

**FIRST ENGLISH LUTHERAN
EARLY LEARNING CENTER**



53 Park Avenue West – Mansfield, Ohio 44902

Phone 419-522-7500 – Fax 419-522-0075

cds@felc-mansfield.org

Hours: 7:00 a.m. – 5:15 p.m.

Non Discrimination

First English Lutheran Early Learning Center admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally made available at the school.

Licensing Information

First English Lutheran Early Learning Center is State licensed and meets all requirements set forth by Ohio Department of Children and Youth. Laws governing child day care programs are available for review upon request. Our license is posted in the office area. If you suspect a violation by the school, you may call the Ohio Department of Children and Youth toll free at 1-844-234-5437.

As a State licensed center, we have an obligation to meet predetermined staff/child ratios. See Ratio paper at the end of handbook

All staff members are mandated by law to report suspected abuse and or neglect immediately to the proper authorities.

Hours the Early Learning Center is Licensed

The school is licensed for operation between the hours 7 a.m. – 5:15 p.m. Monday - Friday. We cannot legally care for your children before 7 a.m. or after 5:15 p.m. In the event you are late picking up your child a late fee will be assessed. After being late twice, your child will be asked not to return. If you are more than 15 minutes late without contacting us, Children's Services will be contacted.

Director

The Director is available most days between the hours of 9:00am and 3:00pm. Please call the office 419-522-7500 or stop in to see her. Email is also available at cds@felc-mansfield.org. If a meeting is necessary, one may be scheduled at a time that suits the Director and the parent.

Baby Sitting Policy

Although we have a wonderful staff and we know many of you would like to use our staff after hours, the day school is not responsible for the actions of staff after hours.

First English Lutheran Early Learning Center does not sanction baby-sitting and/or transportation before and after work by staff person. If a parent chooses to do so, there is a release form that a parent must fill out beforehand.

Philosophy and Goals

At First English Lutheran Early Learning Center, we believe that a high-quality early childhood education program should provide:

1. A safe and nurturing environment that promotes the spiritual, social-emotional, physical, creative and cognitive (concept) development of the young child.
2. Comprehensive curriculums that will increase each child's development in the aforementioned areas using developmentally appropriate materials and activities.

Curriculum

1. **Spiritual Development:**
 - A. The development of faith in young children is communicated primarily on feeling level through the teacher's actions and words.
 - B. Religious education activities will include Bible stories, weekly Chapel services, games, and songs.
 - C. Young children will become aware of the terms and concepts being introduced in worship activities and of the Christian faith and will acquire a foundation upon which future faith development can be built.
2. **Social-Emotional Development:**
 - A. Developing a positive self-concept and a sense of independence in each child is an important part of our program.
 - B. All children will experience success daily and will be encouraged to show compassion and appreciation for others.
 - C. Emphasis is placed on developing skills such as listening and following directions, problem solving, decision making, and positive expression of feelings.
3. **Physical Development:**
 - A. As young children gain control of large and small motor skills, they feel more in control of their world. Activities such as climbing, running, hopping, block building, cutting, puzzle making and stringing beads all help to develop such skills.
 - B. Children will go outside each day, weather permitting.
4. **Creative Development:**
 - A. A variety of art media including paints, scissors, paper, glue, markers, and crayons are available daily for your child's creative expression.
5. **Cognitive Development:**
 - A. The nurturing of cognitive growth in young children is best met through the use of Creative Curriculum which allows teachers to develop your child's interest through weekly themes.

Discipline Policy

1. Because of our deep concern for your children and their total development, we have adopted a policy that is individualized and respectful of their feelings.
2. It is our belief that all children have the ability to become self-disciplined. Disciplining is an ongoing teaching and learning process that continues into adulthood. As children advance through their stages of development, a variety of age- appropriate guidance techniques will be used by the teachers to facilitate the development of self-discipline.
3. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be one minute per year of the child's age and done within the classroom. Upon returning to the activity, the teacher will discuss with the child the

reason for separation and expected behavior. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the Center.

These techniques include:

- A. Consistency
 - B. Positive Reinforcement
 - C. Modeling
 - D. Re-Direction/Removal/Reflection
4. It is our belief that parents are the primary educators of their children. Therefore, communication between parents and teachers is essential. Inappropriate behavior that does not respond to positive guidance techniques may require the intervention of a third party who will meet with parents and teachers to create an individualized plan of action consistent with developmentally appropriate guidelines.

