



WELLSVILLE FIRST CHRISTIAN CHURCH

lighthouseKIDS
LEARNING CENTER

305 NINTH STREET, WELLSVILLE OHIO 43968

Phone: (330) 362-0277

E-Mail: lighthousekidslc@gmail.com

Enrollment Packet

Mission:

Lighthouse Kids is a Christ centered childcare. It is at the heart of our vision to offer a program that addresses the whole child. Our mission is to provide a safe, loving, and encouraging environment that not only meets the children's developmental needs, but their spiritual needs as well. The staff will strive to instill confidence, self-worth, and Christian morals in every child. Lighthouse Kids will provide a faith-based curriculum taught by certified teachers. Our hope is to generate a love of Jesus and learning that will be carried throughout the children's lives.

Enrollment:

Lighthouse Kids will be servicing children between the ages of 6 weeks and 12 years old on a part week/full week basis. Children are only considered enrolled when all required paperwork is completed and turned in, and a \$25.00 registration fee is received.

Required paperwork consists of the fully completed enrollment form, the medical form (must be signed by a Doctor with shot records attached), photograph consent form, and signed Discipline Policy.

School age children are not required to have a signed medical form, however, their shot record is required.

If you have declined to have your child immunized against disease for a reason of conscience including religious convictions you must provide a written statement, which will be kept in your child’s file.

Fees/Tuition:

Tuition rates are based on a full and part week basis. If your child is in attendance anywhere from 1-24 hours in a week, that is considered a part week. Anything over 24 hours in a week is considered a full week.

Infants (6 weeks- 18 months)	\$190.00 full week	\$135.00 part week
Toddler (18 months- 3 years)	\$170.00 full week	\$115.00 part week
Preschool (3-5)-	\$140.00 full week	\$90.00 part week
School age (K-12 years old)-	\$90.00 full week	\$70.00 part week

Lighthouse kids will take cash, check or credit card payments.

A \$35.00 fee will be applied to all returned checks.

Multi Child Discount:

First Child- Full Price

Second Child- 10% discount

Third Child- 15% discount

All accounts must be paid on either a weekly or biweekly plan. All accounts must be paid in full each month to maintain services. Any delinquent account may be turned into collections if payments are not received.

Enrollment/Supply Fee: A \$25.00 enrollment fee is due at admission into the program and every January thereafter. This fee is collected to help with the cost of supplies that the center needs while caring for your child.

Hours of Operation:

Monday-Friday- 6:00am-6:00pm

Lighthouse kids will be closed for major holidays. These holidays include, New Year's Eve, New Years, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas and the day after.

Inclement Weather Closings: On rare occasions Lighthouse Kids may need to close due to weather conditions. Parents will be notified of closing by phone or website. We will be required to close if there is a state of emergency at any level.

Americans with Disabilities Act (ADA)

Lighthouse Kids will not discriminate against children and families on the basis of disability. We will provide children and parents with disabilities an equal opportunity to participate in our centers programs and services.

Children with disabilities will be assessed on an individual basis to determine if our program is right for their needs. If the child is enrolled, the program will ensure compliance with administering medication and administering care procedures in accordance with the Americans Disabilities Act.

General Daily Schedule (Infants)

6:00am-9:00am- Arrival, Breakfast, Bottles, Diapers and free play
9:00am-9:30am- Music, Stories and Puzzles
9:30am-11:30am- Large Muscle Play (indoor/outdoor), art
11:30am-12:30pm- Diapers, Handwashing, Lunch
12:30pm-3:00pm- Nap, quiet activities
3:00pm-4:00pm- Snack, Bottles, Diapers and stories
4:00pm-5:00pm- Large Muscle Play (indoor/outdoor)
5:00pm-6:00pm- Free Play, Departure

General Daily Schedule (Toddler/Preschool)

