



CORNERSTONE MONTESSORI

----- A foundation for a lifetime of learning -----

Family Handbook
Pre-Primary, Primary, and Elementary

2023 - 2024 School Year Rev. Jan 2024

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APPENDICES

Welcome

Welcome to Cornerstone Montessori! We look forward to getting to know you, your child and your family over the coming months and years. Our teachers and support staff truly value community and the strength that family partnerships provide. Diverse and secure relationships will deepen your child's ability to succeed academically, emotionally and socially within safe boundaries. For that reason we encourage you to connect with your child's teacher, other families and staff. We can't wait to see what heights your child reaches!

Mission

Our mission at Cornerstone is to create an atmosphere that promotes independence, responsibility and respect. We believe that as children gain ground in these three areas, they become more confident and enthusiastic about learning. Through prepared environments, one-on-one lessons and developmentally appropriate academic manipulatives, children will find and develop a sincere love for learning.

Non-discrimination Statement

We welcome all families at Cornerstone Montessori. We do not discriminate on the basis of race, color, sex, sexual orientation, gender identity, marital status, age, national origin, religion or physical, mental, or sensory ability.

Cornerstone's Shared Values

At Cornerstone, our shared values are Respect, Cooperation, Safety, and Participation. All of our interactions with staff, students, and families are framed by these values, which are strengthened with students & staff through instruction, feedback, and reinforcement, and with parents/guardians through school publications and communications. Our expectation is that all members of our Cornerstone community abide by these foundational values.

Safety: We value being a safe space that preserves the health and well being of individuals and our school community as a whole. We work together to implement solutions to safety concerns and proactively offer spaces and experiences that promote well being.

Respect: We value showing regard for, and avoiding harm to, the feelings, wishes, thoughts, rights, and traditions of others. For our younger students, respect is embodied in the Golden Rule: We say and do to others what we hope for ourselves.

Cooperation & Participation: We value working together...staff, students, families, and the community...toward common goals, and we encourage everyone to be actively involved in school activities, projects, and events.

Please see Appendix H for more information and for examples of how we live out our Cornerstone Values.

Enrollment and Admission Policies

Children ages 18 months through 6th grade (approximately age 12) are eligible to enroll in Cornerstone Montessori. All children enrolled in a primary program or above must be independent in using the bathroom. Each child is given

a two week adjustment period. If at any time during the adjustment period parents or the teaching team find Cornerstone is not what your child needs, a refund will be given for remaining monthly balance.

Elementary students: Prior to enrollment, the prospective student participates in a classroom visit, giving staff an opportunity to interact with your child and better understand your child's unique interests and needs. The child will typically participate in a morning work cycle followed by parents and teachers meeting to discuss the experience. This process gives you the opportunity to share your hopes & expectations for school, helps us to know you better, and allows both sides time to ask questions. Staff will then meet to carefully consider your child's placement before determining if an offer of enrollment will be made.

Primary & Pre-Primary students: Prior to enrollment, parents/guardians of prospective students meet with our admissions staff for an admissions interview. This visit/interview takes approximately 20 to 30 minutes, after which staff will meet to carefully consider your child's placement before determining if an offer of enrollment will be made.

Cornerstone requires an annual, non-refundable registration fee of \$100 per child and \$50 for each additional child enrolled. This fee along with a completed registration form and signed tuition agreement will hold your child's seat in class. Before students attend school, we require a completed registration packet including a History of Child, Health of Child and Immunization/Exemption forms.

Student Placement

We are mindful of the following considerations when placing students:

- Student's age and grade level
 - Pre-primary serves ages 18 months to 30 months
 - Primary serves ages 2.5 to 6 and includes preschool & kindergarten students
 - Lower Elementary serves grades 1-3
 - Upper Elementary serves grades 4-6
 - Students age eligible for kindergarten are placed as kindergarteners in our primary program. Students age eligible for 1st grade are placed as 1st graders in our elementary program. Students who meet age requirements for 1st grade are not eligible for primary classrooms.
- In primary programs, students must be independent in the bathroom
- The balance of new/returning students, ages, and genders in each classroom
- Personalities of students and teachers; Peer interactions
- Returning students most often continue with their teacher (unless other considerations listed here affect placement)

Transitioning Between Programs

**Please see the sections Enrollment & Admissions Policies and Student Placement for the criteria used at Cornerstone in placing students in our pre-primary, primary, and elementary classrooms. As students transition between these programs, staff work with families to share expectations and support a smooth transition for all.

Transition from pre-primary to primary:

Students transition from pre-primary to primary classes, as space permits, when they are at least 30 months old and independent in the bathroom. As a child starts showing signs of being developmentally ready, and

toilet training is taking place in the toddler room, conversations between the parent, pre-primary teacher, and primary teacher begin taking place. Once the student has been assigned to a primary classroom, parents are invited to meet with the primary teacher to be introduced to the new classroom and expectations.

A space in a primary classroom must be available for the transition to take place. If space is not available, the student will remain in the pre-primary program until a spot opens.

Preparing the student for the transition to a primary classroom takes place slowly. The student will visit the primary class with their pre-primary teacher. In the following visits, the student may stay for some time with or without their pre-primary teacher as the primary lead provides lessons and activities. They may join circle time or recess. The young student will continue to visit the primary classroom, lengthening each visit until the time of transition. Parents are notified of each visit so that they can talk with their child about the change.

Kindergarteners

The transition to kindergarten looks different for each family, as some students attend kindergarten here at Cornerstone and some transition to another public or private school. Students who are age eligible for kindergarten (age 5 by August 31st) are enrolled as kindergarteners in our primary classrooms. These students often operate as classroom leaders and, after mastering certain skills, provide lessons to other students. Utilizing the 3rd year curriculum cycle within the primary setting provides kindergarteners the opportunity to reach academic and social-emotional heights! Teachers will discuss readiness and options during conferences with families of children who will be five years old before August 31st of that year.

For those families who choose to move to another public or private school for kindergarten, registration for Puyallup and Sumner School Districts begin in February of each year. Parents will need to visit the school of their choice to obtain enrollment paperwork. Cornerstone will provide the enrolling school with any records that are requested.

1st graders

Students who are age eligible for 1st grade (6 years old by August 31st) and who wish to continue at Cornerstone will complete the elementary program registration process before being placed as a 1st grader in our Lower Elementary program. Again, please see our Enrollment & Admissions Policies and Student Placement sections for more information on enrolling in our elementary programs. Families who choose to transition to another public or private school will need to contact the school of their choice for registration timing and policies. We will provide the enrolling school with any records that are requested.

Entering elementary classrooms from another school

Sometimes families transition from public or private school, or homeschool, to Cornerstone's Elementary program. Please see the sections Enrollment and Admissions Policies and Student Placement for the process to enroll in our elementary program. Previous Montessori experience is preferred.

