

Daycare

Parent & Student Handbook



2024 – 2025

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Dear Parents/Guardians,

We welcome you to the Mansfield Christian Daycare! We are so glad that you have chosen Christian education. Our goal is to partner with the Christian home to train children to live a life consistent with a Biblical worldview and it is never too early to start. Our staff is committed to providing your family with an excellent daycare experience that demonstrates our intent to immerse children in a nurturing environment that is focused on care and collaboration.

If at any time you have questions, we invite you to reach out using the contact information listed below.

Sincerely,

The MCS Daycare Team

CONTACT INFORMATION

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GENERAL INFORMATION

Arrival/Departure

- All children must be signed in and out each day.
- Children may not be dropped off at the entrance of the building or be sent inside alone.
- Any special messages, pickup notes, etc., are to be given to a staff member.
- Parents are responsible for the supervision of their child before and after signing in and signing out.
- Staff must be made aware of each child's presence before the parent departs.
- At the time of pickup, parents are asked to make contact with their child's supervising staff member to ensure they are aware that the child has been picked up.

Parents must list on their child's Emergency Medical Form the names of all those permitted to pick up their child from school. Only those listed on the form will be allowed to pick up children. It is the parent's/guardian's responsibility to keep this information up to date in FACTS. If plans change and someone other than the person listed on the daily sign-in sheet will be picking up your child, please contact us. All persons will be required to show identification if the staff is unfamiliar with them. Daycare children will not be released to anyone under the age of 16.

Holiday Schedule

The daycare follows the school calendar. A calendar will be provided that includes all days that the daycare will be closed. Parents will need to have a backup plan when holidays or school closings occur.

Delay or Closing

In the event of severely inclement weather conditions, health or safety concerns, or extreme facility conditions, MCS may be closed, or starting times may be delayed. On a delay, daycare begins at 9 am. Closings and delays will be announced via an automated phone call.

Hours of Operation

MCS Daycare will be open from 7:30 am to 5:30 pm five days per week year-round.

Toddler Daily Schedule:

7:00-8:00	Arrival, Free Play, Craft, Potty Time/Diaper Change
8:00-8:30	Breakfast
8:30-9:00	Craft, Centers
9:00-9:30	Circle Time (BibleStory, Weather, ABC's, Color, Counting, Reading)
9:30-10:00	Pledges, Snack, Craft
10:00-11:00	Gross Motor (Inside or Outside)
10:00-11:30	Potty Time/Diaper Change, Wash Hands
11:30-12:00	Lunch
12:45-1:00	Potty Time/Diaper Change, Wash Hands, Puzzles
1:00-2:30	Nap
2:30-3:00	Potty Time/Diaper Change, Snack
3:00-3:30	Fine Motor (Coloring, Playdough)
3:30-4:00	PM Snack
4:30-5:00	Gross Motor (Gym or Outside)
5:00-6:00	Directed Play, Free Play, Outside

3-5-Year-old Daily Schedule:

7:00-8:00	Arrival, Free Play
8:00-8:15	Breakfast/Quiet Enjoyment of Books
8:15-8:30	Chapel
8:30-9:00	Outside/Gym
9:00-9:15	Restroom Break
9:00-9:30	Story, Large Group Activity
9:15-9:30	Circle Time: Names, Counting, ABC's, Shapes, Colors
9:30-9:45	Snack
9:45-10:45	Centers/Small Group Activity
10:45-11:00	Calendar Time: Day, Month, Pledges
11:00-11:30	Gross Motor Play/Restroom Break
11:30-12:15	Lunch
12:15-12:45	Clean Up/Story Time/Music and Movement
12:45-1:00	Restroom Break
1:00-2:30	Rest Time/Quiet Activities
2:30-3:15	Restroom Break/TAble Activities
3:15-3:30	PM Snack
3:30-4:00	Large Group Activity
4:00-6:00	Directed Play/Departure/Combine with Toddler

Non-discriminatory Policy

Mansfield Christian School admits students of any race, color, and national and ethnic origin and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, or national and ethnic origin in the administration of educational policies, scholarship programs, athletics, and other school-administered programs. MCS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with MCS administration and to abide by its policies (Romans 2:11).

