

Name _____ Class _____



2017-2018 Parent Handbook

Our records show the following form(s) have not been turned in. We need these forms before school starts Tuesday, Sept. 5, 2017. Thank you for your attention to this matter.

Application Form _____

Field Trip Signature _____

Parental Emergency _____

Medical Consent _____

Physical Form _____

Immunization Form _____

Med/Food Action Plan _____

Playground/Internet _____

Pick-Up Form _____

Emergency Card _____

Methwick Form (4yrs only) _____

ALL FORMS IN (thanks!)

Phone 319-396-3125 | **Fax** 319-390-4728 | **Email** office@noahsarkcr.org | **Website** www.noahsarkcr.org
Director Leslie Clauson | **Asst. Director** Jan Fick | **Teachers** Marcia Bruggink, Lori Larson, Kris Crowther, Lorri Anderson
Substitute Teachers: Bridgit Humphreys & Rachel Freeman



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FEES

Tuition 2017-18	Activity Fee	Supply Fee	Late Fee
2 days/week- \$105/month	\$20/annually Paid in Sept.	\$25/annually Paid in Sept.	All tuition is due on the 1 st of the month. \$7 is added to your child's account when tuition is paid <u>after</u> the 10 th
3 days/week- \$145/month	\$20/annually Paid in Sept.	\$30/annually Paid in Sept.	All tuition is due on the 1 st of the month. \$7 is added to your child's account when tuition is paid <u>after</u> the 10 th
5 days/week- \$225/month	\$20/annually Paid in Sept.	\$40/annually Paid in Sept.	All tuition is due on the 1 st of the month. \$7 is added to your child's account when tuition is paid <u>after</u> the 10 th

DISCOUNTS

#1	#2	#3
Cedar Hills Church active members: 10% off regular tuition	Yearly: Entire regular Tuition 5% off	Siblings attending at the same time.
*No other discounts apply	Pay by Sept. 10th	\$5 off/child/mo. regular tuition
*Does not include LB or any additional time	*Does not include LB or any additional time	*Does not include LB or any additional time
Examples: \$94.50/mo. for two days \$130.50/mo. for three days \$202.50/mo. for five days	Examples: \$105/mo. x 9 months – 5% + \$20 (activity fee) + \$25 (supply fee) = \$942.75 \$145/mo. x 9 months – 5% + \$20 (activity fee) + \$30 (supply fee) = \$1289.75 \$225/mo. x 9 months – 5% + \$20 (activity fees) + \$40 (supply fee) = \$1983.75	Example: 2 MWF children \$145 - \$5 x 2 = \$280/mo. 2 TTH children \$105 - \$5 x 2 = \$200/mo.

OPTIONAL: Lunch Bunch & Pick-up Times

LUNCH BUNCH Mon-Fri 11:30-1:00	Mon/Wed/Fri CLASS	Tues/Thurs CLASS	APP CLASS
1 day/week add \$25/month	*NEW Drop off at 8:30am Add \$30/month	*NEW Drop off at 8:30am Add \$20/month	*NEW Drop off at 8:30am Add \$45/month
2 days/week add \$45/month	Leave at 11:45 add \$15/month	Leave at 11:45 add \$10/month	Leave at 11:45 add \$25/month
3 days/week add \$65/month	Leave at 12:00 add \$30/month	Leave at 12:00 add \$20/month	Leave at 12:00 add \$45/month
5 days/week add \$80/month			
'Drop-in' day is \$10 each	*all year or month to month	*all year or month to month	*all year or month to month

PURPOSE OF NOAH'S ARK PRESCHOOL

Our purpose is to provide a nurturing, supportive learning environment grounded in Christian values. We help facilitate kindergarten readiness by building self-esteem in your child and developing skills for later, more formalized schooling.

NOAH'S ARK STAFF

All of our staff members have extensive experience working with young children and are dedicated to providing the best care and learning environment. We feel each child is a special gift from GOD and deserves individual attention and care. Every staff member receives ongoing in-service training through staff meetings and workshops held throughout the year. All of our employees are trained in CPR, First Aid, Mandatory Abuse Reporting and Universal Precautions. We have all taken the Federal Essentials training as well. Please feel free to call on the teachers or director at any time. Our doors are always open! The best way to contact us is by note, email or a phone call to set up a time.