Shared Custody

Families sharing custody of students must provide Cornerstone a copy of a legal parenting plan and child support order prior to the start of the school year. This verifies guardianship, tuition responsibilities and custody rights. Cornerstone will do the best possible in adhering to the parenting plan. It is helpful for both sets of parents to complete the initial registration form so that Cornerstone can have each parent's current contact information. Each parent obligated to contribute to the cost of school is required to sign a tuition fee agreement form.

Cornerstone will not be responsible or involved in the allocation of funds pertaining to the supplies each student needs at school (i.e. emergency kit, jacket and boots).

Tuition and Payment Plans

*School year is ten months (September through June). Please see the calendar for dates Cornerstone is open.

Pre-Primary Program:	\$13,742.50/per school year *before/after care additional costs
Primary Tuesday/Thursday (8:30am - 11:30am)	\$5,052.40/per school year *before/after care not available
Primary Mon/Wed/Fri (8:30am - 11:30am)	\$5,857.00/per school year *before/after care not available
Primary Monday – Friday (8:30am - 11:30am)	\$8,257.90/per school year *before/after care not available
Full Time Primary M-F (9am - 3pm)	\$9,901.50/per school year *before/after care additional costs
Lower Elementary (9am - 3pm)	\$10,164.00/per school year *before/after care additional costs
Upper Elementary (9am - 3pm)	\$10,164.00/per school year *before/after care additional costs
*Before School Care	\$170.26/per month (M-F 6:30am to 8:45am)
*After School Care	\$170.26/per month (M-F 3:00pm - 5:30pm)
*Before & After Care	\$282/per school year (M-F 6:30a - 5:30p)

The annual school tuition does not cover winter, spring or summer breaks. Camps are occasionally offered during breaks at an additional cost.

Families who pay the annual tuition in full prior to September 5th are eligible for a 5% discount. Dates pertaining to the annual tuition are specified in the tuition fee agreement. Please read the tuition fee agreement carefully. The school year typically begins after Labor Day and ends mid to late June.

Families who pay the annual tuition in full prior to September 5th and who then withdraw before April 1st are eligible for a refund for the remaining months of the school year. If the student withdraws before April 1st, monthly tuition for the school year is calculated (and refunded) at the regular rate, not the discounted rate available to families who pay the year in advance and attend the entire year. After April 1st, refunds on annual tuition paid in advance are not offered to withdrawing families.

The pre-primary program runs Monday through Friday 6:30am to 5:30pm. Before and after care is built into their day.

Before and after care programs are available to full time primary and elementary students. Please carefully review the tuition fee agreement for these tuitions as they may have changed.

The annual school tuition can be divided into ten monthly payments due on the 1st of each month. Parents paying monthly are required to complete a Payment Enrollment Form. Tuition is collected automatically through ACH or credit/debit cards. There is a 3% transaction fee when using a debit or credit card. A \$25 fee will be charged for all checks returned for insufficient funds.

Cornerstone provides a 10% discount for siblings enrolled in a full-time program or the Before AND After School Care Program. The tuition discount applies to the lesser amount charged.

Parents are expected to pay for any time a space is being held for their child. Credit or refunds are NOT given for absences such as illness, vacation, natural disasters or closures due to COVID-19. The annual tuition remains the same when the school is closed for Federal holidays, Winter Break, Spring Break and weather closure days. Camps taking place in the winter, spring or summer come with additional costs.

The parent is expected to give a one-month notice in writing before withdrawing a child. If a child is withdrawn without the 30-day notice, the parent agrees to pay for the extra month.

Account Balances

It can be easy to fall behind on tuition payments. While Cornerstone strives to be flexible, it is important for the well-being of the entire school that each family pays tuition in a timely manner. For that reason, the following policies will be enforced:

- If a month of tuition goes unpaid, the following month's tuition must be paid on time and in full along with 20% of the previous account balance.
- If multiple months of tuition are missed, the school reserves the right to immediately expel a student.
- In regards to the school year, entire account balances are due in full by June 5th to avoid student expulsion.
- Summer camp fees must be paid in full at time of registration, or by August 5th. If students are expelled during the summer due to unpaid camp costs, that student's place in the fall is forfeited until account balances are made current.

Transferring Schools

Cornerstone is committed to the best for each student and family. We understand that at times families must relocate or transfer to another school. Cornerstone is happy to assist with records and progress reports. Account balances must be current before Cornerstone can send the above information to the transferring school.

Summer Camp

Cornerstone periodically offers camps through the summer (July & August). Camps, typically designed around a theme, are not a part of your student's annual school tuition. Summer camp costs are due July 1st and August 1st. A non-refundable registration fee of \$25 is due the first month of camp attendance. The fee covers a camp shirt for the child.

Typical Daily Schedule

Daily schedules are posted outside classroom entrances and online for your reference.

Arrival & Departure

All students are dropped off and picked up at the exterior doors of their classroom.

Elementary students will be dropped off at the exterior door of the Ruby classroom via a car loop. Class begins at 9:00am Monday through Friday. Drop off is as early as 8:45am. When health screenings are required, parents are asked to wait until after the child's temperature is verified before leaving the drop off area. Pick up will take place via the car loop as well. Individuals picking up must be on the approved list of contacts for the student. Pick up for elementary students takes place between 3pm and 3:15pm unless enrolled in after care.

Parents/Guardians of pre-primary and primary students are asked to accompany children to the classroom's exterior door for drop off. . Please do not allow your child to run through the parking lot or play areas unattended before entering the classroom.

Pre-Primary , Primary and Elementary students enrolled in before care can be dropped off as early as 6:30am.

It is important for the class to start the day together. Being on time models respect and courtesy, and provides a sense of confidence for your student. Class begins at 9:00am for full time pre-primary, primary and elementary students. Primary & Elementary children can arrive as early as 8:45am unless registered for before school care. Primary children enrolled in part time, half day programs can arrive as early as 8:20am, with class beginning at 8:30am.

If you arrive after the morning circle has begun, please knock gently on the classroom door. A staff member or assistant will help shortly. Please note it may take a few moments as staff assist teachers in managing morning circle and other activities.

If you need to speak to a teacher with an urgent need, please call the school office line. The teacher will return your call as soon as possible. The best way to communicate with teachers is through Transparent Classroom. This is where behavior and incident reports will be communicated.

Breakfast is available between 6:45am and 8:15am. Students arriving after 8:15am will need to wait until the class opens opportunity for morning snacks to eat. This expectation is not only important to maintain structure and routine for students, but it also provides safety for children with allergies should outside food be brought in and eaten in the classroom.

