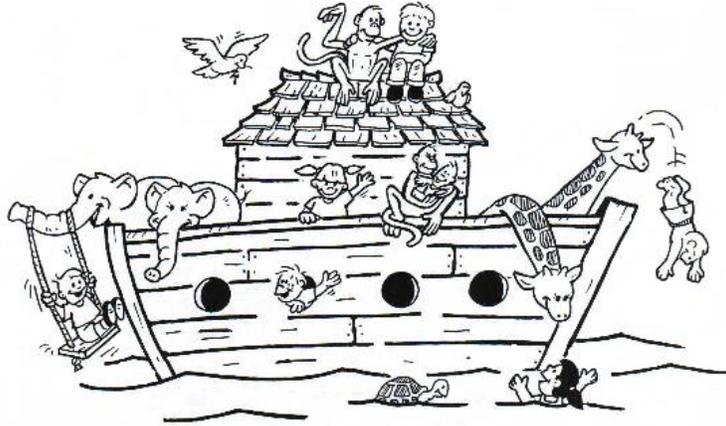


# Noah's Ark Christian Daycare & Preschool

## Parent Handbook

Description of Center Services & Policies

Updated 11.30.22



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## **A Letter From the Noah's Ark Administration**

Thank you for considering Noah's Ark Christian Daycare & Preschool as a care provider for your child. We take the responsibility of caring for your child very seriously and are dedicated to providing the best quality care available!

We understand that being a working parent can be challenging. That is why we have made Noah's Ark a Center the whole family will love, providing services that go beyond just the traditional child care! We strive to provide a safe and nurturing environment where your child can learn and grow in all aspects of their development. We offer standard AND faith-based curriculum at every age level, to meet your child's growing needs...from infants communicating with sign language to toddlers learning their colors, shapes and ABC's. From preschoolers learning to write words to school-age children sharing a children's devotional each morning. We even have a weekly children's chapel time for singing, dancing, games and learning Biblical truths at their very own age level!

Our promise from the very beginning is to be of service to you. It is our desire to be a resource and support for your entire family. Whether you have a prayer request, are in need of a special accommodation for your child, etc. ~ please don't hesitate to stop in, call, or e-mail.

As you read through this manual, please let us know if you have questions.

### **Lena Wimes, Director**

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## **A Letter From Connecting Pointe Church**

Connecting Pointe is a church where everyone belongs and can genuinely connect, grow, serve Jesus, and each other! With friendly people, excellent music, and powerful messages, we desire to create an atmosphere that is inviting and unforgettable. We minister to young families in a wide variety of ways, and invite you to contact us or come check us out in person any time! Many of our Noah's Ark teachers and staff attend Connecting Pointe and would love to meet up with you to make your first visit as comfortable as possible—just check in with us, or Lena—we're all glad to help!

Website: <https://connectingpointe.church/>

Facebook: <https://www.facebook.com/CPointeLNK/>

**Justin Alger, Children's and Family Pastor, [justin@connectingpointe.church](mailto:justin@connectingpointe.church)**

## **Mission & Statement of Philosophy**

The mission of Noah's Ark Christian Daycare and Preschool is to provide consistent, high quality care to every child with an emphasis on faith, holistic education, positive social experiences, and individualized growth & development opportunities. We believe early learning is best accomplished through play and child-led activity, while teachers set an amazing environment to accommodate and launch their ever-changing growing minds and brains. We strive to minister to the entire family unit by personalized family interaction, purposeful events, and additional services designed to meet families' needs.

Noah's Ark is a ministry of Connecting Pointe Church. The services we provide are designed to assist parents in meeting the demands placed on them outside of the home, be a partner in early education, and offer a loving, nurturing environment with Biblical teaching.

Children are constantly learning, observing, experimenting and imitating. Therefore, we are committed to giving your child an atmosphere that supports those instincts in a healthy, accommodating and beneficial way. Our daily objectives include operating our classroom with positive group interaction and learning in addition to individualized attention to their God-given uniqueness.

Our staff are devoted to children and are upholders of our mission and statement of philosophy. We love the children in our care and their families. We will work hard every day to achieve what is best for them.

As a non-profit ministry, our rooms are staffed based on the needs of the children—not the demands of our profitability. At Noah's Ark, you can expect consistency for your child.

