



Cornerstone Cooperative Preschool

**Parent Handbook**

**August 23, 2018**

# Cornerstone Cooperative Preschool

## Parent Handbook

\*Please note for future revisions to this document please update the revision history chart on the final page. Additionally, to update the table of contents ensure all headings are labeled as heading 2 and then right click on the table of contents page and click update field and then update all.

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# Cornerstone Cooperative Preschool

## Parent Handbook

### [Welcome to Cornerstone!](#)

Here at Cornerstone, family is cherished and celebrated; childhood protected. We understand that it is a rare and special privilege to spend time with your children and their friends. The parents at Cornerstone are asked to volunteer in the classroom and bring their own interests, talents, and abilities from which the children glean an extremely rich and diverse experience.

The children flourish in the nurturing, creative atmosphere of the Coop. The adults are inspired, challenged, and encouraged working alongside other supportive and committed parents. We truly are the Cornerstone Family.

### [History](#)

Cornerstone Cooperative Preschool, originally Little Creek Preschool, was founded in 1971 by a group of parents and early-childhood teachers whose children were in a playgroup together. They were seeking affordable, high-quality education for their children. The school's first home was the Unitarian church, near a little creek. It moved to Immaculate Conception Church for five years and changed its name to Cornerstone. In 1995 the school moved to St. Barnabas Episcopal Church and in 2014 relocated to its current home on Elm Street.

Although we have leased spaces from religious organizations Cornerstone is not affiliated with any church and will not discriminate against any person on the basis of race, color, national origin, disability, religion, military status, gender, or sexual orientation.

### [Philosophy and Curriculum](#)

Through play and exploration, children learn to navigate their complex world. The curriculum at Cornerstone Cooperative Preschool emerges from the interests and needs of the children.

Carefully prepared classroom environments reflect our philosophy of preschool education. Each day is structured to provide a balance of individualized and group exploration, discovery and discussion, active and quiet play, and gross-motor and fine-motor activities. Ample time is given for outside play time allowing the children to get moving and get connected with the natural world.

Within a safe and nurturing environment, our children acquire and practice new skills, build a repertoire of responses to social situations, and develop problem-solving strategies, all while learning from their own mistakes and gaining the self-confidence to try again.

### [Bylaws](#)

Cornerstone Cooperative Preschool is governed by a set of bylaws which are available for parents to review at any time. Any change to the bylaws must be voted on by general membership.

### [Board Meetings and Parent Orientation](#)

General membership meetings are held once a month and all parents are encouraged to attend. These meetings will include important topics of discussion as well as voting on any pressing issues. Children are welcome unless otherwise specified. Attending board meetings earns a family an hour of Sweat Equity.

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Once per semester a mandatory parent orientation meeting is held. These meetings will be conducted by the Director and the President. Children will not be allowed at these meetings and they do not count towards a family's sweat equity hours.

### The Classes

Cornerstone offers three classes that will be available either Monday, Wednesday, and Friday or Tuesday and Thursday

- Parents Day Out (PDO): 12 months to 27 months and walking confidently and independently, with a maximum of 4 students per class.
- Toddler Class: 27 months to 3 years old with a maximum of 8 students per class.
- Pre-K Class: 3 ½ -5 years old with a maximum of 12 students per class.

### The Cooperative

Cornerstone is a Cooperative and is owned and operated by the families enrolled in the school. The only paid employees at Cornerstone will be the Director, the Teachers, and the Teacher's Assistant. All other members of the Cooperative will not be paid.

Everyone in the school is required to participate in the Cooperative. Below are the minimum requirements for membership in the Cooperative. Failure to meet the requirements can result in fines and repeat offenses can result in expulsion. Please note that these are MINIMUM requirements and most parents contribute many more hours and effort into making Cornerstone a great place!

Minimum Cooperative Requirements	Consequences for failure to comply
Pay tuition on the 1st of each month**	\$15 late fee will apply after the 5th and the 15th of each month.
Complete 10 hours of sweat equity per semester	**\$10 will be charged per hour not completed. Fines due with semester ending tuition payment.
Complete 1 cleaning day per semester	\$50 fine will be charged. Fines due with semester ending tuition payment.
Act as parent helper in your child's class on a rotating basis and arrive on time for scheduled shifts. If unable to complete a parent helper shift it is the parent's responsibility to make arrangements for a replacement.  *PDO families are exempt from Parent Helper days	Arriving after 8:40 am-\$10 fine  Arriving after 9:00 am -\$25 fine  Arriving after 9:30 am-\$50 fine  No Show Fee: \$50  Fines must be paid before the child can attend school again.
Pick up child from school no later than 12:10 each day	\$1 per minute for every minute after 12:10. Fines must be paid before the child can attend school again.

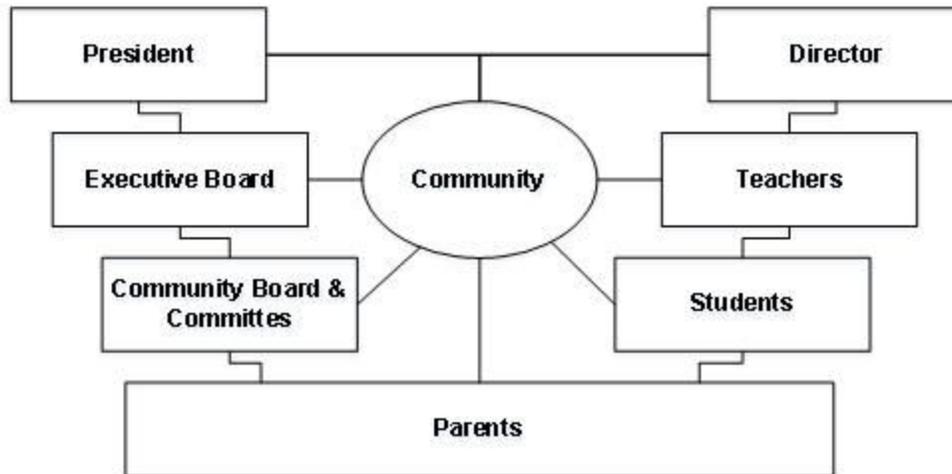
**\*\* If the tuition plus late fees of one month are not paid by the 1st day of the following month, the child cannot return to school until the balance is settled.**

# Cornerstone Cooperative Preschool

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### School Leadership

Below is a flowchart that illustrates the structure of leadership at Cornerstone.