Full time students must be promptly picked up between 3pm and 3:15pm. Part time, half day students must be picked up by 11:40am each day. The late penalty is \$5 for the first five minutes and \$10 for each 5 minutes thereafter. This will be billed to your account on a monthly basis.

Students enrolled in aftercare are welcome to play at Cornerstone until 5:30pm. The late penalty is \$5 for the first five minutes and \$10 for each 5 minutes thereafter. This will be billed to your account on a monthly basis.

On occasion, students not enrolled in extended hours will need before or after school care. Please call the main office to see if there is room for your child to attend. Drop in for a morning or afternoon for \$25.00.

If someone other than an authorized parent or guardian is picking up a child, please notify the school in writing. We will check the identification of anyone unknown, and verify the information provided in the child's file for people who have permission to pick-up.

Individuals dropping off and picking up students at Cornerstone are obligated to virtually check in and out students. This is a mandatory requirement for student participation. Parent/guardians will be billed \$25 per child/per occurrence when proper check in and out procedures do not take place. Regardless of who drops off or picks up children from school, the residential parent's account will be billed should a sign in or out be missed.

Visiting the School

We encourage open dialogue between the school and families. There are many ways to communicate whether it be phone, email, or written note. Please do not hesitate to share praise, concern, challenges or ideas. Family engagement will strengthen each student's experience.

Attendance

Please notify Cornerstone Montessori if your child will be absent for the day. If staff notice excessive absences for students enrolled in the Kindergarten through 6th grade, a parent conference will be called so we can talk about how to ensure children are emotional and academically prepared for their next level.

Elementary Program Attendance Policy

We value consistent attendance in all our programs. Our elementary program, in particular, relies on consistent attendance to maintain continuity of instruction and promote our shared values of following through with assignments, contributing to classroom discussions & decisions, and being prepared for instruction. Frequent absences can be disruptive to students and teachers.

We ask that absences unrelated to illness (vacations, etc.) are pre-approved with your teacher. More than 20 days per school year of unexcused absences may affect eligibility to re-enroll and/or may lead to a student's dismissal from the program.

Dress Code

Cornerstone is a place where children learn by experience and, as a result, they often get messy inside as well as outside. Please send children in clothing that is ok to get dirty. Cornerstone is not the place to wear designer clothing or shoes. It's helpful to keep an extra set of clothing at school for accidents.

We ask that children be dressed for the day when arriving at school. "Dressed for the day" includes primary students arriving in undies. Primary classes are not licensed for pull-ups. We would ask that these items not be brought or used at school if children are enrolled in a primary class.

Be sure to label all hats, jackets, gloves, and boots!

School Closures

Please observe the following inclement weather policy:

- If the Sumner School District has a late start, Cornerstone will open at 9:00am for full time students. Part time classes are canceled.
- If the Sumner School District is closed, we will operate on an emergency schedule for care only to full time students between 9am and 3pm. Space will be limited based on how many staff members can safely make it to the school. The part time programs will be entirely closed for that day.

We will close Cornerstone Montessori if we feel it unsafe for staff to drive. We will post the information in Transparent Classroom, on our website, www.cornerstonemontessori.online, as well as our Facebook page as soon as we can make such a decision.

Sick Children

We are always glad to have all our students in class and miss them when they stay home sick. Our sick policy is designed to ensure the wellbeing of all who participate in our programs, to hasten recovery for students who are ill, and to stop the spread of disease.

Children are screened daily for illness. We understand that it is not easy to miss work. Please have an emergency plan in place for alternate care when your child is sick.

Please be considerate of others when making the decision to send your child. Over-the-counter-pain relief, antihistamines, decongestant and cough suppressants can be administered if in the original container and accompanied by a signed parent medical consent form specifying what times to provide medication to the child. We cannot provide medication on an “as needed” basis.

Children **may not** attend Cornerstone Montessori if they have:

1. Fever over 100° and **accompanied** by one or more of the following symptoms:
 - Earache
 - Headache
 - Diarrhea
 - Vomiting
 - Signs of irritability or confusion
 - Sore Throat
 - Rash
 - Fatigue that prevents participation in regular activities or other signs of illness
2. Diarrhea (two or more watery stools within twenty-four hours, or one stool containing blood or mucus)
3. Vomiting (two or more times within twenty-four hours)

4. Rash not associated with previously diagnosed heat rash, diaper rash, or allergic reaction.
5. Open sore(s) or wound(s) discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sore(s) with drooling
6. Suspected communicable skin infection such as impetigo or pink eye. (children may return twenty-four hours after starting antibiotic treatment)
7. Head lice: until no nits are present
8. Ringworm and Scabies: until the day after treatment is begun
9. Persistent Cough
10. Discolored mucus from nose that cannot be controlled with over the counter medication
11. A child who appears seriously ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness.

12. Symptoms of illness that prevent participation in regular activities or require a greater level of care than can be provided by staff without compromising the health and safety of other children.

Depending on the particular illness, children will be readmitted when they no longer pose a disease risk to others and can participate in classroom activities. Criteria are dependent on the condition and may include, but aren't limited to:

- They have been symptom free for 24 hours
- They have been without fever for 24 hours without medication
- 24 hours have passed since starting appropriate treatment
- They have a note to return from their health care provider

If a child becomes ill while in our care, we will notify the parents by phone. If the above symptoms are present, the child will need to be picked up. If a child's symptoms leave them unable to participate in classroom activities, if they show significant physical or emotional discomfort that does not resolve, or if they require staff support that we are unable to provide (for instance long absence from classroom by staff to help in bathroom, etc.), we may make the decision to send the child home for the day, even if symptoms do not meet the above requirements. We will do our best to provide a quiet place for your child to rest until arrangements can be made.

We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition. We notify parents and guardians of possible exposure by email through Transparent Classroom Individual child confidentiality will be maintained.

In order to keep track of contagious illnesses (other than the common cold), a Report of Illness is submitted in Transparent Classroom. Each entry includes the child's name, classroom, and type of illness. We maintain confidentiality of this log.

First-Aid, CPR, Body Fluid Contact & Blood Borne Pathogens

All staff are required to be trained in first-aid, CPR, HIV/Aids and blood borne pathogens. At all times, there will be a staff member on duty who is trained in first-aid and CPR.

See Appendix A for more detailed information.

Communicable Disease Reporting

Communicable diseases can spread quickly in childcare settings. Because some of these diseases can be very serious in children, licensed childcare providers in Washington are required to notify Public Health when they learn that a child has been diagnosed with one of the communicable diseases listed. **In addition, providers should also notify Public Health when an unusual number of children and/or staff are ill (for example, >10% of children in a center), even if the disease is not on this list or has not yet been identified.**

See Appendix B for a detailed list.

