

First Light Child Care Center



“Where Education Begins at Birth”

First Light Child Care Center

3533 Monroe Street

Toledo, Ohio 43606

(419) 214-0775

[firstlightccc@gmail.com](mailto:firstlightccc@gmail.com)

## Written Information for Parents and Employees

Written information shall be developed and provided to parents and employees that include policies and procedures of the child care center containing, at a minimum, the following:

### PHILOSOPHY

To build young minds and strengthen families and communities First Light Child Care Center wants to assist families in any way possible with the development and care of their child/ren. First Light Child Care Center believes in providing stimulating, evidence-based, curriculum that helps the development of the whole child. We want to provide quality childcare in an educational and safe atmosphere. With our children ranging from six weeks to eleven years of age, we want to make sure that we meet the needs of each child on their level. First Light Child Care Center promotes the child's social-emotional, physical and cognitive development skills.

### HOURS OF OPERATION

First Light Child Care Center is open Monday through Friday. We will open at 6:30am and close at 5:30pm We are open January through December. With Administrator office hours Monday, Tuesday, Friday 12:30pm-2:30pm then again at 4:00pm-5:30pm, or as scheduled.

### SCHEDULED CLOSINGS

- \* New Year's Eve
- \* New Year's Day Week
- \* Good Friday & Easter Week
- \* Memorial Day Weekend
- \* 4<sup>th</sup> of July Week
- \* Labor Day
- \* Thanksgiving
- \* Christmas Eve
- \* Christmas Day Week

*Subject to change based on family need and professional development*

### BASIC DAILY SCHEDULE

**Monday – Friday 7:00am – 5:00pm**

*Subject to change based on family need*

7:00 – 9:15am	Arrivals, rest, quiet play
8:00 – 8:30am	Small muscle activities (puzzles, coloring, etc.) Book browsing, individual play
8:30 – 9:00am	<b>BREAKFAST</b>
9:15 – 10:15am	Group teacher lead activities/Special projects (Story, music, art, painting, practicing)
10:15 – 10:30am	Wash up, <b>SNACK</b>
10:30 – 11:30am	Large muscle activities (outdoor play, walk, exercise)
11:30am – 12:45pm	Wash up, <b>LUNCH</b>
12:45 – 1:00pm	Wind down time (quiet activity before nap)
1:00 – 2:30pm	Nap/Rest time
2:00 – 3:00pm	Wake up, wash up, <b>SNACK</b>
3:00 – 4:00pm	Wash up, individualized or Group Play (indoor or outdoor)
4:00 – 5:00pm	Prepare for departure/Free play (music, reading, active play)

\*This schedule is for all children enrolled. May be adjusted per individual child's needs.

### CHILD RATIOS

Age of Children	Maximum Child Care Staff Member/Child Ratio	Maximum Group Size
<b>Young Infants</b> (birth to less than 12 months)	1:5 or 2:12 in same room	12
<b>Older Infants</b> (at least 12 months and less than 18 months)	1:6	12
<b>Young Toddlers</b> (at least 18 months and less than 2 1/2 years)	1:7	14
<b>Older Toddlers</b> (at least 2 1/2 years and less than 3 years)	1:8	16
<b>Young Preschoolers</b> (at least 3 years and less than 4 years)	1:16	32
<b>Older Preschoolers</b> (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:18	36
<b>All School-Agers</b> (enrolled in or eligible to be enrolled in kindergarten or above and less than 15 years)	1:30	60

\*\*\*\*\*Parents will be notified of changes to ratios per State regulations.\*\*\*\*\*

## MEAL AND SNACK INFORMATION

Breakfast	8:30am – 9:15am
Morning Snack	10:15 – 10:30am
Lunch	11:30am – 12:30pm
Afternoon Snack	2:00pm - 3:15pm

All meals and snacks are provided by First Light Child Care Center.

Parents must provide infants ages 6 weeks through the age of 12 months must provide formula. First Light Child Care Center will require a physician's written instruction if we need to administer a food supplement to your child or if the child is to have an entire food group eliminated. Monthly menus will be posted and sent home via email as well as handed to parents during pick up times.

