

Parent/Guardian Involvement

We want to do everything we can to make your child's experience at Cornerstone just as meaningful as yours. Our goal is to be purposeful in each interaction. Adherence to these guidelines will allow us to create a more enjoyable environment for the children, staff and you! We appreciate your cooperation.

CORNERSTONE COMMUNITY WELLNESS, INC.

302 N. Mason St., PO Box 57
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815-454-8020

www.cwell.org



Pebbles

Parent Handbook

Phone: 815-454-8020
Web: www.cwell.org



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General Information

WHO WE ARE & WHAT WE DO

Our mission is "To Faithfully and Boldly Love Our Neighbors Out of Obedience to Jesus Christ." At Cornerstone Community Wellness, Inc., we want to make sure you have access to the services you need to grow mentally, physically and spiritually. Because childcare is often an obstacle to finding time to do this, we provide a safe space for children **ages 6 weeks to 11 years** to learn and grow while you are here doing the same

Our Volunteers

Our volunteers have been through an extensive application and training process to be able to care for your children. Please thank them for serving in this way!

HOURS OF OPERATION

MONDAY - THURSDAY	8 am – 10 am	4 pm – 7 pm
FRIDAY - SUNDAY	Closed	

HOLIDAYS

We will be closed:

- New Year's Day
- Good Friday – Closed PM
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

General Guidelines

FEES

There is no charge for children to enjoy our Pebbles childcare room. However, as a not-for-profit organization, we rely on public support. If you are interested in making a monetary donation or a donation of supplies (diapers, toys, etc.), please contact Elizabeth at epratt@ccwell.org.

RESERVATIONS

Reservations for your children are not required at this time. Should our volume of children increase, we may need to require reservations and will make an announcement at that time.

LEAVING THE PREMISE

Because we are exempt from licensure by DCFS, parents/guardians are NOT allowed to leave Cornerstone property while their children are being cared for. We will do our best to let you enjoy uninterrupted time here; however, it may be necessary for us to reach you by cell phone or ask you to leave what you are doing depending on the needs of your child.

TIME LIMITS

Children may remain in the childcare area for no more than 2 hours per day & no more than 10 hours total per week.

Proverbs 22:6

Start children off on the way they should go, and even when they are old they will not turn from it.

Health & Well-Being Guidelines

- Children with the following **signs of illness** will not be allowed in the childcare area (and should be symptom free for 24 hours prior to returning):
 - Fever
 - Excessively runny nose
 - Cough
 - Diarrhea
 - Rash
 - Red eyes/eye discharge
 - Vomiting
- A doctor's note may be required for conditions or allergies that are being treated and have been declared non-contagious.
- If children begin to exhibit symptoms of illness while in our care, the parent will be asked to return and pick up the child.
- **Allergies and medical conditions** should be clearly noted on the registration form so we can better serve your child; however, we are unable to store or administer medications.
- Pre-packaged **snacks** will be available in the childcare area. Meals will not be provided, however. Please do not bring outside food as this will help us to reduce the chances of choking or allergic reactions.
- **Please bring children freshly diapered.** We will change diapers only as necessary.
- For small children, please bring a bag with extra diapers, wipes, a snack (as necessary) and a drink.

Health & Well-Being Guidelines

- Clearly **label all belongings.**
- Please **do not bring toys from home** as they may pick up germs or get broken. We will have a variety of toys for your child to use. Cornerstone is not responsible for lost or broken personal belongings.
- Our volunteers will do their best to work with each child. However, we reserve the **right to refuse** any child who is unable to adjust to our services.

REGISTRATION FORMS

Registration forms will need to be completed once per year (each January) and as needed so that we can best stay up-to-date with the needs of your family. Please complete these forms completely and accurately so that we can best serve your children.

Children are not a distraction from more important work. They are THE MOST important work.
-C.S. Lewis

Safety Guidelines

CHECK-IN/ CHECK-OUT PROCEDURES

- Drop off children only with CCW volunteers with nametags clearly displayed.
- Please remain behind the counter at all times unless ushered back by a volunteer.
- Sign in with our KidCheck computer system by telling the volunteer your phone number and writing your information in the binder.
- When picking up your child, please sign out and remain behind the counter while our volunteers verify you are authorized to pick up the child and obtain your child for you.
- Only **parents and guardians** are allowed to drop off or pick up children. The names of these individuals should be clearly marked on the registration form.

RATIOS

We use the following child to staff ratios to estimate the number of children we can safely care for. Staff is allowed to turn children away if they feel they cannot safely care for more.

1 adult per 7 children
-or-
1 adult per 6 children & 1 infant (6 weeks to 18 months)

Programs

GUEST SPEAKERS

Cornerstone may bring in guest speakers at various times to educate and entertain the children. The topics may range from seasonal safety to health education to art and may include Christian foundations. The dates and times of these speakers will be posted so that you may make a decision to bring or withhold your child(ren) as you desire.

THEMES

We will try to incorporate weekly or monthly themes that relate to holidays and seasons. The schedule for our themes will be posted so that you may discuss these with your child(ren) at home!

Children are like wet cement.
Whatever falls on them makes an impression.

-Dr. Haim Ginott

Donations

If you wish to make a donation, we accept monetary donations as well as supplies. Below is a list of the most common items we keep stocked.

- Diapers (all sizes)
- Wipes
- Sanitizing wipes/spray
- Toilet paper
- Craft supplies (crayons, washable markers & paints, child scissors, paper, glue sticks)
- Snacks (pre-packaged & peanut free such as applesauce pouches, crackers, cheerios)
- Gently used toys

Please submit your receipt with your donation and we will be happy to send you a letter for tax purposes.

THANK YOU!

Questions?

If you have questions, concerns or suggestions, please contact us at epratt@ccwell.org or call 815-454-8020.