

First English Lutheran Early Learning Center



Where every student thrives!

53 Park Avenue West Mansfield, Ohio 44902

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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 the Ohio Department of Jobs and Family Services. Laws governing child daycare 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 Jobs and Family Services toll free at 1-800-686-1581.

As a state licensed center, we have an obligation to meet predetermined staff/child ratios.

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 Early Learning Center is licensed for operation between the hours of 7 a.m. – 5:00 p.m. Monday – Friday. We cannot legally care for your children before 7 a.m. or after 5:00 p.m. In the case you are late picking up your child, a late fee will be assessed. After being late twice, your child will be asked to not 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 a.m. – 3 p.m. Please call the office at 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.

Babysitting Policy

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

First English Lutheran Early Learning Center does not sanction babysitting 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. A comprehensive curriculum 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 be going 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 using a theme-based 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 each 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 consistency, positive reinforcement, modeling, redirection/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.

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. NO GUN play.
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 the center. They may get lost or broken.
5. The center 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 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, lightening, 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 a 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.

Water play is available for the children. There is a permission slip that will need updated yearly. Children will use wading pools and school age children may play in creeks.

Appropriate Dress

1. Please have children wear play clothes that 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. Sometimes it is unavoidable. The school will not be responsible for damaged clothing.
2. Tennis shoes or closed toed shoes and shoes that stay on your child's feet are required. They do play at the playground and walk where there are stones. Wearing closed toed 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 an extra set of clothing at the center, 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 Jobs and Family Services requires us to have on file, a completed medical statement and an emergency 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 daycare, 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 daycare.

Pre-Registration

1. All enrollment forms must be completed and turned into the office before the first day at the center.
 - 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 to turn this in. If we do not get this form, your child will not be allowed back at the center. Each child who has not entered Kindergarten, shall be examined by a licensed physician prior to admission and annually thereafter.
 - c. Parent Agreement – This form also contains pertinent information.
 - d. Family Information
 - e. Enrollment Contract
 - f. Parent/Provider Contract
 - g. Payment Schedule Agreement
2. The registration fee must be paid (this is non-refundable).
3. Copy or weekly payment must be made before your child can start.

4. To assure a place in the program of your choice, advanced registration and payment is necessary.
5. Those that receive assistance from the Ohio Department of Jobs 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

Although disenrollment of a child is rare, there are things that may result in your child being withdrawn from our program.

1. Lack of payment
2. Reoccurring violence to other children or staff members
3. No call or no show after one week

Tuition Policy

1. Weekly Fees
 - a. The payment of weekly fees is due on or before Friday of the week prior to which services are scheduled. 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.
 - 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 nonrefundable.
2. Monthly Fees for Pre-K Only
 - a. Monthly fees are due on or before the first of the month prior to which the services are scheduled.
3. Extra Fees/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. Nonpayment of fees refer to policies of tuition payments in 1, 2, and 4.
4. Payments made by outside party
 - 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 any and all payments.
 - c. You must give a 2 week notice prior to withdrawing your child. If your child is withdrawn without a 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 closing.

Custody Agreements

If there are 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 Child Protective 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.
4. Infant Room – Fulltime only
 - a. Absent credit days per year: 6
 - b. You must notify the office when child will be absent to get credit if you choose to use a credit for that day.
 - c. Credit given for days when the center chooses to be closed.
5. Tiny Tots – Yellow Fellows – 3-day, 4-day, or fulltime
 - a. Absent credit days per year for fulltime: 6
 - b. Absent credit days per year for parttime: 3
 - c. Parttime may choose to bring their child on a different day if absent or center is closed.
6. School Age Program including Summer Camp – Fulltime only
 - a. Our center is available when regular school is closed. A full day charge is applied.
 - b. Absent credit days for Summer Camp: 6
7. Pre-K – September through May
 - a. No credit given.
8. All Programs – Credit is not given if
 - a. Child is sent home sick.
 - b. Parent chooses to pick up child early.
 - c. The center must close early.
9. ODJFS parents receive 20 days from January – June and 20 days from July – December.

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.

3. Our parking lot is one way. Enter from Park Ave and exit out the alley.

Arrival and Departure

1. 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.
 - b. Children will only be released to those people listed on your child's information form.
 - c. 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.
 - d. Parent must notify the center 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.
 - e. The center will not release your child unless we are notified by you.
 - f. The center must be notified of any legal custody changes. The center must have copies of any such legal papers in child's file to comply.

Evacuation Site

St. Peter's High School on Mulberry Street
Mansfield Richland County Public Library on 3rd Street

Supervision Policy

1. Infants/Toddlers/Preschoolers
 - a. 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.
2. School Agers
 - a. 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, if the teacher can see or hear the children and checks 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 parent 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 program 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 child's name clearly written.
4. Please remember to put spoons etc. in your child's lunch.
5. Parents are responsible for providing a nutritious lunch and beverage daily. Please follow the guideline 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 dairy group
 - d. 2 servings from the fruit/vegetable group (one of these can be your child's 100% fruit juice drink)
7. Notices will be sent home when lunch guidelines are not followed.
8. If your child comes to school without a lunch, you will be contacted to bring one.
9. A morning and afternoon snack will be provided for all children daily.
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.

Potty Training Policy

Children must be potty trained by the age of three. If your child is not potty trained when it is time to transition to the next classroom, your child will be at risk for losing his/her spot. We cannot hold spots for children not potty trained if there are others who need to move into the classroom. Once a child is three years old, they may not wear pullups at any time. When your child is potty training, it is important to be consistent and not confuse the child by switching back and forth between pullups and underwear. It is recommended that parents openly communicate the potty training process with the child's teacher.

Transitioning

1. Children will be transitioned at age-appropriate levels when the center 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 beginning of transition.
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. Breastfeeding room is made available for mothers who choose to breastfeed while their infant is in our care. It is located in the first-floor 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 eat at a table and nap on a cot to prepare them for the toddler room.
5. Bottles must be labeled with 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 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.

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 taken by 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 center 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 center 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 nonprescription medication.
2. Parents or guardians must fill out and sign a Request for the Administration of Medication Form for prescription, nonprescription medication, topical ointment or lotion, food supplement, and modified diet. You can get a form in the ELC office.
3. Children under two years of age must have a physician's note and signature (note must be on a physician'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. Nonprescription 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. Label must be legible with child's name, date, doctor's name, and directions.
9. While your child is receiving any medications, our illness management policy will remain in force.

Illness/Injury Emergency

1. The center will notify the parent or guardian in the event of an accident, injury, or illness.
2. Medical and Dental Emergency Plan will be posted in each classroom.
3. If a child needs emergency assistance, the center has obtained consent when the parent and/or guardian signed the child information form prior to admission.
4. The child shall be transported for appropriate care. Child records will be transported with the child.
5. 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 the responsibility for the child's care.
6. 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

Inclement Weather/Emergency Evacuation

1. It is the policy of the center to remain open except during the most severe weather conditions. Should we have bad weather, please check WMFD, Facebook, and Remind. We will also have the local stations posted in our ELC hallway as you come in the door.
2. We use Remind to get messages to our parents. You will be signed up upon enrollment.
3. Emergency fire and weather evacuation plans are posted in each room. Unannounced drills will be conducted at varying times each month.

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 guardians are already giving the center permission by signing the Parent Agreement Form that is in our registration packet. This form is filed in your child's file.
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. The slip will contain all field trip information.
 - b. Parent and/or legal 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 kits 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 5:00 p.m. We will withdraw your child from our program if you are late more than once. Children's Protective Services will be contacted if you are more than 15 minutes late.