Immunization Records

To protect all children and staff, each child entering Cornerstone Montessori must provide proof of required immunizations, or provide a signed Exemption Form. The Certificate of Immunization Status (CIS) form must be medically verified by a Doctor's signature or downloaded from MYIR. If the student's CIS is not received within 30 days of enrollment, the child will not be able to attend. Immunization records must be updated annually.

Immunization exemptions other than religious need a signature from a health practitioner and students may not be personally exempt from measles, mumps, rubella. Medical exemption is not parent requested. Exemptions do not have to be updated annually **A current list of exempted children is maintained at all times.**

Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health's Communicable Disease and Epidemiology division.

Medication

We are able to give your child over-the-counter medicine with a signed consent form (supplied by the school). Medicines we can give include: antihistamines, non-aspirin fever reducers/pain relievers, non-narcotic cough suppressants, decongestants, ointments or lotions intended to reduce or stop itching or dry skin, and sunscreen. All medicine must be in the original container that states the dosage amount based on the child's age and weight.

All other medication must have written directions from a health care provider with prescriptive authority. Medications are stored in a closed container above the sink in the kitchen or in the refrigerator in a closed container if the medication is required to be refrigerated.

See Appendix C for more detailed information.

Health Records

Each child's health record will contain:

- Health, developmental, nutrition, and dental histories
- Date of last physical exam
- Name, address and phone number of health care provider and dentist
- Allergy information and food intolerances

- Individualized care plan for child with special health care needs (medical, physical, developmental or behavioral) *Note: In order to provide consistent, appropriate, and safe care, a copy of the plan should also available in child's classroom.*
- List of current medications
- Current immunization records (CIS form)
- Consent for emergency care
- Preferred hospital
- Any assistive devices used (e.g., glasses, hearing aids, braces)

Please be sure to provide Cornerstone with any changes to the information above.

Family Involvement

Family involvement is an important step to creating a strong sense of community. There are different ways to accomplish this. Throughout the year, please consider:

- Being a part of a social event at Cornerstone.
- Volunteering to assist in a classroom or on a field trip.
- Attending a Curriculum Night.
- Joining in a clean-up day (Spring and Fall)
- Learning more about the Montessori philosophy and implementing concepts at home!
 - Pacific Northwest Montessori Association – www.pnma.org
 - American Montessori Society – www.amshq.org
 - Montessori Connections – www.montessoriconnections.com
 - *Maria Montessori: Her Life and Work* by E.M. Standing
 - *The Absorbent Mind* by Maria Montessori
 - *The Secret of Childhood* by Maria Montessori
 - *Montessori Madness* by Trevor Eissler

Conferences

Conferences are offered in late winter for pre-primary and primary students with an additional conference in the spring for elementary students. These are highly recommended for children in our Elementary program. Any parent/guardian may sign up for a conference if desired. Teachers are always available to answer questions and concerns before or after class. Please do not wait until conference time if there is a problem.

Outdoor Policy

We expect all of the children to go outdoors daily for fresh air and exercise. A child who is too sick to go outdoors is too sick to be at school. **Please do not ask us to keep your child in due to illness.** During cold winter months, there is an increase in cold viruses due to the fact that children spend so much time inside warm classrooms where infections tend to breed. If any child is not feeling up to playing outside, they may sit in chairs outside in order to benefit from the fresh air.

Children are required to have the right clothing for the current weather conditions such as coats that zip or snap shut, mittens, warm hats, rubber boots and raincoats with a hood. Please label, label, label everything! This allows us to help students track their belongings.

As the weather warms, sunblock becomes a consideration. A Sunscreen-Ointment form is required for students who want to use sunscreen from home or the sunscreen provided by Cornerstone. Sunscreen will be first applied at school prior to the morning recess. Children attending before school care should come having applied sunscreen at home.

A light jacket and hat are recommended for these warm months. All items must be clearly labeled with the child's name.

Injury Prevention

Proper supervision and teacher/child ratios are maintained at all times, both indoors and outdoors. Our staff position themselves to observe the entire play area.

The site is inspected daily (general inspection), weekly (more detailed inspection), and monthly (thorough, detailed inspection) for safety hazards by the Administrator. The staff review their rooms daily and remove any broken or damaged equipment.

See Appendix D for more detailed information.

Injury and Medical Emergencies

1. Child is assessed and appropriate supplies are obtained.
2. First aid is administered. If injury/medical emergency is life-threatening, one staff person stays with the child, while another staff person calls 911.
3. Staff calls parent/guardian. A staff person will stay with the child until a parent/guardian/emergency contact person arrives, including transportation to a hospital.
4. Staff records the injury/medical emergency on an **"Incident/Injury Report"** form signed by the parent/guardian. A copy is given to the parent and a copy is placed in the child's file.
5. An injury is also recorded in the **Injury Log** located in the kitchen.
6. Major injuries/medical emergencies are reported to the licensor.

Children in Need of Support

Students may have needs that require additional support. These needs may include cognitive, language, physical, developmental, emotional, and behavioral circumstances that may be considered not typical for the child's age or stage of development. Cornerstone Montessori will make reasonable accommodations for children in need of

support. Parents of a child in need of support will need to meet with the director and teacher. We will determine if the needs can be successfully met by our school. If an undiagnosed need of a child is found, the school will make referrals for outside resources for screening. If it is decided that Cornerstone Montessori cannot meet the child and family's needs, we will refer to an appropriate program that may better serve the child's needs.

See our Guidance and Behavioral Support Policy for details

Special Health and Developmental Needs of the Individual Child

Cornerstone Montessori is committed to meeting the needs of all children. We accept children into our program under the guidelines of the Americans with Disabilities Act (ADA). This includes children with special health care needs such as asthma and allergies, children with behavior or emotional challenges*, chronic illness and differing ability. Be assured that information provided will be considered confidential and each child treated with dignity and respect for their individual needs. Cornerstone requires a written health care plan be developed with the Director, parents and health care provider.

All children are given the opportunity to participate in the program to the fullest extent possible. All staff will receive general training on working with children with special needs and update training on specific special needs that are encountered in the classroom.

*If behavior or emotional issues cause harm or disturbance to staff or other children, the child may be removed from Cornerstone due to our inability to meet the needs of the student.

Cleaning, Sanitizing/Disinfecting, and Laundering

Cleaning, rinsing, and sanitizing/disinfecting are required on most surfaces in child care facilities, including tables, counters, toys, etc. This 3-step method helps maintain a more sanitary child care environment and healthier children and staff.

1. **Cleaning** removes a large portion of germs, along with organic materials - food, saliva, dirt, etc. – which decrease the effectiveness of sanitizers/disinfectants.
2. **Rinsing** further removes the above, along with any excess soap.
3. **Sanitizing/disinfecting** kills the vast majority of remaining germs.

