

**Cornerstone Academy of WI**  
1230 22<sup>nd</sup> Avenue  
Kenosha, WI 53140  
262-552-5368 - main line  
262-997-3860 - fax  
Policy Effective Date: October 1<sup>st</sup> 2022

## **OUR PHILOSOPHY**

Welcome to Cornerstone Academy of WI where learning is fun! Here at Cornerstone Academy of WI we believe children learn at their greatest potential when provided with a safe and nurturing environment that encourages exploration and creativity. We believe children learn through play and encourage each child to express his or her special skills and talents to their fullest potential with understanding that each child is a unique individual. Our staff implements effective curriculum which uses the "hands on" approach to learning while building social, emotional, physical, and intellectual skills through positive guidance. The environment in each classroom is designed to foster creativity, independence, and expand positive self-expression in every child. We also offer the full opportunity for children to experience socialization and group cooperation.

Cornerstone Academy of WI embraces the belief that a partnership between parents and caregivers is essential to a positive childcare experience. Our staff understands that parents and caregivers are essential to a positive childcare experience. Our staff understands that parents are the most important people in a child's life, and we as teachers honor the privilege to supplement the care and needs of your child while you are away. Therefore, we encourage supportive communication and participation in a variety of center activities.

## **ADMISSION POLICY**

Cornerstone Academy of WI is licensed by the State of Wisconsin, Department of Health and Family Services. It is owned and operated by John Savaglio as an LLC. An onsite Director/Administrator will manage the day-to-day operations. Cornerstone Academy of WI is licensed to care for 120 children at any one time. We will serve children ages 6 weeks to 12 years old. We are open Monday through Friday, from 6:00 AM to 6:00 PM, January through December, Saturday and Sunday at our discretion. We reserve the right to close on all Federal and Religious Holidays.

Cornerstone Academy will provide care for children between the ages of 6 weeks and 12 years. We will never refuse to enroll a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

We are inspected regularly to ensure that we meet licensing standards. Smoking is not permitted anywhere on the premises of the center, indoors or outside.

Cornerstone Academy of WI is covered by liability insurance in the amounts required by DHFS.

We encourage children and families to visit our program prior to your regular attendance so your child can become familiar with the setting. This time also allows families to meet with staff and ask them any questions.

## **COMMUNICATION**

We do encourage interested parents to come in for a tour anytime and observe the center with their child. We allow your child to participate in the classroom for a short time (15min) during the day to get them comfortable with the new environment.

Our center has an open door policy. Parents are welcome to visit at any time during the hours of operation unless prohibited by a court order. If so, a copy of the order must be on file at the center.

It is important that we communicate daily concerns, needs and interests of each child. If there are issues or concerns that need to be discussed, parents can email or arrange a time with their child's teacher, Director and/or Administrator to resolve any issues.

## **WAYS WE COMMUNICATE WITH FAMILIES**

- Daily or weekly bulletin boards
- Monthly Center Newsletters
- Telephone calls
- Emails
- Daily sheets (ages 6weeks – 2.5yrs)
- Notices taped to cubbies
- Parent/Teacher conferences 2x per year (Nov / May)

Cornerstone participates in many outside activities as well and we encourage parents to join when needed. Information about these activities will be in the monthly newsletters and posted or handed out to parents. Any special needs of a child both physical and health related will be shared with relevant staff who care for that child.

We will post the following items for parents' review at the front counter: a complete copy of operating policies and procedure, a copy of the licensing regulations and any other available parent resources. The following items will be posted at the front entrance on the wall: license certificate and the results of our most recent licensing monitoring visit. The community bulletin board in the front entrance will show center information such as the snack calendar, outside schedule, and outside resources for families.

## **ENROLLMENT PROCEDURES**

Parents interested in enrolling their children at Cornerstone Academy must meet with the Director/Administrator to discuss their child's specific need and to review program policies. The following items must be completed and returned to the center by the first day of attendance.

***All children will be enrolled for a trial period of 4 weeks. During the trial period either the program or parent may terminate childcare without advance notice.***

- **Form CFS-62, "Child Care Enrollment"**
- **Form CFS-2344, "Health History and Emergency Care Plan"**
- Form CFS-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form CFS-56, "Child Care Transportation Permission" (if applicable)
- Form CFS-61, "Child Care Intake for Child Under 2 Years" (if applicable)
- Family Intake Form

**Due, completed, within 30 days after child starts attending:**

- **Form DPH-4192, "Day Care Immunization Record: or an electronic record of your child's immunizations**

**Due, signed by medical professional, within 30 days after child begins attending:**

- **Form CFS-60, "Child Health Report"**

All children will need to have a Health Report on file.

The examination for a child under age 2 needs to be dated not more than 6 months prior or 30 days within the first day of attendance at Cornerstone Academy.

The examination for a child aged 2 and older must be dated no more than 12 months prior or 30 days within the first day of attendance.

***Physicals for children under 2 years of age will need to be updated every 6 months.***

***Physical exams for children over 2 years of age will need to be updated every 2 years.***

School aged children will need only immunization record on file. An immunization record will need to be on file within 30 days of the first day of attendance.

The Director/Administrator will inform parents when updates on physical forms or immunizations are needed; giving 14 days advance notice to submit updated forms.

Children may be enrolled on a full-time basis for 40-50 hours per week, or part time basis 25 hours or less per week. Full-time days are 10–12-hour days and part-time days are 5-6 hours or less a day. Cornerstone Academy will accept currently enrolled children for drop-in care if prior arrangements have been made, enrollment forms are on file, and space is available. **At no time will we go over ratios for a drop in.**

### **WITHDRAWING CARE FOR AN EXTENDED PERIOD OF TIME:**

If a customer decides to withdraw care for an extended time frame (4-16weeks) and they wish to continue care at Cornerstone and have their spot held, the customer is required to pay 50% of their tuition costs to hold their spot. Once they return, full tuition prices will go into effect. Enrollment at Cornerstone is on a first come first serve basis. We are unable to hold enrollment spots for customers that withdraw for extended periods of time.

**Parents must give a 2-week written notice of their intent to withdraw their child. If a 2-week notice is not given, parent will become responsible for last 2 weeks' worth of billing.**

**Parents MUST give a 2 week notice for any schedule changes that effect your normal billing.**

**Cornerstone will transfer any child's record to a new setting per the family's request and with the family's written consent.**

## **TERMINATION/DISCHARGE POLICY**

**An account may be terminated, or a child discharged from the center for the following reasons without any advance notice:**

\* Failure to pay fees on time (Grounds for immediate termination, without advance notice.) Please make payments on time, failure to pay affects the center as a whole.