Communication is vital to any partnership, and Noah's Ark is no different. We respect parents and guardians as the experts on their child and are committed to working with you to achieve great outcomes!

Our high quality early childhood education program recognizes children are growing at their own rate (often set at “rapid”!) in a variety of areas. Here is how we recognize, promote, and stimulate those growth points:

**PHYSICALLY**—Our program provides space, equipment, and activities to help your child develop gross motor and fine motor skills as well as general exercise. We have two outdoor play areas and utilize several indoor areas to accommodate children’s need to be healthfully active.

**SOCIALLY**—Noah’s Ark students are with a consistent group of teachers and peers each day, allowing for healthy bonds and deep trusting relationships to be established and grown. Noah’s Ark provides one-on-one, small group, and whole class interactions so children benefit from multifaceted social experiences. Positive social behavior is modeled, taught, and encouraged. This includes recognition and acceptance of everyone.

**EMOTIONALLY**—Students emotions are accepted, and their appropriate expression encouraged and supported. Guidance is lovingly provided when necessary or helpful.

**INTELLECTUALLY**—Brain development is rapid in early childhood. Our program provides curriculum based on Nebraska’s Early Learning Guidelines and open-ended opportunities to explore academics based off the child’s interests and individual pace. Intellectual growth opportunities are offered in age-appropriate and engaging ways that are meaningful to students. Creative processes and critical thinking are encouraged over rote learning.

**SPIRITUALLY**—Basic Biblical concepts are taught and reinforced daily through various activities, including Bible stories, songs, Bible verses and prayer before meals and snacks. Christian staff help to portray good role models for your child in an atmosphere of love, encouragement, and care.

## Visiting Noah’s Ark & Communication

Parents and guardians are encouraged to visit Noah’s Ark any time. Your children love to see you and involve you in their lives at Noah’s Ark. You can even join us for lunch! The only time we ask you to make an appointment is when you need time to speak specifically with an administrator and/or lead teacher. If an individual other than the child’s parent/guardian wishes to visit—we do require the parent’s permission. We do ask that visits not be overly disruptive to the classroom and routine and visitors respect our policies (confidentiality, not disciplining other children, etc.).

Communication from parents regarding important information about their child, concerns, etc. can be done by stopping in the office, calling, or emailing. **Whenever emailing—expect a confirmation email back.** If you do not receive a response, please contact us again - we wouldn’t want to miss anything! Please ensure important information is given to the office, not just the classroom (ex: absent tomorrow, grandma picking up today, etc.). We keep a central log to ensure nothing is missed.

If you have any minor concerns or questions, our teachers welcome your communication on these things so long as it’s peaceable and they are still able to supervise their classroom while talking with you. Our attention is always on the children first. If the teacher is not free, you are uncomfortable speaking to them, or if you simply want to speak directly with an administrator – we welcome your communication within the office. You will not be treated or seen differently for expressing a concern, nor will your child. Rather we have gratitude for your honesty and openness which gives us the opportunity to better provide for your family’s needs or concerns!

We communicate important messages, information, and accounting primarily through email. Please make sure to have an active email and phone number that we can get a hold of you by on file with us at all times.

The State of Nebraska Child Care Licensing Division provides a Parent Information Brochure that is given to each family upon enrollment. Information on accessing regulations, contacting staff and making complaints are included. If you are in need of a new copy, simply stop in the office and let us know!

## Noah's Ark Tuition, Fees, and Account Policies 2023

**Enrollment Deposit:** 2 Weeks Tuition Fees and Materials/Activity Fee. Tuition is applied in full to your child's first two weeks of care and is non-refundable. Your child is considered enrolled upon payment and completion of paperwork.

Weekly Tuition	Full Time	Daily
6 weeks to 18 months	\$255	N/A
18 to 36 months	\$230	\$50
3 years thru PreK	\$214	\$45
Elementary NS Days/Summer	\$178	\$39/varies

### Elementary-Age Care (School Year Rates)      Before AND After      Before OR After

With Transportation	\$115	\$77
Without Transportation	\$105	\$72

*Non-School days require advanced sign-up and will be charged at the NS day/summer rates accordingly.*