Food Service & Food Allergies / Preferences

The school provides breakfast for children participating in before care from 6:45am to 8:15am. Breakfast and Snack Menus are posted on the bulletin board outside of each classroom as well as on the school website.

Breakfast and afternoon snack consists of two or more of the following: dairy product, cereal, bread (whole grain or enriched) and fruit/vegetable or 100% fruit juice. Students provide their own mid-morning snack, which is eaten between 9:30am – 11:00am. The school provides an afternoon snack that is available no later than 4:00pm.

Students with food allergies and preferences will receive a form to complete and sign. Food allergies require a form signed by the student's doctor. The school keeps a list of all food allergies and preferences in the kitchen and in each classroom. Individualized care plans for students with food allergies are posted in the students' classrooms.

The school provides breakfast and afternoon snack. Staff serving food to students are aware of food allergies/preferences and do not serve those items to the student. As these items are often prepared ahead of time, substitutions are not made. **Families may provide their own breakfast/snack, or students may select something out of their lunchbox to replace the item they are unable to eat.**

When food is prepared & eaten in classrooms, families will be told ahead of time and an ingredient list supplied. Children are invited to bring a special snack (in an unopened package with ingredients on the label) to share with friends on the day they celebrate their birthday in class; teachers will announce ahead of time when birthdays are to be celebrated in class so that families who wish may send an alternative birthday snack from home.

Lunch & Morning Snack

Lunch and a morning snack are provided by the family and must include healthy choices. We ask that morning snack be packaged separately from lunch and clearly labeled, "snack." Due to safety concerns, Cornerstone is unable to either refrigerate or warm up food for students. We encourage parents to include an ice pack in their lunchbox.

Please provide a serving of each of the following:

- dairy product
- meat or meat alternative
- grain product
- fruit and vegetable

Please keep in mind child size portions are not as big as an adult serving. Please refer to the list of portion sizes if you need assistance. **Please avoid sending in sugary treats.** The school can provide 100% fruit juice, milk or water to drink.

At times a lunch might be forgotten or left at home. Cornerstone has a small reserve of food on hand to provide lunch for a few students at a time. **Accounts will be charged \$6.00 for lunches provided by Cornerstone** (charges will be applied to the parent who has custody of the child that day). Your teacher will send a note through Transparent Classroom letting you know what was served to your child.

See Appendix F for details,

Hand Washing

Soap, (we use Gojo Green Certified Foam Hand Cleanser) warm water (**between 85° and 120° F**), and individual towels are available for staff and children at all sinks, at all times.

Students wash hands before and after eating snacks and meals. This encourages healthy habits, protects the materials from sticky hands, and lessens the possibility of transferring food substances that may contain allergens to surfaces in the classroom.

See Appendix G for details.

Tooth Brushing

Tooth brushing is an acceptable practice at Cornerstone Montessori. Please send your student with the appropriate supplies if they wish to brush their teeth at school.

Naps

We are required to offer a rest (nap) or quiet time to children under the age of five who attend for longer than 6 hours per day, and to communicate sleep patterns to families. The format & length of this quiet/rest time is at the discretion of the Lead Teacher. We begin our rest after lunch and begin waking children at 2:30pm.

Cots are provided by the school for students napping. Please provide a crib sized sheet, lightweight blanket and small pillow (if child wants). A small stuffed animal can be brought in for napping time only; it will stay with your child's bedding. All bedding will be sent home once a week to be washed and returned the next school day. Rooms are kept light enough to allow for easy observation of sleeping children.

Field Trips & Transportation

Cornerstone Montessori takes field trips throughout the school year. Advance notice of these field trips will be in the newsletter. Permission slips need to be signed and returned before the child will be allowed to go on trip.

Parent volunteers are at times needed to drive on some field trips. Parents are allowed to drive only their child. Car seats will be used for all children and are provided by the parents. If transportation is provided by a rented school bus, car seats will not be required. All vehicles taken by Cornerstone will be equipped with:

- One first aid kit containing: a current first-aid manual, sterile gauze pads (2-4 inch size), small scissors, band-aids of various sizes, roller bandages (1-2 inch width), a large triangular bandage (for making a sling), non-sterile protective gloves, adhesive tape, tweezers, one way CPR barrier or mask, and least one unexpired bottle of Syrup of Ipecac (to be given only at the direction of a poison control center).
- Vehicle emergency reflective triangles or other device to alert other drivers of emergency
- Health history & information for each child in the vehicle
- A method to call for emergency help

For part time and pre-primary students: all field trips are "family field trips." Siblings and other family members are welcome to join us! Families provide transportation for their own children and accompany them on the excursion. If you are unable to attend, you are encouraged to ask another parent in the classroom to accompany your child on the field trip. Your teacher can help with this if needed. On field trip days, class is not in session and care is not available for students not attending the trip.

In addition to field trips, classes include regular nature walks and occasional trips to nearby parks. Families complete a "Continuous Field Trip Permission Slip" with details (time/days of the week/location) prior to these regular outings and teachers inform families ahead of each outing.

Reporting Suspected Child Abuse

Our staff is required to immediately report to the local police or Child Protection Services any suspected physical, sexual, or emotional abuse, child neglect, or child exploitation. We do not have to inform the parents of this reporting.

Additional Reports

Staff must immediately report a death, serious injury that requires medical treatment or an illness requiring the hospitalization of a child in our care. Reporting is done by telephone and writing to the parent, licensor and child's social worker, if any.

Staff must immediately report an occurrence of food poisoning or communicable disease, as required by the state board of health to the local health department.

Animals on Site

Classrooms have animal visitors occasionally. Parents will be notified in advance if possible when animals are present. Animals visiting our school are carefully chosen in regards to care, temperament, health risks, and appropriateness for young children. Children with an allergic response to animals are accommodated. Children and adults wash hands after feeding animals or touching/handling animals, animal homes, or equipment.

Pet Policy

Students are welcome to bring in personal pets provided the parent receives prior approval from the lead teacher specifying what day and time the pet can visit. Parents of the classroom will be notified prior to the pet's visit. Animals must remain inaccessible to children with allergies. Before a child can enter an area where an animal has been, it must be cleaned and sanitized.

From time to time a class may adopt a pet for the school year. No animals are permitted where any child sleeps, eats, or has active play. Reptiles and amphibians are not allowed around children five years or younger. All cages and containers holding animals will be secured. Any equipment or pet food will be inaccessible to children.

The Lead Teacher of each classroom will be responsible for the pet's care. Parents will be notified of the pet and provided with additional information prior to the pet entering the classroom. Cornerstone works with Puyallup Valley Vet for animal care. Their contact phone number is 253-845-8122.