BEHAVIOR MANAGEMENT POLICY GUIDELINES:

Zero Tolerance Policy

- A. Inflicting physical harm on another individual (including biting, kicking, spitting and hitting)
- B. Verbal threats or activity that may cause physical harm to another individual
- C. Physical actions or verbal outbursts that may destroy property or negatively impact another
- D. Use of foul language
- E. Inappropriate touching of another individual
- F. Child does not stay within the boundaries of the programs (runs out of rooms)

First English has the right to suspend or expel a child immediately for violation of the ZERO Tolerance guidelines without refund.

The FELC-ELC strives to develop an environment where all children can thrive. Our goal is that our children will be safe, make friends, learn new skills and of course have fun. We understand the stages children go through and will work with parents during those times and follow the Action steps as needed.

Action Steps: We will discuss behaviors that are identified with the child. We will ask them to help us identify examples of what the behavior/ bullying may look like to them. We will provide reminders and guidance to encourage positive behaviors. Please know we will follow our behavior management policy and children who continue these behaviors below will be removed from the program.

COMMON TYEPS OF BEHAVIORS/ BULLING INCLUDE:

- 1. Physicall- such as hitting, kicking, and tripping other children or staff
- 2. Verbal Behaviors/ Bulling include calling names, screaming at children or staff. Also, Parents doing this in our building
- 3. Relational/social such as spreading rumors, putting stuff on social media that is harmful or not truthful
- 4. Damage to our property or other children

When a child's behavior management need guidance, the following steps will be taken:

- Verbal Warning
- Re-direct to another area
- Separation from situation, discuss with child the reason.
- Parent notification at pick- up
- Meet with parent and behavior contract created
- Notice of suspension (1 day) next day without refund
- Notice of suspension (2 days) next 2 days without refund
- Notice of suspension (3 days) next 3 days without refund
- Parent conference, maybe removal from FELC-ELC

Behavior Notification paper at the end of handbook.

Procedures for Airing Concerns

1. Parents and Caregivers are encouraged to keep an open line of communication.
2. If a parent wishes to voice a concern, it should be directed first to the teacher.
3. If an issue remains unresolved, the parent can request a conference with the Director.
4. If an issue remains unresolved, the parent can request a conference with the Pastor.

Appropriate Play

1. **Sorry, NO GUN** play here.
2. Action figures, guns, swords, and all other toys that promote violent play shall not be brought to the center.
3. Language and actions **MUST BE** appropriate for a Christian School environment.
4. Extra toys should not be brought to school. They may get lost or broken.
5. The school will not be responsible for toys brought from home.

Children stay healthier when they have daily outdoor play. We will include this in our program. We will limit the amount of time outside when the temperatures are very warm or very cold. **Children will not be taken outside when temperatures drop below 25 degrees or rise above 90 degrees.** We will also adjust the time due to rain, hail, lightning, wind chill, ice, humidity, air quality alert due to pollen or ozone levels. On days that outdoor play is not provided due to these conditions, we will include time for indoor gross motor activities such as dancing, bikes, jump rope, yoga etc. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the wintertime. **AT NO TIME** can a child wear open-toed shoe or sandals.

Water Play is available for children. There is a permission slip that will need updated yearly. Children will use wading pools, and We swim at the Ashland pool, with all proper paperwork and enough staff.

Appropriate Dress

1. **Please have children wear play clothes where they will be more comfortable to play in.** – Children do get dirty at school, in play and in class sometimes. [Teachers will take precautions for your child not to get paint etc... on their clothing. But sometimes it is unavoidable.] The school will

not be responsible for damaged clothing.

2. **Tennis shoes or closed toe shoes and shoes that stay on child's feet are required.** They do play at the playground and walk where there are stones etc... **Wearing closed toe shoes will keep them** from hurting their feet. The school will not be responsible for injuries caused by a child wearing inappropriate shoes.
3. Children of **all ages** must **always have 2 extra sets of clothing at school**, labeled with their name. Accidents do happen. If not, you will be called should there be an accident and we have no clothes.