- Lack of parental cooperation with child and or staff.
- Inability of the childcare program to meet the needs of the child. Staff may consult with the parent concerning how any problems might be solved before ending the care arrangement. If the case is severe and Cornerstone is unable to provide the care necessary for that child, we will terminate enrollment and refer the parents to other community resources.
- Repeat failure to pick up the child at scheduled time.
- Failure to complete and return required forms.
- Inconsistency of attendance or failure to inform the center of absences.
- Inappropriate behavior from Parents towards staff, management, or children, this includes yelling, insults, inappropriate language, and all other offensive behavior.
- Not providing the necessary materials for their children in care: diapers, wipes, formula, lunch, etc.

\* **The act of soliciting a Cornerstone Academy employee to perform personal childcare services during center work hours. (Grounds for immediate termination without advance notice.) In the event that you enter into an agreement with a Cornerstone employee to babysit/nanny for your family outside of the employee's normal work hours and/or outside of school hours, it must be done away from the center and with full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Cornerstone Employee. We cannot be responsible for our employees away from the center, outside their work hours, and will not be liable for their acts or omissions when not on our property including transportation of children.**

## **BEHAVIORS**

Cornerstone staff are not behavioral specialists. We do not have the resources to provide one on one care daily to a child who may need special assistance throughout the day. If consistent behaviors such as prolonged [tantrums](#), physical and verbal [aggression](#), [disruptive](#) vocal and motor behavior, property destruction, self-injury, [noncompliance](#), and withdrawal are displayed for extended amounts of time during the child's time at Cornerstone, we will meet with parents to discuss our concerns. If we are unable to meet the needs of the child in our group setting, we will withdraw the child and suggest outside resources that may be better suited for the care the child needs.

# Birth to 3 Program

Kenosha County in partnership with Kenosha Achievement Center (KAC) deliver Wisconsin Department of Health Services federally mandated early intervention services through Part C of the Individuals with Disabilities Act-IDEA to support families of children with developmental delays at birth until age three.

To connect to Birth to 3 Services contact:

Suzann Wolf  
Early Intervention Program, Kenosha Achievement Center  
Phone: 262-658-9570  
[Email Suzann Wolf](#)

Starr Burke  
Social Work Supervisor for Children with Special Needs, Division of Children and Family Services  
Phone: 262-605-6684  
[Email Starr Burke](#)

Birth to 3 programs can assist with Speech delays and other behavior concerns with a child. We often reach out to them for assistance and may recommend them to you for services for your child. When we recommend services to you for your child, we are doing so in the best interest of your child. We want all children to succeed in a school setting and get the assistance they need to be successful.

## **DROP OFF / PICK UP POLICY**

**If a child will not attend or will be late on a regular scheduled day, parents must call or email and inform the Director/Assistant Director as soon as possible.** No child may arrive 1 hour before or after their scheduled time unless previously arranged with Director/Administrator. If a parent drops off 1 hour past their scheduled start time, other daycare arrangements may need to be made due to classroom ratio and teacher availability.

**Drop off Policy-** Parents or authorized adults are **required** to bring children into the building and to their classroom at the beginning of the day (teacher documenting arrival time). Do not drop children off at the front door and allow them to walk to their classroom alone.

- Please place your child's lunch above their cubby or if refrigeration is needed, please place on the back kitchen counter.

No child may be dropped off during naptime (12:30pm-2:30pm) as this disrupts the sleeping children and their schedules, unless arranged with the Director/ Administrator.

**Pick up Policy-**

Children will only be released to persons listed on the enrollment form as authorized to pick up. If another adult comes to pick up your child, we will release the child only through notification in writing or verbally over the phone from the child's parents. The person(s) picking the child (ren) up will need to show a driver's license or other photo ID before the child is released.

When picking up, please check your child's folder for any notices and/or artwork that should be sent home.

If a parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

**Emergency Contacts-**

Your emergency contacts listed on your enrollment form **WILL** be contacted in the event that you are unable to be reached. Please adhere to the following policy:

1. Two contacts that live in a 25-mile radius of Cornerstone Academy.
2. Your contacts should be aware they are on your enrollment form and are responsible for your child in the event that they need to pick up your child at any time throughout the day. Please mark the box on enrollment form that emergency contacts can pick up the children if allowed.

**CHILD ABUSE POLICY**

All staff of Cornerstone Academy are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Each staff member completed the course in Child Abuse and Neglect every 2 years. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally withholding food or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected, it will be reported to the local

Racine County and/or Kenosha County Human Services Department

## **Sudden Infant Death Syndrome (SIDS)**

To reduce the risk of SIDS staff will do the following with any child under the age of ONE year.

- All infants will be placed to sleep on their backs, unless the child's physicians authorize another position in writing
- Soft objects will be removed from the crib.
- Blankets will be tucked tightly around the child and away from his or her face.
- Sheets will be tight fitting.
- If a child falls asleep in a swing or care seat, we will move them and place them in their crib.
- Staff will ensure that awake, non-mobile children have time each day to spend in a prone position ("tummy time").
- All staff members, substitutes, and volunteers will be trained on these procedures before they begin working with children.

## **Shaken Baby Syndrome (SBS)**

All staff, including substitutes and emergency back-up providers, must have attended an approved training in the identification, prevention, and gave effects of shaking babies, before being allowed to work.

## **TUITION PAYMENTS / REFUNDS / VACATION**

Cornerstone Academy will bill according to your contracted days. A 2-week notice is recommended before ANY and ALL schedule changes take place that will adjust your billing agreement.

Fees will be calculated based on our rate sheet.      See Rate sheet for current pricing.

Monthly attendance calendars which include monthly tuition costs MUST be approved by the Director and/or Administrator.

## **REGISTRATION FEE**

Each Family will be responsible for a yearly registration fee. The registration fee will be added to your bill during the first week of enrollment. You will be billed the fee yearly based on your anniversary date. Current rate: \$60 per child / \$110 per family  
If you chose to re-enroll after withdrawing for more than 120 days, you will pay the registration fee again upon re-enrollment.

## **TUITION ETC.**

- If there will be a third-party payment, as from an employer or the county, a special payment schedule may be arranged and detailed in the contract. **Parents will be responsible for any specified unpaid amounts.**

- **NO REFUNDS/CREDITS will be given for days when children do not attend for illness or other reasons such as COVID or COVID close contact. We bill by contract, so you pay for each day your child is scheduled to attend even if they are absent.**
- The Director/Administrator will establish a regular rate based on each child's hours/days of enrollment.
- If a child is withdrawn during the trial period, the parents are responsible for only the days used.
- If a parent fails to give a 2-week notice, they are responsible the 2 weeks' worth of billing.
- When children transition to a new classroom, you will pay the tuition fees of the classroom they are in until the end of the week. You will pay the tuition of the new classroom/ group at the start of a new week. Most transition dates take place on a Monday.

### **DISCOUNTS**

A discount is a deduction from the original tuition price.

- 2<sup>nd</sup> Child Discount: A family with more than 1 child in our care will receive a 10% discount on the oldest child's tuition. 5% discount on the 2<sup>nd</sup> child's tuition.
- Discounts will be nullified if payments are not made on time; this is including multiple children discounts.
- 5% discount for Military families off TOTAL bill
- Any additional fees such as transportation, fieldtrips, summer camp registration etc. will be handled separately.