6:00am-7:00am- Arrival and Quiet activities
7:00am-7:45am- Table Activities
7:45am-8:00am- Clean up/toileting/handwashing
8:00am-8:30am- Breakfast
8:30am-9:00am- Stories and Fingerplays
9:00am-9:30am- Circle Time
9:30am- 10:30am- Free Choice Centers/small group projects

10:30am-11:15am- Outside Play/Gross Motor Activity
 11:15am-11:30am- Clean Up/toileting/handwashing
 11:30am-12:00pm- Lunch
 12:00pm-12:15pm- Clean Up/toileting/handwashing
 12:15pm-2:00pm- Rest Time
 2:00pm-2:15pm- Toileting/handwashing
 2:15pm-2:45pm- Snack
 2:45pm-3:00pm- Clean Up/toileting/handwashing
 3:00pm-3:45pm- Outside/Gross Motor activities
 3:45pm-4:00pm- Clean Up/toileting/handwashing
 4:00pm-4:30pm- Afternoon Circle Time/Music and Movement
 4:30pm-5:15pm- Free Choice Centers/Small group projects
 5:15pm-5:30pm- Clean Up/toileting/handwashing
 5:30pm-6:00pm- Table Activities
 6:00pm Closure

School Age After School Schedule:

2:45pm-3:00pm- Arrival, Restroom, Handwashing
 3:00pm-3:30pm- Snack
 3:30pm-4:00pm- Homework Help/Quiet Activities
 4:00pm-5:00pm- Outside/Gross Motor Games
 5:00pm-5:30pm- Free Choice Activity
 5:30pm-5:45pm- Clean Up
 5:45pm-6:00pm- Combine with Preschool

- Schedules are subject to change due to the needs of the children as well as the weather.

Staff Child Ratios and Group Size:

We will be in accordance with the state mandated group size/ratios at all times in our facility.

Age of Children	Staff/Child Ratio	Max. Group Size
Infant (6-18 months)	1:5	12
Toddler (18 months-3 years)	1-7	14
Preschool (3-5 years)	1:12	24
School Age (Kindergarten- 12 years)	1:18	36

Attendance:

Parents are required to submit a weekly schedule to their child's teacher no later than the Friday before the scheduled week. Schedules are very important and must be followed due to state ratios that we are required to follow. Lighthouse Kids must be notified if your child will not be attending on a scheduled day, or if they will arrive later than their scheduled time.

Upon arrival to Lighthouse Kids, parents must walk their child to the appropriate room where the teacher will greet them. During departure, parents must also come into the classroom to pick up their child. Teachers must be notified before a child leaves the classroom. Please refrain from being on your cell phone during pick up or drop off as this time is a great opportunity for teachers to communicate with you about your child.

If your child is scheduled to come from another program such as Head Start or their school district and they do not arrive, the program they are coming from will be contacted immediately as well as the parent by the number listed on the child's enrollment form.

Non-Parent/Guardian Pickup:

If someone other than his or her parent/guardian is picking up your child, this person must be listed on the child's enrollment form, or the parent must notify the center prior to pickup of the change. Anyone picking up the child other than a parent will need to show proper ID to the administrator before being allowed to leave with the child.

Custody Arrangements:

In the case of custody agreements, all custody documents must be copied and filed at Lighthouse Kids in the child's portfolio. The center is required to follow all written custody agreements.

The health and safety of the children at Lighthouse Kids is our main priority. Staff members will not release a child to anyone who appears to be under the influence of drugs or alcohol.

All staff members are mandated child abuse reporters. If a staff member suspects abuse or neglect they are required to make a report with the local children's service agency.

Supervision and Child Guidance:

Children will be supervised at all times by a qualified staff member, even at resting time. Child safety is a priority in our center and we do this only by the proper supervision of the children we care for.

If a child becomes ill, they may need to be moved to another area of the classroom away from the other children to rest, however, they will always be within sight of the classroom teacher.

While at Lighthouse Kids your child will be loved and respected. We will strive to instill in the children self-control and self-discipline. Children will be made aware of expectations upon arrival. Expectations will be within the child's abilities. Positive reinforcement and redirection will be used with the children. There may be instances where a child is asked to walk away from a group for a period of time due to behavior. During this time the teacher will talk to the child about the behavior and what we can do to correct it.