### Other Charges:

Late Pick Up (after 6:00pm):	\$1.00 per child per minute (or any part thereof)
Late Payment:	\$10.00 each Thursday for balances of \$100 or greater
Returned Check:	\$25.00
Refund of Credit Balance:	\$5.00 Administrative Fee
Field Trips and Special Events:	Varies depending on admission/staffing/transportation costs. Usually \$1-\$10
Elementary Summer Activities Fee:	\$200.00: includes all admission costs and transportation. Non-refundable. A daily sign up with prorated fees may also be available.
Materials/Activities Fee:	\$30.00 in September, and \$20 for each add'l child thru PreK. Non-refundable.
Temporary Withdrawal of Care:	Granted at director's discretion. Return date may be restricted due to other enrollment schedules. Two-week deposit required to hold spot.
Proximity Card/fob:	\$10/card, \$15/fob. Refundable in full if returned in good condition.

**When are payments due?** All fees are due in advance of care given. You may choose from the payment schedules listed below. Please consult an administrator to request any changes. Noah's Ark does not print paper statements, but does offer electronic invoices and statements via email.

Payment Schedule	Due Date
Weekly	Each Monday
Bi-weekly	The first Monday of the 2-week period
Semi-monthly*	The 1 <sup>st</sup> and 15 <sup>th</sup> of each month
Monthly*	The 1 <sup>st</sup> of each month

*\*Monthly invoicing is figured by taking the weekly tuition rate times 4.33 (52 weeks in a year, divided by 12 months). Semi-monthly invoices are figured by taking the monthly rate divided by two.*

**Where do I make payments?** Place it in the locked box on the wall inside the daycare office. Give cash directly to an office staff and obtain a receipt. Noah's Ark is not responsible for cash payment claims not validated by a receipt.

**Are tuition fees based on enrollment or attendance?** Fees are based solely on the enrollment time we have reserved for your child. If your child is absent, you are still responsible for your regular payment. If you need to adjust your reservation times (from your enrollment form) please contact the office to do so. If your child is scheduled to be here in excess of their regularly reserved times, additional fees may apply (i.e.: non-school days).

**What are the hours of operation/closings?** Generally, Monday thru Friday, 6:30am to 6:00pm. We are closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve at 12:00pm and Christmas Day. Holidays that fall on a Saturday will be observed the preceding Friday and holidays falling on a Sunday will be observed the following Monday. The daycare may also need to close for "snow days" as outlined in our Parent Handbook. Regular tuition rates still apply.

**How do I terminate my child's enrollment?** Per your enrollment agreement, a minimum of 2-weeks written notice is required. You are responsible for tuition charges during that 2-week period regardless of attendance.

**Do I receive any “vacation time” for my child?** After 12 consecutive months of enrollment, accounts in good standing are eligible for one free week of tuition per calendar year, regardless of attendance that week. The free week is credited at your most common invoice amount (i.e.: School-agers vacation week is based off their school year rate – not summer). To obtain your credit, contact an administrator with the date you’d like it applied. Credits cannot be carried over from year to year. TXX accounts are not eligible due to state policies requiring family fees be met.

**When are fees reviewed and adjustments made?** Fees may be adjusted at any time, with a minimum 2-week notice from Noah’s Ark. Typically, adjustments only occur at the beginning of each calendar year and do not exceed 5%.

**Referral Bonus:** A \$200 credit will be applied to a current customer’s account when a new customer has paid a 2-week deposit for a permanent full-time enrollment position(s) and named you as their referral. TXX and temporary enrollments are not eligible. May be prorated for multiple references.

**Multiple Child Discount:** Families of two or more regularly enrolled children will receive a 10% discount on total tuition.

**Collecting Process:** Accounts are reviewed every Thursday. Any balance of \$100 or greater is subject to a late payment fee of \$10. Notification will be provided to the account holder via email. Balances carried for two weeks or more may result in termination of care.

**Title XX (State Assistance):** All families receiving a TXX benefit must abide by our TXX agreement. Absences not covered by TXX and non-authorized care (vacation, personal time) will be billed to your private account.

## Enrollment Packet

Once you have paid your 2-week deposit, your child’s placement is reserved in our program. An administrator will give you an Enrollment Packet. Please schedule a brief meeting with us at least one week prior to your child’s start date to return completed paperwork and finalize your child’s enrollment. Upkeep of your child’s paperwork is critical to their care. Please remember to update the office with changes and additions (immunizations, medical needs, emergency contact additions, job changes).