Pesticide Policy

We are dedicated to using the least amount of chemical control for pests in our program in order to provide the healthiest environment possible for our children. We contract Purcor to help minimize pests.

Additionally, we attempt to PREVENT infestation by:

- Taking out trash daily or more as needed.
- Cleaning trash cans regularly.
- Keeping trash cans or dumpsters covered and away from the building.
- Keeping grounds clear of food and rubbish.
- Storing food in sealed plastic or metal containers.

- Cleaning and sanitizing all dishes, utensils, and surfaces used for eating or food preparation after meals and at the end of the day.
- Preventing pest entry into facility by sealing cracks and holes, using and repairing window screens and door sweeps.
- Moisture control by maintaining plumbing and water drainage systems.
- Mechanically managing weeds.
- Planting native vegetation that is non-toxic.
- Mulching plant beds.

Parents will be notified of emergency pest treatments by a posting outside their classroom. Disaster Plans

Our out of state contact is Traci Greinke (Jody Bosmans' sister): Cell phone 1-229-834-5000; Home phone 1-229-293-9409). The school will notify the out of state contact of any emergency situation. Parents will be able to contact the out of state contact for updates and news of their children if the school line is down.

Fire Alarm/Emergency

Cornerstone Montessori will do all that it can to prevent a fire from starting. Fire extinguishers are mounted in every classroom.

In the case a fire does start, a staff member will pull the fire alarm provided the alarm does not self-activate. Fire alarms will notify the fire department. We will evacuate all children, visitors and staff from the building following posted evacuation routes. If smoke is present, we will drop and crawl to avoid smoke and close doors behind us. Children will leave their work where it is and get in a line quickly.

The following items will be taken with us:

- Communication Devices (cell phone and/or talkies)
- Classroom Tablet
- Classroom Emergency Backpack (containing student emergency information, emergency medication first aid kit, flash light, and family contact information).

We will meet at the far (east) end of the parking lot against the fence. The Director will check the building for any children, visitors or staff, if it is safe to do so. The Director will extinguish fire if it is safe to do so.

Each lead teacher will do a head count and match it to the attendance in Transparent Classroom.

When the building is deemed safe to re-enter by the fire department, all staff and children will do so. If it is determined that the building is unsafe children will be taken to Calvary Community Church at 15116 Gary St E, Sumner. The Director will notify parents of evacuation and alternate site location by phone/email.

The Director will report the incident to the licenser and complete a written incident report at the earliest opportunity. All parents will be notified of the incident.

Lockdown and Modified Lockdown

From time to time, local law enforcement agencies alert the schools in our area to potential risks that require them to implement a precautionary safety protocol known as a lockdown. In a **lockdown**, exterior and interior doors are locked. Students are told to stay away from windows and keep low. Curtains or blinds are closed. Lights are off. Only quiet talking is allowed. Students who are outside at recess come back into the building. Staff has been trained to take the situation very seriously, with an assumption that an intruder could actually be in the building.

The **modified lockdown** takes similar precautions but allows more movement within the building. Students may continue to work with lights on. They may go to the restroom. No one, however, may enter or leave the building—staff, students or parents.

Parents will be notified when a lockdown or modified lockdown has occurred.

Earthquake

If an earthquake should occur all staff and children are directed to “Drop, Cover and Hold”. Drop to the ground; take cover under a table and hold on to it. Everyone should remain that way until the earthquake subsides. Stay away from windows, bookcases, and filing cabinets.

If outside, “Drop, Cover and Hold” keeping away from glass, bricks and power lines.

After earthquake stops:

- Staff check themselves and children for injuries
- Check evacuation routes for damage
- Evacuate building, if needed taking
 1. Class emergency backpack
 2. Class tablet
 3. Children’s emergency and medical information and supplies
 4. Cell phone
- Give first aid to anyone who needs it
- Lead teacher will take attendance
- Assess building to see if it is safe to re-enter
- Call parents with status of children and building
- Take children to an alternate site if it is safe to do so.
- If parents cannot be reached, call the child’s out of state contact

Lahar Plan

In the event of a Lahar (mudslide) warning, we would evacuate the staff, children and visitors to higher ground as quickly as possible. We line up at the classroom doors and the lead teachers will take a head count. The Director will be notified if any children are missing. The children will be loaded into all available vehicles without the limitations of car seats or seat belts. The Administrator will make a final sweep of the building to make sure it is empty. The children will be transported to:

BONNEY LAKE HIGH SCHOOL



**10920 199TH CT. E.
Bonney Lake, WA 98391**

If possible, we will meet up with the siblings of our children so they can be together. Parents will be notified to pick up their child/ren at this location.

When we leave the building staff will bring:

- Student emergency kits
- Class attendance sheets
- Children's emergency and medical information and supplies
- Cell phone (253)677-5370 Jody Bosmans

Cultural Observances

At Cornerstone Montessori we promote awareness, acceptance, and appreciation of the cultures & traditions of our families & of the wider community/world. We teach about and recognize secular & religious observances without placing emphasis on any one culture/religion. Cultural observances are one element of our larger curriculum, and we incorporate educationally sound and culturally sensitive learning activities in a way that does not interfere with overall classroom learning & activity. As a school we host school-wide activities and classrooms may, within the guidelines of our Cultural Observances Policy (available upon request), choose to teach about additional observances.

APPENDIX A

BLOOD/BODY FLUID CONTACT OR EXPOSURE

Even healthy people can spread infection through direct contact with body fluids. Body fluids include blood, urine, stool (feces), drool (saliva), vomit, drainage from sores/rashes (pus), etc. All body fluids may be infected with contagious disease. **Non-porous gloves are always used when blood or wound drainage is present.** To limit risk associated with potentially infectious blood/body fluids, the following precautions are always taken:

1. Any open cuts or sores on children or staff are kept covered.
2. Whenever a child or staff comes into contact with any body fluids, the exposed area is washed immediately with soap and warm water, rinsed, and dried with paper towels.
3. All surfaces in contact with body fluids are cleaned immediately with soap and water, rinsed, and disinfected with an agent such as bleach in the concentration used for disinfecting body fluids (1/4 cup bleach per gallon of water or 1 tablespoon/quart).
4. Gloves and paper towels or other material used to wipe up body fluids are put in a plastic bag, tied closed, and placed in a covered waste container. Any brushes, brooms, dustpans, mops, etc. used to clean-up body fluids are washed in soap and water or detergent, rinsed, and soaked in a disinfecting solution for at least 2 minutes and air dried. Machine washable items, such as mop heads, are washed with hot water and soap in the washing machine. All items are hung off the floor or ground to dry. Equipment used for cleaning is stored safely out of children's reach in an area ventilated to the outside.
5. A child's clothes soiled with body fluids are put into a closed plastic bag and sent home with the child's parent/guardian. A change of clothing is available for children in care, as well as for staff.
6. Hands are always washed after handling soiled laundry or equipment, and after removing gloves.

