

**NOAH'S ARK
DAYCARE**



HANDBOOK

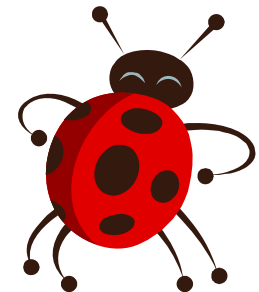


PARENT HANDBOOK

**Roger Kinion
Pastor**

**Jodie Fuller
Daycare Director**

Office Phone . . . 467-0744



MISSION STATEMENT

We desire to provide quality Christian care for preschool children in a loving, safe, and clean environment that encourages development in age appropriate activities.

SPECIFIC OBJECTIVES

- Spiritually: We will endeavor to guide the child into an understanding of the basic truths about God, His Son, Jesus, and the Holy Spirit.
- Socially: To develop the art of meeting new friends, and learning how to work and play in a group. To develop an attitude of kindness, cooperation, courtesy, and helpfulness toward others. To accept appropriate individual and social responsibilities in a group.
- Physically: To develop muscular coordination and control. To establish desirable health habits.
- Mentally: To do independent thinking and to accept the results of his decisions. To broaden his range of interests.
- Emotionally: To meet new situations with a reasonable amount of stability. To be able to initiate the follow through of a simple plan of work. To grow in self confidence as he learns to do more things for himself and help to solve his own problems.



ENTRANCE REQUIREMENTS

We accept children ages 2 through kindergarten. New classes start the first Monday of June. Children's placement in classes is determined by the year they will attend kindergarten. We group them in this way to insure a complete preschool education program can be obtained each year.



TUITION

This daycare is self-supporting and is financed by fees paid by the children enrolled. Tuition must be paid each week in order for your child to stay enrolled.

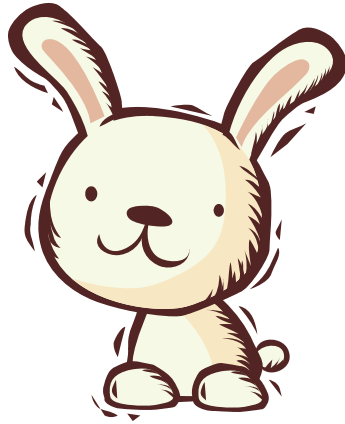
Registration	\$25.00 / family -- One time fee
Activity /Education	\$40.00/child /year -- Due Sept. 1 st
Tuition	\$110.00/week Preschool \$100.00/week Kindergarten \$209.00—2 Preschoolers \$200.00—1 Preschool & 1 Kind.
Breakfast	\$5.00 / week or \$1.00/day --Optional
Late charge	\$5.00 if paid after Tuesday 6PM
Late Pickup	\$1.00/minute/ child
Returned Check	\$25.00**

Tuition is due each week on Tuesday by 6:00 p.m. If tuition is paid after this an automatic \$5.00 late fee is charged.

A 2 week notice is required to withdraw your child from the center.

SIGN IN/OUT PROCEDURES

Each child must be signed in and out of the center each day. This is a safety policy. These books will be the official records of attendance if the building needs to be evacuated for any reason.



FOLDERS

Each child has a folder located next to the sign in/out book in the hallway. It is very important that you check this folder each evening. Almost all of our notifications are placed in these folders.



CHAPEL

Once each week your child (in classes 4, Pre-K, and K) will experience a chapel service that is geared toward teaching basic Bible Truths. We will be bringing Bible stories to your child at his level of understanding. The church staff at Calvary Baptist Church will be participating in these Chapel Services. You are welcome to stop in any time and participate.

FIRE AND SAFETY DRILLS

This daycare conducts monthly fire drills and yearly tornado drills. Each room has a fire evacuation plan posted.

NAPS

Each preschool child will nap each day from 12:30-2:30. No child will be forced to sleep however all children must lie quietly on their cots and not disturb those around them. Each child will have their own cot that is not shared. A small travel size pillow and blanket should be brought in each Monday and taken home each Friday. Please wash the pillow or pillow case and blanket each week to help us cut down on the spread of germs. Children may bring in a small stuffed animal to sleep with if desired. Also special blankets may be brought in however if it must go home EACH night please notify the teacher. Kindergarten students will not nap.



CUBBIES

Each child will have their own assigned cubby. Please hang your child's coat on the left hook to help the coats not to touch and transfer germs. Also this is where the extra change of clothes is kept and any other item belonging to your child except medicine.

RELEASE OF CHILD

NO child shall be allowed to leave with anyone other than is permitted on the release form on file without written permission from parent. There will be NO exceptions to this rule. Not even phone calls giving permission for another person to pick up will be permitted. This is for the protection of the child and the daycare. Parents who are separated or divorced must supply the center with the proper information concerning which parent can pick up the child. If any legal documents are needed, please supply them.