### The Executive Board

The business of the Cooperative is run by the Executive Board. No members of the Executive Board will be

Title	Job Description
President	Ensure efficient and proper conduct of the Cooperative and reside over general membership meetings.
Secretary	Record and disseminate minutes for all board meetings and assist in preparing documents as needed.
Income Treasurer	Record and deposit all money received including fines accrued by families and participates in the creation of financial reports for board meetings.
Outgoing Treasurer	Track and record all expenses and sign checks written by the school, issue reimbursements for approved expenses, create yearly budget, and participate in the creation of financial reports for board meetings.
Membership Coordinator	Accept all applications, create school roster, and maintain a waiting list for prospective families.
Volunteer Coordinator	Create parent helper calendar, log sweat equity hours, and track cleaning day attendance.
Marketing Coordinator	Promote the school to the community and create media for fundraising drives. Partners with webmaster to maintain social media accounts.
Building Manager	Maintain the school grounds with the aid of general membership and oversee mandatory cleaning days.

Fundraising Chair

Oversees all fundraising efforts

# Cornerstone Cooperative Preschool

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### The Community Board

The Community Board members support the Executive Board and the school staff. Community Board positions may be created or eliminated without changes to the bylaws and the executive board will meet with new Community Board members to define responsibilities. No members of the Community Board will be paid.

Title	Job Description
Party Planning Chair	Oversees the party planning committee and responsible for planning and execution of in-school parties.
Special Events Coordinator	Responsible for special school events such as second Saturday events, parent's night out, and community circle. Reports to the Party Planning Chair.
Field Trip Coordinator	Responsible for planning school field trips and coordinating the annual visits to the school by Denton police and fire departments. Reports to the Party Planning Chair.
	.
Scholastic Book Coordinator	Coordinates our school scholastic book orders and reports to the Fundraising Chair.
Supplies Manager	Ensures the school is well stocked in cleaning supplies, toiletries, and other daily necessities. Reports to the Building Manager.
Webmaster	Maintains the Cornerstone web site and official social media accounts.

### Committees

There are four committees and parents are highly encouraged to join one each year. The committees work on focused tasks, have their own responsibilities, and the committee chairs make recommendations to the board.

- **Building Committee:** Led by the Building Manager
- **Marketing Committee:** Led by the Marketing Coordinator
- **Fundraising Committee:** Led by the Fundraising Chair
- **Party Planning Committee:** Led by the Party Planning Chair

### Operational Policies and Procedures

Cornerstone's operational policies and procedures are created by three factors: licensing requirements from the state of Texas, the bylaws for the Cooperative, and staff and executive board recommendations. Operational policy changes are made by vote of the Parent Board, the Director, and paid staff. Parents will be notified in writing when changes are made. If a parent has a question or concern regarding any policy they should be directed to the board president or the school Director.

# Cornerstone Cooperative Preschool

## Parent Handbook

### Licensing

Parent volunteers at CCP must attend a mandatory parent orientation meeting that includes discussion of policies and procedures, discipline and guidance, supervision, developmentally appropriate expectations for each age group, and emergency procedures. A signed document will be placed in each family's file upon completion of Orientation.

CCP is required by law to report any suspected cases of child abuse, neglect or exploitation to the Texas Department of Family and Protective Services (Tx DFPS) and Child Protective Services. Information will be kept confidential and will be documented in writing by the person reporting the suspected abuse. Parents of the child will be notified.

No employee or parent volunteer may consume alcohol or illegal drugs while assisting during the school day. If anyone's behavior is at risk to the children they will be asked to leave immediately.

Parents may contact the Tx DFPS Monday through Friday from 8 am to 5 pm at 940-381-3401, or on-line at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The office in Denton is located at 535 S. Loop 288, Denton. Parents may review a copy of the Minimum Standards and the child-care center's most recent licensing inspection report which are kept in the school's office.

### Admissions

Signed admission forms are submitted on registration day. Any changes or updates to your child's information should be submitted to the Director. It is very important to keep your families' information up to date.

Each child enrolled at CCP must meet applicable immunization requirements specified by the Texas Department of Health. A current copy of each child's immunization record or a signed and notarized affidavit of objection must be on file by the first date of attendance. A Health Rules Form must be signed and kept on file.

First-time enrollees, who are 4 years of age or older by Sept. 1, must obtain a screening for vision and/or hearing within 120 calendar days of enrollment, or present evidence of screening conducted one year prior to enrollment. CCP must have a copy of the screening in each child's file.

### Open-Door Policy

Parents have access to their child at anytime while they are at school.

### Smoking Policy

CCP is a smoke free facility. This includes the building, both the front and back yards, and extends to all school related events. Electronic cigarettes are also prohibited.

### Staff Vaccines

CCP staff members are not required to have annual vaccines, such as flu or TB.

### Nursing Babies

Breastfeeding of babies is welcomed at school.

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### Bug Spray and Sunscreen

CCP staff will not apply bug spray or sunscreen. If you are concerned about bug bites or sunburn, please spray your child before school begins. If there are additional concerns, please reach out to the Director.