### **LATE FEES/MISC FEES**

- There will be a late fee of \$3.00 per minute after 6:00pm.
- There will be a \$35 fee for all checks returned to us unpaid from the bank.
- There is a \$10 fee for any returned ach/tuition express payments.
- **Any balance left unpaid after 4 weeks will result in an additional fee of 5% on weekly tuition. If balance is not paid in FULL by week 6, your account will be terminated.**
- Any children aged 3 and up who are not potty trained within 3 months of enrollment into the 3year old room will have a \$10.00 fee added to their account weekly. Taking time to diaper children at the 3yr old age group requires additional staff.

### **HOLIDAY CREDITS**

- **WE DO NOT OFFER VACATION DAYS**
- Cornerstone will credit customer tuition for holidays we are closed.

## **CENTER CLOSURES**

The center is open Monday through Friday from 6:00am – 6:00pm. We are not licensed to care for children prior to 6am or after 6pm. If a holiday falls on a weekend it may be observed on Monday)

**Listed below are the following days the center is closed if it falls on a weekday.**

- New Year's Eve and New Year's Day
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Day and Black Friday
- Christmas Eve, Christmas Day, December 26<sup>th</sup> if it falls on a weekday

## **PAYMENTS: WEEKLY PAYMENTS**

- Payments are to be made weekly via Tuition Express. Tuition Express is a bill pay system that pulls tuition from a checking/savings account or Credit Card.
- Payment can also be made online with [www.myprocare.com](http://www.myprocare.com)  
When using this system, use your email given to us upon enrollment as your login, the system will then prompt you to make a password. You are able to view and pay your bill online from this system.
- Payment can also be made via Check/Cash. Making payments via cash/check are still required weekly.
- IF you need to pay your tuition bi-weekly or monthly. Please discuss with management to put your payment plan in place.

## **MY WI CHILDCARE CARD**

Individuals on State assistance are responsible for having current authorization prior to starting. Children will be unable to attend unless authorization is current. Parents are responsible for the amount state will not cover. Every month the state childcare subsidies will get loaded onto your personal MyWiChildCare card. You will use that card to make your own childcare payments. You will be billed the same as all customers.

Each parent MUST pay their monthly tuition cost covered by state by the 5<sup>th</sup> of each month. The parent portion can be paid weekly or monthly. Parent portion is due at the end of each month.

## **HOW TO PAY:**

- **Online:** The FIS website <http://www.ebtEDGE.com> . Providers and parents can access the website via a desktop computer or mobile device to process or review payments. This option is provided at no cost and may be used 24 hours per day, seven days a week.
- **Telephone:** A telephone-based IVR system. Providers and parents can process or review payments by telephone.
- Check your account balance online or by calling customer service.

**If your authorization ends you have 7 days past the authorization end date to provide proof of re-authorization.** If authorization information is not provided to us, your account will be terminated. If you wish to attend without authorization, you MUST pay for the current week of childcare in advance, or we will fill your spot with the next person on our current waitlist.

## **AFTERSCHOOL PROGRAM / SUMMER CAMP**

Cornerstone provides afterschool care and no school care for children ages 5-12. Cornerstone transports in AM and PM to Bose, Harvey, and Somers Elementary School.

Cornerstone runs a summer camp program for ages 5-12yrs during the summer months while school is not in session. We do not transport in the summer for summer school.

Summer Camp information is given out in May for enrollment. Current customers get first priority for enrolling and then it is first come first serve. A \$100 registration fee is required for all summer camp attendees. Your summer camp spot is not confirmed until your registration fee is paid.

Tuition for school age students during the school year will be billed according to your contracted days. You will not be credited your weekly billing amount when school is not in session for spring breaks, conferences, misc. The weekly billing is holding your child's spot at Cornerstone. You have the option to have your child attend on no school days for full/half days at an additional cost or they can just attend their scheduled times you are contracted for.

## **INCLEMENT WEATHER POLICY**

In the event of inclement weather, Cornerstone Academy will make every attempt to open as usual. However, to preserve the safety of our staff and children, we will close if conditions warrant such action. It is at the discretion of the Center's Administration team to make the decision to close earlier or open later or close for the day due to natural disasters such as snow, rain, hail, and road conditions etc. Cornerstone will notify parents prior to 6:00am if we will be closed for the day. If we have to close early during our open hours each parent will be notified by telephone. We will make every effort to remain open for working parents.

## **HEALTH CARE POLICY**

The health policy of Cornerstone Academy is designed to best meet the needs of our children, parents, and staff. There are revisions on this section of the policy book in an attempt to clarify and better define these policies. We consult with doctors, nurses and other health care professionals in formulating our policies. If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight and hearing and made as comfortable as possible. Children should be picked up as soon as possible. If the child is not picked up within 1 hour, the emergency contact person on the child's enrollment form will be called. If a child is ill or injured off site and does not need medical attention, that child will be brought back to the center immediately and cared for. If the child needs medical assistance, 911 will be called for assistance.

NO POLICY will eliminate the problem of illness in a group childcare setting. Our goal is to prevent illness as consistent as we can and prevent it from spreading as much as possible.

### **Daily Health Check:**

Staff will perform a daily health check on each child upon drop off in the morning and during the day. We will pay close attention to keep a look out for signs of a fever, rash, severe coughing, difficulty breathing, and discharge from nose, ears, or eyes, diarrhea or vomiting. Should any of these symptoms present themselves, it will result in an initial phone call to parents or emergency contacts to arrange for the child to be picked up within 1 hour.

**Biting:** We understand biting in a normal stage in child development. It can be caused from teething, over stimulation, impulsiveness, and frustration. It is our goal is to do the best we can in preventing any child from getting bit. We do understand the pain and frustration that comes from seeing a bite mark on your child. Please keep in mind that it is a consequence of a group setting and it does happen in childcare settings. The Cornerstone staff and Administration team will work very hard in making the program work for every child. Teachers will do their best to distract children from biting others and redirect their behavior in hopes to end the biting problem. If the child does not subside from this stage without parent and staff cooperation, they may be discharged from the center.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm correction from the teacher.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and cleansed with soap and water and an ice pack will be applied if needed.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report).
- If the biter child has more than 3 successful attempts at biting, parents may be called to have the child picked up. This is done to minimize additional attempts and maintain safety in the classroom.
- **Fever:** a temperature of 100 degrees or higher will result in exclusion from childcare.
- **Inappropriate behavior:** Behavior that exhibits harm to oneself or others around them will need to be sent home. This is dealt with on a case-by-case basis. Many factors come into play when dealing with behavior.
- **Severe colds:** Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with the child's ability to eat, sleep, or play. If these symptoms are shown the child will be sent home.
- **Diarrhea:** Bowel movements that are extremely loose and watery and frequent are reasons to send home a child. A child should be free from diarrhea for 24 hours before returning to the center. After 3 diarrhea's the child will be sent home.
  - Diarrhea in children an extremely contagious illness. Bowel movements that cannot be contained in a diaper or toilet pose a risk of contagion. Young children have frequent or loose stools regularly or in response to a variety of conditions, but these are different than diarrhea.
- **Vomiting:** Vomiting is a reason for a child to be sent home. The child should be symptom free for 24 hours before returning.
  - Infants and toddlers spit up for many different reasons. If no other symptoms were present with the vomiting, we would wait to see if an infant/toddler threw up several times before calling the parent. If a preschool or school-age child threw up, parents would be called to pick child up within 1 hour of call.
- **Rashes:** Unidentified rashes will warrant a phone call to parents, if the rash persists and spreads the child will need to be picked up.
- **Pink Eye:** Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is reason for the child to be picked up. A child may return to the center 24 hours after meds are given. Blocked tear ducts are not pink eye and is usually seen in infants.
- **Teething:** Teething is not a reason we send a child home. Teething can cause low grade fevers, crankiness, loose bowel movements, and clear runny nose.