Licensure

The MCS Daycare is fully licensed by the Ohio Department of Education and observes the following required staff/child ratio:

TODDLER	1:7 (18-36 mo.)
PRESCHOOL	1:12 (3-5 yrs.)

A copy of the license, rules, and laws is available at the daycare. The daycare's licensing record, including compliance report forms and evaluation forms from the health, building, and fire departments, are available upon request from the department. The Ohio Department of Education's phone number is 1-614-466-0224 for any person to use to report a suspected violation by the daycare. The daycare license capacity is 41.

Staff Training and Qualifications

All staff members are trained annually in the following areas:

1. Child development
2. Child abuse recognition and prevention
3. Red Cross – First aid/CPR
4. Communicable diseases prevention recognition management
5. Each member of our staff is dedicated to the Lord and has been employed as a qualified and competent person to provide loving and understanding care for each child according to their needs.
6. All staff is fingerprinted through the BCI and FBI.

Behavior Management & Discipline Policy

A childcare staff member in charge of a child or group of children shall be responsible for their discipline. We use positive reinforcement which is very effective for most of our children. These methods include

1. Redirecting the child to another activity
2. Removing the child from group
3. Talking to the child one on one
4. Issuing a "time-out" (1 minute per child's age)
5. Reiterating expected behavior
6. Consulting with the parents
7. Removing special privileges

If the child's cooperation and performance remain unacceptable, the child will be dismissed from the daycare. In every instance, prayer will be a vital part of the approach.

All persons on the premises shall follow discipline methods that ensure children's safety, physical, and emotional well-being. The following are prohibited:

1. There shall be no cruel, harsh, or unusual punishments.
2. No child shall be locked in a room, placed in a hallway, or separated without supervision.
3. No child shall be subjected to verbal abuse such as profanity, threats, or derogatory remarks.
4. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
5. Discipline techniques shall not humiliate, shame, or frighten a child.
6. Discipline shall not include withholding food, rest, or toilet use.
7. No discipline shall be delegated to any other child.

Communication

MCS uses various communication tools to keep parents/guardians informed. The primary means of communication are email, text messages, weekly newsletters and FACTS Family Portal.

Dress Code

Please send your child(ren) to MCS Daycare fully dressed and neatly groomed. Please send your child in play clothes. Girls: must have shorts underneath dresses. We want them to be able to participate in all activities. We play in sand, paint, paste, etc. Please dress your child(ren) in modest attire (no short shorts, tight leggings as pants, spaghetti strap shirts, or tank tops) and appropriate t-shirts (not too tight, no negative or violent themes or images or secular bands). Supportive tennis shoes (for safety while on playground equipment). Please no flip-flops.

Fundraising

Only fundraising which benefits the whole school or a specific program is permitted. Fundraisers must be approved through the appropriate process. Individual fundraisers for personal use are not allowed.

Parking Lot

1. Do not leave your car running while unattended by an adult.
2. Do not leave a child unattended in a vehicle at any time.
3. Make sure your child is supervised in the parking lot for his/her safety.

Roster

A daycare roster will be prepared annually and upon request, may be furnished to the parent/guardian. Parents/guardians may decline to have their information included on the roster.

Supply List

Please supply: diapers, wipes, diaper rash cream, two boxes of tissues, gallon zip lock bags, extra clothing (in a gallon ziplock bag with your child's name on it) - weather-appropriate shirt, pants & socks (If potty training, please bring plenty of underwear and pants), nap items including two sheets and two blankets.