Registration Requirements

Ohio Department of Children and Youth require us to have on file, a completed medical statement, and an emergency and medical form dated within the past year for every child enrolled. The physician shall affirm that the child has had the immunizations required by the State Department of Health. In addition to the immunizations, the physician shall affirm that the child is free of any communicable diseases and is in suitable condition for enrollment in day care, this includes a physical. A licensed physician's signature is required to complete the medical statement. **These forms must be on file and current for your child to remain in day care.**

Pre-Registration

1. All enrollment forms must be completed and turned into the office **before the first day of school.**
 - A. **Child Information Form** - This form is for emergency information and other pertinent information on your child.
 - B. **Physical Form** – must be filled out by child's physician. If this is not received on the first day you will have 30 days from the first day the child starts school. If we do not get this form your child will not be allowed back to school.
 - C. **Parent Agreement** – This form also contains pertinent information.
 - D. **Payment Schedule Agreement**
2. **The Registration Fee** paid [this fee is non-refundable] and a **Yearly Supply Fee**.
3. **Co-pay or weekly payment** must be made before your child can start.

NOTE: Each child who has not entered Kindergarten shall be examined by a licensed physician prior to admissions and annually thereafter.

4. To assure a place in the program of your choice, advanced registration and payment is necessary.
5. Those that received assistance from the Ohio Department of Job and Family Services will be shown how to use the tablet to check your child in and out daily.
 - A. Your child must be checked in and out daily. After getting reminders of not doing so, your child will not be able to attend.

Disenrollment

1. Although disenrollment of a child is rare, there are things that may result in the withdrawal of a

child.

- A. Lack of payment
- B. Reoccurring violence to other children or staff members
- C. No Call or No Show after 1 week

Tuition Policy Amendment to the Parent Handbook

Amendment shall apply to all existing accounts, current accounts, and new accounts.

1. Weekly Fees

- A. The payment of weekly fees is due on or before Friday of the week prior to which services are scheduled to get the discounted rate. A Payment Schedule Agreement must be signed before starting.
- B. There will be a \$10.00 LATE FEE for payments made 3 days late. A \$20.00 LATE FEE for payments made 5 days late. Plus pay the full rate.
- C. If payment is 7 days late, the child will not be able to attend until payment is made in full including late fees plus an additional future week.
- D. Overpayment is non-refundable.
- E. The discounted rate is available only if payment is received by Friday before the week of care.

2. Monthly Fees for Preschool Only

- A. Monthly fees are due on or before the first of the month prior to which the services are scheduled.

3. Extra Fees / Extra Attendance / Pizza etc...

- A. Any extra or special charges are due and payable at the time the services are rendered and must be separate from tuition payment.
- B. Non-payment of fees refer to policies of tuition payments in 1, 2, & 4.

4. Payments made by other parties:

- A. Parent and/or legal guardian must notify the school when payments are to be made by other parties other than parent and/or legal guardian.
- B. Parent and/or legal guardian will be responsible for all payments.
- C. You must give 2 weeks' notice prior to withdrawing your child.
 - a. If your child is withdrawn without notice, 2 weeks tuition will be billed to your account.
- D. There will be a \$10.00 Late Fee if the child is picked up after 5:15.
- E. Families receiving sub studies from the state receive 20 absent days January to June-and then another 20 days July to December. Once you use 20 absent days per half the year you will be charged the rates we get from state. (in yellow on page 7)

Custody Agreements

If there is custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If any staff has suspicions that a child is being

abused or neglected, they must make a report to the local Children’s Services Agency. The safety of the children is always our first concern.

Attendance Policy

- 1. The Year runs from January through December.
- 2. Families starting after January or anytime thereafter will be prorated.
- 3. If you do not call and state that your child will be absent and your child is absent for a week or longer, they will be removed from our program.