- **Hand Foot Mouth:** Hand-foot-and-mouth disease is an illness that causes sores in or on the mouth and on the hands, feet, and sometimes the buttocks and legs. The sores may be painful. The illness usually doesn't last more than a week or so. Hand-foot-and-mouth disease is common in children but can also occur in adults. It can occur at any time of year but is most common in the summer and fall. Hand-foot-and-mouth disease is caused by a virus called an [enterovirus](#).
  - The virus spreads easily through coughing and sneezing. It can also spread through infected stool, such as when you change a diaper or when a young child gets stool on his or her hands and then touches objects that other children put in their mouths. Often the disease breaks out within a community.
  - It usually takes 3 to 6 days for a person to get symptoms of hand-foot-and-mouth disease after being exposed to the virus. This is called the incubation period.
  - At first your child may feel tired, get a sore throat, or have a fever of around 101°F (38°C) to 103°F (39°C). Then in a day or two, sores or blisters may appear in or on the mouth and on the hands, feet, and sometimes the buttocks. In some cases, a skin rash may appear before the blisters do. The blisters may break open and crust over. The sores and blisters usually go away in a week or so. In some cases, there are no symptoms, or they are very mild. Parents may get the disease from their children and not even realize it. **IF YOUR CHILD SHOWS ANY SIGN OF HAND FOOT MOUTH THEY WILL BE SENT HOME.** This illness spreads rapidly and to avoid additional exposure we need children to stay home until they are symptom FREE.
  
- **COVID-19:** If your child is displaying symptoms of Covid-19, they will be sent home. If your child or anyone in your household is displaying symptoms of COVID, we ask that you keep your child home until they get tested or seen by a doctor. We have to be very cautious of covid symptoms as this disease is very contagious.
  - **If anyone in our center (child or staff) tests positive for covid, we will inform the parents needed of the positive case and close the classroom the positive case was exposed to for 5 days.** We will contact our local health department and get guidance from them on protocol.
  - **If anyone in your home has tested positive for COVID, we ask that you keep your child home and isolate for 5 days before returning to the center.** Please notify us if anyone in your household has tested positive. If your child tests positive, please keep them out until the recommended time by the health department.
  - **Masks will be worn if a MANDATE is put in place.** ANYONE ages 5 and older are encouraged to wear a mask when entering the center and keep that mask on, over the nose while in the center.

- **We will provide hand sanitizer and extra masks near the front door.**  
Please use the hand sanitizer before entering the building and children are to wash hands in classroom upon arrival.
- **Under the weather:** If your child displays discomfort, excessive crying, no appetite, or just all around off from their normal behavior, a call will be made to parents to make them aware. Persistent symptoms may result in the child being sent home.

**PLEASE CALL OR EMAIL THE CENTER IF YOUR CHILD WILL BE ABSENT AND LET US KNOW WHY.**

Cornerstone Main Line: 262-552-5368

Cornerstone Fax Line: 262-997-3860

Vesna Gojkovic, Program Manager: 262-883-3211 [vesnag@csawis.com](mailto:vesnag@csawis.com)

Cheryl Nichols, Office Manager: 262-592-4679 [cheryl@csawis.com](mailto:cheryl@csawis.com)

Children may return to the center when they are symptom free, have been appropriately treated, or have been given medical approval to return to childcare. We will follow procedure on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from childcare as adapted from the Division of Public Health.

We will report all communicable diseases, when required, to the local health department and to our DCF licensor. Superficial injuries/bites will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told in person or over the phone about the minor injury.

We will practice universal precautions when handling all blood injuries and bodily fluid. All staff will use disposable gloves when treating blood injuries. Surfaces touched by blood will be washed and disinfected, and all materials used to treat the injury will be wrapped in an airtight plastic bag and disposed of immediately.

If there is a need for emergency treatment, 911 will be called and the child will be taken to the nearest hospital (United Hospital System-Kenosha Campus). Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR/AED and first aid. First aid supplies will be stored in the classrooms.

## **MEDICATION POLICY**

Cornerstone staff is allowed to administer physician prescribed and over the counter medications to enrolled children.

A Parent or Guardian MUST fill out an Administer Medication Form.

- Prescriptive and non-prescriptive medication will only be given to children if the medication form has been completed.
- All medicine MUST be in its original container, bearing the label with the child's name, dosage and administering directions. It will be stored in a medication box that is not accessible to children for up to 1 week. Medication requiring refrigeration will be kept in a covered, labeled container in the refrigerator.
- Please fill out the required dosage and frequency of the dosage. Cornerstone staff will not be allowed to administer expired medication. We will only be able to administer the amount stated on the bottle or the prescription. We will not alter or change the amount given.
- We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization.
- Dates MUST be placed on the form to indicate the time period you want the medication given. The medication may only be given for a 1-week period. After 1 week a new medication form must be filled out.
- If your child has an Epi-Pen, we will keep one on file for the duration of their enrollment.
- Any missed medicine doses or errors in distribution will be noted and parents will be notified.
- Please turn in the medication and the medication form to your child's teacher or the Administration staff, so we can assure it gets into the right hands. Please indicate on the form if the medication needs to be sent home at the end of the day or if it needs refrigeration.
- During COVID, fever reducers will be unable to be administered.

APPROVED BY CORNERSTONE SERVICES STATE OF MISSISSIPPI  
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**AUTHORIZATION TO ADMINISTER MEDICATION - CHILD CARE CENTERS**

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_  
 This form is available for every child enrolled in any licensed child care center. It is to be used to authorize the administration of medication to a child in a child care center. The form is to be completed by the parent or guardian of the child. The form is to be completed by the parent or guardian of the child. The form is to be completed by the parent or guardian of the child. The form is to be completed by the parent or guardian of the child.

