



First English Lutheran Church & Early Learning Center  
53 Park Ave West Mansfield, OH 44902  
P: 419-522-7500 F: 419-522-0075  
[www.felc-mansfield.org](http://www.felc-mansfield.org)

## Records Transfer Policy

You have the right to have your child's paperwork transferred to another center if you choose to leave our center. You must provide us with the proper information needed. Please come to the office to ask for a Records Transfer Paper. By signing below you acknowledge that you have been made aware of this policy.

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_