Infants (up to 18 months)

Non- Discounted: \$ 308.31
Full Time: \$177 per week (4-5 days)
3 Day Rate: N/A

Toddlers (18 months – 36 months)

Non- Discounted: \$275.00
Full Time: \$167.00 per week (4-5 days)
3 Day Rate: \$150.00

Preschool (all day)

Non-Discounted: \$237.50
Full Time: \$157.00 per week (4-5 days)
3 Day Rate: \$140.00 per week

PRE-K Only

4/5 Days: \$65.00 per week
3 Days: \$45.00 per week

School Age

Non-Discounted: \$162.50
(AM and PM): \$65.00 per week
(AM): \$40.00 per week
(PM): \$35.00 per week
Closing Days: \$25.00/ Day
Full Week (4/5 Days): \$150.00

Summer Camp

Non-Discounted: \$221.81
Full time: \$157.00 per week
Prepay Discount: \$1,300.00
Trip/Supply Fee: \$125.00

Extras

Registration Fee: \$50.00
Yearly Supply Fee: \$40.00
Multi-Child- 10% (Can NOT be combined with any other discount)
Late Fees- 3 Days -\$10, 5 Days \$20, 7+ Days-\$20+ must pay past due and future week to return.

Credit Days for Infants-Preschool
Fulltime-6 Days
Part time- 3 Days
You MUST notify us within 24 hours to use credit days.

There will be a late payment charge applied as agreed upon payment schedule. There will be a late fee for every 5 minutes after hours. 2nd warning will result in dismissal.

The discounted rate is available only if payment is received by Friday before the week of care.

Parent Parking

1. To drop off and pick up you may park in spaces next to the church building.
2. Additional parking is available in spaces 201-217 in the parking lot on the corner of Park Ave. West and Mulberry Street. [Other spaces are rented.]
3. **Our parking lot is one-way. Enter from Park Ave and exit out of the alley.**
4. **Speeding/reckless driving in our grounds for immediate removal from our program.**

Arrival and Departure Procedure

1. **We are implementing a drop-off time. All children must be in their rooms by 8:55 am. If they arrive after that they will not be left in the classroom, unless the office has prior notice.**
2. When dropping off and picking up children:
 - A. You must take your child to their classroom and make it known to the teacher that your child is present.
 - A. Children will only be released to those people listed on your child's Information Form.
 - B. If an individual picking up your child is unknown to us [even if they are on the Information Form] they will be required to show picture identification.
 - C. Parents must notify the school anytime someone other than the parent will be picking up your child [even if they are on the Information Form but especially if they are NOT on the Information Form].
 - D. The school will not release your child unless we are notified by you.
 - E. The school must be notified of any legal custody changes. School must have copies of any such legal papers in child's file to comply.

EMERGENCY DRILLS AND EVACUATION PROCEDURES

FELC-ELC has devised procedures to follow in event of emergency that would occur while children are in the programs care. In the event of a fire or tornado: staff follow the instructions that are posted in each classroom. In accordance with the state, we have monthly fire and tornado drills. We have quarterly disaster and or lock down drills.

In the event of weather alerts, Emergency Evacuations, Fire drills, Tornado drills and floods that we need to evacuate the building our staff takes the first aid bag, children's emergency papers, roster and any medications needed.

Threat of Violence, we practice lockdown and removal from premises quarterly. We have a detailed plan in each classroom.

Loss of power, Water, heat. The office will contact utility company to see how long it will be off. If it is more than 2 hours the children will be sent home. The parents will be notified immediately and have 30 minutes

from the time of call to pick up their child.

Evacuation Site St. Peter's High School on Mulberry St.
Mansfield Public Library on 3rd St. & Mulberry St.
Evacuation from downtown area is posted in classrooms emergency plan.

Supervision Policy

Infants/Toddlers/Preschoolers: At no time will a child be left unattended. They will always be within sight and hearing. Staff will always supervise children, including naptime. If your child becomes ill, they will be isolated from the rest of the children.

School Age Children may run errands inside the building or use the restroom alone or in groups of no more than six children and are within hearing distance of the teacher. The teacher will check on the child regularly until they return. One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a childcare staff member, as long as the teacher can see or hear the children and check on the children periodically.

Children Arriving to the Center from Other Programs

At times a child might arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the program that they are to have arrived from. We will then consult with the parents to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

School Delays/Cancellations

Our program will operate a full day for school-agers when school is closed for vacations, delays, or cancellations.