**II. ALLERGY INFORMATION**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name - Medication	Dosage	Amount of Dose(s)	Frequency	Start Date	End Date	Notes
		1/2 tsp	4 times daily			
		1/2 tsp	4 times daily			
		1/2 tsp	4 times daily			
		1/2 tsp	4 times daily			

Yes  No. Does the use of this medication indicate the child's physician should be consulted? If "Yes" then contact the child's physician and follow their instructions.

Additional instructions (special instructions, instructions, etc.): \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**C. AUTHORIZATION**  
 I hereby authorize administration of the above medication to my child for use in the child care center.

Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_

Medication Forms are located on the front counter.

## **INJURIES**

Kids fall, bump heads, and scrape knees in preschool. Basic first aid will be performed for all minor to moderate injuries such as cuts, scrapes, bruises, and bumps. An Incident report will be filled out for all moderate injuries and a parent will be notified via phone or in person at pick-up. **Minor cuts and scrapes will not result in an incident report.** Minor incidents will be communicated to the parents at pick-up time. If you would like to be notified of minor injuries via phone prior to pick up, please let us know.

Any incidents related to the head will result in a phone call to the parent.

All medication administered, accidents, or injuries occurring on-site, marked change in behavior or appearance, or any observation of injuries to a child's body received outside of the center care will be entered into the center's medical logbook.

## **Special Health Care Needs**

When a child is known to have any special health care needs, information will be shared with the staff that is assigned to care for that child, but otherwise is treated with confidentiality. Such special needs, including dietary requirements, will be posted on the inside or outside of the staff cupboard door. When specialized equipment is needed, such as nebulizer or epi-pen, the child's parent or a medical professional will train staff in correct procedures.

## **SANITATION / CLEANLINESS**

**Hand washing procedure:** Teachers and children will be following our hand washing procedures to prevent the spread of disease. Hand washing procedures will be posted at all of the sinks. Children must wash hands before and after all meals, after toileting, after outside time, and after any hand exposure to the mouth, nose, or bodily fluids/secretions.

**Diapering:** Before changing a diaper, the staff person involved will wash his/her hands. Gloves will be placed on hands and following the diaper change, the soiled diaper will be bagged and disposed of in a plastic-lined, foot activated diaper pail. Any wet or soiled clothing will be put into a plastic bag and tied. Hands of both the child and the staff member will be washed. The changing pad will be cleaned and disinfected.

**Toys:** All toys used MUST be washed and sanitized weekly and/or daily. Any toy that has been in a child's mouth will be picked up and placed into a basket to be washed, sanitized and air dried. Toys requiring laundering, such as stuffed dolls or animals, will be laundered weekly or sooner if needed.

**Classrooms:** All classrooms are shut down daily which includes vacuuming all classroom carpets, sweeping, and washing the wood floors in each room with sanitizing floor cleaner. Dishes and tables and surfaces are wiped down with sanitizing products.

**Dish washing:** Dishes will be washed and sanitized in accordance with licensing regulations, manually following the posted 3-step procedure: wash, rinse, sanitize.

### **REST/NAPTIME**

Nap time will be provided for all children young than 5 years of age who are in care for more than four consecutive hours. Cornerstone Academy will send sleeping bags/blankets home to be laundered after every five uses, on Friday, or sooner if necessary. Children who are awake after 30 minutes of resting will be allowed an opportunity for quiet play.

A crib or playpen is provided for each child less than one year of age. Each child less than one year of age will need a crib sheet. Children aged one and older will sleep on a cot or 2" thick mat, with sleeping bag/blanket provided by parents.

### **PERSONAL BELONGINGS**

A stuffed animal, doll, or blanket may ease transition from home to school and help comfort the child during the first few weeks of attendance. It is recommended that other toys be left in the car or at home, so they do not get lost or broken, because it does happen. Some classes may plan show-n-tell and on these specific days you are asked to bring in a small item for your child to share but please do not bring in anything valuable or too important in case it gets misplaced.

### **CLOTHING**

Children play hard and need comfortable clothing. We ask that children be dressed in clothes suitable for art, outside play, and indoor activities. Please do not bring your children in clothes that are not allowed to get dirty. We do ask that you bring in 2 extra sets of clothing, even for the school-age children, in case of accidents or spills. We use these extra clothes for accidents during play, feeding, or toileting.

Cold weather does not necessarily keep us indoors, so please be sure that children have the necessary mittens, sweaters, hats, snow pants, and boots. All clothing should be labeled with the child's name, if possible, to facilitate dressing and reduce lost.

Shoes need to be appropriate for indoor/outdoor play. Sneakers and rubber soled shoes are recommended for safe play.

We do have extra clothes, and winter gear to provide for children who are without for whatever reason. If you child did not bring the proper outdoor clothing, we will use our clothing to assure they are warm and comfortable outdoors in cold weather.

Clothing CAN get lost or taken by accident especially hats and mittens, your child's teacher will do their best to assure your child's items are in their cubby when not in use.

## **NUTRITION POLICY**

Meal Schedule:

Breakfast for children age 1yr and older – 6am – 7am.

Morning snack for children 1yr and older – 8:30/9am

**Lunch – 11:30 / 12pm - Parents are responsible for providing a nutritional lunch for their child daily.** Lunches brought by parents will be stored in the Kitchen Refrigerator unless an ice pack is placed in the lunch box.

### **Lunch Requirements:**

- Please bring lunch in bag or reusable bag labeled with your child's name
- Refrain from bringing items that need to be prepared and/or require extensive heating. NO items such as Easy Mac, Ramen Noodles, Canned Soup, and Ravioli unless they are pre-prepared and placed in a microwavable container.
- Milk will be served with each meal unless otherwise noted.
- Please label all Tupperware containers that contain food.
- Should a parent forget a lunch, we have food options at the center to assure they eat a nutritious meal for the day.
- Lunches that contain a cold pack may be placed above your child's cubby or they can be placed the fridge in the back kitchen or placed in the kitchen counter, and we will place in the fridge.
- Included is the CACFP Meal Requirements. These are the minimum requirements by the Wisconsin Department of Public Instruction. If lunches do not meet the guidelines of CACFP, Cornerstone will supplement the meals with choices that are required by CACFP.
- Children will be given healthy options from their lunch first. Sweets and Treats will be given after a healthy option is eaten.

Afternoon snack – 2:30pm / 3pm

Meals will be provided to all children in attendance at the times identified in the daily schedule.

***School aged children will be offered an afternoon snack upon arrival from school.***

Children who attend during the early morning or late afternoon hours will be offered a snack to ensure that they never go without food for more than 3 hours. Monthly snack calendars are available for parents to review. If a menu must be changed for any reason, the food substituted will be noted on the posted menu.

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners, and develop good nutritional habits. Children will be encouraged to clean up after themselves. Eating surfaces will be sanitized before and after meals and snacks and everyone will wash their hands before and after eating. Children will not be forced to eat; they will be encouraged to try new foods as appropriate. Meals will not be withheld as a form of punishment.