Dismissal Policy

Any child who, after attempts have been made to meet the child's individual needs, demonstrates an inability to benefit from the type of care offered by the school, or whose presence is detrimental to the group, will be dismissed from the daycare. Discharging a child does not imply that the child has failed or there is anything wrong with the child. It implies the child has natural needs which cannot be met within our group setting, and it is in the child's best interest that another form of care is found.

Custodial Policies

Custody documentation: At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at MCS. Parents of enrolled students have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to MCS. These documents must be submitted within seven days of the change or at the time of re-enrollment if the school has been dismissed for summer break.

School records: A noncustodial parent shall have the right to access school records related to his or her student unless a legally binding document prohibits this.

Dismissal: No student shall be released to any individual other than a custodial parent unless express written permission is first given to MCS by a custodial parent or a valid legally binding document granting release is on file with MCS. All early dismissal requests shall go through the daycare coordinator. A parent cannot ask the school to withhold the release of his or her student to the non-custodial parent or parent's representative without a legally binding document.

School communications: It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes.

Conflict Resolution

When conflicts, concerns, and disagreements occur, Matthew 18:15-17 should be followed:

1. Keep the matter confidential (no gossip).
2. Keep the circle as small as possible (two parties).
3. Be straightforward (face-to-face). If there is an issue with a teacher, speak to them first.
5. The individuals should agree to share the matter with the daycare coordinator if still unresolved.
6. The elementary principal should be brought into the process if still unresolved.
7. The elementary principal will explain the conflict to the superintendent if still unresolved.

In summary, the Matthew 18 principle requires that parents talk to teachers about their children's problems before they talk to administrators. If unresolved at the two-person level, the matter should be prayerfully addressed at the next logical level. Forgiveness and reconciliation should always be the goal.

HEALTH

Control of Casual-Contact Communicable Diseases

MCS follows the Ohio Department of Health guidelines regarding the control of communicable diseases. These guidelines can be found on the Ohio Department of Health website at www.odh.ohio.gov/healthresources/infectiousdiseasemanual.aspx

The board of education recognizes that control of communicable diseases spread through casual contact is essential to the well-being of the school community and efficient district operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever, and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

To protect the health and safety of the students, district personnel, and the community at large, the board shall follow all Ohio State statutes and Health Department regulations that pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

The superintendent shall develop administrative guidelines for the control of communicable diseases which may include:

1. Instruction of teaching staff members in the detection of these common diseases and measures for their prevention and control
2. Removal of students from MCS property to the care of a responsible adult
3. Preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases
4. Filing of reports as required by statute and the State Department of Health.

All staff is trained in the signs and symptoms of communicable diseases, proper hand washing, and disinfection procedures. Staff members will be asked to stay away from the daycare if they are sick as indicated by a fever or exhibit outward signs or symptoms of illness. A child with any of the following symptoms or signs of illness will be isolated on a cot with a pillow and blanket from the rest of the children. Staff will check for a fever, rash, pain, etc., and the child's parent/guardian will be notified to immediately come and pick up the child from the daycare if those symptoms occur:

1. Diarrhea (more than three abnormally loose stools within a 24-hour period)
2. Vomiting
3. Severe coughing, bronchiolitis, RSV, and bronchitis; do not bring the child back to daycare if the child is still having severe coughing and sinus drainage
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Conjunctivitis (pinkeye) – The child may not return until the discharge has ceased.
7. The temperature of 100 degrees Fahrenheit, taken by an axillary method when in combination with any other sign of illness. Please do not bring your child to the daycare if they have a fever over 100 degrees Fahrenheit.
8. Untreated, infected skin patch(es)
9. Unusually dark urine and/or gray or white stool
10. Stiff neck
11. Skin rashes
12. Lice infestation – The child must be checked by a staff member (after treatment) before they may return to class.

13. Listlessness or extreme tiredness
14. Complaints of localized pain (throat, ear, head)

We request that the child not return to school until the fever, diarrhea, or vomiting has ceased for 24 hours. If you bring your child in prior to that, they will not be allowed to stay unless accompanied by a doctor's excuse.