3-YEAR-OLD PROGRAM

Some of our main goals for our three-year-old programs are: Teach each child that they are a special gift from GOD. Teach basic social skills such as body basics, waiting turns, respect for others, and general hygiene. Hygiene includes: covering your mouth when you cough or sneeze, washing your hands after using the bathroom, using a tissue and disposing of it himself/herself and then cleaning hands with soap and water or using hand sanitizer, keeping fingers out of the mouth, etc. We start a basic foundation for name recognition, colors, shapes, counting, and singing ABC's. We promote self-help skills i.e.; hanging up coat, putting on coat, starting to zip/button, putting on hat/mittens/gloves. Good social skills are the perfect foundation for building academic skills.

4-YEAR-OLD PROGRAM

Our four-year-old program builds on our three year old program. We solidify the social skills, have more of a focus on academic skills such as practice writing his/her name and introducing the letter of the week program. This program includes listening for the sound of the letter and practicing writing the letter. Math is taught through various approaches. The children count each day and play games to develop math skills. Some math games include counting, sorting objects and placing objects in categories. These techniques are very useful and the children learn so quickly. Language Development is extremely important for young children. We always have many discussions about different subjects, flannel board stories, poems, finger plays, and most importantly, books. We read books to the children every day. Dramatic play and music and movement encourage free expression and also allow the children to use their imagination. We give the children many opportunities on a daily basis to use the puppets, dress up clothes, blocks, and many others. We use music to teach the children their alphabet, numbers, shapes, days of the week, and the months of the year. Science experiments help children explore their surroundings. We discuss bugs, animals, rocks, trees, flowers, weather, and much more. Physical Development is also included each day through using large muscle play on our playground or the children will play in the activity room. Our goal is to prepare your child for Kindergarten or Alternative Kindergarten (AK).

AVANCED PRESCHOOL PROGRAM (APP)

This program allows children to come 5 days a week. APP is ideal for the child that is ready for more learning! In addition to our great 4 year old program, we will add more lesson plans, work on letters and writing more, and your child will be more prepared for an all-day Kindergarten program. This class is ideal for the older 4 year old, or a student that is ready to come 5 days/week, or a younger 5 year old not ready for all-day Kindergarten.

ARRIVAL TIMES

Regular preschool starts at 9:00 AM and ends at 11:30 AM for the morning classes. Please bring your child no earlier than 5 minutes before school starts. Wait until a teacher is at the door to greet children.

PICK UP TIMES

If you are **late** picking up your child (more than 5 min) you will receive a written notice called a ticket. If you receive three or more tickets, you will be charged \$1 for every minute that you are late. Parents are responsible for any fees regardless of who picks up your child. Please do not be on your cell phone during arrival and pick up times.

It takes a few weeks to match who goes with whom and we will take our time to ensure things go smoothly. **Please do not** enter preschool to pick up your child. We will dismiss children from the vestibule and you must wait outside by the door. If you need to pick up your child early please let us know ahead of time. There is a doorbell inside the vestibule; the second door is always locked. With two classes dismissing at the same time, we will dismiss the three year old class first at approximately 11:25.

Arrival and pick up times are not a good time to talk to staff at length. Please send a note, email, or call to set a time.

PARKING LOT PROCEDURES

If you plan on walking your child to the door, please park in the parking lot. Please hold your child's hand at all times when walking in the parking lot. If you are just dropping off your child, you may turn into the driveway. Please note the map on page 16, showing the layout of preschool and the parking available. We have two entrances to the parking lot, please be aware of others. Do not speed through the parking area. The driveway traffic flows from east to west (ONE WAY). Note the NO PARKING ZONE area. We are trying to avoid any 'clogs' in the traffic flow. Please be patient during the dismissal process.

ABSENCES/ LATE ARRIVALS

Please let us know when your child is absent or will be arriving more than 5 minutes late. We are interested and concerned when your child is not present. If your child is absent and we didn't hear from you we will try to reach you by phone. Tuition remains the same regardless of your child's attendance.

LUNCH BUNCH-Optional for students

We have a unique opportunity for your family...the **Lunch Bunch program.**

- Your child may stay at school until **1:00pm.**
- Your child will bring his/her lunch, eat at school, play and learn some more!
- Peanut free rule still applies! (no labels needed)
- The class size will be **limited** and will proceed if there is enough interest.
- **No discounts will apply to Lunch Bunch tuition.**
- Starts Mon. Sept. 25th, 2017 and runs through Wed. May 23rd, 2018. (approx. 8 mos.)

CLASS LISTS/PERSONAL INFORMATION

A class list containing your child's information such as name, parents, address and phone number will be sent home upon request, any time after Sept.16. The purpose of sharing this information is so parents can set up play dates, carpool, and send birthday party invitations. Please do not use this information for solicitation. **If you do not want your information sent out you must let preschool know in writing by Sept. 15th.** Updated information will be sent home as needed. If your information changes any time throughout the year please notify us as soon as possible.