## OUTDOOR PLAY

Children will go out at least 30 minutes per day if the weather permits. Please dress your child according to the weather because we do take the children out as long as the weather permits. Hats, mittens, and boots are a must for winter weather. We want your child to be as comfortable as possible outdoors. Please make sure all outside belongings are marked. If the weather does not permit indoor large motor activities will be provided. Outdoor play limitations temperature is 25 degrees F to 90 degrees Fahrenheit.

## PARENT INVOLVEMENT

Strengthening the bond between families are essential to a child's growth. First Light Child Care Center has an open-door policy this will allow anytime during open hours for parents to come and observe or be a part of their child's day. Parent involvement is also encouraged during the holidays to come and be involved in our holiday activities. Monthly newsletters will be provided via Procure app.

All parents will be required to register with the Brightwheel app to stay in constant contact with teachers and staff. Daily reports will be provided by email through the Procure app. Instructions on enrolling in the app will be provided upon enrollment.

## PARENT MEETINGS

If you as a parent have any concerns about the development or safety of your child/ren you may see the administrator at any time during the hours that are posted. Scheduled office hours are Monday, Wednesday, Thursday 12:30pm-2:30pm then again at 3:30pm-5:30pm

## REGISTRATION FEE

First Light Child Care Center does not have any registration fees.

## PAYMENT SCHEDULE

**Payment is due every Monday on arrival.** Your child will not be able to attend until payment is received. Full amount of tuition will be billed even when the program is closed. A late fee will be added on Tuesday of the week if tuition is not paid on time.

## OVERTIME CHARGES

Overtime charges are \$1 per minute after your child's scheduled pick up. The late fee must be paid before the child can attend the following scheduled day. We will attempt to call you and those individuals listed on the emergency contact lists.

## **BREASTFEEDING**

First Light Child Care Center offers a private area that all nursing mothers can take time out to feed or pump. Please see the provider directly to be on the list as a nursing mother. The space is in the staff lounge with recliner, table, hand sanitizer and closed door for privacy. The provider will direct you to the area.

## **PERSONAL ITEMS**

First Light Child Care understands your child may have favorite toys, snacks, etc. We encourage you to not bring those items to the center to keep them for damage and to prevent them from being lost. **NO BAGS WILL BE ALLOWED INTO THE CENTER** unless approved by the administrator. All items being brought into the center **MUST** be in a clear ziplock bag which will be returned once items are removed by staff.

## **Policies and Procedures**

### **ENROLLMENT INFORMATION**

Before a child is considered enrolled in the center the parent must completely fill out the child enrollment and health information form JFS#01234. JFS#1305 is the child's medical statement this form must be returned 1 week of the child's first day of attendance. JFS#1305 is required to be updated annually for all children enrolled in FLCCC.

### **IMMUNIZATIONS**

First Light Child Care Center does accept children into the program that have not been immunized. JFS#1305 is still needed for all children.

### **ATTENDANCE**

For the safety of the children all children enrolled must be escorted in by an adult when they enter the center. NO child will be released to anyone that is NOT on the child's pick-up list. First Light Child Care Center acknowledges that emergencies arise, and someone not listed on the pick-up list might need to retrieve children, every attempt will be made to contact the parent or guardian to verify information. Any information that is verified over the phone will be done so by the Administrator. If there is a custody agreement in place, please provide it so that it can be followed. All children's arrival and departure information will be documented on the attendance roster upon their arrival and upon departure. Anyone picking the child up for the first time and if the administrator has not met them, they must have a picture identification card with them. If a child is scheduled to arrive from another program and doesn't, staff will attempt to contact parents to verify where the child is. Please inform First Light Child Care Center if child is not attending from another program 24 hours prior to absence. If no prior information on absence was given a \$5 fee will be charged to your account

### **ABSENT DAY POLICY**

If your child is going to be absent, please call First Light Child Care Center as soon as possible. If no prior information on absence was given a \$5 fee will be charged to your account. If your child is absent more than 2 days in 1 week, they will need a note from the parent or guardian explaining the absence. A child that misses 7 days in a six-month period without reason they will be removed for First Light Child Care Center and must reenroll.

