

Name _____ Class _____



Noah's Ark Preschool

A ministry of Cedar Hills Community Church

“Quality education with a
Christian emphasis.”

2026-2027 Parent Handbook

Our records show the following form(s) have not been turned in. We need these forms before school starts **Thursday, Sept. 3, 2026**. 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 _____

ALL FORMS IN (thanks!)

FEES

Tuition 2026-2027	Activity Fee Supply Fee	Late Fee
3 days/week- \$195/month	\$80/annually Paid in Sept.	All tuition is due on the 1 st of the month. \$20 is added to your child's account when tuition is paid <u>after</u> the 7th
4 days/week- \$260/month	\$80/annually Paid in Sept.	All tuition is due on the 1 st of the month. \$20 is added to your child's account when tuition is paid <u>after</u> the 7th
5 days/week- \$305/month	\$80/annually Paid in Sept.	All tuition is due on the 1 st of the month. \$20 is added to your child's account when tuition is paid <u>after</u> the 7th

DISCOUNTS

#1	#2	#3
Cedar Hills 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 Lunch Bunch or any additional time	*Does not include Lunch Bunch or any additional time	*Does not include Lunch Bunch or any additional time
Examples: \$175.50/mo. for three days \$234.00/mo. for four days \$274.50/mo. for five days	Examples: \$1667.25 for three days \$2223.00 for four days \$2607.75 for five days (Add Supply & Activity Fees)	Examples: 2 Siblings – three days \$380 2 Siblings – four days \$510 2 Siblings – five days \$600

OPTIONAL: Lunch Bunch & Pick-up Times

LUNCH BUNCH Mon-Fri 11:30am-1:30pm				
1 day/week add \$48/month	2 days/week Add \$96/month	3 days/week Add \$144/month	4 days/week Add \$192/month	5 days/week Add \$265/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

Our staff members have experience working with young children and provide 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. Our employees are trained in CPR, First Aid, Mandatory Abuse Reporting and Universal Precautions, and take 6 hours of Continuing Education each year. We have 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.

3-YEAR-OLD PROGRAM

Our goals for the three-year-old program are to teach each child that they are a special gift from God. Teach basic social skills such as 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, keeping fingers out of the mouth, etc. We start a 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 from 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 the sounds of the letters and practicing writing the letters. 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. Language Development is extremely important for young children. We have discussions about different subjects using 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 allow the children to use their imagination. Music is used 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. Physical Development is included each day through using large muscle play on our playground or in the room. Our goal is to prepare your child for Kindergarten or Alternative Kindergarten (AK).

ARRIVAL TIMES Doors open at 8:55 am, school starts at 9 am. Parents will initial on the attendance sheet that your child has not been ill before entering the building. Three Year Olds will enter through the Vestibule, Four Year Olds will enter through the Playground Doors. Teachers have a rotating schedule to open the doors.

PICK UP TIME Three-Year-Old's will dismiss at the Vestibule at 11:25., Four-Year-old students will dismiss at the Playground Doors at 11:30. Please wait outside of the door for your teacher to dismiss each child individually. Please be patient. If you are running late to pick up, please call the office and let us know. If you are more than 5 minutes late you will receive a fee on the third occurrence and you will be charged \$1 for each minute you were late to pick your child up.

PARKING LOT PROCEDURES All Parents/Guardians must walk their child to the door. Please always hold your child's hand. Please note the map in this handbook, showing the layout of preschool and the parking available. The driveway traffic flows from east to west (ONE WAY). Please return to your car after your child is at the door to prevent a traffic clog in the driveway.

ABSENCES/ LATE ARRIVALS

Please let us know when your child is absent or will arrive more than 5 minutes late. We are interested and concerned when your child is not present. If your child is absent and we haven't heard from you, we will reach out to you. All absences are recorded and may be reported to the IDHS. 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!**

Lunch Bunch runs from 11:25 until **1:30pm**.

- Your child brings their own lunch to eat at school.
- Additional playtime, crafts and fun activities are planned for each day.
- **Peanut free and Orange Free** (Miss Kris is allergic) rule still applies!
- The class size will be **limited to 10 students/day**.
- **No discounts will apply to Lunch Bunch tuition.**
- Starts the week of September 29th and runs through May 19th.

CLASS LISTS/PERSONAL INFORMATION

A class list containing your child's information such as name, parents, address, and phone number can be sent home upon request by email, any time after Sept.18th. The purpose of sharing this information is for parents to 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. 20th**. If your information changes at 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 weather or health conditions, then we **will cancel classes also**. ***If there is a 2-hour delay, however, we will be on a ONE HOUR DELAY.** * **It's always your decision to decide if the roads are safe to travel.** We will post on our Facebook page (Noah's Ark Preschool-Cedar Rapids, IA) and both KGAN and KGRC TV stations.