## Proximity Card Access System

Noah’s Ark and Connecting Pointe Church have a proximity card access system installed at each main entrance. All other doors are locked and serve as exits only. A card or fob is needed to gain entrance during Daycare hours. All families must have a key for individuals that regularly pick up (1x/wk+), including babysitters, grandparents, etc. Deposits are \$10/card and \$15/fob. We do have a doorbell and surveillance camera for those without a card, but this is not intended to be a replacement for your key. Please note that while we do our best to always staff the office, there are times we will be in other areas of the daycare and unavailable to answer the doorbell immediately. If you have lost your key please report it to the office immediately so we can deactivate it. If an individual is without their key for more than two consecutive days, we will deactivate it and issue a new one with the deposit charged to their account. If the key is later found, please return it to the office. All keys returned in good condition will be credited back the deposit amount paid. For security purposes, please do not allow unknown individuals entry along with you. If this does occur, please let an office staff know immediately so we can ensure safety. If an office staff is not available, please let another staff member know.

## Late Pick-Up

Beginning at 6:01 pm a late fee of \$1.00 per minute (or any part thereof) per child will be due and payable when the child is picked up. By law, we are required to contact law enforcement if a child is left one hour after closing time and all attempts to reach emergency contacts have failed. Time will be based on the atomic security system clock at our entrance. The late pick-up fee must be paid before your child(ren) can return to Noah’s Ark.

## Account Notifications/Email

We do require an active email address be on file for all responsible parents/guardians. This is a primary communication tool for us and is important so that critical information is not missed. Account invoices are sent automatically by email. We do not provide paper unless requested. Statements and other documentation are issued upon request to an administrator, and can usually be fulfilled by the next business day. Annual statements including our Federal Tax Identification Number are issued automatically every January for the prior year to the email addresses we have on file. Our practice is to ALWAYS respond to your emails, even if just for confirmation purposes. **If you do not receive a response—please try again or place a follow-up phone call.** We also suggest you use our ‘All Office’ email: noahsarklincoln@gmail.com. This email forwards to ALL administrators, therefore is most likely to be received in a timely manner.

## Field Trips

The Elementary and Preschool children enjoy field trips regularly. Older toddlers may take occasional field trips. By enrolling your child at Noah's Ark, you agree to pay any additional costs associated with a field trip. You will be notified in advance of any field trip plans. On the day of a scheduled field trip, children must arrive at the center by the departure time in order to participate. Field trip alternatives are usually not available; therefore, you may need to have your child out of care if not allowing them to attend the field trip. Noah's Ark provides car seats and matching t-shirts. Staff drivers have successfully completed a transportation safety course and remain current in their certificates.

