays – New Year's Day, MLK Holiday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Thursday and Friday, Christmas Eve and Christmas Day. Please make alternative arrangements for care on these days.

When CCA alters its schedule due to inclement weather, the ELC will also adjust its hours. Unless otherwise noted in the all school announcement, the ELC will open at 8:00 when the school has a delayed opening or is closed. Should it be necessary to close early, the ELC will generally remain open until 4:00. During severe storms the ELC may remain closed. Please look for school closing announcements on Facebook, WMUR, your email, and/or an all school phone message.

MEALS AND SNACKS

Families provide all food in quantities adequate to provide for the child's nutrition and comfort for the entire duration of his/her day with us. Our ability to heat food up is limited so it is best to send warm foods in a thermos, and all cool foods in a lunchbox with an ice pack. All containers should be labeled with the child's name. There is refrigeration for pre-made bottles and/or frozen breast milk. **ALL BOTTLES MUST BE LABELED AND DATED.** If your child has any allergies or special dietary needs, please let us know so that we may support those needs.

We do celebrate birthdays and holidays. If you would like to send in a special treat, please check with your child's teacher regarding any restrictions in the classroom.

HEALTH

The Early Learning staff does all it can to reduce the spread of communicable diseases. The caregivers and children wash their hands frequently throughout the day and always after using the bathroom, before meals and food preparation, and after cleaning.

As a licensed center, we observe the N.H. Child Care Licensing guidelines regarding the care of ill children. You will be called to pick up your child if any of the following are observed while at school:

- an axillary temperature of 100.4 degrees F, along with rash, diarrhea, earache, vomiting or sore throat.
- more than one episode of vomiting within 24 hours
- uncontrolled diarrhea or watery stools
- uncontrolled coughing or wheezing, or difficulty breathing
- skin lesions that are not diagnosed
- unable to participate in regular activities, or requiring more care than personnel are able to provide without compromising the well-being of the ill child or others in their care.

Should your child exhibit any of the conditions listed above, he/she should not attend school until they have subsided for 24 hours. Please let us know if your child will be absent due to illness.

DROP OFF AND PICK UP

There is a designated area for parking during drop off and pick up. For the safety of your child and others, please do not leave children unattended in a vehicle or leave your vehicle running while you are in the building.

Please make personal contact with the teacher when dropping off or picking up. State regulations require that you sign your child in and out daily and provide your signature every week.

If someone else will be picking up your child, please be sure he/she can produce appropriate identification, and you have let us know who will be coming and an approximate time. This will make it easier at pick up time.

NAP TIME

According to New Hampshire Child Care Licensing, children in a program lasting more than five hours each day are entitled to at least one hour of rest each day. Please bring a blanket and stuffy for your child. You may also bring a crib sheet as they will fit our mats and cots. These should be brought home weekly for cleaning.

OUTDOOR PLAY

We spend time outside whenever we can. Your child will need outerwear appropriate for the weather conditions, and sturdy, well-fitting sneakers or shoes, and boots when necessary.

COMMUNICATION

It is our hope that we can build and maintain open communication with our parents. Although most messages may go through the office, teachers may give out their phone number or email address to make communicating with parents easier. Parents are encouraged to join the Facebook Parents' Page as we post pictures from the ELC on a regular basis.

Weekly emails are sent out from the office with information related to the whole school. Information from individual classrooms is generally left in the child's cubby or parent mailbox.

CONFIDENTIALITY

All information regarding your child is kept confidential and only shared with those directly concerned with your child's welfare or program, unless we have received written permission from a parent or legal guardian.

A TYPICAL DAY AT THE ELC

Every day is filled with opportunities to experience God's love and explore the world He created for us. Learning activities are offered either in large or small groups, as well as time to learn at one's own pace through individual activity choices and during center time. The children spend time outside whenever the weather allows, and in the gym when the playground is not an option. Social and self-help skills are practiced throughout the day, and there is a focus on being kind to others and the world around us. Chapel is a special time when the entire school is brought together to worship our Lord through songs and a Bible lesson. The school librarian reads to the ELC children and the preschoolers take books out of the library to share in the classroom. One morning each week the children have a music class during which they explore rhythm, various instruments and do a lot of movement!

CONTACT INFORMATION

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