INCLEMENT WEATHER

We will follow the Cedar Rapids Community School District for cancellations. If school is cancelled for Cedar Rapids due to bad weather, then it **WILL BE** cancelled for Noah's Ark.

*****If there is a 2-hour delay however, we will still have classes.*****

Hopefully this will cut down on missed days. We reserve the right to “override” the CR schools decision. For example: if the electricity is out in the CR schools and they cancel, and our building is not affected, we will still have class. Staff is available 30 min. before class starts if you would like to call. We will also post on our website (<http://www.noahsarkcr.org> and our Facebook page ([Noah's Ark Preschool-Cedar Rapids, IA](#)) if school is cancelled. If your child misses more than four classes because we cancelled due to weather, we will reduce May's tuition or have a potential make-up day.

CALENDAR YEAR

Our school year is *similar* to Cedar Rapids Schools. However, we **DO** have classes when the public school has in-service days and early dismissals. Our school year runs from Labor Day to Memorial Day. We will not have school on Good Friday. We will take our Thanksgiving, Christmas, and Spring breaks at the same time as the Cedar Rapids Schools.

SUMMER SCHOOL

Noah's Ark offers a summer session for current students. Summer school will be three weeks in June and July. Information is sent home in the spring.

CLOTHING/BACKPACKS

Play clothes are appropriate for preschool. We will go outside when the weather is nice, so dress your child accordingly. Please send a backpack along with your child. Small backpacks or backpacks with wheels are not recommended. We will send home crafts and occasional paperwork. Please check your child's backpack after every school day for any information that is sent home. **It is essential that you mark your child's belongings to avoid problems.** It is not necessary for your child to wear boots in the winter unless your child walks to preschool. Teachers cannot take the time to help students change into shoes/boots. Belts can also be a problem for young children and are not recommended. Jewelry is also not recommended, we may ask your child to remove any items if they become distracting.

ALL ABOUT ME DAY!

Instead of “show and tell” we have an “All About Me Day”. We will send home a special bag with a question sheet. You and your child can answer the questions and fill the bag with items that tell a story about him/her. Examples would be: photos of family and pets, a favorite toy, something they sleep with, or part of a collection or hobby. This activity helps us and their peers to get to know your child better and gives your child the experience of talking in front of a group.

ALLERGIES/MEDICINES/SUNSCREEN

It is your responsibility to inform us of your child's health and any changes throughout the school year. If your child has been prescribed an **epi-pen** or an **inhaler** you must have these medications at school and a “Medical Action Plan”. If you want your child to have sunscreen to go outside to play, it's your responsibility to apply sunscreen before school.

SNACKS/CALENDARS

We have a snack time every day. The children wash their hands and they say a table grace before they eat. **Please let us know if your child has any food allergies.** You will be required to fill out a “Food Allergy Action Plan”

- We are **PEANUT FREE** due to severe allergies. This includes peanuts listed in the ingredients as well as products manufactured in a facility that processes peanuts.
- **We will no longer accept homemade or made from home snacks. If you send a snack that is not within our guidelines, we will send the snack back home with a note explaining why we could not serve it.**

If you forget the snack or send a snack we cannot serve, it still will be your child’s snack day. We will serve something from the cupboard. We would ask you to replace that snack. **Please read all food labels carefully, and it must accompany your snack** (if applicable). If your child has a different allergy or health condition, we may ask you to provide an alternative snack for your child. Preschool provides water with the snack. We encourage nutritious snacks as often as possible. You will be asked to contribute snacks on a scheduled basis. A calendar will be sent home at the end of each month that will tell you how many snacks you will need to send. The calendar will also have a newsletter on the reverse side. Please read the newsletter carefully for updates and upcoming events. **If your child's name is on the calendar, that is your child's snack day.** Snack ideas are included on page 15. You must also notify preschool one week prior to let everyone know what their child is eating at school. You can email this information to school at office@noahsarkcr.org. Calendars will be sent out the first day of school, preschool will be providing snacks the first week. If your child has a birthday that week, we will be contacting you ahead of time.

BIRTHDAYS

We celebrate birthdays. Your child will be scheduled to share treats on his/her special day. Try to keep in mind that some snacks are messier than others and require more clean up time by the teachers and takes away from class time. **We will not serve CUPCAKES or CAKE; these treats will be sent back home.** Some special treats for birthdays could be ice cream cups, popsicles, ice cream sandwiches or cookies. Just be sure to check every label **closely**. Your child will receive a birthday crown and a small gift from his/her teacher. Please do not send party invitations to school if they are not for the ENTIRE class.