Blood Contact or Exposure

When a staff person or child comes into contact with blood (e.g. staff provides first aid for a child who is bleeding) or is exposed to blood (e.g. blood from one person enters the cut or mucous membrane of another person), the staff person informs Office Staff immediately.

When staff report blood contact or exposure, we follow current guidelines set by Washington Industrial Safety and Health Act (WISHA), as outlined in our Bloodborne Pathogen Exposure Control Plan (*separate document*). We review the BBP Exposure Control Plan annually with our staff at the beginning of each school year, and document this review.

APPENDIX B

COMMUNICABLE DISEASE REPORTING

Communicable diseases can spread quickly in childcare settings. Because some of these diseases can be very serious in children, licensed childcare providers in Washington are required to notify Public Health when they learn that a child has been diagnosed with one of the communicable diseases listed below (WAC 246-101-415¹). **In addition, providers should also notify Public Health when an unusual number of children and/or staff are ill (for example, >10% of children in a center, or most of the children in the toddler room), even if the disease is not on this list or has not yet been identified.**

¹ **WAC 246-101-415 Responsibilities of child day care facilities.** Child day care facilities shall: (1) Notify the local health department of cases or suspected cases, or outbreaks and suspected outbreaks of notifiable conditions that may be associated with the child day care facility. (2) Consult with a health care provider or the local health department for information about the control and prevention of infectious or communicable disease, as necessary. (3) Cooperate with public health authorities in the investigation of cases and suspected cases, or outbreaks and suspected outbreaks of disease that may be associated with the child day care facility. (4) Child day care facilities shall establish and implement policies and procedures to maintain confidentiality related to medical information in their possession.

APPENDIX C

MEDICATION MANAGEMENT

- Medication is accepted only in its **original container**, labeled with the child's **name**.
- Medication is **not** accepted if it is **expired**.
- Medication is given **only** with prior **written** consent of a child's parent/legal guardian. This consent on the medication authorization form includes **all of the following** (completed by parent/guardian):
 - child's name
 - name of the medication
 - reason for the medication
 - dosage
 - method of administration
 - frequency (**cannot** be given "as needed"; consent must specify *time* at which and/or *symptoms* for which medication should be given)
 - duration (start and stop dates)
 - special storage requirements
 - any possible side effects (use package insert or pharmacist's written information)
 - any special instructions.

Parent /Guardian Consent

1. A parent/legal guardian may provide the sole consent for a medication, (without the consent of a health care provider), **if and only if** the medication meets all of the following criteria:
 - The medication is over-the-counter and is one of the following:
 - Antihistamine
 - Non-aspirin fever reducer/pain reliever
 - Non-narcotic cough suppressant
 - Decongestant
 - Ointment or lotion intended specifically to relieve itching or dry skin
 - Diaper ointment or non-talc powder intended for use in diaper area
 - Sunscreen; **and**
 - The medication has instructions and dosage recommendations for the child's age and weight; **and**
 - The medication duration, dosage, amount, and frequency specified on consent do not exceed label recommendations.
2. Written consent for medications covers only the course of illness or specific episode (of teething, etc.).
3. Written consent for sunscreen is valid for up to 6 months.

APPENDIX D

INJURY PREVENTION

1. Proper supervision is maintained at all times, both indoors and outdoors. Staff position themselves to observe the entire play area.
2. The site is inspected daily (general inspection), weekly (more detailed inspection), and monthly (thorough, detailed inspection) for safety hazards by the Director. Staff review their rooms daily and remove any broken or damaged equipment.

Hazards include, but are not limited to:

- *Security issues (unsecured doors, inadequate supervision, etc.)*
- *General safety hazards (broken toys & equipment, standing water, chokable & sharp objects, etc.)*
- *Strangulation hazards*
- *Trip/fall hazards (rugs, cords, etc.)*
- *Poisoning hazards (plants, chemicals, etc.)*
- *Burn hazards (hot coffee in child-accessible areas, unanchored or too-hot crock pots, etc.)*

3. The playground is inspected daily for broken equipment, environmental hazards, garbage, animal contamination, and required depth of cushion material under and around equipment by the Director. It is free from entrapments, entanglements, and protrusions.
4. Materials/toys are age appropriate, safe, and in good repair. Broken items are repaired or discarded.
5. Rooms with children under 3 years old are free of push pins, thumbtacks, and staples.
6. Cords from window blinds/treatments are inaccessible to children. Hazards are reported immediately to Office Personnel. The assigned person will insure that they are removed, made inaccessible or repaired immediately to prevent injury.

We routinely get updates on recalled items and other safety hazards on the Consumer Products Safety Commission Website: www.cpsc.gov

APPENDIX E

CHILDREN WITH SPECIAL NEEDS

Our center is committed to meeting the needs of all children. This includes children with special health care needs such as asthma and allergies, as well as children with emotional or behavior issues or chronic illness and disability. Inclusion of children with special needs enriches the child care experience and all staff, families, and children benefit.

1. Confidentiality is assured with all families and staff in our program.
2. All families will be treated with dignity and with respect for their individual needs and/or differences.
3. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
4. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, we may consult with our public health nurse consultant and other agencies/organizations as needed.
5. An individual plan of care is developed for each child with a special health care need. The plan of care includes information and instructions for
 - daily care
 - potential emergency situations
 - care during and after a disaster

Completed plans are requested from health care providers every 6 months to 1 year, or more often as needed for changes. Plans are reviewed, initialed, and dated monthly by parent/guardian. Office staff is responsible for ensuring care plans are kept updated. Children with special needs are not present without a plan on site.

6. All staff receive general training on working with children with special needs and updated training on specific special needs that are encountered in their classrooms.
7. Teachers, cooks, and other staff will be oriented to any special needs or diet restrictions by the Director.