Suspension and Expulsion:

Teachers and Administration will do everything they can to help the children in their care build self-control and succeed in the program. However, if there is an instance where a child is continually putting themselves or other children in danger, the child may need to be pulled from the program. Again, the staff will do everything they can to prevent this from happening and will always remain in contact with parents about behavior.

ODJFS will be notified through the OCLQS dashboard of any child who is suspended or expelled.

Management of Illness:

Lighthouse Kids will strive to provide the children with a clean and healthy environment, however we understand that all children get sick especially if this is their first experience with a group of children.

Upon arrival, children will be observed for overall health. If your child shows signs of illness they may be removed from the group and the parent will be notified to pick up the child. If a child does not feel well enough to participate in regular activities, the parents will also be notified. Please do not send a sick child to the center. Please have a plan in place for when your child is sick if you are unable to miss work/school.

A child showing any of the following symptoms will be immediately isolated and a parent will be contacted for pickup:

- Temperature of 100 degrees Fahrenheit
- Diarrhea (3 or more loose stools within a 24 hour period)
- Severe coughing (causing red face, making whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes

- Redness of eye, discharge, matted eyelashes, burning, itching
- Unusual spots and rashes
- Lice, scabies, or other infestation
- Vomiting more than once
- Sore throat or difficulty swallowing

When isolating a child, they will remain within sight and ear distance of a staff member but will be out of contact with all other children in the room. Any cot or blanket used will be immediately cleaned and sanitized.

Children leaving the center due to illness are not permitted to return until they have spent 24 hours free of any illness or symptoms. If trying to return before the 24 hour period, a Doctor slip is required or the child will not be permitted to stay.

Medication:

Lighthouse Kids staff will administer medication only after the parent has properly filled out a Request for Medication Form. You must see the administrator to receive this form. All medications must be given to the administrator where it will be stored out of children's reach. All medication must be in the original box with the exact dosage stated on the label being followed. A physician must provide instructions on the Request for Medication Form if the exact dosage is not being followed.

School age children only are able to maintain control of their inhalers. Parents must sign a form stating that they are allowing their child to have access to their inhaler at all times. If a child is unable to keep control of the inhaler it will be immediately given to the administrator for safekeeping.

Over the counter medication will not be administered for more than 3 days without instructions from a physician.

If your child requires a food supplement for a modified diet, you must secure written information from your child's medical physician on a medical care plan form and it must be kept on file at Lighthouse Kids.

Emergencies/Serious Illness or Injury:

Lighthouse Kids is committed to the safety and well-being of each child and staff member. With that, many policies and procedures are in place to ensure the well-being of everyone in attendance during any particular event that may occur. In the case of a fire or tornado, evacuation plans, which are posted in each room, will be followed. Our designated safe spot in the instance of fire or severe weather is the Wellsville First Christian Church. All children will be safely escorted to the church, staff will make sure all children are accounted for, and phone calls will be made to parents immediately for

pick up. If a parent is not reached, the emergency contact on your child's enrollment form will be called.

In the case of an injury or illness, staff will administer basic first aid to your child. If the incident is more serious, first aid will be administered and the parent will be contacted immediately to discuss the course of action. If an injury is life threatening, EMS will be called, the parents will be notified, and a staff member will remain with the child with all available health records. Only parents or EMS are able to transport a child.

All incidents/injuries will be documented and a copy of the form will be signed and given to the person picking up the child for the day. Incidents that will be documented are for example, any illness, accident or injury which required first aid, a bump or blow to the head, any unusual or unexpected event that affects the child's safety.