FIELD TRIPS

Due to the 2010 state laws, our field trip policy was **changed drastically**. We can no longer utilize parent volunteers to drive. The law clearly states that anyone in ‘**direct care**’ of a child must have a **state and federal** background check. *All previous parent background checks have **expired** and will not be renewed. Anyone going along on the field trip will have to drive separately. You may drive your own child as an option, but no one else’s. The board has made the decision to have **two off-campus field trips in the spring** as part of our curriculum—the Cedar Rapids Library and Wickiup Hill. We will continue to rent a CR school bus and driver for our trips again this year. We will evaluate this decision every year. The yearly activity fee covers your child’s transportation, destination fees, or a visitor fee. All students must pay the non-refundable fee, even if you choose not to use the bus. We also ask that **no siblings** join us, as this is a preschool function not a family function. Children do not need booster seats for the bus.

PARENTAL ACCESS/SEX OFFENDERS

Any person in the center who is not director, staff member, substitute, or volunteer who has had a record check and approval to be involved with child care shall not have “unrestricted access” to children for whom that person is not the parent, guardian, or custodian. “Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care. Parents have unlimited access to their children unless a court order has been issued. There are additional restrictions for sex offenders who have been convicted of a sex offense on a minor who are required to register with the Iowa Sex Offender Registry, even when the sex offender is the parent, guardian or custodian. A sex offender who has been convicted of a sex offense against a minor who is required to register with the Iowa Sex Offender Registry (from Iowa Code 692A):

- Shall not be on the property of the preschool without the written permission of the director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the preschool.
- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the preschool.
- If the preschool feels written permission is needed, the director must consult w/DHS licensing consultant.

TUITION/LATE FEES

Tuition is due the FIRST of the month. Payment is considered late after the 10th. A note will be sent home and a **\$7 late fee** will be added to your child’s account. If tuition is still not paid by the 10th of the following month, your child will not be able to return. Full amount of tuition and any late payments must be paid before your child returns. Payments may be handed to the teacher at the door, mailed, or sent with your child. You may place payments in the locked drop box (if no one is available) located outside Noah's Ark's entrance. Please do not put cash in this box. If you are paying with cash, you must wait for a receipt. Please write your child’s name in the memo. If you are sending tuition with your child please attach it to the outside of the backpack so it can be easily seen. You will not receive a bill. In May, all tuition and late fees must be paid by the 10th in order for your child to return to school. There is also an additional \$20 fee for any check that is returned from the bank.

TRANSITIONS TO SCHOOL

Some children have a difficult time separating from their loved one and saying goodbye. This especially happens at the beginning of the year and after a long break. Our advice is: don't get upset or cry, reassure your child you will see them after school, and separate quickly. 99% of the time, the child settles down after a few minutes and is ready to play. If your child cannot be consoled, we will give you a call to come back. Dropping your child off at the door helps transitions greatly!

CHURCH/NEWSLETTER

As a result of your child attending our preschool, you will receive the newsletter from Cedar Hills Community Church called "Cedar Chips". In that newsletter you will find a monthly article about the happenings at Noah's Ark. Noah's Ark is part of this church's Outreach ministry. If CHCC can be of any assistance to your family, please contact us. Also, your child will be invited to participate in one of our church services; details will follow as the event draws near. You are always welcome to join in any worship service at Cedar Hills Community Church!

DAILY SCHEDULES

We expose our preschoolers to many experiences, topics, and opportunities in a Christian atmosphere. The children are introduced to books, finger plays, music, role-play, games, etc. Learning takes place in a relaxed but also somewhat structured atmosphere (see attached daily schedule). We feel that it is extremely important for a child to have a healthy self-image and we work hard to establish that feeling in every child. Your child will be working with scissors, crayons, markers, paint, Play-doh etc. We will have crafts almost every day unless something special is planned. An outline of our schedule is included on pages 13-14.

EVALUATIONS

At the end of Sept. and into Oct. your child's teacher will touch base with you via email about how school is going or if they have any concerns. Short evaluations will be written and sent home with each child by mid-November. In February, the older classes will receive a more complete assessment. This report will help you make a more informed decision about Alternative Kindergarten vs. Kindergarten. The younger classes will receive their spring evaluations before spring break. If you ever feel that you need to talk to your child's teacher, please feel free to email, call or send a note.

BULLETIN BOARD

We have a bulletin board in the vestibule just for parents. Information will be posted that has been sent home, as well as items that have been sent to preschool in the mail about community events. We also provide extra calendars if you need one. This is also our lost and found location. Please feel free to take a look either when you drop your child off or before we dismiss any class.