## School Age & Summer Program

- The school age summer program coincides with the Lincoln Public School calendar and is available for children who have completed Kindergarten through 5th grade. Parents are asked to fill out special enrollment paperwork and pay a deposit. Enrollment is limited and on a first-come, first-served basis. Noah's Ark offers flexibility in your sign-up and you are only required to pay for the dates you select. If you wish to withdraw your child for the summer only, a 2-week deposit is required to hold a spot for them to return in the fall. Enrollment for the summer program is separate from the school year program. If you enroll in the summer program, but also want care during the school year you must request, complete, and submit required paperwork.
- Vehicle transportation is provided to/from **Pyrtle, Holmes, St. Joseph's, and Messiah. Morley** students walk to/from school with our staff. Exact offerings are determined by current enrollment needs.
- Many opportunities occur at Morley that parents and students like to take advantage of. We are supportive of children's involvement in these activities, but are unable to provide additional staff to transport the children to and from school at these special times. Parents may opt to complete a 'Permission for Child to Leave Premises' form, allowing their child to sign themselves in or out of Noah's Ark care for activities not sponsored by Noah's Ark. Supervision is NOT provided by Noah's Ark during this time.
- Tuition is enrollment based, therefore when school is not in session, regular tuition is still required (school year only). If your child does not attend Noah's Ark on a non-school day or week, you will still be required to pay your regular rate. If your child does attend, there will be an additional charge to your account due to the increase in care that day.
- Noah's Ark offers care to school-aged children when LPS is out of session as follows:
  - PLC—automatic pick up for all regular 'after school' enrollment
  - Inclement Weather/Unplanned Closings and Noah's Ark is open - All day care provided per sign-up. Reservations can be made via email and have limited availability.
  - Scheduled days off/breaks: All day care provided per sign-up only. Enrollment guaranteed for reservations made via email a minimum of three weeks in advance.
- Noah's Ark Christian Daycare and Preschool does not allow children to bring personal electronic devices until they have entered our elementary program. In this program, children are allowed to bring toys from home on non-school days and during the summer program – however, the use of electronic devices are generally limited to a maximum of 30 minutes per day and the audio must be muted or headphones used. It must be understood that if a parent chooses to allow their child an electronic device with internet capabilities, there are a number of risks the parent is assuming. Our church is equipped with wireless internet with guest access, and many electronic devices (including cell phones, iPads, and some portable gaming devices) are networked and/or include browsing capabilities. **Noah's Ark staff are not able to monitor each child's individual screen at all moments of the day. Therefore, parents allowing their child to bring these devices are agreeing to assume responsibility for the content they are accessing.** We suggest parents train their children at home on what is appropriate, so they understand proper use while they are in our care, too. If children are found to be using their device inappropriately, the teacher will relocate it to the office for safe-keeping, and parents will be notified. Privileges for electronics may be removed as a consequence for misuse as determined by Noah's Ark administration. We support parents choosing not to send these devices with their children if they are uncomfortable with the freedom it allows or are unsure of their child's ability to discern or choose appropriate content over inappropriate. Please also note that sharing of electronic devices is strictly prohibited. Children will not be allowed to lend their device to other children, nor will children be allowed to view/listen to others' electronics. This protects children from accessing or viewing content on another child's device that their parent may not approve of. All devices and accessories should be labeled so ownership is clear. As with all items brought from home, we cannot guarantee safe-keeping or care. Noah's Ark is not responsible for lost, stolen, or damaged personal items.

## Food Service

- **Child and Adult Care Food Program**—Noah’s Ark participates in the Federal Child and Adult Care Food Program (CACFP), sponsored by the Nebraska Department of Education. The purpose of the Food Program is to ensure national nutrition guidelines are met, including what food is served, quantities, timing, etc. Noah’s Ark has a Food Service Coordinator and support staff that prepare breakfast, lunch and two snacks every day in compliance with CACFP guidelines. Menus are posted throughout the Center as well as on our Facebook page. We strive to offer the children a wide variety of healthy foods and do our best to incorporate fresh and healthy items in a way that will appeal to them. Parents wanting Noah’s Ark to provide their child’s food must enroll in the Food Program by completing their required forms and renewing them annually.
- **Medical Conditions**—Please inform us of any food allergies, intolerances, or restrictions. Per CACFP regulations, we will need additional paperwork if a child is not to be fed a particular item or category due to a medical reason. For medical disabilities accompanied by completed paperwork (including physician involvement) Noah’s Ark will provide alternative food/drink of similar nutritional value. If a food restriction is NOT due to a medical disability, parents must provide the alternative food/drink.
- **Food Preferences**—If a food avoidance is due to any reason other than medical disability (religious reasons, vegetarian, personal tastes, etc.), parents are responsible for providing an already-prepared and ready to eat alternative meal/snack. Tuition is not reduced for meals brought from home as the CACFP prohibits this. The entire meal/snack must be replaced (including beverage) - Noah’s Ark cannot serve partial meals with supplemental items brought from home.

