



Cornerstone Early Learning Center, Inc.
26359 W. 135th Street
Plainfield, IL 60544
815-439-9886
www.cornerstone4kids.com

Parent Handbook 2027-2028

Thank you for enrolling at Cornerstone Early Learning Center!

We are extremely proud of our unique academic preschool, that provides exceptional care and learning experiences. The early years are critical as the brain develops most rapidly. During this time, we believe that early learning is essential for social, emotional, physical, and intellectual growth. At Cornerstone, we provide a safe, healthy, and fun environment that fosters natural curiosity. We are dedicated to building a foundation of knowledge that will encourage your child's lifelong love of learning.

Cornerstone Early Learning Center, Inc. is owned and operated by:
Amber Thompson & Jodi Svoboda

Please read the following information carefully and keep it available for future reference. Upon registration, you agree to follow these policies.

Services Provided

Full Day Preschool (ages 2 years - 5 years): 7:00 am - 5:30 pm
2, 3, 4 or 5 days

Part Time Preschool (ages 3 years - 5 years)

3 year olds: TTH Mornings (8:45-11:15)
TTH Afternoon Extended: (12:15-3:15)

Pre-Kindergarten: MWF Mornings (8:45-11:15)
MWF Afternoon Extended: (12:15-3:15)

Full Day Summer Camp: (2 years - 7 years): 7:00 am - 5:30 pm
2, 3, 4, or 5 days

Part-Time Summer Camp: (2 years - 7 years): 9:00 am - 12:00 pm
2, 3, 4 or 5 days

School Policies

Cornerstone offers enrollment to all children ages 2-7 years of age regardless of race, nationality, or religious background. All children 3 years and older must be potty trained prior to attending, as we do not offer a diaper changing facilities.

FULL DAY children are enrolled continuously unless the school is notified otherwise. Spaces are limited and enrollment is on a first-come first-serve basis.

Insurance

Cornerstone Early Learning Center, Inc. has liability insurance through West Bend Mutual.

Children suffer injuries at childcare centers, just like they do at home. Active children are especially likely to fall while playing, just like they do at home. If an injury occurs while in the care of Cornerstone Early Learning Center, Inc. we will provide the appropriate level of medical care and prepare the necessary incident report.

Cornerstone's medical payments coverage is a "no fault" type of coverage. If the injury is sustained as part of the childcare activities, then coverage is provided without anyone having to worry about concepts like negligence or liability. The coverage is intended to cover the amount that is not covered by the parent's health insurance because of a deductible or coinsurance provision. If parents request assistance for payment of unreimbursed medical charges, they should submit copies of the medical bills showing the amounts paid and unpaid by the health insurer. NOTE: the medical treatment must be necessary, the charges must be reasonable, and the coverage is available for one year from the date of injury.

Admission

A registration fee of \$150 per child/ \$225 per family is due at the time of enrollment. In order to take advantage of the family registration discount, both children must register at the same time. If you register a second child at a later date or you decide to dis enroll, another registration fee of \$125 is due. A registration fee is not applicable towards tuition or refundable.

FULL DAY: A security deposit equal to one week's tuition is due upon the first day of attendance. The security deposit will apply to your child's last week at Cornerstone, provided you have given a 2-week notification of withdrawal. Deposits are non-refundable and non-transferable.

The following forms must be completed and on file with Cornerstone Early Learning Center prior to the first day off attendance:

- Enrollment Form
- Consent Form
- Copy of Official State Birth Certificate
- I Am Special
- DHS Medical Form
- DCFS Verification Form
- Late Pick-Up Policy
- Guidance and Discipline Policy
- Pest Management Form

Enrollment Form: All children must have on file the names, addresses, and phone numbers of the parent(s)/guardian(s), doctor, and two alternate emergency contacts. Please be sure to include your cell phone number. We must be able to contact you immediately if your child is ill or injured.

DHS Medical Form: The medical form must be completed by both the physician and parent. The physician's signature is required to verify the immunization record and physical report. If your doctor does not require a TB test or Lead Screen test, it must be indicated on the form. The "Health History" section must be completed and signed by the parent/guardian.

***If a child is exempt from medical care/vaccinations on religious grounds, Cornerstone must have a signed release statement from both the parents and a certified practitioner.