Meals and Snacks

1. Please feed your child breakfast at home when at all possible. Breakfast brought to school is usually wasted, as children are ready to play, not sit down, and eat.
2. Warm foods must be put in a Thermos marked HOT. We do not heat lunches.
3. Lunches should be disposable with a child's name clearly written.
4. Please remember to put spoons etc. into your child's lunch.
5. Parents are responsible for providing a nutritious lunch and beverage daily. Please follow the guidelines below.
6. We are mandated by the State that your child must have.
 - A. 1 serving from meat group/equivalent
 - B. 1 serving from bread group
 - C. 1 serving from milk group
 - D. 2 serving from the fruit – vegetable group
7. Notices will be sent home when lunch guidelines are not followed.
8. If your child comes to school without lunch, you will be contacted to bring one.
9. A morning and afternoon snack will be provided for all children daily.
[Remember a snack is not a meal!]
10. Parents may be asked to help provide a snack on a rotation basis in their child's classroom. It is

not mandatory to participate. It is your choice, just let the teacher know if you do not want to participate.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for childcare during hours of operation. Parents may wish to attend field trips, class parties, and special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until a solution is found.

1. Child's teacher
2. Administrator
3. Pastor

Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. Our staff fully realizes that you trust us with your little ones, and we want our relationship to be a good one.

Transitioning

1. Children will be transitioned at age-appropriate levels when the school feels they are ready.
2. Children being **Toilet Trained** does affect certain programs as to when your child can be transitioned.
3. Parents will be notified in advance, prior to the transition beginning.
4. Transitions may take one week or one day or sometimes longer. We move at the child's pace of readiness. Every child is different.

Infant Care

1. Diapers will be checked every 2 hours unless needed beforehand.
2. We support mothers who choose to breastfeed. The breastfeeding room is made available for mothers who choose to breastfeed while their infants are in our care. It is in the basement bathroom where a sitting room is available.
3. Once your infant is 1 year of age, they must follow the meal plan of all the other children.
4. Infants 16 months of age will transition to eating at a table and napping on a cot to prepare them for the toddler room.
5. Bottles must be labeled with the child's name and date. If breast milk, it must be labeled with the date the milk was pumped along with the date to use.
6. No blankets for infants under 1 year of age.

Napping and Resting

1. Children are not required to nap, after 20 minutes of resting, your child will be given something quiet to do while the other children sleep.
2. Naptime is after lunch, and it will be no longer than 2 hours.
3. Children nap on a cot. The center provides blankets for each child and will launder them weekly.

Assessments

1. Informal assessments will be completed twice a year on each child. Parents will be notified after and may request an additional conference if needed.
2. Any concerns will be brought to the parent's attention, and referrals will be requested if necessary.
3. Formal assessments are completed quarterly and reported through Teaching Strategies Gold.

MEDICAL EMERGENCY PLAN

In case of emergency the site administrator is to be notified immediately, If the administrator is not available the next senior staff is to be contacted and contact the proper emergency number. If the parents or the next emergency numbers can't be contacted, then 911 is to be called. If necessary, the child will be transported by squad to the closest hospital.

In case of illness of a child, he/she will be removed from their classroom and kept in the office area on a cot. If child's clothing needs change that will be done immediately. The office will contact parent, and the parent has less than 60 minutes to pick up child.

In case of DENTAL emergency, staff will follow procedures on the Dental first aid sheet hanging outside of each classroom and at the back of handbook. Milk for adult teeth is in refrigerator on 2nd floor by office. Procedures to call will be the same as above.

Other emergencies will be evaluated on an individual basis and determined by the policy in plan.

In the event of a disaster or sever damage to the building, the children will be loaded onto our bus and taken to the Black fork Retreat Center. Address is in emergency plan hanging in rooms. If our bus is damaged, we will remove kids by car or public transportation to a safe spot. Parents will be notified via, remind, phone calls or note on our doors.

During emergency situations all children will be supervised, and appropriate ratios maintained.