Nap/Rest Time

Rest time will take place daily after lunch until 2:00pm. During rest time children will have their own individual cots that they will rest on. A movie will be shown for the first 30 minutes and then soft music will be played. Any child that does not fall asleep during rest time will be given a quiet activity on their cot. All cots will be cleaned and sanitized daily after use. Please pack a blanket for your child to use while resting. You may also send in a pillow, however, it must be travel size. All nap items must fit in your child's cubby without overhang. Blankets and pillows must be taken home every Friday to be washed.

Outdoor Play:

Studies show that outdoor/gross motor play is crucial in early development of children. We will utilize our outdoor playground everyday as long as weather permits. The children will be outside if it is above 25 degrees Fahrenheit and below 90 degrees Fahrenheit. Please make sure to dress your child appropriately for the weather.

On days when the weather does not allow us to utilize our outdoor space (inadequate temperature, rain, snow etc.) the children will have access to our indoor gymnasium where the teachers will have planned gross motor activities available.

Transportation:

During the summer months, school age children will be going on planned field trips. When a trip is planned, the information provided to you will always include the means of travel, including walking, taking public transportation, riding in a center owned bus, or riding in a school bus. Ohio rules for child restraints will be followed, based on the children's age, weight, and vehicle type. On all trips a person trained in First Aid, Management of Communicable Disease, Child Abuse Prevention and CPR shall be present. The following will be available for all trips: first aid supplies, a completed Child

Enrollment and Health Information form (except for routine walks), a completed Child/Medical Physical Care Plan, any emergency medications, a written record of which vehicle each child is being transported in and the cellular phone number of the adult in that vehicle who could be contacted in an emergency. The center will ensure that means of communication are available. Each child will have identification attached to them which states the center's name, address, and a contact telephone number in the event the child becomes lost.

Routine Trips:

Lighthouse Kids will provide transportation to and from school for children enrolled in the Wellsville school district. Parents will be required to sign a routine trip permission slip before the start of each school year.

Consent for Transportation:

In the case of an emergency, only emergency transportation vehicles will transport children. Staff will not transport a child. If a parent chooses to not consent to emergency transportation a detailed plan of what is to happen during an emergency is to be kept in the child's file.

Meals and Snacks:

Two meals and one snack will be provided to your child during the day in accordance with the Child and Adult Care Food Program. All meals and snacks will meet USDA requirements. The meal times are as follows:

- Breakfast: 8:00am-8:30am
- Lunch: 11:30am-12:00pm
- Snack: 2:15pm-2:45pm
- School age snack: 3:00pm-3:30pm

If dropping your child off after our allotted meal time please call in advance if a plate needs to be saved for your child.

Weekly menus are posted in the classrooms; please inform administration if your child is unable to have a certain food due to allergies or religious beliefs.

Infant Daily Program:

The staff members responsible for the care of the infants shall plan and implement activities suitable to the age levels and abilities of the infants in their care. LHK will make sure that necessary information regarding an infant's care is exchanged between child care staff members and between staff members and parents/guardians.

Each infant will be allowed to safely and comfortably sit, crawl, toddle, walk, and play according to the infant's stage of development in a designated space apart from the

sleeping area each day. Each infant will be removed from the crib, swing, seat, or other equipment throughout the day for individual attention. Each infant will be removed from his/her crib for all feedings and be held or fed sitting up for bottle feedings.

Parents/Guardians must provide the staff with detailed information on feeding schedules and sleeping schedules for their infant. A log is maintained for each infant so that parents can be kept informed of what is happening throughout the day with their infant. Parents will be given a daily report for their child which details the child's food intake, sleeping patterns, times and results of diaper changes, and information about daily activities.

Formula/Food:

Infants will be served food with dated written instructions from the parent/guardian or physician. The instructions must include amounts of food, type of food, and feeding times and be updated as needed based upon the child's needs and instructions. If instructions are not given, the infant will be served formula and/or food in sufficient amounts to meet the meal pattern and quality of the USDA child and adult food program.

Parents/Guardians are responsible to provide the appropriate number of prepared formula and/or juice bottles their child needs each day. The bottles must be labeled with the child's name and date. Prepared formula and food will be discarded or sent home daily if not used.