Official Birth Certificate: Parent's must provide a certified copy of your child's birth certificate within 30 days of enrollment. Homeless families shall be given a period of 90 calendar days from the first date of attendance. Cornerstone will make a duplicate and return the original to the parent. If a certified copy of the birth certificate is not available, the parent must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. Cornerstone is required by law to notify the Illinois State Police or local law enforcement agency if the parent or guardian fails to submit proof of the child's identity within the specified time frame.

Tuition

Fees are payable in advance. Please consult a current tuition policy for details.

Full Day Preschool will be closed on the following days; tuition will not be pro-rated for these days except for Spring Break Week.

Labor Day
Thanksgiving and the following Friday
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Spring Break (NO TUITION DUE THIS WEEK)
Good Friday
Memorial Day
4th of July

Our full day teachers are paid for all holidays, therefore, tuition does not change due to these occasions.

Part Time Preschool follows the District 202 elementary school calendar for holidays, breaks and institute days. We also follow District 202's schedule for closings due to inclement weather. These days are taken into consideration when tuition is set. Please see the current tuition policies for more information.

Your child has reserved one space of the licensed capacity at the center. There is no deduction in tuition for days absent. If a child is absent the entire week, full tuition is due. We regret this necessity, but our expenses remain constant regardless of attendance.

Late Pick-Up Policy

Our school's closing time is 5:30pm.

We reserve the right to charge a late fee of \$10 per child from 5:31 to 5:40 pm. An additional fee of \$1.00 per minute per child will be due after this time.

If you are going to be late in picking up, please call the school (815)439-9886. If the parent has not picked up by closing, the parents will be called at each contact number provided on the enrollment form. If we are unable to reach you, we will attempt to call all emergency contacts at each phone number provided. The parents will then be called a second time. If we do not hear from you or any of your emergency contacts one hour after closing, the police department will be contacted. Please note the importance of having current emergency contact numbers on file. If your contact information should change, please notify the school.

Cornerstone will take full responsibility for the child's well-being until the proper authorities arrive. Under no circumstance will the child or staff member be held responsible for the situation. All discussions regarding these situations will be discussed with the parents or guardian at another time in the absence of the child.

Vacations/Absences

We ask that you let us know in advance any time your child will be out of the center for a vacation. You can notify us by calling, emailing or sending a message through Pro-Care. Each child enrolled in our **Full Day Preschool Program** will be granted a vacation credit of one week after 6 months of consecutive months of enrollment. Each child will receive two weeks of vacation credit per year after 12 consecutive months of enrollment. Vacation credits are given in weekly increments and cannot be used one day at a time. A child must be physically absent from the center to receive a credit and vacation days may not be carried forward to your next anniversary year.

Please Note: If you decide to dis-enroll your child for any length of time, you will lose any accumulated vacation days. Vacation credits will be earned based on the date of re-enrollment.

Confidential Data

Records concerning your child are confidential and will only be accessible to you, the school staff, and a person designated by the state licensing department to review our records for licensing purposes. Cornerstone will not release confidential information to any individual, agency, school district, etc., without first obtaining written permission from the parent/guardian.

Personal Belongings

We ask that each child keep in his/her school bag one set of spare clothes. This should include shirt, pants, underwear and socks. Please be sure that these clothes are for the correct season.

Each child may bring no more than ONE small nap/toy blanket to school. Cornerstone is equipped with a wide variety of toys both educational and entertaining. Additional toys only create problems during free choice time (sharing, lost or broken). Nap toys need to stay in your child's bag. If your child comes to school with "home toys", they will be asked to put them away.

Nutrition

Full Day Children will be provided a hot lunch and 2 snacks through Food2You. Meal components include: 1% milk, meat or meat alternative, fruits, vegetables and a starch. The monthly menu is posted on the parent information board inside the school. Snacks are limited in sugar, fat and sodium.

Due to a DCFS policy cake, pastries, cookies or other foods with high sugar and/or fat content shall not be served to the children. If you would like to bring in treats for your child's birthday below are a few options:

- Ice Cream Cups
- Pudding Cups
- Fruit Kabobs
- All Fruit Popsicles
- Low Sodium Popcorn

Parent Communication

We believe that communication between parent and school is a vital part of your child's preschool experience. Students will receive a daily letter home explaining what your child has done that day. Each classroom teacher will have a class app (dojo etc.) you will receive an invitation to join and the teacher will post updates and pictures through this app. You can also use it to communicate with your child's teacher

In addition, we have a website that will have updates as needed.