Birthday and holiday treats are allowed but must be store bought. Please try to provide nutritious choices low in fat and sugar.

Children younger than 12 months cannot eat table food unless written direction is on file from the child's health care professional. They must be served formula, breast milk, cereal and/or baby food. All bottles and commercial baby food must be labeled with your child's name. Babies will be held for bottle-feeding and those capable of holding a bottle may do so with supervision. Bottles will never be propped, and unused formula or breast milk will be disposed of within 1 hour.

## **CACFP MEAL REQUIREMENTS**

Included on last page

### **ALLERGIES**

If your child has special dietary needs or food allergies **parents must notify the center in writing.** Food allergies will be posted for staff to view.

**If your child has a specific food allergy and we do not supply a necessary substitute, snacks and beverages must be provided by you.**

**MILK ALLERGY:** If your child has a cow's milk allergy or you prefer a substitute for cow's milk. The requested substitute and/or allergy **MUST** be stated on the child's physical form. State requires us to serve ALL children cow's milk for snacks and meals unless otherwise noted on the physical form.

### **FOOD STORAGE**

Food will be stored up off the floor and once opened, stored in airtight containers and labeled with the date.

Refrigerator (40 degrees or colder) and freezer temperatures (0 degrees or colder) will be properly maintained.

#### **Snacks and Meal Schedule:**

Breakfast: 6:00-7:00am  
AM Snack: 9:00am  
Lunch: 11:30am – 12pm  
PM Snack: 2:30/3:00pm

## **EDUCATION POLICY**

A schedule of daily activities is posted in each classroom. Activities at the beginning of the day and at the end of the day will be designed for a wide age range of children working and playing together. Groups of children may be combined at the beginning and at the end of the day. A program of activities is planned for each classroom for the week. \* Religious trainings will not be conducted at our facility, but we will celebrate the following religious holidays. Easter and Christmas.

**School age children** will have a place to study and have access to appropriate materials and activities and will have ample time for large muscle activities.

**Children under two years of age** will have a flexible schedule, which reflects the child's individual needs. They will be given individual attention including lots of time for talking and walking. The position of non-mobile infants and their location in the center will be changed frequently. We will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects. A written report will be maintained documenting what each child ate, when they slept, and when they wet or soiled a diaper. Parents will use this report to share information with us about the child's night and morning activities.

**Preschool age children** will have opportunities to play and explore their surroundings. They will be given many learning experiences in a variety of developmental areas that are age appropriate. Daily activities will include math, science, large and small muscle movement, art and literacy.

All staff will have information about Developmentally Appropriate Practices, and we will review this information at least annually.

Cornerstone Academy staff will plan activities and provide children with a variety of experiences.

- ∞ Language development: books, writing materials, music, stories and games, finger plays, poems and flannel board stories, water/sensory table
- ∞ **L**arge muscle skills: balls, hoops, bubbles, running, jumping, dancing, and outdoor play
- ∞ **S**mall muscle skills: puzzles, arts and crafts activities, manipulative toys and blocks
- ∞ **C**reative expression: dramatic play props, puppets, musical instruments and movement activities
- ∞ Self-help skills: cleaning up after themselves, helping with mealtime preparation, daily responsibilities, and dressing ourselves

Learning through play is the major component of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulative and housekeeping equipment. Our curriculum will provide exposure to a variety of cultures through music, stories, games and art.

There will not be a religious component to our program, such as mealtime prayers or songs, stories and displays of the religious aspects of particular holidays.

## **OUTSIDE TIME/LARGE MUSCLE**

Children, including infants and toddlers, **will go outdoors daily when weather permits**. The children aged 2 and above will be kept indoors if *the temperate is below zero degrees including*

*the wind chills.* Children younger than 2 years will be kept indoors if the temperature, *including wind chill, is below 25 degrees.* Each age group will have an assigned outside time for AM/PM, the babies will be allowed to go out anytime throughout the day. They will be pushed in strollers around the parking lot or down the bike trail or brought in the back playground area. Minimum outside time from April – November is 90 minutes. Minimum outside time during winter months of December – March is 60min. Please make sure your child comes to school dressed for the weather. We will NOT keep children inside per parent request. We are required by law to give children 1 hour of outside time each day. If your child is too ill to go outside, they are too ill to be in attendance at Cornerstone. We give children 45min of outside time in the AM and 45min of outside time in the PM. If weather is not cooperating, children will be given large motor activities to release energy in our back room. Activities include, parachute, scooters, balls, exercise mats, races, and games.

### **TRANSITIONS**

Children are assessed for class placement into older classes by chronological ages and in terms of their total development – social, physical, and emotional. Interest level in the activities typical to each group is also taken into consideration, as is the actual availability of an open place at a particular time that matches the enrollment days of the child being moved. If your child is ready to begin transitioning into another classroom, each parent will be given a transition notice which states the day the final transition will take place. A few weeks prior to the determined transition date, the child will gradually visit and participate in the upcoming classrooms activities a few hours a day. This allows time for the child to get comfortable in the new environment and help build a relationship with their new teachers. If parents would like to set up a meeting with the new teachers prior to the transition, please feel free to contact us. We encourage parents to check the new classroom schedule and routine as it should be different from the previous classroom.

### **FIELDTRIPS**

We occasionally take fieldtrips during the year, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation and a car seat.

### **ASSESSMENTS / CONFERENCES**

Cornerstone will complete child observations twice a year NOVEMBER and MAY and record the level of development for each child. We use a program called COR, child observation assessment. These are not tests, just a recording of various levels of development based on six areas of learning. The six areas include Sense of self, social relations, Creative Representation, Movement, Communication and Language, and Exploration and Early Logic. We will then conduct conferences twice a year to communicate the results of the COR assessment. Conferences are a critical component of communication between the parents and the teacher. We will take this time to discuss observations made about your child and talk about ways to

provide consistent care for your child between your home and childcare settings. We can also provide a copy of the assessment for your own records. If you are unable to attend the conferences on the scheduled days, you can schedule a phone conference during a time that works for you and the teacher.

## **LESSON PLANS AND WMELS STANDARDS**

Cornerstone Academy staff complete weekly lesson plans for their classroom to assure we have learning objectives and goals for each child and for the class as a whole. The lessons plans consist of subject areas the class will cover for the week. Our lesson plans also focus on the WMELS five domains. *The basis for the development of the WMELS is a set of guiding principles that specify beliefs and values about young children in Wisconsin. The primary principles are as follows:*

- All children are capable and competent.
- Early relationships matter.
- A child's early learning and development is multidimensional.
- Expectations for children must be guided by knowledge of child growth and development.
- Children are individuals who develop at various rates.
- Children are members of cultural groups that share developmental patterns.
- Children exhibit a range of skills and competencies within any domain of development.
- Children learn through play and the active exploration of their environment.
- Parents are children's primary and most important caregivers and educators.