INCIDENT REPORTS

If your child was involved in any incident that resulted in an injury, an incident report will be sent home for you to read and sign and return one copy to school. We will keep that copy in your child's file. If medical attention is required, the parent will be notified immediately to come and pick up the child. If the situation is an emergency, we will follow preschool procedures and notify you immediately.

It is vital for parents to keep emergency information up to date! *Note to parents: When filling out your emergency information, be sure to list someone who we can contact during the hours your child is in preschool. We need to be able to contact them by phone and they need to be able to come to where the child is (preschool, doctor's office, or hospital). If they are at work and cannot leave, do not list that person.

DISCHARGE POLICIES

If your child is not yet ready for the group experience or if his needs are not best met in the group setting, we may ask for his/her removal in a confidential conference with you. We do not believe the child should remain in school unless he/she derives some benefit from the program and/or experience. Being discharged is not a reflection on parenting or preschool, it's simply a question of whether a child is ready to go to school or not.

SCHOLASTIC BOOK ORDERS

Noah's Ark will send home Scholastic Book orders approximately once a month. These are totally optional. Instructions will come home with the ordering information.

EXPOSURE TO ILLNESSES

It has been recommended by the National Academy of Pediatrics that ill children be symptom-free for 24 hours before they return to school. This would include fever, rashes, vomiting, diarrhea, etc. For example, if we send your child home on Monday at 10:00 am with a fever, we would not expect to see him back at school sooner than Wednesday morning. Please understand that “symptom-free” means without receiving medication. We understand that it creates problems for you when your child is ill, but we also believe that you would not want your healthy child to be exposed to an ill child at school.

EXPOSURE TO COMMUNICABLE DISEASES

If your child has been exposed to a communicable disease, we will send a note home stating: what the exposure was, exposure date, symptoms, and when your child should return to school if symptoms should appear. Please notify the preschool immediately if your child has been diagnosed with any of the following diseases/illnesses:

- Head Lice: A child with head lice will be excluded and may return when hair has been properly treated and all nits have been removed. A teacher/director will check the child before he/she may return.
- Fever: A child with a fever of 100 degrees Fahrenheit, or more, will be sent home. He/she may return when fever-free for 24 hours without the use of Tylenol.
- Diarrhea: A child with diarrhea will be sent home. He/she may return when the child improves and is tolerating bland foods.
- Vomiting: If a child is acting ill or has vomited, he/she will be sent home. The child may return if there has been no vomiting for 24 hours.
- Mouth sores: A child who has mouth sores and is drooling will be excluded from preschool. He/she may return when all sores are scabbed and healed.
- Eye Infection: Parents will be notified if child has signs and symptoms of conjunctivitis. He/she will be sent home with recommendations to see a physician and may return after 24 hours of antibiotic therapy and fever-free 24 hrs without the use of Tylenol.
- Ear Infection: If a child has symptoms of an ear infection and is ill, parents will be notified so that they may take the child to see a physician. He/she may return after initiation of antibiotic therapy or if cleared by a physician. A child must be fever-free without the use of medication.
- Strep Throat: A child with fever and strep throat will be excluded from preschool. He/she may return after 24 hours of antibiotic therapy and if fever-free for 24 hours without the use of Tylenol.
- Chicken Pox: A child will be sent home when chicken pox lesions are detected. He/she may return when all chicken pox lesions have dried and crusted.
- RSV: If a child is diagnosed with RSV, he/she will be excluded from preschool until one week after diagnosis and/or discharge from the hospital.
- Impetigo: A child with impetigo lesions will be excluded from preschool as it is a highly contagious skin infection. He/she will be referred to a physician and may return to preschool 24 hours after start of antibiotic therapy.
- Scabies: Parents will be notified if a child has scabies. The child must be sent home and may return 24 hours after treatment.
- Ringworm: If a child is suspected to have ringworm, parents will be notified to remove child from preschool and see a physician. Child may return after initiation of medication or clearance from physician.
- Pin Worms: A child with pin worms will be excluded until 24 hours after treatment.
- Roto Virus: Can be very serious. Physician release required.

FORMS/YOUR CHILD'S FILE

The state of Iowa requires detailed personal information from each student. All the forms that were given to you need to be completely filled out and dated. If any of the required information is missing, I will be calling or sending home a form to be filled out. If your child's physical expires during the school year, your child must be examined again and new paperwork updated. A dentist's name and phone number is required. If your child has not seen a dentist yet, put your dentist's name down. **It is vital that your child's file is complete and updated at all times.** If your child's file is incomplete, your child may be asked not to attend class until it is completed.