In case of any contagious disease, please contact the office personnel as soon as you become aware of them.

The communicable disease chart is located at the daycare. Parents will be notified if their child is exposed to a communicable disease while in daycare.

In general: ALWAYS keep your child home for

- An oral temperature over 100.0 degrees (temporal/ear 100.5) without medicine
- Tightness in the chest, difficulty breathing, wheezing, etc.
- Vomiting
- Diarrhea- frequent loose/watery stools (generally three or more unexplained episodes)
- Eye problems – crusting, pus, pain, very red
- Untreated lice, scabies, impetigo, ringworm and other communicable diseases
- Any new rash accompanied by fever
- Severe, persistent cough
- Severe sore throat

CONSIDER keeping them home from school for

- Pain (e.g. toothache, headache, ear pain)
- Extreme fatigue
- Really bad cold with a lot of nasal secretions (unable to control secretions)

When should a student return to school?

- No fever. The child must be without fever for 24 hours without taking any fever-reducing medications (like Motrin or Tylenol) before coming back to school.
- No diarrhea or vomiting in the last 24 hours and eating normally
- After being on antibiotics for a specified length of time, usually 24 hours

Mildly ill means that a child is experiencing minor common cold symptoms, but is not exhibiting any of the symptoms specified in items #1-14 above. The mildly ill child shall be allowed to remain with the group for class time and play activities. The child shall be observed for any change in condition as evidenced by fever, lethargy, vomiting, or other worsening symptoms. Temperature shall be taken every four hours. Medication may be administered per school policy. Parents shall be notified of worsening symptoms immediately. The mildly ill child may be excused from outside playtime if requested by parents or deemed appropriate by school staff. Proper supervision shall be provided for children remaining indoors.

Immunizations

The MCS Board of Education recognizes that immunizations prevent the occurrence and spread of certain communicable diseases and are a safeguard to the school community in preventing the spread of disease. The board, in accordance with the Ohio Revised Code 3313.671, requires all students must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, varicella, and meningitis.

In compliance with ORC 3313.671, no student shall be permitted to remain in school for more than 14 days unless the pupil presents written evidence of immunization by an approved method (ORC 3313.671 A4) or is in

the process of being immunized. Immunization records for each pupil are located in the Immunization tab of FACTS management- medical portion. A report summary of MCS pupils will be submitted to the Ohio Department of Health in the fall of the school year.

The following exceptions will be accepted in accordance with ORC 3313.671:

1. A student who has had natural rubeola, mumps, or chickenpox, and presents a signed statement from a parent, guardian, or physician including the approximate date and disease, is not required to be immunized against the said disease. (ORC 3313.671 B1-3)
2. A student who presents a written statement by the parent or guardian, in which the parent or guardian declines to have the student immunized for reasons of conscience, including religious convictions, is not required to be immunized. (ORC 3313.671 B4)
3. A student whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease. (ORC 3313.671 B5)

The board may deny admission to a student otherwise exempted from immunization requirements if the Ohio State Department of Health notifies the school that an epidemic exists in the school's population. The board of education shall provide methods whereby the academic standing of a student who is denied admission for the period of the epidemic will be maintained.

Medication Administration Policy

Any time we must administer medication to a child at the daycare, the Ohio Department of Education requires a form to be filled out by the parents and/or physician. If this form is not filled out properly, we can not administer any medication to your child.

- If your child is taking an over-the-counter medication, box #1 must be filled out by the parent/guardian. If your child is under two years of age or the medication states "please consult a physician" box #2 must also be filled out by a physician every four months due to weight changes.
- If your child is taking a prescription medication, box #2 MUST be filled out by a physician.

Medications should be administered by parents before or after school whenever possible.