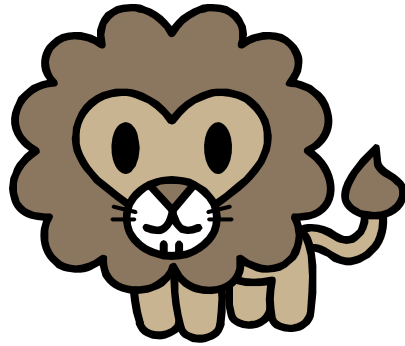
FOODS

The daycare will serve a morning and afternoon snack and a hot lunch. Menus will be posted in advance. Food exceptions cannot be made for individual children except in the case of allergies. If there is an allergy, a doctor's diagnosis sheet must be on file at the center. Only food designated by the doctor can be brought in. All foods must be in their original containers.

Breakfast is optional and is \$1.00 extra per day. It will be served between 7-7:45 a.m. daily. No food may be brought from home to eat for breakfast

Birthdays: You may send cupcakes or cookies on your child's birthday if you wish. We will sing "Happy Birthday" and serve them during snack time. Please do not send favors or gifts. Since we sometimes have more than one birthday on the same day, please advise the teacher in advance of your plans.





SAFETY

No child shall ever be left alone or unsupervised.

A staff member should be made aware of your child's presence at arrival and dismissal. You MUST sign the notebook each day when you drop off and pick up your child.

No child may be dropped off at the door of the center, but must be walked to their room or escorted to their teacher.

A plan is posted in each room, which explains action to be taken and staff responsibilities in case of fire emergency and weather alerts.

A chart is posted in each room of the daycare facility with information on what to do for medical emergencies.

HOLIDAYS

The center will be closed on the following days:

Labor Day

Thanksgiving (Thursday and Friday)

Christmas Eve and Christmas Day

(OR the Friday before OR the Monday after)

New Year's Eve and New Year's Day

(OR the Friday before OR the Monday after)

Memorial Day

Independence Day

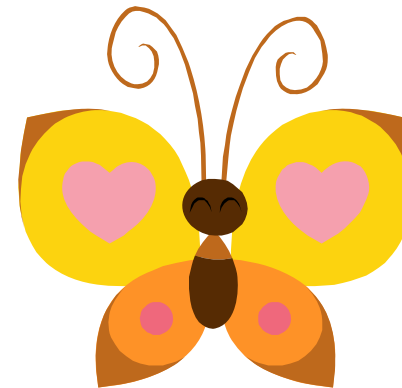
(OR the Friday before OR the Monday after)

VACATIONS AND ABSENCES

Each family will be given 10 vacation days per year. The days are pro-rated for mid-year enrollments. Days may be used in advance and may be accumulated for one calendar year only. All days taken over this amount must be paid for. Thanksgiving Day, Christmas Day, and New Year's Day are also given as vacation time. All other holidays must be paid as a full week tuition. A coupon booklet is given to each family at enrollment. In it are 10 coupons plus 3 coupons for holidays. In order to use a vacation day, you **must include a coupon with that week's tuition**. You will pro-rate your tuition for that week by taking your tuition total and dividing it by 5 and then multiplying it by the number of days in attendance (including holidays not previously mentioned).

A 6 -week maternity leave is available for each child. We will hold your child's spot for this time and no payment is due. After 6 weeks if you would like to extend your leave, full tuition payment is due each week to hold your child's spot in the class.

If a child is withdrawn for the summer or any extended time, a child may be re-enrolled if there is availability in the class and the registration fee must be paid again.

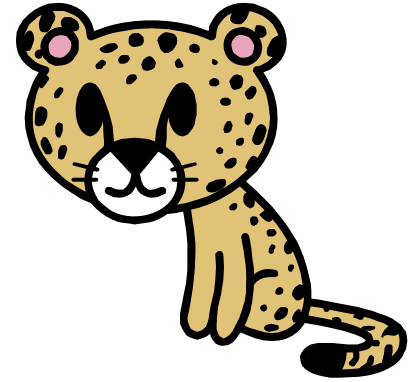


MEDICINES

Prescription medicine will be given to the child upon written request. All medicine must be labeled with the child's name, amount, and time to be given. It must be in the original container with the doctor's name on the label. Please give the medicine to your child's teacher or place it in the kitchen and fill out the medicine form each day it is to be given. A medicine chart will be posted in the kitchen and a worker will sign the chart when the medicine is given. Non-prescription medicine will be given only with the parent's consent using the same procedures.

CURRICULUM

Each child will be taught 2 separate curriculums. The first is a Bible curriculum which covers the major stories and topics in the Bible. Each class uses the NIV children's Bible. A kindergarten preparedness curriculum is also taught to each class. These curriculums are designed to prepare the student for entrance into kindergarten. They are comprehensive; including small and large motor skills, art, music, and educational skills. New skills are added each year. The curriculums can be reviewed at any time by contacting your child's teacher or the director.