### CACFP Alternatives—medical OR preference-based

- **Meeting Requirement**—Any alternatives from the CACFP will require a meeting with the director. We want to support our families in their nutritional needs and preferences, and at the same time must meet a multitude of regulations. The best way to do this is by meeting and getting on the same page! If food is brought in without having had a meeting and established understanding and agreement, it will be put in a safe place and sent back home upon pick up. Food brought in without a nutritional purpose (extra snacks, treats, junk food) is usually not conducive to an early childhood classroom environment and we ask you save those special treats for home!
- **Storage of Food From Home**—Noah’s Ark does not have enough refrigerator space for children’s personal meals, therefore food brought from home must be packed in a way to safely be stored at room temperature. Insulated lunch bags with an ice pack or an insulated hot food container are suggestions. These items must be labeled and will be kept in a designated spot in the classroom. As with all items brought from home, it is “at your own risk” and the child’s responsibility to care for. Our staff do their best to help, but meal times with groups of children are quite busy and personal attention to individual items is usually challenging.
- **USDA Requirements**—All meals and snacks, including parent-provided, must meet USDA requirements regarding food groups and serving sizes per State Regulations. Please inquire with the USDA or check their website for the most current information. In the event a parent differs from USDA requirements, a physician’s note indicating it’s acceptable for the child to be served a meal not meeting these requirements must be provided.
- **Infants**—Noah’s Ark provides two kinds of formula: Parent’s Choice with Iron and Parent’s Choice Soy (or similar alternatives). Breast milk may be brought in properly labeled (name, date expressed/frozen/delivered) and is fully supported by Noah’s Ark! We also provide cereal and baby food according to CACFP guidelines.
- **Peanut Free/Allergy Policies**—Noah’s Ark is a peanut free center. We do not serve foods with peanuts in the ingredients list, nor do we allow them on premises due to the potential for severe life-threatening reactions. However, many foods have a disclaimer indicating a chance of exposure —we don’t avoid these foods unless directed by a parent or physician. Noah’s Ark does not serve tree nuts (almonds, cashews) but will allow them for children on file for bringing their own food from home or with special non-dairy milk needs. Sharing of any food is prohibited and we work on teaching this, in addition to other food related lessons. Exposure to any food on premises is always a risk—while we do our best to prevent it, we also acknowledge the possibility and have an action plan prepared to handle emergencies. Food allergies are all handled with individual attention in the parents’ meeting with the director. Additional precautions may be taken by our Center if deemed necessary.
- **Meal Service Procedures**—Each classroom, with the exception of our infant room, has their own designated time to eat their meals in the lunchroom. We thank God for the food he provides through daily prayers before meals. Each classroom has their own meal-time prayer. Our teachers often times eat with the children and model healthy eating choices and manners during meals. Eating areas are sanitized after every use, our lunchroom is cleaned every day, and dishes are safely washed, sanitized, and air dried prior to reuse.
- **Menu Changes**—Rarely, we must make unplanned changes to our menu. In this event, we will review all children with a special food plan and accommodate anything necessary. For example, if a vegetarian child is in attendance and a vegetarian menu item was originally scheduled but we change to a meat item—we WILL provide a vegetarian alternative to those with that information on file. If you would like firm details on your child’s food consumption, please contact our office.

## Biting

Children bite for a variety of reasons. Some children are confused on how to display affection, some may be frustrated in trying to communicate, some may be teething, and others may be responding to changes that they are not yet comfortable with. When a child bites at Noah's Ark, we use a firm voice saying, "No bite!" and direct the child to think time for "hurting our friends." We offer an appropriate biting toy (such as a teether) if necessary, and of course give the bitten child lots of positive attention. Parents of both children will be notified via an incident or accident report. If biting becomes excessive, unusually aggressive, or is not age-appropriate, we may elect to move them to a different classroom or temporarily suspend care. If biting issues continue to occur despite all prevention efforts—a longer suspension or termination of care may be necessary.

## 'Time Out/Think Time'

A child's learning to follow directions and obey rules is an important part of their development. The function of guidance and discipline is to provide the children tools for coping with obstacles they will encounter while learning how the world works.

The first rule in discipline is always to ensure the child has frequent, enriched "time-in." This means that they are receiving positive attention (i.e.: a hug, a hand on the shoulder with a smile) for appropriate behavior. We strive for the children to enjoy the environment they are in and the people they are with, and we make a point to create situations in which they will be successful! We also make a point to practice expected behaviors and actions, and how to handle situations that, when experienced, can be difficult for the child to handle properly.

When a child's behavior differs from an expectation that they are aware of and have practiced, - we use "time out" or "think time." Think time is a 'social contrast' - a time away from their teachers and peers attention. It may look different depending upon the child and/or classroom, as what works for one child or one class, may not be as successful for another. However, the purpose remains the same: for the child to calm down and self-correct. Their instructions for time out are kept short and unemotional. They receive no attention from their teachers and peers during this time—they need the social contrast in order to learn to do their think time correctly, and engaging them in conversation takes away that opportunity. They will be under the teacher's supervision throughout their entire 'think time.' When a child has done their think time correctly, the teacher will acknowledge that and invite him/her to rejoin the class activities with a clean slate. We begin using think-time when the child is 1-year old. Their total required time of separation from the group will not exceed one minute for each year of the child's age.