If it is necessary for a student to receive medication during school hours, parents will need to provide the school with the medication in its original container along with the proper paperwork. Forms will be updated yearly or when there is a change (e.g. dose). No medication will be kept over the summer. Parents will be notified to come to pick up unused medication. If not picked up, medication will be disposed of. All prescription medications require a doctor's authorization. All non-prescription medications require a parent form. We cannot administer medications not listed on a formulary for which we cannot look up a safe dosage. Forms are on the MCS website and in the office. No student should carry any medication during the day with the exception of an inhaler or epi-pen (with the proper paperwork on file).

Physical Forms

The State of Ohio, along with Mansfield Christian Health Services, requires a yearly physical. Parents are required to provide a doctor-signed physical form **before the first day of school and no longer than 30 days past the yearly expiration date**. Printable forms may be accessed through the MCS app. In addition, a complete immunization record or exemption form is required **before the first day of school**. Unfortunately, failure to provide this information may result in the exclusion of your child from the daycare program.

The procedure for notifying parents/guardians of the approaching physical expiration date is as follows:

1. **Thirty days before** expiration, the parent/guardian will receive a phone call/message from Mansfield Christian Health Services informing you of the expiration date
2. **Fourteen days prior** to expiration, the parent/guardian will receive an email reminder from Mansfield Christian Health Services of the upcoming expiration date

If the parent/guardian fails to provide the physical form or the date in writing of the scheduled physical with their provider, then the parent/guardian will receive a phone call/letter **twenty-nine days past** the physical expiration from the elementary office/MCS Health Services stating that your **student will not be permitted to return to the daycare until the physical form is completed and returned.**

SAFETY

Child Abuse and Neglect Reporting

The Ohio Revised Code 2151.421 mandates the reporting of suspected child abuse or neglect by childcare professionals, workers, and personnel.

Parents/guardians must understand that all employees of the daycare are required by law to notify the local public officials when they suspect child abuse and/or neglect.

Emergencies and Accidents

The daycare will take the following action in case of an emergency or accident:

- Parents/Guardians will be contacted.
- With permission, children will be transported by parents, if available, or by the childcare staff worker(s) available. If transported by an emergency squad, the emergency personnel will determine the facility to which **the child will be transported.**

Safety Policy

No child will be left unsupervised.

1. Children should be escorted by parents into the daycare building. Upon leaving, all children must be accompanied by an adult.
2. A childcare staff member will be available to receive the child and take any instructions for that day. The time of arrival and departure will be recorded on the daily attendance sheets.
3. The staff has access to stationary and cellular telephones at all times.
4. Fire drills are conducted and recorded monthly. Tornado drills are also conducted monthly from April through July.
5. Lock-down drills are conducted throughout the year.
6. Fire emergency and weather alert plans are posted in every child-occupied area.
7. If an accident or incident occurs, an incident report will be completed by the staff member present.
8. Spray aerosols will not be used where children are present at the daycare.

MCS has developed a Crisis Response Manual that addresses procedures to be followed in the event of an emergency. Copies of this information are available upon request. To further ensure safety, all doors are locked at all times. Visitors to the daycare must be buzzed in at the gate only after being identified by a secretary or administrator.

Periodic drills, which include fire, tornado, and lockdown, are required by state law and conducted in accordance with the Crisis Response Manual. Please realize that each situation presents different circumstances, thus

everyone must be cooperative and patient with the process most necessary to meet the need of the moment. Scenarios will be discussed and practiced with students in various situations.

FINANCIAL POLICIES

Missed Days Policy

If your child is absent for the day, please call the daycare coordinator before 9 am. This information is important for our daily staffing.

If you choose to take a vacation during your child's enrollment, there will be no reimbursement. In the event of an extended absence, please contact the daycare coordinator at least two weeks in advance of the vacation.

Responsibility for Payment

The parent/legal guardian signing the enrollment forms must also sign a Tuition Agreement Form. All payments are made through the FACTS Tuition Management system. They are responsible for the payment of tuition and other fees. In the event that someone other than the parent/legal guardian is assuming the responsibility for making payments, both the parents/legal guardian and that person should sign a Tuition Agreement Form. If the latter does not meet the financial obligation, the parents/legal guardian who enrolled the child is responsible. All fees are due in full by June 30th. The school has the right to terminate the attendance of any student for any reason addressed in the MCS Daycare Parent/Student Handbook, including the failure of the parent to maintain their financial obligation to Mansfield Christian School.