We use these 5 domains as a guide for the lessons we will focus on. Listed below are the 5 WMELS domains.

1. Health and Physical Development
2. Social and Emotional Development
3. Language Development and Communication
4. Approaches to Learning
5. Cognition and General Knowledge

## **TRANSPORTATION POLICY**

Cornerstone Academy will contract with DAD of WI, LLC for transporting children to and from school. Information on who to contact for transportation will be supplied by Cornerstone Academy upon request from parents/guardians.

A Cornerstone Van driver will drop children off at school in the am. Current schools include Bose and Harvey. A Unified bus will pick up children in the morning who attend Somers Elementary School. A cornerstone van driver will also pick up the children from those same schools and a unified school bus will drop children off from Somers after School.

**Friday is early release for Kenosha Elementary Schools.**

If parents wish to allow a school-age child to leave or arrive at the center unescorted, they **must** provide written authorization for this activity after completing CFS-104, "Alternate Arrival/Release Agreement." School-age children who leave the center unescorted must be traveling home, school, or to another activity where adult supervision is present. First aid materials are available in both vans.

Inside the vans is a transportation binder that includes emergency information on School Ageds that get picked up in our Before/After School program and a daily attendance sheet. The binder will be stored in the van at all times and updated as needed to ensure all procedures are met. The driver of the van will do a head count as the children enter and exit the vehicle to ensure all the children are present. The driver will record the time the child entered the van and exited the van on the transportation attendance form. The driver will obtain a scheduled list of what children are to be picked up daily. The driver will signal the van alarm after ALL children have exited the vehicle. Child booster seats are available for all children who are not the required weight or height to sit without one. The van alarm is kept on during transportation hours. A driver's record check will be completed on the driver of the van and drivers training. An annual driver's record will be kept on file for each driver.

Vehicle Inspections are completed in August yearly for each van and reported to DCF.

## **CHILD GUIDANCE POLICY**

Children's behavior will be guided by setting clear limits or rules for children. Teachers will talk with the children about expected behaviors and model those behaviors consistently for them. Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and it is our goal to give children the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others. In the event that a child's behavior is likely to result in harm to the child, others, or property, or seriously disrupts group interaction, the child may be separated briefly from the group. The child will sit with the Director/Administrator where they can gain enough control to rejoin the group. The child will always be left in an area where he/she will be in full view of and can be supervised and supported by a staff member.

Listed below are appropriate ways to manage crying, fussing, or distraught children.

- **Stay calm when tantrums happen.** Set a positive example for children by controlling your own emotions.
- **Pause before you act.** Take a few deep breaths and take at least 30 seconds to decide how you will manage the tantrum.
- **Try distracting the child.** Focus the child's attention on something else. Remove the child from an unsafe situation such as climbing on the tables and

offer him something else to play with. This technique collaborates especially well with toddlers because their attention spans are short.

- **Remove the child from the situation.** Take the child to a quiet, private place away from other children to calm down. Stay nearby until the child has calmed down. Then you can talk about the problem or return to other activities.
- **Comfort and reassure the child.** A childcare provider who takes charge of the situation and remains calm can reassure a frustrated child.
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- **Talk about the problem when the child calms down.** When the child has calmed down, follow up with a discussion about the behavior. Teach the child appropriate ways to oversee anger and difficult situations. With practice and encouragement from their childcare providers, preschoolers and school-age children can learn to ask for help, go somewhere to cool down, try diverse ways of doing something, and express feelings with words instead of hitting, kicking, or screaming.

“Time-Out” is a guidance technique that can be effective in reducing challenging behaviors of young children. Time outs may be used with children aged 3 and older, but never for more than 5 minutes. The term “time-out” is short for “time out from positive reinforcement.” The strategy is similar to an extent of selectively ignoring disruptive behavior. Children are removed for a brief time from all sources of reinforcement following challenging behavior. Usually, this strategy requires that a child be removed from an ongoing activity for a brief time, typically by having a child sit on the outside of the activity within the classroom until the child calms down and is ready to rejoin the activity and try again. Time-out is intended to be a non-violent response to conflict that stops the conflict, protects the victim, and provides a “cooling off period” for the child.

“Time-Out” is only effective when used in the context of a comprehensive approach to a behavior support that is designed to teach, nurture, and encourage positive social behaviors. Effective management of behavior should always start with praise and encouragement for pro-social behavior and self-regulation and accompanied by distraction, redirection, withdrawal of attention, and logical natural consequences.

We recognize that no single technique will work with the children every time. If a child exhibits unacceptable behavior, teachers will communicate to parents about their concerns. If no changes are made, we will request a conference with parents to consider how to manage the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

In accordance with “Wisconsin Rules for Group Child Care Center,” actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally, or physically painful, discomforting, and dangerous are prohibited. Prohibited actions include spanking, hitting,

pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse, threats, or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment are strictly prohibited.

### **Fire/Tornado and other Emergency Policy**

Attendance will be kept in each classroom daily and arrival/departure time recorded. During early AM arrival and late PM pick-up, teachers will be kept aware of the children they are responsible for as rooms are condensed and staff leaves the center. Teachers will know the names of each child and their whereabouts at all times.

Fire and tornado evacuation plans will be practiced monthly. The Director/Administrator will document dates of fire and tornado drills and checking smoke detectors weekly on a form provided by the state.

In case of an emergency that would require an evacuation, children will be evacuated by all available staff through the nearest exit. The attendance form and a list of phone numbers for parents and emergency contacts will be taken out by the staff member designated to be "in charge" for each classroom to assure that all children are accounted for, and all families can be notified. Children will be assembled at the Northwest corner of the parking lot at 1230 22<sup>nd</sup> Avenue, the farthest point away from the building. The Director/Administrator will call the fire department at that time and parent will be notified.

In the event of a tornado warning, the children will be taken to the center of the building washrooms by all available staff members. Blankets, a portable radio and flashlight, with extra batteries for both, will be placed in the tornado area shelter. The attendance form and emergency contact information will be brought along by the staff member designated to be "in charge." Staff will engage the children in activities until we are assured by the authorities that the danger has passed.

In the event of a lost child, staff will check all areas of the center. If the child cannot be found, the child's parents and/or emergency contact and the police will be immediately notified.

If a child who is scheduled to arrive at the center, via transportation other than the parent, does not arrive within 30 minutes of the specified time on the written agreement signed by the parent, the Director/Administrator will call the parent to inform them that the child had not arrived.

If the center should lose the use of heat, water, or electricity before the center opens; parents will be notified by 5:30am and will be asked not to bring their child for that day. If the center should lose the use of heat, water, or electricity while the children are in attendance, the Director/Administrator will notify parents of all children and ask them to pick up the child within 2 hours.

When there is only one staff person on site, we will ensure that an emergency provider is available within 5 minutes. That person will be trained on SBS and will sign a document agreeing to serve as an emergency back-up.