### Photography and Social Media Policy

The staff or parent helper may take photos of your child during school activities. These photos will be used for your child's end of the year photo portfolio or posted in the classroom. No parent at Cornerstone will be permitted to post photos of another child on social media without express permission from that child's parents.

Social media is not an appropriate platform for complaints about the school, the teachers, the children, or the families of Cornerstone. Offenses could result in expulsion from the Cooperative. If your child has an illness or health concern, please do not post this on our all families or classroom pages. Please email the Director about your child's illness or health concern and the director will determine the best course of action for communicating this to other parents.

### Discipline and Guidance Policy

Discipline will be handled by the teacher, who will use positive methods that encourage self-esteem, self-control, self-direction and are developmentally appropriate. Parents will sign the Discipline and Guidance Policy form and a copy will be kept on file.

Cornerstone Cooperative Preschool reserves the right to suspend and/or expel enrollment of any child who is dangerous to him/herself or others, is destructive to school property, is so disruptive that the education of other students is significantly impaired, or the child requires another educational setting more appropriate to his/her needs.

### Communications Policy

Most official school business is communicated through email. **Parents are expected to read and respond to emails and stay updated on school business. Emails should not be ignored or unanswered.** Parents should address emails to only those people it pertains to and not the entire school. An online school directory will be created shortly after the beginning of each school year in order to help families stay better connected.

We also utilize four private Facebook groups to communicate: All-Families, Pre-K, 2s3s, and PDO. These pages are completely private and are only accessible to currently enrolled families.

### Concerns

Parents should take any concerns regarding the classroom privately to their teacher or the Director. Concerns related to the board or board decisions should be addressed to the Board President.

Any activity or comment that is perceived as sexual harassment must be reported immediately to the Director. These matters will result in an immediate, detailed inquiry. Any such commentary or activity could result in the offender no longer being allowed to participate in the Cooperative.

# Cornerstone Cooperative Preschool

## Parent Handbook

### Hours of Operation

Cornerstone is open Monday through Friday from 9 am to 12 noon. We follow the school year calendar of the Denton Independent School District, including school holidays, teacher days, and severe weather days. We start classes one week after the Denton ISD begins.

### Dropping off/Picking up Your Child

Children attending CCP must be signed in and out each day of attendance. Doors open each day at 8:55 am and children must be picked up no later than 12:10pm. Parents who arrive later than 12:10 will be fined \$1 per minute.

Children will be released only to their parent or a person designated by their parent. If a different arrangement is made (ie: child goes home with a classmate) please contact the Director and officially add that person to the child's authorized pickup list. Additionally, the teacher will need to be notified. The person taking the child home must show their ID to the Director and sign the child out.

### School Closings

CCP's school year schedule and closings are based on the schedule and closing policies of Denton ISD. If Denton ISD is closed for weather or any other reason CCP will also be closed. Cornerstone reserves the right to make decisions on school closures different from Denton ISD. The school will make up the days just as the Denton ISD does.

### Playground Rules

Rules of the playground need to be followed at all times:

1. One at a time on the slide
2. Up the stairs, down the slide
3. Feet on the ground
4. Refrain from saying someone cannot play
5. Do not climb on top of the yellow tube
6. Take care of equipment and toys
7. Listen to teachers

### Safety and Emergency Procedures

We routinely practice safety procedures to prepare for the event of a fire or weather emergency during school hours. Escape routes are posted in each classroom. Parents have a right to inquire about the safety procedures and an emergency preparedness plan is available in the Director's office.

In the rare case a lock down procedure is necessary Cornerstone follows the TWU protocols. If TWU is on lock down Cornerstone will be as well. The Director, or other designated person, will announce the lock down and inform parents via email and text message. Building entrances will be secured, ensuring that no unauthorized individuals enter or leave the building. Staff and children will remain in their classrooms until local law enforcement determines that a safe and secure evacuation can be made.

In the event of a medical emergency, the Director, or a designated person, will call 911 and the child's parents will be notified ASAP. An Incident/Accident report will be shared with the child's parents within 48 hours of an incident. It is required to be signed by the parent and placed in the child's file. TDFPS will be notified, as required by law.

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### Safety and Emergency Procedures, Continued

IF for any reason the school is deemed unsafe due to environmental damages or is considered temporary unlivable, the students, parent helpers, and staff will be evacuated Nuby Pediatrics, 1104 N. Elm St. Denton, TX 76201 (940-566-5437.)

The only room at Cornerstone that is baby proofed is the PDO room. All other rooms fully comply with state licensing laws.

The Texas Penal Code specifies that any area within 1000 feet of a child-care center is a gang-free zone, where criminal offences related to organized criminal activity are subject to harsher penalty. The school's method of informing parents of this penal code is to distribute the information in writing to the required recipients and/or verbally as part of the group parent orientation.

### Illness and Attendance

Communication between parents and caregivers is essential to both the safe and healthy operation of our school. Please DO NOT bring your child to school with any of the following symptoms:

- Temperature over 100° within the preceding 24 hours
- Vomiting or diarrhea
- Rash with fever
- Yellowish or greenish nasal discharge
- Discharge from the eye (pink eye)
- Head lice

Please use your best judgment when deciding whether or not your child should come to school, and if they are exhibiting any symptoms of illness keep them home. This limits the spread of disease and protects the other children, families, and staff. Children must be fever free for twenty four hours, without medication, in order to return to school.

Medication will not be administered to any children during hours of operation by any adult other than the child's parent.

Please notify the school if your child is sick and/or has been exposed to any contagious diseases such as: measles, chicken pox, pink eye, or head lice. We are required by law to notify families of such cases within 48 hours of an outbreak in our school.