### **DISCIPLINE AND GUIDANCE**

The staff will always be present at First Light Child Care Center as scheduled. No child will ever be left unsupervised. Guiding and disciplining young children is an integral part of interaction between the child and the staff. The purpose of guidance and discipline is to nurture socially acceptable behavior in children so that they can experience success in social relationships both now and in their educational

future. It is important in guiding and disciplining young children the methods used to ensure enhancement of the child's self-esteem and are developmentally appropriate.

First Light Child Care Center will use several evidence-based techniques and practices that are developmentally appropriate for children enrolled. **(The follow techniques will NOT be used on infants under 18 months of age.)**

- Children will be provided with clear limits
- Redirected to appropriate alternatives
- Modeling of desired behavior
- Reinforcing appropriate behavior
- Encouraging children to control their own behavior, cooperate with other and solve problems by talking
- Separation from the situation, if used shall last no more than one minute per each year or the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
- Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control

We believe parents have legal and moral rights to know what we expect of their child in the way of behavior. We believe the administrator has the responsibility to protect the program and students from problems that can result from serious behavior problems.

Physical punishment will never be an acceptable disciplinary procedure at FLCCC. A TIME-OUT chair will never be used. **The following PROHIBITED discipline techniques will NOT be used at First Light Child Care Center by any staff member:**

- Abuse, endanger, or neglect of children, including shaking a baby,
- Utilize cruel, harsh, unusual, or extreme techniques
- Utilize any form of corporal punishment
- Delegate children to manage or discipline other children
- Use physical restraints on a child
- Restrain a child by any means other than holding children for a short period of time, such as a protective hug, so that the children may regain control.
  - Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child in a face-down position.
  - Prone restraint includes physical and mechanical restraint
- Place children in a locked room or confine children in any enclosed area
- Confine children to equipment such as cribs or highchairs
- Humiliate, threaten, or frighten children
- Subject children to profane language or verbal abuse
- Make derogatory or sarcastic remarks about children or their families including by not limited to cultures, nationalities, race, religion, or beliefs
- Punish children for failure to eat or sleep or for toileting accidents
- Withhold any food (including snacks and treats), beverages or water, rest or toilet use
- Punish an entire group of children due to the unacceptable behavior of one or a few
- Isolate and restrict children from any or all activities for an extended period of time

We feel physical punishment and having a time out chair are inappropriate for the children enrolled here. Discipline techniques that are developmentally appropriate will be used such as, modeling, praising

desired behavior, giving positive directives, redirection, problem solving, moving child close to the teacher and offering tools to aid the child to refocus. The staff will separate the child from the others as a last resort and remain with them until the child understands what inappropriate behavior they displayed. We will use developmentally appropriate techniques suitable to the children's ages. FLCCC has a 100% no bullying rule. If your child is causing harm to another child or staff, they will immediately be dis-enrolled from FLCCC.

### **SUSPENSION AND EXPULSION**

First Light Child Care Center does not believe a child should be suspended or expelled from the program. This would only be used in extreme cases such as behaviors resulting in serious harm or danger. Each case will be evaluated on a case-by-case basis.

### **AMERICANS WITH DISABILITIES ACT**

First Light Child Care Center ensures that all staff will comply with the ADA including administering medication to children with disabilities as well as administering care procedures to children with disabilities.

### **PARENT PROVIDED FOOD**

No food will be provided by parents unless approved by Administrator

### **MANAGEMENT OF ILLNESS**

First Light Child Care Center will provide each child with a clean, safe and healthy environment to play, learn and discover. To no fault of anyone, we know that children become ill at some point in time. We ask that you please inform the Administrator if your child is ill and will not attend for the day. In reality we know that it is sometimes impossible to take off work or school in order to take care of a sick child. As the parent, we ask that you assess the child's wellbeing before you make the decision to bring them to the center. Please by all means necessary call before you make the trip if you are unsure of any of the symptoms. We must keep the safety of all enrolled children in mind.