### **SECURITY SYSTEM**

The second MAIN door to enter the building at the center is kept locked at all times in order to limit access to the building. The front door has a keypad that will release a magnet lock on the inner door when a key code is entered. When entering your door code, be sure to wait a few seconds after entering the code to open the door. The door will not unlock if you turn the handle right after entering the code, it takes a second to register the code to release the door open. The additional outside doors to the building are kept locked to prevent anyone access indoors.

When you enroll your child, you will be given a door code to access the building. There is a front doorbell should you forget your code. Please do not give out your entry code to others who are not authorized to pick up. If you are sending someone to pick up and do not want them to have the code, they can always ring the doorbell to gain entrance. Photo ID is required for those authorized to pick up.

Cornerstone provides web cams in each classroom for parent viewing. The video is live footage of classroom activity. When you become a customer, you will get access to the camera of your child's classroom. We will email you instructions on how to download the camera system. The administrative team will provide you with a login and password. Once you have access you will get 5min of video time before the system logs you out. You will only get access to one classroom per child. Children may combine in classrooms mid-day depending on class size or in the evening when classrooms consolidate. You may not be able to view your child if/when they move to a new classroom during a specific time of day. When your child transitions to a new classroom based on age, we will adjust the camera access to view your child's new room. If we forget to switch access, please let us know. If you are unable to view the webcam after downloading, there may be a security block on the customers end or a server issue on our end. If you have issues viewing, please contact us and we will do our best to assist you.

#### Web Cam Policy:

Cornerstone Academy of WI is pleased to introduce our Web Cam Policy. This policy will be effective with your signature, login setup and password.

**The following policies will be strictly enforced:**

**NOTICE:** If you will be viewing our web cam at your place of employment, please seek permission from your employer to see if they allow streaming video to your PC. Cornerstone Academy of WI is not responsible for employers' policies regarding their computer/internet usage policy.

**WARNING:** Some employers MAY PROHIBIT such use. Be aware of your company's policy. Failure to follow could result in disciplinary action up to and including termination by your employer. Use of the Web Cam is at your sole discretion.

Cornerstone Academy of WI has the right to **discontinue use** of our Web Cams to an individual or center-wide at any time for any reason. **Specific discontinued use as follows:**

- 1. If any user overuses our system based on streaming reports from Web Cam software. You will receive an email warning of over usage. Up to 3 warnings will be provided but depending on severity termination of use of web cam can be immediate.**
- 2. Any losses caused by a customer to Cornerstone Academy will result in entire center losing web cam access.**
- 3. Recording video or taking photos on any devices such as smart phones, tablets, or any other photo or video electronic equipment will result in legal action and/or dismissal from Cornerstone Academy. Many children in our center are NOT allowed to be photographed by signed parent waiver and in some cases, it is illegal by State of Wisconsin DCF rules and regulations.**

Cornerstone Academy of WI does not guarantee the use of Web Cams at any time. While we will strive to make sure they are functioning properly, the services to provide the Web Cams are contracted out to third parties and repairs may be out of our immediate control.

Parents will have one (1) password-protected login per family. This login is limited to parent/guardian use only (no grandparents or relatives). Failure to follow this policy may result in suspension of web cam use.

Parent/Guardian Web Cam views are limited to their child's classroom only. For multiple children, you will be able to view each child's respective classroom. Please be advised that our outdoor and main entrance cameras are for security purposes only and not available to parents. **No classroom video is recorded on the video server.**

**Parents are limited to up to 5 minutes of streaming of live video streaming. Continuous or repeat logins are strictly prohibited and can lead to permanent suspension of web cam use. Please be respectful to the other parents and login at various times throughout the day. This will provide an opportunity for all parents to check in on their children (we have limited bandwidth available).**

It is the policy of Cornerstone Academy of WI to **NOT** record activity during hours of operation. **Should a parent witness what appears to be unruly activity by a child/children or teacher{s}, please contact the Director or owners of Cornerstone Academy of WI immediately to resolve the situation.** Web Cams are meant to allow parents to "check in" on their child/children and are **NOT** intended to evaluate teachers or others.

Cornerstone Academy of WI has the right, at any time, to amend this policy. Cornerstone Academy of WI will send out a policy amendment when applicable and the new policy will be **strictly enforced** immediately.

**A webcam form MUST be filled out and signed prior to access.**

### **PARKING**

Parking is available directly in front of the building. Please refrain from parking in the handicap parking without a proper handicap sticker or license plate. Please do not leave other children unattended in your vehicle when you enter the building. Please provide required car seats/boosters for your child when leaving in a vehicle.

### **ADVERTISING / PROMOTION**

Cornerstone Academy holds a social media site called a Facebook page and a company website. We use this site to promote Cornerstone and to share moments and occasions with parents/customers of Cornerstone. During your child's school day their picture may be taken and posted to our Facebook page for parents to view. Last names of the children will never be used when posting events. If you DO NOT give Cornerstone permission to have your child participate in our page or be present in pictures used for promotion or products of Cornerstone, please fill out a photo form to sign stating you do not give permission for us to publish your child's photo.

### **WHAT YOU NEED FOR YOUR FIRST DAY**

When your child enrolls at Cornerstone, you will be given a door code and a computer code to pay your tuition. Each child will be given a cubby for their personal belongings and a folder to store artwork, invoices, newsletters, etc.

#### **Items provided by parents:**

##### **Infants:**

Diapers / wipes / ointments  
Baby cereal / food  
Formula  
2 bottles – to be kept at the center  
2 change of clothes  
Pacifier, if used  
Crib sheet

##### **Toddlers: 1yr- 2yr**

Disposable diapers / wipes  
Child sized sleeping bag or blanket and crib sheet

##### **Lunch provided Daily by Parents**

2 pair extra clothes

**Preschoolers: 3yr-4yr**

2 sets change of clothes

Blanket, crib sheet / sleeping bag

**Lunch provided Daily by Parents**

**School Age: 5yr-12yr**

Change of clothes

Bag Lunch on Friday

Summer Camp: Sunscreen, bug spray/ Water bottle

**There will not be pets on the premises.** If pets are brought into the center for a presentation, parents will be notified. If pets are added in the future, a notice will be posted to inform parents in advance, and whether or not children will have access to the pet(s). Any allergies children may have will be taken into consideration.

To protect each family’s confidentiality, Cornerstone Academy will not share information about a child or a child’s family with anyone who is not authorized to receive this information. The licensing specialist will have access to all center records for the purpose of program regulation.

**Our administrative structure is as follows:**

Owner – *John Savaglio*

Operations Manager/Director – *Alisha Bouchard*

Program Manager – *Vesna Gojkovic*

Office Manager – *Cheryl Nichols*

Teachers

Assistant Teachers

Substitutes-if needed

If you have any questions regarding these policies or enrollment, please do not hesitate to ask.

We look forward to growing with your child.

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