If a child becomes ill at school, parents will be notified so that the child may be taken home. If a parent or emergency contact cannot be reached, the child will be isolated from the rest of the children and kept as comfortable as possible

If you or your child is ill on the day that you are scheduled to be parent helper, it is your responsibility to find a replacement and notify the teacher of the change. Failure to find a replacement will result in a \$50 fine.

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### Health Procedures

Proper hand washing and sanitizing is key to keeping everyone in the school healthy. Below are the state licensing guidelines that all staff and parents must follow.

*Teachers and parents must wash their hands with soap and running water:*

- Upon arrival at school
- Before eating or handling food or medication
- Before feeding a child
- After personal toileting
- After handling or cleaning body fluids, such as after wiping noses, mouths, or bottoms, and tending sores
- After handling or feeding animals
- After outdoor activities
- After handling raw food products
- After eating or drinking
- After using any cleaners or toxic chemicals

*Children must wash their hands with soap and running water:*

- Before eating
- Before playing in a water play table
- After toileting or having a diaper changed
- After outdoor activities
- After playing in sand
- After feeding or touching animals
- Any other time that the caregiver has reason to believe the child has come in contact with substances that could be harmful to the child

*Toys and equipment must be routinely sanitized. This includes:*

- Set aside toys and equipment which have been placed in children's mouths to be sanitized before handling by another child.
- Table tops and furniture used by children soiled or contaminated with food or body secretions.
- Dishwasher safe items may be run through the dishwasher on the sanitize setting. Other items can be sanitized using the following approved four step process.
  1. Wash item with water and soap.
  2. Rinse with clear water.
  3. Soak in or spray on a disinfecting solution for a minimum of ten minutes. Rinse with cool water only those items that children are likely to place in their mouths.
  4. Allow the surface or article to air-dry.

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### Parent-Teacher Conferences

A private parent teacher conference will be conducted each semester. A parent may request additional parent teacher conferences throughout the year.

The teacher or Director may make recommendations for special evaluation services for your child. Parents are expected to act on these recommendations in a timely manner.

### Field Trips

Notice will be posted no less than one week prior to a field trip, indicating where and when the children will be going. The Field Trip Permission Form must be signed and in the child's file in order for the child to participate.

Parents are responsible for transporting their children to and from the destination. Teachers may not transport the children. If possible both parents and children should wear their Cornerstone shirts on field trips. On field trip days parents will be asked to bring their own snacks for their children.

### Drop In Policy

Occasionally classes are not full and "drop-ins" are available. For example, if a child attends Pre-K M~W~F, and Pre-K T~Th is not full, a family may reserve a Tuesday drop in spot. Families who wish to utilize a drop in spot must give the Director 24 hours notice that they wish to attend and pay \$15 per day at the time of drop off unless other arrangements have been made.

### Fundraising and Donations

Cornerstone's annual budget only covers operating costs for the school, salaries, and basic supplies. All other expenses are paid for through fundraising and donations.

CCP conducts several fundraisers throughout the year. Parents are asked to participate whenever possible. Our largest fundraiser of the year is the Annual Pancake Supper which takes place in February. Every family is required to participate in this fundraiser.

Each year parents will also be asked to donate money toward the staff's holiday and end of year bonuses. This is a chance to show our staff how appreciative you are for their hard work.

If your family has educational toys, books, dress up costumes, or children's furniture that they no longer need, please consider donating it to CCP.

If a CCP parent has an idea for a fundraising opportunity they are encouraged to bring it to the board. Parents are often the best resource for new and creative fundraising ideas! Cornerstone eagerly accepts both monetary and supply donations from local businesses. If your family has a business or knows of one willing to donate to the school please approach the Fundraising Chair or the Board President.

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### Vendor Partnerships

Cornerstone has partnered with both Amazon and Kroger. See below for how to sign up and support the school. Cornerstone is always looking for new opportunities to partner with businesses so parents are encouraged to bring ideas to the board.

#### **You can support Cornerstone whenever you shop on Amazon!**

- Visit our website: [cornerstonecooperative.org](http://cornerstonecooperative.org) and click the Amazon link.
- Type: Little Creek Preschool in the search bar
- Choose: Little Creek Preschool Denton, TX
- Shop, check out, and repeat!

#### **You can support Cornerstone by shopping at Kroger!**

- A Kroger Rewards Card is required to participate
- Sign into your Kroger Rewards Account
- Select 'My Account'.
- Scroll down to the 'Community Rewards' section of your account page
- Select 'Enroll Now' or 'Edit'
- Enter Cornerstone Cooperative-Little Creek or organization number 84895 in space
- Select "Cornerstone Cooperative-Little Creek" from the list and click on 'Save'.

You can check to make sure it all went through by going to your Account page and seeing Cornerstone Cooperative as your Community Rewards organization (at the bottom of the page). It takes approximately 10 days for the Community Rewards total to begin displaying on your receipt.

#### **You can support Cornerstone by bringing unwanted items to Recycle 2 Support!**

Cornerstone also has a partnership with Recycle 2 Support, located at 1217 E. University Ave in Denton. Any unwanted items can be brought there and Cornerstone receives a percentage of the total weight of the items. When bringing items, please always specify that it is for Cornerstone Cooperative Preschool.

### Volunteering

All volunteer hours should be logged on the Cornerstone website: [www.cornerstonecooperative.org](http://www.cornerstonecooperative.org). Once a parent is logged on to the website they will find the *Submit Sweat Equity* button. All hours will be tracked by the Volunteer Coordinator. Near the end of each semester a reminder will be emailed out and/or posted in the school with how many hours each family has completed.