POTTY TRAINING/BATHROOMS

Your child is not required to be potty trained before preschool starts, but it is highly recommended. If your child is not fully potty trained, we ask that you send them in Pull-Up's and send along an extra one. If your child has accidents on a regular basis, we may ask you to come to school and attend to his/her needs. We encourage children to use the bathrooms throughout the day. We are not responsible for potty training your child. Children are required to use the toilet by themselves and to wash their hands. Teachers can help button or zip but we do not wipe your child. Of course if your child has had an accident, we will certainly clean him/her up. We will send home the soiled clothes in a plastic bag. We have extra clothes for your child to borrow. Please send those clothes back laundered with your child his/her next school day.

DISCIPLINE

We use positive guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear limits. "Time Out" is used when necessary with one minute per year of age used as the maximum time away from regular activities. Children feel safe and comfortable in a structured environment. When adults intervene, it becomes a learning experience with the staff members giving direction for resolving conflicts. Chronic discipline problems with an individual child will be discussed with the teacher/director/parent in order to devise a behavior plan tailored to the child and the situation.

WITHDRAWAL POLICY

We require a written two-week notice before withdrawing your child from preschool. No refunds on monthly tuition. Full year tuition payment will be refunded minus the discounts and months that your child attended.

PLAYGROUND USE

Since we have our own playground, we will take the children outside to play, weather permitting. This gives the children a chance to use their large motor skills. We do not go outside when there is snow on the ground. Please do not send snow gear or boots to school. "Play" dress-up shoes are not appropriate for school. Outside play is also cause for more bumps and bruises. Please keep this in mind when dressing your child for school and also their footwear.

METHWICK TRIPS

The 4-year-old classes visit the Methwick Community about twice a year. Children are transported by the Methwick bus, driven by a Methwick employee. If we exceed the bus capacity, a teacher will drive their vehicle with some students. Booster seats will be needed in the vehicle not the bus. Please be aware of your child's health for this trip, please do not send your child if they are coughing or have any signs of illness. Methwick will also let us know if it's recommended or not to visit.

For those of you not familiar with Methwick, we visit Arbor Place or another facility where residents are beginning Alzheimer's patients. We tell the children we are visiting Grandmas and Grandpas who live at Methwick. It's a very "home-like" setting with comfy couches, carpet, and a fireplace. We stay approximately one hour. Methwick has plenty of staff to assist the residents and we will have sufficient teachers to help the children. In our past experience it has been a beneficial

relationship for both the residents and the children! Parents will need to sign the Methwick release form. More information will be distributed at a later time.

MANDATORY CHILD ABUSE REPORTING

Iowa law requires that each employee of Noah's Ark Preschool is a Mandatory Reporter of child abuse. A written statement of the child abuse reporting requirements is available for parents to examine. DHS requires us to report non-accidental injury that is observable within twenty-four hours, as in bruises, a child's claim of abuse at the hands of a caretaker, sexual abuse, or the denial of critical care. This also includes if you leave your car running with a child inside and you leave your vehicle.

BITING POLICY

We want to ensure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem-solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. Most of our students are well beyond this stage.

However, for safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this age's mindset, so the "cause-effect" relationship is not internalized.

Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite. Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.
- The biter is not allowed to return to play and is talked to on a level that he/she can understand.
- A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress. We make special efforts to protect potential victims. We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after every effort (within reason) is made to make the program work for the biting child, would we consider asking a family to withdraw the child.

NUCLEAR EMERGENCY PLAN

In case of a "Site Area Emergency" from the Duane Arnold Energy Center, a precautionary relocation of staff and children to Temporary Relocation Centers will be ordered. Our relocation center is SE Junior High School in Iowa City. See address and directions below. After arriving at Southeast Junior High, the teachers will make phone calls to parents, notifying them of our relocation. Parents are advised to meet us at Southeast Junior High to pick up their child.

It will be very confusing and chaotic to try to pick up your child during an ordered evacuation, but every attempt will be made to keep the children as calm as possible and keep all children and staff together. The public will be kept informed by the Emergency Broadcast System. Please listen to the instructions given and follow them.

Southeast Junior High School, 2501 E. Bradford Dr. Iowa City, IA 52240, (319) 339-6800

- Take I-380 south to I-80, take I-80 east;
- At I-80, Exit 240, turn right (south) onto SR-965 (27th Ave);
- Turn left (southeast) onto US-6 (2nd St)
- Turn left (north) onto S. 1st Ave
- Turn right (east) onto Bradford Dr.
- Arrive at 2501 E. Bradford Dr. Iowa City, IA 52240

FIRE AND TORNADO PROCEDURES

Our preschool has established special procedures to deal with such emergencies as fire and structural emergencies. The preschool is inspected on a regular basis by the City Fire Inspector. Fire and tornado drills are held each month. During severe weather, a constant check is kept for emergency information. In case of a fire or structural damage to our building, staff and students will go to the Cherry Hill Park pavilion. Students will remain at that location until parents can be called to pick up their children. If there is a tornado warning we have a designated safe spot located within the church. We will remain there until it is deemed safe to return to the classroom. The safety of your child is our highest priority when any emergency occurs.