Late Payment Fees

An invoice that is not paid within 30 days of the due date is subject to a late fee of \$35 for every 30 days it is not paid in full. Payments will be applied to the oldest outstanding invoice moving forward until payment is exhausted. If payment has not been made within sixty (60) days of the due date, the school may, at will, suspend the student and is under no obligation to provide services, educational or otherwise, to aid said student. In the event that prior or present obligations have not been met, any sum paid for any purpose including the application fee for a future year will be applied first to the satisfaction of prior and/or current obligations.

Overtime Charges

After 5:30 pm, our specified closing time, parents will be charged at the rate of \$5.00 per child in 15-minute increments. (Time is rounded up and begins at 5:31 pm). The overtime fee will be included in the upcoming invoice. Parents who are continually late in picking up their children may be dismissed from the Daycare.

Withdrawal Policy

Parents may withdraw children at any time. Withdrawal may impact staffing, so two weeks' notice of withdrawal is requested. If parents desire to re-enroll children in the same school year, the registration fee will be \$45.00. Registration fees are non-refundable. Special circumstances will be reviewed by the daycare coordinator and the finance committee.

DAYCARE INFORMATION PAGE

Breakfast/Lunch

We do not provide breakfast for your child. You may bring breakfast in for your child to eat at the daycare at 8 am. We do not provide lunch. You will need to pack a lunch which is eaten at 11 or 11:30 am. Any child arriving after that time must eat before they arrive. Lunch should include foods from the four basic food groups. A chart is posted at the daycare to determine $\frac{1}{3}$ of a child's recommended daily allowance. A charge will be added to your account if lunch is provided for your child.

Snacks

Your child will receive a mid-morning snack provided by the daycare and an afternoon snack provided by the parent.

Special Diets: If a child has a particular dietary need, the daycare coordinator must be notified. Arrangements will be made by the parent to accommodate their child's needs.

Child's Belongings

1. Each child will need a blanket and/or crib sheet for his/her cot.
2. Each child will be assigned his/her own cot which will be disinfected at the end of the week, or more frequently if it is exposed to urine, vomit, or other bodily fluids.
3. Please take your child's bedding home at the end of each week and bring back clean bedding the following week.
4. Please do not bring toys from home. We cannot be responsible for toys and personal items brought to the center. Toys brought into the center by children are sometimes not recommended for their age. Another child could get the toy and choke or become injured. Ex: Small cars with small wheels. When a child brings his/her own toys it may also create conflict.

Please label all coats, sweaters, hats, mittens, boots, cups, nap items, etc. worn or brought to the daycare. We try very hard to keep track of all the children's belongings, but it is very hard to do so when they are not marked. We ask that you do not allow your child to bring guns, gum, or toys to the daycare.

Diapering

Diapers and diapering toiletries, wipes, diaper rash cream, special medications, etc., will be provided by the parent. Special medications must be accompanied by a Request for the Administration of Medication form (ODHS 1217), signed by the parent. Procedure for diapering:

1. Put liner/paper on the changing table.
2. Put the child on paper on the changer.
3. Use rubber gloves at your discretion, but ALWAYS with a bowel movement.
4. Remove the child's diaper and place it away from the child on the liner.
5. Clean the child with diaper wipes.
6. Remove gloves while holding diapers and wipes, enclosing them inside the glove as removed.
7. Dispose of diapers in Diaper Genie.
8. Apply a clean diaper.
9. Clean changing table with herbicide disinfectant and a disposable paper towel.
10. Wash hands. Have the child wash his/her hands also.
11. Always put disinfectant on the top shelf of the cabinet.