In the infant program, the children are on individual feeding and sleeping schedules as determined by the parent/guardian and teacher. Activities such as stories, songs, large muscle play etc. are planned to be done individually and in small groups. As the infants develop, they are gradually introduced to group activities so that by the time they are 18 months of age, they will be ready to be promoted to the toddler group.

Breastfeeding/Pumping:

A mother who wishes to breastfeed her baby is encouraged to make arrangements with the infant room teachers. Any mother who wishes to pump breast milk at the center is encouraged to see the administrator to discuss a private location.

Infant and Toddler Programs:

Each infant is assigned a separate crib for sleeping. If a crib is considered hazardous for an infant, regardless of age, the infant may be assigned to a cot with written permission from the parent/guardian. An infant sixteen months of age or older may be assigned to a cot with written permission from the parent/guardian. All children over thirty-five inches tall will be assigned an individual cot for sleeping.

LHK will provide breakfast, lunch, and an afternoon snack for the infant and toddler children. Parents are responsible to bring pre-mixed formula in the necessary number of bottles their infant will need throughout the day. The bottles must be labeled with the child's name and date. We understand that your child may need help with some foods and might be reluctant to try new foods. The staff is here to help your child during meal times.

Diapering and Toilet Training:

Parents are required to supply disposable diapers for non-toilet trained children. Ointments, creams or other topical substances are considered a medication and will only be applied if proper paperwork is completed.

LHK will provide wipes, however; if your child has an allergy or needs a certain brand of wipes, you are required to supply them.

Diapers will be changed every two hours or when soiled, unless specific instructions are given to the child's teacher.

LHK is happy to assist you with your child throughout the toilet training stage. When you feel your child is ready, discuss the matter with your child's teachers and they will continue your efforts at the center. The center will ensure that toilet training is never forced. Parents should bring several changes of clothes and underwear for those children who are being toilet trained.

Biting:

While distressing to adults, it is not uncommon for young children to bite when feeling angry, frustrated, threatened or just teething. Nonetheless, LHK staff takes an active role to minimize incidences of biting. However, a caregivers best efforts can never completely eliminate it. If a child is a biter, parents will be informed of such.

Generally speaking LHK does not terminate services of an infant or toddler who bites unless it is part of a consistent and extreme pattern of aggression that exceeds developmentally predictable patterns for the given age of the child.

Personal Toys:

Children are not permitted to bring toys from home to Lighthouse Kids. Our classrooms are filled with many activities which will keep the children busy throughout the day. Items from home are only permitted on show and tell days which will be scheduled by the classroom teachers.

Children are able to have a small stuffed animal for nap time only and will be stored in their cubby both before and after.

Formal Assessments:

Teachers will use an assessment tool to make decisions on child instruction and to evaluate a child's progress within the program. Information obtained about the child's development and progress will be shared with families. Assessment information will also be used to help plan and continuously improve our program.

Parent Involvement:

During hours of operation, parents are always welcome in the classroom. Parents are also able to call Lighthouse Kids at any time to check on their child during the day.

Lighthouse Kids will provide multiple family engagement functions throughout the calendar year. Families will be notified of all activities within a proper time frame to ensure parents have an opportunity to attend.

- Examples of family engagement functions: muffins with mom, donuts with dad, grandparent's day, holiday parties/programs, end of year celebration.

Parents are encouraged to talk with teachers about their child's growth and progress in the program. Teachers are available during drop off and pick up times, or scheduled conferences can be made at teacher or parent request.

Problems/Concerns:

Our staff understands that you as the parent are entrusting us with your children as you work/go to school, therefore please communicate any problems or concerns with the administrator. Concerns can be voiced openly to the administrator or can be written and submitted to the drop box outside of the preschool room or administrators office.

Lighthouse Kids is a ministry of Wellsville First Christian Church and is dedicated to the positive upbringing of the children in our community. The children will be positively cared for, loved, and respected and will learn about the love that their heavenly father has for them. We thank you for entrusting us with your child.