There is never a shortage of volunteer opportunities at Cornerstone! Most families find it easy to earn far more than the ten hours of sweat equity required for each semester. Below are just a few examples of how families can be a part of the Cornerstone community and log sweat equity hours at the same time.

- Sign up for an Adopt-a-Spot task
- Join a committee
- Take on an executive or community board position
- Attend board meetings
- Assist the teacher with tasks outside of parent helper days
- Volunteer at fundraisers
- Lend a hand with special events

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- Help with in school parties
- Clean outside of the cleaning and parent helper days
- Yard work or gardening
- Complete handyman/woman projects
- Be a parent floater

### Nutrition

Food allergies, dietary restrictions, and dietary preferences must be made known to the Director and teacher.

PDO parents will pack a snack for their own children. Please label each component of your child's snack with their name and check with your teacher regarding where it should be placed.

As parent helper in 2s3s or Pre-K, you are required to bring a snack for your child's entire class. Food allergies, dietary restrictions, and dietary preferences will be posted for each class. When planning your snack please ensure there is at least one option that every student can eat. If your parent helper shift is covered by another parent, please ensure that they understand that they will need to provide a snack for the class.

Licensed child care centers are required to keep daily records of the food served to the children. It is extremely important that you record your snack on the Snack Log located on the refrigerator. Snacks should be mostly prepared before arriving at school. Minimal preparation should be required before serving.

Snacks should be nutritious and should try to contain foods from at least two different food groups. Typically the children are served water from the school unless otherwise requested by your teacher. There is no need to bring juice or milk. If you are bringing a treat to serve for your child's birthday, or another special day, please balance the sugar by bringing a second healthy snack item. Below are some food ideas to help you when planning your snack:

- Fresh Fruit
- Fresh Vegetables
- Raisins
- Seeds
- Nuts (as long as there are no allergies in the class)
- Crackers
- Cheese
- Yogurt
- Hummus

Certain foods can pose a choking hazard. Check with your teacher regarding any foods they prefer you not bring. The teachers may also ask that you prepare certain foods by cutting them into appropriate sizes. Check with your teacher or the Director if you are unsure of whether a certain food may pose a choking hazard.

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Napkins, plates, and cups will be provided by the school. Please consult with your teacher regarding how to serve snacks. In some cases as the year progresses the children move from eating individually served portions to eating family style. Any leftover snack items should be taken home and not left in the school refrigerator.

If your child has an allergy, please provide documentation that includes:

- a) what the allergy is
- b) the symptoms that arise should the child be exposed
- c) the steps that the Staff would need to take regarding these symptoms
- d) a signed and dated note from the child's pediatrician approving a-c

This information will be posted in both the kitchen and the child's classroom.

### Parent Helper Responsibilities

Each family in the Cooperative, excluding PDO families, is required to participate in their child's class by being a parent helper on a rotating basis. Each family should plan to help in their child's classroom at least one day per month. The actual number of times will be determined by dividing the days equally between the families in each class. **The Parent Helper schedule can be found by logging into the Cornerstone website.** Parents are here to share in their child's preschool experience, to form connections with the other children and families, and to support the teachers in a very important way. Active participation makes a difference!

Arriving on time for a parent helper shift is extremely important as the teachers are busy preparing their classrooms and the parent helpers have specific duties they perform in the morning to prepare for the day. If a family is unable to complete their parent helper responsibilities on a scheduled day they must reach out to the other families in their class and find someone to cover their shift. Failure to show up on time or not showing up for a parent helper shift will result in fines and habitual offenders can be expelled from the Cooperative.

#### **Parent Helper Late/No Show Fines:**

Arriving after 8:40 am-\$10 fine

Arriving after 9:00 am-\$25 fine

Arriving after 9:30 am-\$50 fine

No Show Fee: \$50

Fines must be paid before the child can attend school again

One of the priorities of CCP is for the children to have the benefit of sharing the classroom experience with their parents. Having siblings in the classroom can detract from that experience. Infants, 12 months or younger, who are comfortable being worn for the duration of class, are allowed to be present during a Parent Helper shifts. Arrangements will need to be made for any other siblings prior to volunteering in your child's classroom.

During a Parent Helper shift parents are responsible for their own children from 8:40-9:00am and after 12:10pm. Children will need to be signed in and out as normal. Many parents opt to bring a lunch for their child to eat while they complete their afternoon duties.

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Parent Helpers will be responsible for ensuring state licensing requirements are adhered to. This includes but is not limited to the list below:

- Parent helpers are NEVER to be alone with children other than their own.
- Parent helpers NEVER take children other than their own to the bathroom.
- Parent helpers do not discipline the children. All discipline matters should be handled by the teacher.
- Follow all sanitizing and hand washing protocols (see health procedures section of the parent handbook).
- Filling out the daily snack log.
- Ensuring the cabinet under the kitchen sink remains locked.
- Ensuring all plugs remain covered with safety protectors unless they are in use.
- Signing In and Out your own child.

### Parent Helper Checklist

Each parent helper day will differ slightly based on the activities planned but the Parent Helper checklist will need to be completed each day to ensure all of the opening and closing duties are accomplished. The tasks on this list should be divided between the helpers in the 2s3s and Pre-K classes, **and neither Parent Helper should leave until all the tasks are completed.**

### Opening Duties

- Silence cell phone
- Wash hands
- Put away and do any final prep needed for classroom snack
- Fill out the snack log located on fridge
- Make water pitchers for PreK and 2s3s Classes and place in fridge
- Empty dishwasher and put away all items
- Put away any items from the previous day that are in the drying rack in the kitchen
- Check classrooms for adequate supply of (don't forget PDO):
  - paper towels
  - tissues
  - Dominator sanitizing spray bottle
  - hand towels, soap and for gravity sink in PDO
  - fill water if needed
- Check bathroom for adequate supply of:
  - toilet paper
  - paper towels
  - hand towels
  - hand soap
  - Viro-Stat/Oracle-1 sanitizing spray bottle
- Check Community Room for adequate supply of:
  - hand towels at sink
  - hand soap at sink
  - Dominator sanitizing spray bottle
- Check Kitchen for adequate supply of:
  - dish soap
  - hand soap
  - paper towels
  - Dominator sanitizing spray bottle
  - hand sanitizer