ACCIDENTS AND ILLNESS

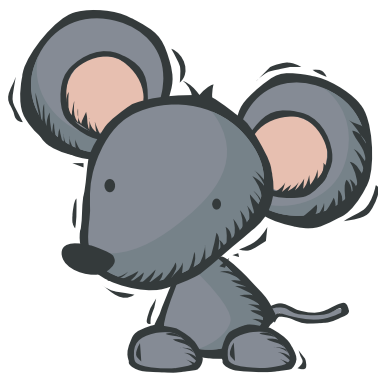
In the event that your child becomes ill while at the center it is the parent's responsibility to pick up the child. An ill child CAN NOT be left at the daycare. A child, who is vomiting, has diarrhea, or a fever over 101F will be considered too ill to remain at the daycare. In the event that the child has a contagious illness, the parent will notify the daycare. The child will not be allowed to return until all danger of contagion is gone.

In all emergencies, the daycare has permission to take such reasonable measures as are, in the judgment of the worker, necessary to the welfare and safety of the child.

The daycare is not liable for accidents or illnesses occurring to the child while he is in its care; unless it can be proved that the accident or illness was the direct result of a worker's negligence.

MATERNITY LEAVE

Six weeks of maternity leave is given to each family. This is optional and any portion of the six weeks may be used. There is no charge for these weeks of care. After six weeks your child must return to the center or you must begin paying tuition to retain their class placement.



PROGRAMS AND PARTIES

The Christmas program is held on the first Sunday each year at 6:00p.m. unless notification is given.

The Thanksgiving feast is the Monday and Tuesday before Thanksgiving unless notification is given.

The classes will hold the following parties:

Valentine's Day
St. Patrick's Day
Easter
Field Day—May
PJ Day—October
Christmas

Other special events are held through out the year.

No off site field trips are taken by this daycare however we bring in many special programs throughout the year.

CLOTHING AND PERSONAL ITEMS

In order that your child may enter fully into the daycare activities, please observe the following:

1. Dress your child in comfortable play clothes.
2. Do not let your child wear necklaces, rings, bracelets, and other such items that are easily lost.
3. Consult your child's teacher before your child brings anything you think will contribute to enriching experiences. We welcome such contributions, but like to be able to plan for them.
4. Mark clothes with child's name. This should be done before the first day of school.
5. Please do not send in toys with your child unless approved by the teacher. The daycare may not be held responsible for lost, broken, or stolen items.
6. Your child must have a complete change of clothing at the daycare at all times.

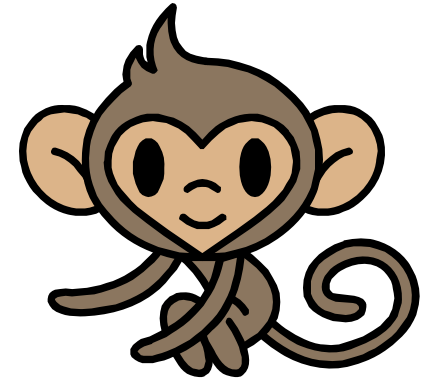
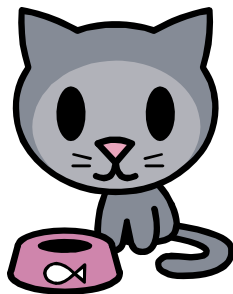


DISCIPLINE

Different levels of discipline are necessary for the welfare of the child as well as the entire daycare. Child training and discipline will be handled with kindness, understanding, and Christian principles. Teachers at our center will be given a list of rules and regulations to enforce in classroom and playground activities.

LEVELS OF DISCIPLINE:

- A. Warning appropriate to the situation will be given to stop. To avoid embarrassment, the child will be separated from the group and talked with about his behavior.
- B. If the negative behavior continues, the child will be separated from the group (inside/outside the classroom) for up to one minute for every year of age.
- C. Difficult problems will be handled by the director and will then discuss the problem with the parents if deemed necessary.
- D. When discipline problems continue to disrupt the classroom and /or daily routine of the daycare, the following steps will be taken:
 - 1. Parents will be involved in the situation by way of notes, phone calls, or meetings.
 - 2. Parents will be called and will be expected to come to the school to discipline their child.
 - 3. If extreme problems still continue, parents will be given one week-prior notice of the dismissal of their child. This one-week notice may be waived if the behavior continues to be unmanageable. The child will be dismissed for a period of up to three weeks or until the behavior has been corrected, whichever is the longest period of time.



WHAT SETS US APART?

We desire to be used as a ministry not only to care for your child but also to expand your child's knowledge, which in turn will build your child's confidence. This helps secure your child a brighter future! We have designed a program at no extra charge that can do just this! We have scheduled special guests that are experts in their field to come into our daycare and teach your child some fun, educational skills.

Talents that you normally have to pay an extra fee to have your child participate in are already included at Noah's Ark Daycare.

THESE ARE SOME OF THE ENRICHMENT CLASSES TO BE OFFERED:

Sign Language	Computers
Chapel	Music
Easter Dinner	Christmas Program
Preschool Curriculum	Bible Curriculum