**Any child with the following symptoms will be immediately isolated and released to the parent or emergency contact on file:**

**Any child sent home for any of the reasons below may return after at least 24 hours symptom free and without the aid of medication or a statement from the physician that they are able to return to the program.**

- ✓ Temperature over 100 degrees with the combination of any other signs of illness
- ✓ Diarrhea (two or more within a two-hour period)
- ✓ Severe Coughing (non-stop causing the child breathing discomfort)
- ✓ Difficult Breathing (has no documented diagnosis of asthma or any other treatable breathing problem)
- ✓ Yellowish Skin or Eyes
- ✓ Pink Eye (accompanied with discharge, matted lashes, itching, burning or pain)
- ✓ Untreated Infected Skin Patches or Unusual Spots or Rashes
- ✓ Unusually Dark Urine or Gray or White Stool
- ✓ Stiff Neck with Elevated Temperature
- ✓ Sore Throat or Difficulty in Swallowing
- ✓ Uncontrollable Vomiting
- ✓ Lice

## **EMERGENCIES**

**Program Emergencies:** Please familiarize yourself with the evacuation plan that is posted and in the binder marked Compliant. Written instructions are in each room that describes emergency evacuation routes and procedures including a diagram. First Light Child Care Center will conduct monthly unannounced drills so that the proper evacuation procedures are being practiced and are familiar to the children during a real emergency.

## **SERIOUS ILLNESS OR INJURY**

First Light Child Care Center will have on staff at all times a trained member in CPR and First Aid. If the child needs care for a minor injury, the staff member shall administer basic first aid. If the center finds that the injury or illness is serious and will require more than basic first aid, staff will contact the parent and or emergency contacts or 911 will be called for further assistance in deciding the next step. If staff is unable to contact the parent or emergency contacts, the Administrator will decide what the next step will be.

In an emergency that will require 911 to be called, every attempt will be made to contact the parent or anyone on the contact list.

First Light Child Care Center, the licensed child care provider shall log in to <http://OCLQs.force.com> by the next business day to report the incident as defined in paragraph (F) to rule 16 and complete the JFS 01156 serious incident reporting for childcare. for a minor incident or injury the child care provider shall complete a JFS 01299 and provide a copy to the child's parent or the person picking up the child on the day of the incident or injury.

## **ADMINISTRATION OF MEDICATION**

Prior to administration of medication we shall secure written instructions of a licensed physician or licensed dentist for the administration of any medication. First dose is to be administered by parents prior to First Light Child Care Center administering medication. Each time medication is administered a written record and log will be kept on file for one years. Unless indicated by the physician all medications should be taken before the child arrives. Form JFS #01217 and JFS #01236 must be on file before any medication is given. No school age child is permitted to carry their own medication or ointments.

## **FOOD SUPPLEMENTS AND MODIFIED DIETS**

Prior to any food supplements or modified diets, we shall secure written instructions of a licensed physician. Form JFS #01217 and JFS #01236 must be on file before any medication is given.

## **TRANSPORTATION FOR TRIPS AND EMERGENCIES**

No transportation for trips all emergencies will be transported by 911.

## **WATER ACTIVITIES/SWIMMING**

No swimming will take place here at First Light Child Care Center.

## **DIAPER CHECKS**

Infants are not on any particular schedule other than diapering. Infants will have diaper checks every 2 hours and are changed immediately if soiled or wet. Infants will have time for tummy play and all the necessary activities that are needed for development at their age. You will be provided with a daily written record that includes the following:

- Food intake.
- Sleeping patterns.
- Times and results of diaper changes.
- Information about daily activities.