CLOTHING/BACKPACKS

Play clothes are appropriate for preschool. We discourage 'dress*up' clothing, heeled shoes or costumes. We go outside when the weather is 50 degrees or warmer, so dress your child accordingly. Please send a backpack along with your child, with a change of clothing, underwear, and socks in a zip lock, labeled bag in their backpack every day. Small backpacks or backpacks with wheels are not recommended. We will send schoolwork and informational paperwork home in their backpacks. Please check your child's backpack after every school day. **It is essential that you label your child's belongings**. It is **not necessary for your child to wear boots** in the winter unless your child walks to preschool.

Belts, makeup and jewelry are also not recommended, we may ask your child to remove any items if they become distracting.

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 send your child in appropriate footwear that will enhance their playground playing time.

ALL ABOUT ME DAY!

Twice a school year 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 them. 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 their friends 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: Snack must be in their original container.

We have snack time every day. The children wash their hands and say prayer 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 will still be your child's snack day/line leader. We will serve something from our cupboard. We would ask you to replace that snack.

Please read all food labels carefully, and it must accompany your snack. 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 snacks. We encourage nutritious snacks as often as possible. You will be asked to contribute snacks on a scheduled basis. **If your child's name is on the calendar, that is your child's snack day.** The calendar will also list how many students there are in the class. Snack ideas are included in this handbook. You must also **notify preschool one week prior** to let us know what snack you are sending. You can email this information to the school at office@noahsarkcr.org. Calendars will be sent out on the first day of school, preschool will be providing snacks the first week. If your child has a birthday that week, we will contact you ahead of time.

BIRTHDAYS and ½ BIRTHDAYS

We celebrate birthdays. Your child will be scheduled to share treats on his/her special day. **We will not serve CUPCAKES or CAKE or Frosted Cookies.** Some special treats for birthdays could be ice cream cups, popsicles, ice cream sandwiches or goldfish birthday cake flavor! Just be sure to check every label **closely**. Please do not send party invitations to school if they are not for the ENTIRE class.

FIELD TRIPS

The board agreed to allow us **two off-campus field trips in the spring** as part of our curriculum—the Cedar Rapids Library and Wiki-up Hill. We will rent a CR school bus and driver for our trips. Any parent going along on the field trip may drive separately. You can drive your own child if you prefer. 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 on our Field Trips, as this is a preschool function. We will always request buses with seatbelts.

TUITION/LATE FEES

Tuition is due on the FIRST of the month. Payments may be made On-Line, 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. Please write your child's name in the memo if by check. 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.** Payment is considered late after the 7th. A note will be sent home, and a **\$20 late fee** will be added to your child's account. If tuition is not paid by the 7th of the following month, your child will not be able to return to school. There is 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. Dropping your child off at the door helps transitions greatly! We also suggest that you do not cry in front of your child but reassure them that you will see them after school and separate quickly. 99% of the time, the child will calm down with some redirection from our staff. We request that if your child is crying at drop off, please wait in the parking lot for 10 minutes until you get a thumbs up or down from the staff. If your child cannot be consoled, we will give you a call to come back.

INCIDENT REPORTS

If your child was involved in an 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 to be placed 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.

EVALUATIONS

Early fall, your child's teacher will touch base with you via email, which will let you know how your student is assimilating into the classroom. 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.

SCHOLASTIC BOOK ORDERS

Noah's Ark will send home Scholastic Book orders once a month. These are optional. Instructions are included to place an order. Points given to us from these orders are used to purchase laminating sheets and classroom manipulatives.

SUMMER SCHOOL

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

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 childcare 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 childcare. 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.