Illness and Communicable Disease Management

1. A child with any of the following signs or symptoms of illness will be discharged to their parents or guardians:
 - A. Diarrhea [more than three abnormally loose stool within a twenty-four-hour period.]
 - B. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
 - C. Extreme discharge coming from nose or eyes.
 - D. Difficult or rapid breathing.
 - E. Yellowish skin or eyes.
 - F. Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
 - G. Elevated temperature of one hundred degrees Fahrenheit is taken by an auxiliary method [under the arm] in combination with any other signs of illness.
 - H. Untreated infected skin patches.
 - I. Unusually dark urine and/or gray or white stool.
 - J. Stiff neck and elevated temperature.
 - K. Unusual spots or rashes.
 - L. Sore throat or difficulty in swallowing.
 - M. Vomiting more than once or when accompanied by any other sign of illness.
 - N. Evidence of untreated lice, scabies, or other parasitic infestations.
2. The school will follow the Ohio Department of Health "Child Day Care Communicable Disease Chart," for appropriate management of suspected illness.
3. The communicable disease chart is posted in the ELC Hallway.
4. Parents are responsible for taking their child to a doctor for medical care.
5. A child will be readmitted when he/she is no longer contagious fever free without medication, for a 24-Hour minimum period. The parent or guardian will agree that all the symptoms are gone.
6. Parents or guardians of children in the same group will be notified if a child has been diagnosed with a communicable disease. The school will post a written note in the class for parents or guardians to review.
7. Children who are not immunized are permitted in our center with a physician's clearance; however, in the case of a breakout those children will not be permitted to attend.

Medications

1. The administration of medication includes prescription and non-prescription medication.
2. Parents or guardians must fill out and sign a Request for the Administration of Medication Form for prescription, non-prescription medication, topical ointment or lotion, food supplement, and modified diet. You can get a form in the ELC office.
3. **Children under two [2] years of age** must have a doctor's note & signature [note must be on Doctor's. letterhead] for all over the counter oral medications.
4. The childcare staff member responsible for administering medication shall verify administration by completing the Request Form each time a medication is administered.
5. The completed form shall be kept on file at the school for a period of one-year following administration of medication.
6. Tylenol or medication such as will not be permitted.
7. **Non-prescription** medication is only to be used for no more than 14 consecutive days and must be in the original bottles, tubes etc. and include but are not limited to:
 - A. Topical ointments.
 - B. Lotions and Creams.
 - C. Any other over the counter medication.
8. **Prescription** medications:
 - A. Must have the original prescription label in the original bottle.
 - B. The label must be legible with the child's name, date, doctor's name, directions and prescription form filled out and signed by the Dr.
9. While your child is receiving any medications our illness management policy will remain in force.

Illness / Injury Emergency

1. The school will notify the parents or guardian in the event of an accident, injury, or illness.
2. If child needs emergency assistance, the school has obtained consent when the parent and or guardian signed the Child Information Form prior to admission.
3. The child shall be transported for appropriate care. Child records will be transported with the child.
4. When the Director or a childcare staff member accompanies a child to the source of emergency care, they will remain with the child until the child's parents or guardian assumes responsibility for the child's care.
5. If a parent or guardian refuses to grant consent that child may not attend our center.

Incident Reports

Anytime an incident occurs where a child has been hurt, an incident report will be completed. The director or designee will review and sign the report. The report will then be given to the parent or guardian for a

signature. One copy will be given to a parent or guardian.

Daily Schedule

A basic daily schedule consists of the following:

1. Arrival/Free Play
2. Restroom/Snack
3. Circle Time
4. Learning Time
5. Large Motor
6. Lunch
7. Naptime
8. Restroom/Snack
9. Free Play
10. Large Motor
11. Free play/Departure

Transportation and Field / Routine Trips

1. Field trips and routine walking trips are supervised by qualified staff.
2. Routine [Daily walking trips]. Parents and/or legal guardian are already giving the school permission by signing the **Parent Agreement Form** that is in our registration packet. This form is filed in your child's school folder.
3. Field Trips [these trips children may walk or be transported to.] The classroom teacher will hand out permission slips to parents and/or legal guardian, prior to the trip.
 - A. This slip will contain all field trip information.
 - B. Parent and/or guardian will need to have slip and/or monies back to the teacher prior to the trip.

In case of emergency all staff carries emergency First Aid Kit's and emergency contact information for each child. Also, staff has access to cell phones for emergency calls to parents, 911, and the Center.

Our Center closes at 5:15 p.m. We will withdraw your child from our program if you are late more than once. Children's Services will be contacted if you are more than 15 minutes late.