### **NAPPING AND RESTING**

Children will have time in the day for napping as stated on the schedule. If the child wishes not to sleep, there will be space for quiet activities except for bedtime. For no reason will any child enrolled in the program be forced to nap. All children enrolled under the age of 12 months will sleep in a crib. No child under the age of 12 months will be allowed to have a blanket in the crib with them as this can be a choke hazard. All children 12 months through the age of 18 months may sleep on a mat or a cot with the permission of their parent however a waiver form must be signed by the parent. All children 18 months or older will sleep on a cot or a mat.

### **EVENING AND OVERNIGHT CARE**

No evening or overnight care will be provided at First Light Child Care Center.

### **INCLEMENT WEATHER/CLOSINGS**

If the center needs to close due to inclement weather, parents will be notified via phone call and text message. Please keep your contact information up to date. The center will open at the normal scheduled times during the school delays or scheduled school closings unless otherwise noted. First Light Child Care Center will close if a Level 4 rating is given by the city of Toledo.

### **SUBSTITUTE**

First Light Child Care Center will have qualified substitute teachers to continue care in the event your child's regular teacher is scheduled off for whatever reason. The facility will be closed 1 week per year for scheduled vacations. Vacation dates will be provided in advance so that parents can find alternate care for their child.

### **DISENROLLMENT**

Parents that are wishing to withdraw their child/ren are required to give at least a two-week notice. If your child is causing harm to another child or staff, they will immediately be dis-enrolled from FLCCC.

### **RESOLVING PROBLEMS**

A parent that has any issues, questions or concerns that are related to First Light Child Care Center can contact the Administrator at any time by email, phone call, or in person. The Administrator will be glad to help with any problem that you may have or any suggestions that you think might help the program. If the problem cannot be solved and either parent or childcare staff member needs further assistance, they may call the number listed on the program's license that is posted.

### **REFUSAL OF EMERGENCY TRANSPORTATION**

Childcare will not be offered if consent for emergency transportation is denied.

### **FORMAL ASSESSMENTS**

First Light Child Care Center is dedicated to helping your child/ren learn the skills and data needed to grow, strengthen and implement what is needed to succeed in life and school. Although we do not conduct formal assessments at this time, we are currently working to become a SUTQ Center. You will be promptly notified once we have established the program and are ready to implement its tools. We currently do not conduct formal assessments on enrolled children, nor do we report child level data to ODJFS.

### **TRANSPORTATION AND WALKING TRIPS**

FLCCC does not offer any fieldtrip, transportation or walking fieldtrip. With us being a new facility, we do not offer this. Once we become more established, we could possibly incorporate trips.

#### **Extras:**

Please bring in an extra set of clothing and a blanket for your child to keep here in the center. No child under the age of 12 months will be allowed to have a blanket in the crib with them as this can be a choking or suffocation hazard. Your child's belongings will be washed on a weekly basis or as soiled. Please inform the Administrator if your child has an allergic reaction to any known detergents.

## **RATES-Effective 11/23/2025**

### **RATES**

First Light Child Care Center accepts cash, Cash App \$firstlightllc, or check. Also, the option to pay on Brightwheel will soon be available.

#### **INFANTS** (up to eighteen months)

Full Time \$325.00 weekly

Part Time \$220.69 weekly

Hourly \$13.00

#### **TODDLERS** (eighteen months to three years)

Full Time \$292.15 weekly

Part Time \$200.00 weekly

Hourly \$13.00

#### **PRESCHOOL** (3 years to 5 years not enrolled in kindergarten)

Full Time \$258.00 weekly

Part Time \$170.00 weekly

Hourly \$10.00

#### **SCHOOL AGE** (kindergarten to 11 years age)

Full Time \$165.00

Part Time \$110.00

Hourly \$10.00

#### **SCHOOL AGE SUMMER**

Full Time \$235.00

Part Time \$160.00

Hourly \$10.50

## Appendix C to Rule 5101:2-12-07

### Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37<sup>th</sup> Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit [.ohio.gov/cdc/families.stm](http://ohio.gov/cdc/families.stm).

## **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

**Handbook review and acceptance**

I have reviewed and agree to the policies and written information provided by First Light Child Care Center.

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Parent Signature

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Date

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Child's name

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