APPENDIX F

FOOD SERVICE

- We serve breakfast and snacks at our center.
- 1. **Food handler permits.** An “in charge” person with a food handler permit is onsite during all hours of operation, to assure that all food safety steps are followed.
- 2. **Orientation and training** in safe food handling is given to all staff. Documentation is posted in staff files.
- 3. **Ill staff or children** do not prepare or handle food. Food workers may not work with food if they have:
 - diarrhea, vomiting or jaundice
 - diagnosed infections that can be spread through food such as Salmonella, Shigella, E. coli or hepatitis A
 - infected, uncovered wounds
 - continuous sneezing, coughing or runny nose
- 4. **Staff wash hands** with soap and warm running water prior to food preparation and service in a designated hand-washing sink – never in a food preparation sink.
- 5. **Gloves are worn or utensils are used** for direct contact with food. *(No bare hand contact with ready-to-eat food is allowed.)*
- 6. **Refrigerators and freezers** have thermometers placed in the warmest section (usually the door). Thermometers stay at or below 41° F in the refrigerator and 10°F in the freezer.
- 7. **Microwave oven**, for staff use only.
- 8. **Chemicals** and cleaning supplies are stored away from food and food preparation areas.
- 9. **Cleaning and sanitizing** of the kitchen is done according to the *Cleaning, Disinfecting and Laundering* section of this policy.
- 10. **Dishwashing** complies with safety practices:
 - Hand dishwashing is done with three sinks or basins (wash, rinse, sanitize).
 - Dishwashers have a high temperature sanitizing rinse (140° F residential or 160°F commercial) or chemical disinfectant.
- 11. **Cutting boards** are washed, rinsed, and sanitized between each use. No wooden cutting boards are used.

12. **Kitchen counters, sinks, and faucets** are washed, rinsed, and sanitized before food production.
13. **Tabletops** where children eat are washed, rinsed, and sanitized before and after every meal and snack.
14. **Water Machines** are washed, rinsed, and sanitized daily and as needed.
15. **Thawing frozen food:** frozen food is thawed in the refrigerator 1-2 days before the food is on the menu, or under cold running water.
16. We do not use catered foods at our center.
17. **Food substitutions**, due to allergies or special diets and authorized by a licensed health care provider, are provided within reason by the center.
18. When children are involved in cooking projects our center assures safety by:
 - closely supervising children,
 - ensuring all children and staff involved wash hands thoroughly,
 - planning developmentally-appropriate cooking activities (*e.g., no sharp knives*),
 - following all food safety guidelines.
19. Parents are asked to place lunch items needing to be refrigerated in their child's gallon Ziploc bag, and place the bag in the classroom refrigeration basket.

NUTRITION

Menus are posted monthly and dated accordingly. Food is offered at intervals not less than 2 hours and not more than 3 ½ hours apart. The following meals and snacks are served by the center:

Time	Meal/Snack
6:30 am – 8:15 am	Breakfast (Provided by Cornerstone)
8:30am	Part Time Class Begins
9:00 am – 11:00 am	Mid-Morning Snack (Provided daily by parent/guardian for student).
11:30am	Children of Part Time Class Picked Up
12:00 pm	Lunch (Provided daily by parent/guardian for student)
3:00pm	Full Time Students Picked Up
3:45pm - 4:30pm	Snack (Provided by Cornerstone)
5:30pm	Cornerstone Closes

1. Each snack or meal includes a liquid to drink. This drink is water or one of the required components such as milk or 100% fruit juice.
2. Menus include hot and cold food and vary in colors, flavors and textures.
3. Menus include a variety of fruits, vegetables, and entrée items.
4. Foods served are generally moderate in fat, sugar, and salt content.
5. Children have free access to drinking water (Students have a water bottle from home or use individual disposable cups or single use glasses only).
6. Menus are followed. Necessary substitutions are noted on the permanent menu copy.
7. Permanent menu copies are kept on file for at least six months. *(USDA requires food menus to be kept for 3 years plus the current year.)*
8. Children with food allergies and medically-required special diets have diet prescriptions signed by a health care provider on file. Names of children and their specific food allergies are posted in the kitchen, the child's classroom, and the area where food is eaten by the child.
9. Children with severe and/or life threatening food allergies have a completed individual care plan signed by the parent and health care provider.
10. Diet modifications for food allergies, religious and/or cultural beliefs are accommodated and posted in the kitchen and classroom and eating area. All food substitutions are of equal nutrient value and are recorded on the menu or on an attached sheet of paper.
11. Mealtime and snack environments are developmentally appropriate and support children's development of positive eating and nutritional habits. We encourage staff to sit, eat and have casual conversations with children during mealtimes.
12. Families are notified in writing of the food requirements for sack lunches.

APPENDIX G

HANDWASHING

Soap (we use Gojo Green Certified Foam Hand Cleanser), warm water (between 85° and 120° F), and individual towels are available for staff and children at all sinks, at all times.

All **staff** wash hands with soap and water:

- (a) Upon arrival at the site and when leaving at the end of the day
- (b) Before and after handling foods, cooking activities, eating or serving food
- (c) After toileting self or children
- (d) After handling or coming in contact with body fluids such as mucus, blood, saliva, or urine
- (e) Before and after giving medication
- (f) After attending to an ill child
- (g) After smoking
- (h) After being outdoors
- (i) After feeding, cleaning, or touching pets/animals
- (j) After giving first aid

Children are assisted or supervised in handwashing:

- (a) Upon arrival at the site and when leaving at the end of the day
- (b) Before and after meals and snacks or cooking activities (in handwashing, not in food prep sink)
- (c) After toileting
- (d) After handling or coming in contact with body fluids such as mucus, blood, saliva or urine
- (e) After outdoor play
- (f) After touching animals
- (g) Before and after water table play

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Cornerstones for our families, students and staff

1. **Respect:** *In order to support a community based on trust and the well-being of all, we speak and act respectfully with our students, staff, and families.*

Respect means: to show regard for, and avoid harming, the feelings, wishes, thoughts, rights and traditions of others. (For our younger students, respect is embodied in the Golden Rule: We say & do to others what we hope for ourselves)

This looks like: Making observations without judgement; Requesting information to help understand a difference of opinion; Avoiding name-calling, threats and intimidation; Using a calm tone of voice; Listening when others speak & when they have differing viewpoints

2. **Cooperation:** *We work together to identify and address goals and challenges so that students, staff and families can learn, grow and thrive.*

Cooperation means: the process of working together toward a common end

This looks like: Identifying ways that staff, students & families can be supported at home and at school; Understanding & reinforcing school rules and expectations; Working together toward common goals; Participating in solutions-oriented conversations and actions

3. **Safety:** *Cornerstone is a safe space for staff, students & families and we support each other in upholding school rules & expectations*

A safe space means: a space in which hazards and conditions leading to physical, psychological or material harm are addressed to preserve the health and well-being of individuals and the community

This looks like: Reading school handbooks & other publications so we know expectations; Following through regarding reports in Transparent Classroom; Attending conferences & meetings and working together to support everyone in following school rules; Acting and speaking in a way that avoids physical or psychological harm; Working together to find solutions to safety concerns

4. **Participation:** *We participate to the full extent that we are able in daily class, conferences, meetings & events*

Participation means: Individuals and groups being actively involved in a project or program of activity

This looks like: Regular school attendance; Reading school information via email and Transparent Classroom; Requesting and/or attending conferences; Completing needed paperwork in a timely way; Being fully present & attentive in the classroom, conferences, meetings & events; When possible, attending special events