# Cornerstone Cooperative Preschool

## Parent Handbook

- Check Kitchen for adequate supply of:
  - dish soap
  - hand soap
  - paper towels
  - Dominator sanitizing spray bottle
  - hand sanitizer
- Check Backyard: Safety Check
  - ensure all gates are closed and secure
  - check for and remove safety hazards; remove large sticks
  - use a hoe/pick to stir and fluff mulch at all ENTRY & EXIT paths to backyard play structure
  - check for Dominator sanitizing spray bottle or Dominator Wipes
  - check gravity sinks (BOTH playgrounds) for adequate supply of clean hand towels, soap, and water; refill water (from hose) and soap as needed
  - open & position drain bucket so sink is ready for use at drop off
- Ensure the child safety lock on the cabinet under the kitchen sink is locked
- Mondays:** Ensure the trash and recycling has been moved to the curb for pickup
- Check in with teacher: After all the morning duties are completed, check in with the teacher to see how you can help and discuss the day.

### Paint and Art Materials Cleaning Guidelines

\*\*All dirty art materials should be placed in plastic bin until after snack prep/cleanup. Once the snack clean up is done, the sink can be used again for materials cleaning.\*\*

Rinse all paintbrushes thoroughly and place in drying rack with bristles up

If there is a significant amount of paint leftover, cover with saran wrap and put away

Rinse paint containers thoroughly, wash by hand and place in drying rack

Throw out ruined craft supplies, i.e. glitter, sand, paint

DO NOT empty sensory bins in sink if filled with anything besides liquid; please dump outside

## Closing Duties

### Classrooms & Community Room

- Pickup up any messes from the day and place all dishes, including paint trays and brushes, in the kitchen sink
- Sanitize table and chairs- don't forget PDO
- Sweep all rooms
- Vacuum classroom rugs- and ensure all outlets are covered when finished
- Take out the trash and place a new bag in the trash receptacles-don't forget PDO
- Empty and clean the sensory tables unless otherwise directed by your teacher
- Mondays and Thursdays:** use vinegar water solution to mop wood floors including under snack tables-don't forget PDO and community room

### Bathroom {Trash and diaper pail should not be taken out before 12:00}

- Take out the trash and place a new bag in the trash receptacle
- Empty Diaper pail and refill with a recycled grocery sack
- Use the Viro-Stat or Oracle 1 to clean the following:
  - the toilet including the handle
  - the urinal including the handle
  - bathroom sink and faucet
  - the changing table
  - step stools
- Sweep bathroom
- Tuesdays and Fridays: Mop the floor using a bleach water solution

### Kitchen

- the floor in the areas around the toilet and urinal
- Empty water pitchers and place in dishwasher
- Load dirty dishes and toys that need to be sanitized into the dishwasher. If the toy can't be placed in the dishwasher follow posted sanitizing instructions.
- Hand wash and dry all items that won't fit in the dishwasher.
- Start the dishwasher before leaving
- Wipe down the counters, the stove top, and refrigerator door handles
- Take out the trash and place a new bag in the trash receptacle
- Check the recycle bin and empty if full

# Cornerstone Cooperative Preschool

## Parent Handbook

- Sweep kitchen floor and back hallway
- Vacuum rug in the back hallway
- Ensure the child safety lock on the cabinet under the kitchen sink is locked
- Tuesdays and Fridays:** Mop the kitchen and back hallway floors with bleach water solution
- Wednesdays:** Take the rug in the back hallway outside and shake it out

### Director's Office

- Wednesdays: Take out trash,** Sweep and mop as needed. ;)

### Outside

- Ensure sand pit and rock boxes are covered
- Do a quick check to ensure nothing that belongs inside was left outside\If the water table was used empty, clean, and return to front porch to dry
- Take out the trash and place a new bag in the trash receptacle [Front and Backyard]
- Empty gravity sink drain buckets near fence

### General

- Mondays: Ensure the trash cans get pulled up from the curb back to their spot
- Wednesdays: Empty out vacuum canister
- Thursdays and Fridays: Collect toys to be sanitized/washed
- Lysol all door knobs on both sides
- Check with your teacher and the Director before you leave to ensure there is nothing else left

## Tuition and Fees

Tuition is due on the first class day of the month. A late fee of \$15 will be assessed if tuition has not been received by the 10th day of the month. Returned-check fees are \$25 plus additional bank charges.

### **T~Th Tuition Rates:**

Parent's Day Out (12-27 mo.) \$180

Toddler Class (2-3.5 years old) \$170

Pre-K (3.5-5 years old) \$170

### **M~W~F Tuition Rates:**

Parent's Day Out (12-27 mo.) \$215

Toddler Class (2-3 years old) \$205

Pre-K (3 ½ -5 years old) \$205

First month's tuition will be pro-rated if starting in the middle of a month in the school year. Families with two or more children at Cornerstone will receive a 10% tuition discount.

### **Supply Fee: \$40-\$70**

A supply fee is due at the beginning of each semester at the same time that the tuition check is due. The supply fee is per child; however, the total fee a family would be obliged to pay is capped at a maximum of \$70.