**EXPOSURE TO ILLNESSES –
Guidelines for Excluding Children & Staff with Illness**

Revised 8/2024

Symptom/Diagnosis	When Child will be sent home/excluded	When Child may return
Child/Staff Has any COVID Symptoms: <ul style="list-style-type: none"> • Fever • Sore Throat • Dry Cough • Headache • Shortness of Breath 	Immediately	<u>COVID-positive students can now return to school</u> once their symptoms are “improving overall,” and they’ve been fever-free for at least 24 hours without use of a fever-reducing medication
Fever Rash Abdominal Pain Swelling hands/feet/neck glands Red eyes	Immediately	When student has been symptom free, without fever reducing medication for 24 hours.
Chicken Pox	When lesions are noticed or present	When all lesions are dried and crusted. Typically takes 6+ days
Cold Symptoms <ul style="list-style-type: none"> • Runny Nose • Stuffy Nose • Sneezing • Watery eyes 	If accompanied by Fever (see fever criteria)	When exclusion criteria are resolved or with a doctor’s note stating the child is not contagious
Diarrhea	After 2 occurrences within a 24-hour period	When diarrhea subsides for 24 hours
Diaper Rash	If sores are oozing and leak body fluid outside the diaper	When exclusion criteria is resolved
Hand, Foot & Mouth Syndrome	When lesions are noticed or present	When exclusion criteria is resolved or with a doctor’s note stating the child is not contagious
Head Lice	When nits/eggs are noticed or present	When exclusion criteria is resolved
Impetigo	When lesions appear	After 24 hours of antibiotic treatment.
Irritability	If irritability cannot be redirected and/or prevents child from being able to participate	When child is able to be redirected
Itching	If itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm	When exclusion criteria is resolved or with a doctor’s note stating the child is not contagious
Lethargy	If lethargy prevents participation	When exclusion criteria is resolved
Mouth Sores	When sores cause drooling	When exclusion criteria is resolved or with a doctor’s note stating the child is not contagious
Pink Eye (Conjunctivitis)	When discharge is noticed Pinkish/red swollen or irritated eyes	When exclusion criteria is resolved or with a doctor’s note stating the child is not contagious, unless, at least 5 days has passed and no visible sign of infection
Rash	When unidentified rash is noticed and is accompanied by: <ul style="list-style-type: none"> • Behavior change • Fever • Has oozing/open wound • Child is unable to participate 	When exclusion criteria is resolved or with a doctor’s note stating the child is not contagious
Scabies	If parent notifies the school	Can return 24 hours after treatment
Strep Throat	If child has a positive strep culture	After at least 24 hours of antibiotic medicine
Vomiting	After 2 occurrences within a 24 hour period	When vomiting subsides for 24 hours

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 filled out and dated. 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

It is highly recommended that your child be potty trained before preschool begins, but it is not required. 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.

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 directions for resolving conflicts. Chronic discipline problems with an individual child will be discussed with the teacher/director/parent 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.

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

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. Parents of both parties will be notified, and a plan of action will be made.

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 building at the end of our parking lot known as the "Luke Building". 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.

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

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 office@noahsarkcr.org

3-Year-Old Daily Schedule

8:55-9:05 AM	Doors Open, Students put their belongings away. Potty/Wash hands.
9:05-9:15 AM	Small Manipulative Play Time.
9:15-9:45 AM	Opening. Good morning song, flag, calendar, & attendance, and introduce the Theme of the day.
9:45-9:55 AM	Book Time - based on Theme. Explain Skills for the day.
9:55- 10:25 AM	Skills and Free Time Play.
10:25-10:30 AM	Clean Up Time!
10:30-10:45 AM	Book on TV or Activity. Students put Skills in their Backpacks. Potty/Wash hands.
10:45-11:00: AM	Prayer, Snack and Quiet Book Time.
11:00-11:10 AM	Activity or Dance – Ready for Playground.
11:10-11:20 AM	Playground or Themed Activity – Ready for home.
11:20-11:25 PM	Sing Good-by Song, put Backpacks on. Dismissal at 11:25.
11:30-1:30 PM	LUNCH BUNCH – activity room play time, eat lunch together, dancing, and singing and crafts.

4-Year-Old Daily Schedule

8:55-9:05 AM	Doors Open, Students put their belongings away. Potty/Wash hands
9:05-9:15 AM	Small Manipulative Playtime.
9:15-9:45 AM	Opening. Good morning song, flag, calendar, & attendance, and introduce the Theme of the day.
9:45-9:55 AM	Book Time based on Theme. Explains Skills for the day.
9:55- 10:30 AM	Skills and Free Time Play.
10:30-10:50 AM	Playground or Themed Activity
10:50-11:10 AM	Snack and Quiet Book Time
11:10-11:15 AM	Place Skills in Backpacks.
11:15-11:25 AM	Book on TV or Activities
11:25-11:30	Coats and Backpacks on, Sing Good-by song and dismiss at 11:30
11:30-1:30 PM	LUNCH BUNCH- activity room play time, eat lunch together, dancing, and singing and crafts.

Snacks Update 8/10/2022: All snacks must arrive in the sealed, original packaging.

Due to the increase of students with allergic reactions to peanuts, Noah's Ark is **PEANUT FREE**. Please check labels carefully when choosing a snack. We will send snacks home if they contain Peanuts or have been manufactured in a facility that processes peanuts.

Snack Ideas:

Cheez-it Crackers
Scooby Snacks
Teddy Grahams
Goldfish Crackers
Pretzels
Go-Gurt
Yogurt
Rice Krispie Treats
Cheese Cubes

String Cheese
Meat/Cheese Tray
Fruits (cleaned and pre-cut)
Vegetables (cleaned and pre-cut)
Raisins
Ice Cream Cups
Animal Crackers
Popsicles
Veggie Straws

Email the school one week prior to your snack day. This gives time to substitute a snack if it is not acceptable. Being that we are "State Licensed", we report the snack served each day.

Snack Don'ts (will be sent home):

Homemade snacks
Candy
Cookies
Fruit Snacks
Jello

Cupcakes
*Ingredient list not included
*Manufactured in peanut facility
*Contains Peanut Ingredients
Pudding

Cedar Hills Community Church