Parents will be notified when their child has a significant behavior problem by a Classroom Management Form. If a behavior problem persists, the parent or guardian is asked to a conference with the administration and lead teacher to discuss what the problem is and develop a plan to solve it.

Children will be escorted to the office for the following:

- Physical aggression that may cause harm to themselves, others, or property
- Defiant refusal to follow directions that causes a safety or well-being concern
- Obscene/offensive language or behavior
- Running away from the classroom or teacher
- Destructiveness

If a child has calmed down in the office, they are brought back to their room and must follow-up with their teacher on the consequences of their behavior (cleaning up toys they threw, apologizing, etc.). This teaches the child that their teacher can be counted on to follow through, must be obeyed and respected, and they cannot get away with unacceptable behavior.

When a child exhibits the behaviors listed and is not able to be calmed and demonstrate self-control after 15 minutes in the office, the parent(s) will be called and required to pick up the child within 30 minutes of the call time. If the child's behavior is harmful (self/others/property), we will forego the 15-minute wait and call immediately. If the child is not picked up within the 30-minute window, care will be temporarily suspended a minimum of one business day. If successful behavior at Noah's Ark is unable to be consistently achieved, care may be terminated in the best interests of all parties. Noah's Ark does offer referrals to behavior specialists if families are interested.

If a child has demonstrated any of the above behaviors on three or more separate occasions in one day – regardless of the calming time - the parent will be required to pick up according to the same guidelines above.

In the case a child must be sent home, it is advised it NOT be made into a pleasant time for him/her. They should not view being sent home as a reward or good experience, or they may begin to exhibit behavior problems at Noah's Ark just to achieve being sent home for more of that special time. Child behavior professionals have recommended undesirable chores and tasks, and time alone with no toys or entertainment. In the event a child's behaviors regularly require an office visit, the parent(s) will be asked to meet with us so we can evaluate the situation and make a plan for progress.

## Use of Physical Hold

Noah's Ark has a written policy for conducting physical holds, and staff that may be in the position to use one are trained on this procedure. A physical hold is a last resort measure, and will only be used under the following circumstances:

- When the child is hurting him/herself, others, or property;
- When the hold does not prevent the child from breathing, speaking, or cause any physical pain;
- Until the child is calm and able to demonstrate reasonable control of his/her behavior.

Use of a physical hold will be documented and the parent(s) will be notified by a written report, available that same day.

## Illness Policies

We follow the guidance of the CDC and our local health department on illness and prevention. The following is a list of common symptoms and ailments and our general protocol for each:

### Symptoms (undiagnosed):

- Fever of 100-100.9 degrees – exclusion if other concerning symptoms or discomfort present.
- Fever of 101-101.9 degrees – exclusion unless physician's note indicates non-contagiousness (ear infection).
- Fever of 102+ degrees— exclusion 24 hours, then may return when fever free.
- Rash – exclusion if other concerning symptoms present, physician's care may be recommended. If child acts normal and the rash is not open/oozing, they are generally okay to stay in care.
- Diarrhea – exclusion if loose, different from child's norm or the typical range, not due to diet or medication, and exceeds two occurrences above what is normal for the child. If blood is present, immediate exclusion. Physician's clearance is accepted for return as long as bowel movements are contained. Breastfed babies may have loose stools that are not an illness concern and this is taken into account. Children may return when stools no longer meet exclusion criteria.
- Vomiting – exclusion unless due to a noninfectious condition (reflux).
- Severe coughing or wheezing (respiratory illness concerns) – exclusion if illness concern presents.

### Illnesses/Conditions:

- Strep-throat – return to care after 12 hours of antibiotic and fever-free.
- Conjunctivitis (Pink Eye) – exclusion is not required but physician's care is recommended.
- Head Lice – must be treated after child is picked up and may return the following day if treated.
- Covid-19 – current CDC guidance will be followed
- Respiratory illness (RSV, Bronchitis, Pneumonia, Influenza) – care will be provided if fever free or fever free for 24 hours and breathing is stable.
- Coxsackie Virus (Hand Foot & Mouth, Herpangina) – care will be provided if fever free, or fever-free for 24 hours
- Ringworm – affected area must be covered if possible and treatment must begin after pick up.
- Infectious lesions (Staph, Impetigo) – physician's treatment and cover lesions if possible (otherwise 24 hours of treatment to return to care).