Behavior Incident Report

Child's Name: _____

Date of Incident: _____

Child's Supervisor: _____

Person Reporting: _____

Location of Incident/Room: _____

This notice is to inform you of a situation needing your immediate attention. The following behavior occurred today:

- ☐ Repeated swearing, teasing, or other improper language or gesture
- ☐ Disruption of classroom activities/talking back or failing to pay attention
- ☐ Provoking or fighting with others or other inappropriate physical contact
- ☐ Failing to follow safety rules
- ☐ Leaving the premises without permission
- ☐ Possessing a dangerous item or controlled substance
- ☐ Misusing school equipment or facilities
- ☐ Endangering others or self
- ☐ Engaging in improper behavior during transportation
- ☐ Theft/Tampering with someone else's belongings

Comments:

Supervising personnel took the following action:

- ☐ Redirected the child to another activity
- ☐ Discussed the behavior with the child
- ☐ Parent called to talk to the child
- ☐ Removed the child from the current activity to a quiet space
- ☐ Parent was called & child sent home
- ☐ Other _____

Follow-up determined by Administration:

- ☐ None needed at this time
- ☐ Parent conference needed
- ☐ 1 Day Suspension
- ☐ 2 Day Suspension
- ☐ 3 Day Suspension
- ☐ Can return after intervention (case by case)

Please talk to your child about the following school rules: _____

Parent/Guardian Signature: _____

Date: _____

Director Signature: _____

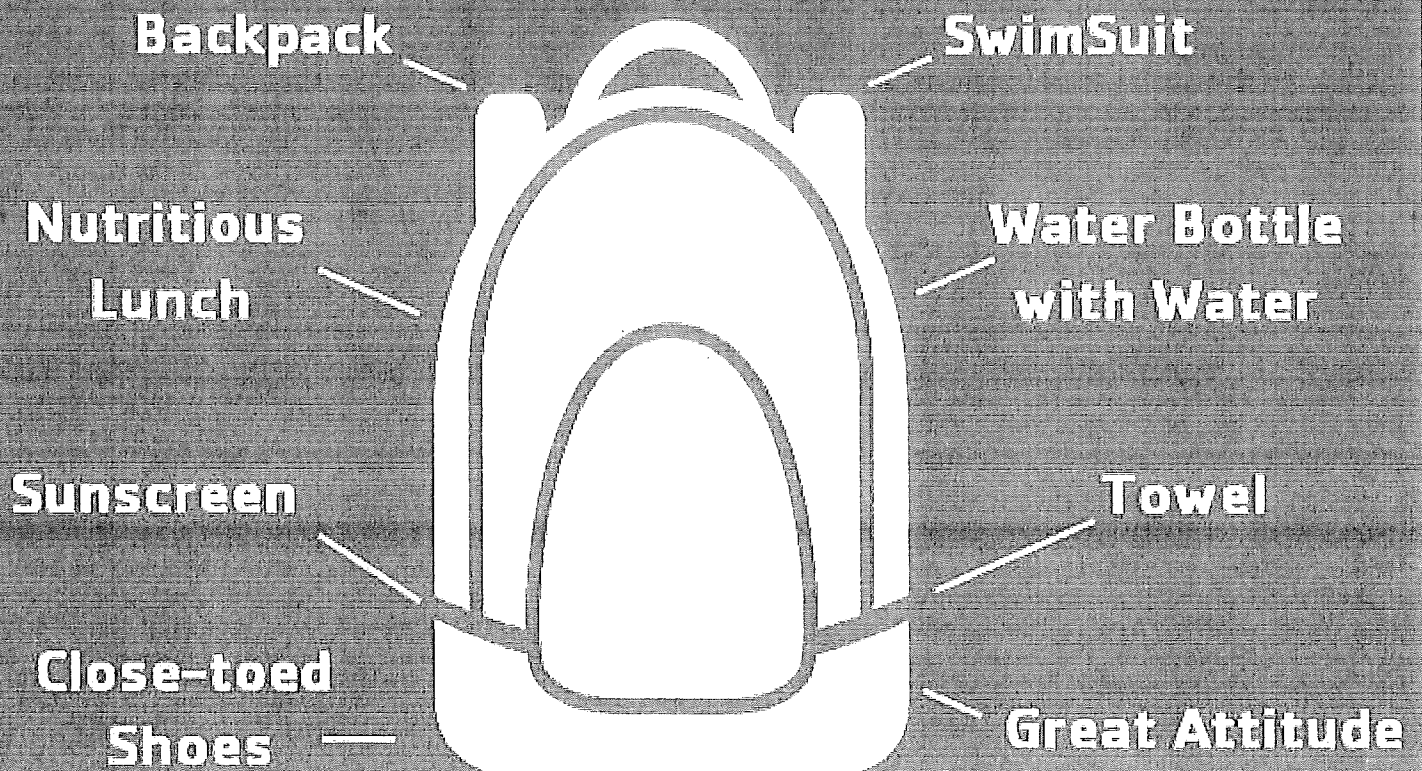
Date: _____



WHAT TO BRING TO CAMP

WHAT TO BRING TO CAMP

Please add your child's name on everything they bring to camp.