T~TH \$40

M~W~F \$50

### **Application Fee: \$25 for the first child and \$10 per additional child.**

A one-time application fee is assessed per child. This fee is non-refundable and due at the time the application is submitted. An application with corresponding fee is needed for each child and required not only to enroll in Cornerstone but also to be placed on the wait-list. If for any reason the application is withdrawn, the application fee will not be refunded.

# Cornerstone Cooperative Preschool

## Parent Handbook

### Registration Fee: \$50

A one-time registration fee is assessed per family at the time of enrollment of the first child. If additional siblings are enrolled at a later date there is no additional registration fee. This fee is non-refundable.

### Total Enrollment Fees:

Application Fee	\$25
Registration Fee	\$50
First Month's Tuition	\$180-\$215
Tuition Deposit*	\$180-\$215
Supply Fee	\$40-\$70

\*The tuition deposit will turn into the May tuition payment. It serves as an initial deposit to hold your child's place for their next year at Cornerstone. Upon early withdrawal a family must provide 30 days notice and the deposit can be used as their final month's tuition. This deposit is non-refundable.

### Commonly Used Terms

**Adopt-A-Spot:** A signup sheet, typically posted in the kitchen, with ongoing tasks that need to be completed. A parent can sign up for a specific task and that job will be their responsibility for the remainder of the year.

**CCP:** The abbreviation for Cornerstone Cooperative Preschool.

**Centers:** A part of the daily classroom routine usually organized around interest areas or learning centers. These defined areas allow children to play and explore materials with the guidance of the teacher either individually or in small groups.

**Circle Time:** A part of the daily classroom routine, usually at the beginning, where everyone gathers together and the teacher leads the children in a large group discussion, story time, and songs.

**Cleaning Day:** Held monthly, parents assist with cleaning and sanitizing the school and toys. Every family is required to attend a cleaning day once per semester. Failure to do so results in a \$50 fine.

**Community Circle:** Once per month the whole school is invited to get together. An hour long special lesson is taught for the last hour of the day. Examples include: learning the hula, drum circle, messy art.

**Community Room:** The room just off the kitchen containing the library, sensory tables, and shared sink for handwashing. This room is shared by all the classes.

**Friends of Cornerstone:** The Facebook page where current and former Cornerstone families can chat, share links, and schedule play dates.

**M~W~F:** Abbreviation for our Monday/Wednesday/Friday classes.

**Natural Grocers:** The grocery store at 380 and Locust where Parent Orientation and some meetings are held.

**Parent Floater:** When there is a special event or a teacher absence a parent floater may be needed in addition to the two regularly scheduled parent helpers. The parent floater assists in the classrooms as needed. The parent floater will earn sweat equity hours for this time.

# Cornerstone Cooperative Preschool

## Parent Handbook

**Parent Helper:** Excluding PDO parents all members of the Cooperative must be on a rotating parent helper schedule. Parent helpers assist in their child's classroom and have specific morning and afternoon duties. Being late or not showing up for a parent helper shift will result in fines.

**PDO:** Abbreviation for parent's day out class for children ages 1-2 years.

**Sign In Sheet:** Parents are required to sign their child in and out each day. The sign in sheets are typically located in the classroom although sometimes the teachers take them outside for the convenience of the parents.

**Snack Log:** Parent helpers are required to write down the contents of the snack they bring. The snack log is located on the refrigerator and it is very important that everyone complies as this is a licensing requirement.

**Supply Fee:** At the beginning of each semester every family is required to pay a supply fee to help pay for supplies throughout the year.

**Sweat Equity:** The term used for the Cooperative's requirement of 10 volunteer hours per semester in addition to the cleaning day and parent helper duties.

**T~Th:** Abbreviation for Tuesday/Thursday classes.

# Cornerstone Cooperative Preschool

## Parent Handbook

### Preventing and Responding to Abuse and Neglect of Children

Cornerstone Cooperative Preschool follows all guidelines set by the Texas Department of Family and Protective Services as well as local advocacy organizations on preventing and responding to the abuse and neglect of children. In accordance with the Texas Minimum Standards for Child-Care Centers, all teachers and staff at CCP undergo annual training on the recognition and prevention of child abuse and neglect. Teachers, parents, or anyone “having cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect” MUST report the case immediately to a state or local law enforcement agency or the Texas Department of Family and Protective Services. It is our legal obligation to protect children to the best of our ability. In fact, NOT reporting suspected abuse or neglect is a criminal offense, punishable by fine and/or imprisonment.

#### Recognizing Abuse and Neglect in Children

**ABUSE** is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

Warning signs of **physical abuse** in children include...

- Frequent injuries or unexplained bruises, welts, or cuts
- Is always watchful and “on alert,” as if waiting for something bad to happen
- Injuries appear to have a pattern such as marks from a hand or belt
- Shies away from touch, flinches at sudden movements, or seems afraid to go home
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days

Warning signs of **emotional abuse** in children include...

- Excessively withdrawn, fearful, or anxious about doing something wrong
- Shows extremes in behavior (extremely compliant or extremely demanding; extremely passive or extremely aggressive)
- Doesn’t seem to be attached to the parent or caregiver
- Acts either inappropriately adult (taking care of other children) or inappropriately infantile (rocking, thumb-sucking, throwing tantrums)

Warning signs of **sexual abuse** in children include...

- Trouble walking or sitting
- Displays knowledge or interest in sexual acts inappropriate to his or her age, or even seductive behavior
- Makes strong efforts to avoid a specific person, without an obvious reason
- Doesn’t want to change clothes in front of others or participate in physical activities

**NEGLECT** includes (1) failure to provide a child with food, clothing, shelter, and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

Warning signs of **neglect** in children include...