It is your responsibility to communicate Noah's Ark's policies with your daycare provider or with whomever is responsible for picking up and/or dropping off your child.

Please feel free to contact us with any questions that you have regarding anything that you've read. You can reach us by phone 319-396-3125 or email us at noahsark@chccrca.org

PLEASE KEEP THIS INFORMATION FOR YOUR REFERENCE THROUGHOUT THE YEAR.

Thank you,

Leslie Clauson, Director

3-Year-Old Daily Schedule

8:30-8:55 AM	Children that are scheduled to come early will enter, put away belongings. Wash hands. Free play in activity room. Encourage bathroom use.
8:55-9:20 AM	Children enter, put away belongings. Wash hands. Free play in activity room. Encourage bathroom use.
9:20-9:30 AM	Put toys away. Line up to walk to classroom.
9:30-9:50 AM	Children sit at tables for opening. Good morning song, flag, calendar, & attendance. Introduce theme of the day, activity, book, and explain craft.
9:50-10:30 AM	Children stay in classroom for free play, craft time, and small group experiences.
10:30-10:45 AM	Pick up time, book, and then wash hands for snack.
10:45-11:00 AM	Table grace before snack and then quiet book time until everyone finishes and tables are cleaned.
11:00-11:20 AM	Story, person of the day, music, activity, games, and playground activities will vary each day.
11:20-11:25 AM	Prepare for going home, coats and backpacks.
11:25-11:30 AM	Good bye song and dismiss. (3 year-old class dismisses 5 min. early)

**** Additional Time Morning Options ****

11:30-11:45 AM	Additional play time in activity room and dismissal.
11:30-12:00 PM	Additional play time in activity room and dismissal.
11:30-1:00 PM	LUNCH BUNCH- play, wash hands, lunch time, wash hands, books, games and craft.

4-Year-Old Daily Schedule / APP

8:30-8:55 AM	Children that are scheduled to come early will enter, put away belongings. Wash hands. Free play in activity room. Encourage bathroom use.
8:55-9:05 AM	Children enter, put away belongings. Wash hands. Sit at tables with books, puzzles, and games until all children arrive.
9:05-9:10 AM	Put away table activities and clean up.
9:10-9:30 AM	Opening- Welcome Song, Pledge of Allegiance, and calendar. Introduce theme of the day using visuals, stories, music, etc. Introduce art or craft for the day. Introduce letter and/or number. Book on theme.
9:30-10:30 AM	Free play, craft time, letter page or number page, small group experiences.
10:30-10:40 AM	Pick up time.
10:40-11:05 AM	Variety of activities. Stories, music, puppet shows, short games, person of the day, or small groups. Wash hands for Snack time around table. *Table grace is said. Children clean their area. Squirt of hand sanitizer.
11:05-11:10 AM	Quiet book time in book area. Staff cleans up tables & snack area.
11:10-11:20 AM	Story, music, games, playground activities. Will vary each day.
11:20-11:30 AM	Prepare for going home. Coats and backpacks. Goodbye song and dismiss.

**** Additional Time Morning Options ****

11:30-11:45 AM	Additional play time in activity room and dismissal.
11:30-12:00 PM	Additional play time in activity room and dismissal.
11:30-1:00 PM	LUNCH BUNCH- play, wash hands, lunch time, wash hands, books, games and craft.

Snacks

Due to the increase of students with allergic reactions to peanuts, Noah's Ark is **PEANUT FREE**. Please check all labels before choosing a snack. Thank you for your understanding in this matter. If you forget and send a snack with a peanut ingredient or manufactured in a facility that processes peanuts, we will send the snack back home. We do have a refrigerator and freezer to keep snacks cool.