Our staff is always available to help with any questions or concerns that you may have. If you need more than a few minutes of time to talk with either the owners or your child's teacher we ask that you give us a call and set up a time when we can sit down and talk.

Health Policies

For the protection of all the children and staff, your child must be kept home if he/she exhibits any of the following symptoms:

- A Temperature of 100.4 degrees or higher (**if anyone in the household is experiencing a fever your child(ren) must be kept home for 24 hours after that fever has broken**).
- Intestinal disturbance, accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse nasal discharge (green or yellow)
- Please keep your children with active colds at home.
- Any child sent home with the stomach flu is to remain home for a full 72 hours after vomiting or diarrhea has subsided.
- **A child sent home with a fever is to stay home 24 hours after the fever has broken, without the use of fever reducing medicines.**

Exclusion from the center is sometimes necessary to reduce the transmission of illness. For the child's comfort and to reduce the risk of contagion, parents will be asked to pick up their child within 1 hour of notification. Until then, the child will be kept comfortable in an isolated area and will continue to be observed for symptoms.

Medication

We prefer that parents dispense medications to their child at home. However, if a doctor prescribes a medication that needs to be given during school hours, the following guidelines **MUST** be followed:

- Parents must complete a medication authorization form
- Prescription medication must be in the original prescription bottle and be labeled with the child's name, date, physician's name, prescription number, pharmacy name, dosage, and instructions for administering.
- Non-prescription medication will only be administered if accompanied by a signed note from the physician, listing the child's name, date, dosage, and corresponding instructions. The medication must be in the original container with the child's name and dosage written on the label.

Radon Testing

Cornerstone performs radon measurements every 3 years to ensure the health and safety of the occupants. The Illinois Emergency Management Agency (IEMA) recommends that all residential homes be tested and that corrective actions be taken at levels equal to or greater than 4.0 pCi/L. Radon is a Class A human carcinogen, the leading cause of lung cancer in non-smokers, and the second leading cause of lung cancer overall. For additional information about this facility contact the licensee and for additional information regarding radon contact the IEMA Radon Program at 800-325-1245 or on the internet at www.radon.illinois.gov

- Radon Testing will be done every 3 years
- The report of the most current radon measurement shall be posted in the facility next to the license issued by DCFS. Copies will be provided to parents or guardians upon request.

Termination of Enrollment

Full Day (Weekly tuition): We require a two-week written notice prior to withdrawal. We appreciate as much advance notice as possible. Without written notice, tuition is due.

Part-Time Preschool (monthly tuition): We require a 30-day written notice prior to withdrawal. We appreciate as much advance notice as possible. Without written notice, tuition is due.

Expulsion Prevention Policy

Guidance and Discipline Policy

At Cornerstone Early Learning Center, Inc., we have a non-punitive discipline policy. That is, physical punishment is never used. Our goal is to create an environment where the child is engaged and involved in order to reduce any frustration that may occur in a group setting. Common techniques used are re-directing a child to another activity and modeling behavior that we would like the children to follow. Positive reinforcement is used in order to promote good behavior. Removal of a child from the group to a "time out" is used only as a last resort or when the child is endangering themselves or others. During a "time out", the amount of time in minutes will not exceed the child's age in years. We help each child develop self-control, rather than teacher or parent-imposed control. Children will learn to express feelings verbally rather than acting out physically. Discipline methods used with children are always discussed with the child's parent(s). In the case of behavioral issues, the staff will work with the parents over a period of time to determine the cause of the problem and respond effectively.

Behavior Support Policy

The preschool period is a critical time for children to learn to control their thoughts, feelings, attention, impulses, and behavior. They are learning how to get along with others and how to be a friend. Teachers and caregivers must teach social-emotional skills just as they teach washing hands or learning colors and shapes. We know that when children are given the opportunities and support to develop (learn, practice, discuss, etc.) self-control and other social and emotional skills, it gives them the foundation needed for academic and life success. We are committed to each child's social emotional development. Behavior concerns tell us that children need more time, support, and practice to develop their social and emotional skills. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social and emotional health to create a Individual Behavior Support Plan.

Transition Policy

On rare occasions, we may work with families to seek the best care for their child if all parties agree that our program can no longer meet the needs of an individual child. If a child is on an Individual Behavior Support Plan and it is determined that there is not enough improvement to feel our program can meet the child's needs the child will be transitioned out of our program and into another program that better meets the child's needs.