Appendix A to Rule 5101:2-12-18

Staff/Child Ratios, Age Grouping and Maximum Group Size

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 1/2 years)	1:7	14
Older Toddlers (at least 2 1/2 years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40

DENTAL FIRST AID

The following information will help you respond to a child's dental emergency. In any dental emergency:

- Stay calm and reassure the child.
- Assess for a head injury first.
- Wear gloves with any bleeding injury.
- Notify the parent or guardian.

BLEEDING AFTER LOSING A PRIMARY (BABY) TOOTH

- Place a clean folded gauze pad, cloth, or paper towel over the site to control any bleeding.
- Ask the child to bite on the gauze with pressure for 15 minutes.
- Repeat, if necessary. If bleeding continues, notify the parent or guardian.
- Do not attempt to reinsert the primary tooth.

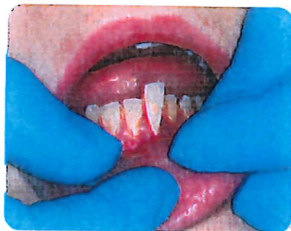
INJURY TO LIPS, TONGUE, GUMS OR CHEEKS

- Rinse the affected area with warm water.
- Control any bleeding.
- Apply a cold compress to the affected area to minimize bruising or swelling.
- Notify the parent or guardian.
- If the bleeding does not stop, or a tooth/teeth could be affected, arrange for the child to be transported to the dentist.



DISPLACED OR PARTIALLY DISLODGED TOOTH

- Gently clean the area with warm water.
- Control any bleeding.
- Do NOT attempt to move the tooth into the correct position.
- Notify the parent or guardian.
- Arrange for the child to be transported to the dentist immediately.



TOOTHACHE OR ABSCESS

- Rinse the mouth vigorously with warm water or salt water to dislodge any food or debris.
- Do NOT place aspirin at the toothache site as this may cause a chemical burn of the gum tissue.
- Notify the parent or guardian.



JAW DISLOCATION OR FRACTURE

- Immobilize the jaw by wrapping a scarf, necktie, or towel under the chin and tie the ends securely over the head.
- Apply ice to control swelling and bleeding.
- Notify the parent or guardian and arrange for transportation to the emergency room.

AVULSED (KNOCKED OUT) TOOTH

A permanent tooth may be successfully replanted and saved if the child is transported to the dentist within one hour.

- Find the tooth and pick it up by its crown, not the root.
- If dirty, gently rinse the tooth with water.
- Do NOT scrub the tooth.
- Hold the tooth by the crown and gently reinsert the tooth back into the socket. Make sure to insert it facing the correct direction!
- Have the child hold the tooth in the socket while being transported to the dentist by biting on a clean gauze pad or cloth.



If an avulsed tooth CANNOT be placed back into the socket:

- Place the tooth in a tooth preservation system, a cup of cold milk, the child's saliva, or water (as a last resort).
- Never wrap a tooth in gauze, cloth, or tissue.
- Notify the parent or guardian.
- Arrange for the child to be transported to the dentist immediately.

CHIPPED OR BROKEN TOOTH

- Gently clean the area with warm water.
- Control any bleeding.
- Place a cold compress over the injured area.
- Attempt to find the broken tooth fragments and wrap them in a wet gauze pad or cloth.
- Notify the parent or guardian.



BROKEN ORTHODONTIC BRACES OR OTHER APPLIANCES

- Broken wires can be covered with wax or a piece of clean wet gauze pad until the child can be seen by an orthodontist.
- Do NOT remove a wire if it is broken off and embedded in the cheeks, gum, or tongue.
- Notify the parent or guardian.
- Arrange for the child to be transported to an orthodontist immediately.



Adapted with permission from the New Jersey Department of Health.
Several photos courtesy of Dr. Dennis McTigue.

No weekend or Evening Care