😊 SNACK IDEAS 😊









Cheez-it crackers
Scooby Snacks
Teddy Grahams
Goldfish crackers
Pretzels
Go-gurts
Yogurt
Kellogg's Rice Krispie treats (packaged)
Handi-snacks
Club Crackers
Cheese cubes

String cheese
Meat/cheese tray
Fruits – cleaned and pre-cut
Vegetables – cleaned and pre-cut
Raisins
Ice Cream cups
Pudding cups
Gelatin cups
Cheese nips
Austin Zoo animal crackers

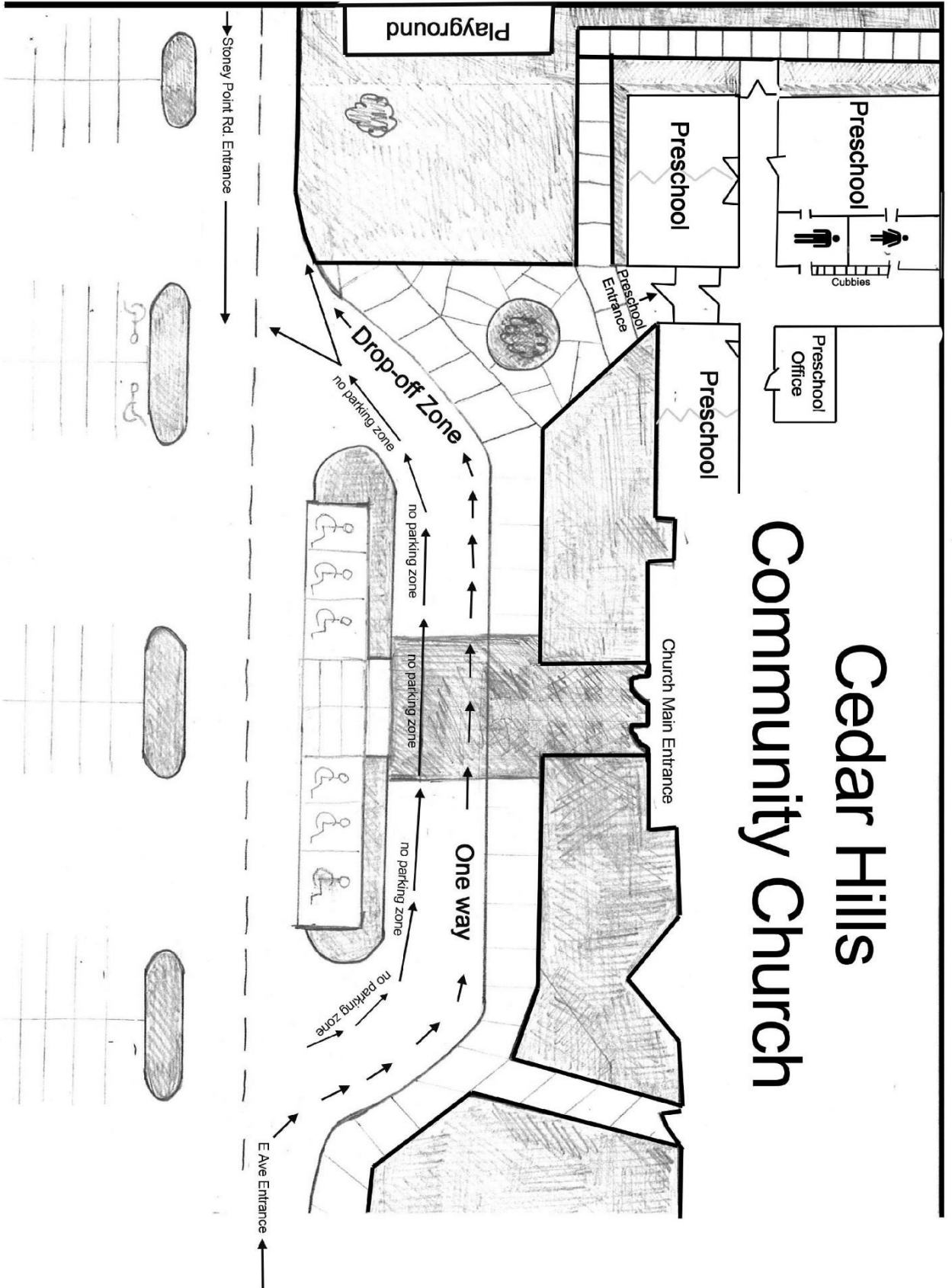
Please read all labels carefully and notify preschool one week prior to let us know what your child will be bringing for snack. You can email this information to school at office@noahsarkcr.org. This list gives you a few ideas. You can probably think of several more on your own. If you are not sure about a snack, please ask your child's teacher. Goodie or treat bags are okay to send for a special occasion. They will be sent home in the backpacks.

The following items will be rejected and sent back home:

Contains peanut ingredients

-  Manufactured in a facility that processes peanuts
-  Was made at home
-  No ingredient label
-  Cupcakes/Cake
-  Candy
-  Heavily frosted cookies
-  Fruit snacks
- 

Cedar Hills Community Church



NOTES