- Clothes are ill-fitting, filthy, or inappropriate for the weather
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor)
- Untreated illnesses and physical injuries
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments
- Is frequently late or missing from school

# Cornerstone Cooperative Preschool

## Parent Handbook

### Preventing Abuse and Neglect in Children

Research has found that successful child abuse interventions must both reduce risk factors and promote protective factors to ensure the well-being of children and families.

**Risk factors** for child abuse and neglect include...

- Domestic violence
- Alcohol and drug abuse
- Untreated mental illness
- Lack of parenting skills
- Stress and lack of support

**Community strategies** for **preventing** child abuse and neglect include...

- Parent education programs and support groups that focus on child development, age-appropriate expectations, and the roles and responsibilities of parenting
- Family support and family strengthening programs that enhance the ability of families to access existing services, and resources to support positive interactions among family members
- Respite care for families that have children with special needs
- Mental health services for children and families affected by maltreatment to improve family communication and functioning

**Personal strategies** for **preventing** child abuse and neglect include...

- Learn what is age appropriate and what is not
- Develop new parenting skills based on appropriate discipline techniques
- Take care of yourself
- Get professional help

### Responding to Abuse and Neglect in Children

When talking to an abused child...

- Avoid denial and remain calm, no matter how disturbing the information
- Let the child explain to you what happened in his or her own words; don't interrogate or ask leading questions
- Reassure the child that they did nothing wrong

When making a report...

- Call the abuse and neglect hotline at **1-800-252-5400** within 48 hours of the suspected abuse. You will have a chance to talk with a representative before deciding whether or not to officially file a report.
- Be specific. Tell exactly what happened and when, giving as much detail regarding injuries or accidents as you can.
- Provide as much information about the child as you can, including: name, age and address; physical description; and names of parents and siblings in the home.
- Keep in mind that your report is confidential and your identity will be protected. Even if your suspicions prove to be unfounded, you are immune from criminal liability if your report is made in good faith.

If you would like more information or need assistance in your own family, feel free to call the hotline or our community partner: Children's Advocacy Center for Denton County – (972) 317-2818 or 1-866-875-1015.

# Cornerstone Cooperative Preschool

## Parent Handbook

### [NAEYC Code of Ethics](#)

The National Association for the Education of Young Children (NAEYC) is a large nonprofit association in the United States representing early childhood education teachers, para-educators, center directors, trainers, college educators, families of young children, policy makers, and advocates. Cornerstone Cooperative Preschool has adopted the NAEYC code of ethics listed below.

#### Statement of Commitment\*

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct. To the best of my ability I will:

- Never harm children.
- Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.
- Respect and support families in their task of nurturing children.
- Respect colleagues in early childhood care and education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Stay informed of and maintain high standards of professional conduct.
- Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
- Be open to new ideas and be willing to learn from the suggestions of others. •Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

\* This Statement of Commitment is not part of the NAEYC Code but is a personal acknowledgment of the individual's willingness to embrace the distinctive values and moral obligations of the field of early childhood care and education. It is recognition of the moral obligations that lead to an individual becoming part of the profession.

# Cornerstone Cooperative Preschool

## Parent Handbook

### Agreement

*This page must be signed and returned to the school Director.*

I have received a copy of the Cornerstone Cooperative Preschool Parent Handbook explaining the policies and regulations of Cornerstone Cooperative Preschool.

I have read this handbook and as a condition of enrollment agree to abide by and follow all statements, philosophies, and policies, contained therein. I understand that when necessary, the Director or The Board, reserves the right to amend the handbook.

I release Cornerstone Cooperative Preschool and its Director, teachers, teachers' assistant, and any parent volunteers from any legal liability for accidental injury or death to my child, myself, or any child that is not a student of CCP, including but not limited to babies and siblings, while attending school or participating in school functions.

I understand that photos of my child may be used in advertising and marketing materials for Cornerstone Cooperative Preschool unless I file a written letter objection with the School Director.

Printed Name: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Cornerstone Cooperative Preschool

## Parent Handbook

### Revision History

Please notate when any changes are made to this document.

Revision Made	Date	Updated By
Initial document creation	08/21/15	Jenny McGee
2016-17 updates	8/30/2016	Jenny McGee
Addition of NAEYC code ethics	8/30/2016	Jenny McGee
Addition of recognizing abuse section	8/30/2016	Jenny McGee
Updated class age requirements	1/18/217	Jenny McGee
Updated PH opening/closing duties	7/25/2017	Jenny McGee
Updated Tuition and Fees	7/25/2017	Jenny McGee
Addition of Allergy policy	10/15/2017	Britton Blackwood
Addition of Bug Spray and Sunscreen policy	10/15/2017	Britton Blackwood
Addition of Staff Vaccine policy	10/15/2017	Britton Blackwood

Updated Safety Procedures	10/15/2017	Britton Blackwood
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Updated Open Door policy	08/20/2018	Britton Blackwood
Updated 5-day option	08/20/2018	Britton Blackwood
Updated Registration fee procedure	08/20/2018	Britton Blackwood
Addition of Playground Rules	08/20/2018	Britton Blackwood
Updated elimination of Yahoo groups	08/20/2018	Britton Blackwood

Updated Vendor Partnerships	08/20/2018	Britton Blackwood
Updated Parent Helper duties	08/23/2018	Amanda Alexander
Updated Licensing phone & address	08/23/2018	Amanda Alexander
Updated Pancake Supper month	08/23/2018	Amanda Alexander

Added Covid-19 Related Addendum	8/27/2020	Britton Blackwood
Updated Tuition Rates	8/20/2021	Britton Blackwood

Updated Executive Board	8/20/2021	Britton Blackwood
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Updated Covid-19 Related Addendum	8/20/2021	Britton Blackwood
Updated PH Opening/Closing Duties	8/20/2021	Britton Blackwood
Updated Policy for Late Tuition	8/26/2021	Britton Blackwood