### Children need to stay home under the following circumstances

- They cannot comfortably participate in our program.
- Their illness or symptoms require a greater level of care than we can reasonably provide.
- Their condition poses a serious health risk to others through exposure.

If lighter symptoms are present, we may contact a parent as a courtesy "heads up" - even if we are not sending home.

When ill, parents/guardians are notified and required to pick up within a 30-minute window. It is the parent's responsibility to ensure this policy can be met, and back-up plans are encouraged in the event this is challenging. We understand and respect parents' busy work schedules, but a child's health, and the risk of contagiousness to others, is something we must take seriously and respond to with urgency. While a child is awaiting pick up, we will do our best to provide distance between the symptomatic child and others in order to reduce the risk of spread. The child may remain in the classroom with spacing encouraged, or they may wait in the office.

The Health Department has stated that medical research shows that teething will only cause a low grade fever or mild diarrhea at most. Therefore, even in the case of teething, all of our illness policies still apply.

We will post a sign by the department if a child has been diagnosed with a contagious illness. These postings have been reviewed by a licensed pediatrician and/or are directly from the Health Department and are meant to serve as an information resource for parents, not to diagnose. We will notify parents of any reportable communicable diseases by e-mail the same day Noah's Ark is made aware. Names are kept confidential.

The American Academy of Pediatrics does NOT recommend treating fevers with fever-reducing medication unless certain conditions apply. Because a fever reducing medication may lower a fever, but does not eliminate potential contagiousness, we do not permit its use for the purpose of keeping a child in care. For example, if a child has a contagious viral illness with a fever – Tylenol may reduce the fever symptom but not the risk of spread to others.

## Medication

- ALL medication is to be delivered to the office and signed in directly with an administrator or office staff.
- Medication will only be administered if a 'Medication Administration Form' is completed by the parent.
- We cannot dose beyond label recommendations. If parent instructions differ, we must follow label indications.
- We can administer both prescription and over-the-counter drugs as long as they are in the original container and clearly labeled with the child's name, name of drug, and directions for administering.
- Some parents choose to keep medication at the daycare for use 'as needed' such as acetaminophen or antihistamines. In this case, we ask that parents fill out a medication form and leave the ending date off the form. This medication will be sent home or disposed of should it become expired.
- Prescription medications labeled PRN (administer as needed) OR routes other than oral, topical, inhalant, or instillation must be accompanied by a doctor's note. The note must describe the route and/or what symptoms need to exist in order for the medication to be given or applied.
- Confirmation of medication administration is kept on a detailed log in the office. Parents are welcome to inquire about their child's entries any time.
- Some medications or medical treatments require administration procedures that go beyond the norm (ie: feeding tubes, picc lines, etc.). Inclusion is very important to us and we will accommodate your child's special medical needs whenever possible. In case of special medical needs, parents will need to complete a 'Special Needs Assessment' form.

## Immunizations

You can look up your child's immunization record at:

[https://nesiis-dhhs-prod.ne.gov/prd\\_ir/public/clientSearch.do?language=en](https://nesiis-dhhs-prod.ne.gov/prd_ir/public/clientSearch.do?language=en)

The State requires all daycares to have a current immunization record on file for all children enrolled. Please notify the office whenever your child has received a new vaccine. You can stop in, call us, or e-mail us the name of the vaccine and the date it was given. Records are submitted to the State annually, and we will notify you if your child is missing any.

The State does allow exemptions for medical, religious and personal reasons. Additional paperwork is required if this pertains to your child.

Health concerns may present when unvaccinated children are in a group care setting, particularly when vulnerable individuals (such as infants) are enrolled. We respect differing beliefs on what is best for people's families, but are also sensitive to how these decisions may affect others. With this in mind, Noah's Ark will accept unvaccinated children with the appropriate paperwork completed—however, in the event of an outbreak of a vaccinatable disease, families refusing the vaccine (without medical necessity) will be temporarily suspended until it is deemed safe. We follow this same protocol with our staff as well. Noah's Ark defaults to our health authority for decisions such as these.

## Medical Emergencies

In case of an emergency, the child's parents/guardians are called immediately, with 911 being the first call if deemed necessary. If parents cannot be reached, we will attempt your emergency contacts. If a medical emergency exists, the child may be transported by ambulance to a medical facility. Parents must complete a Medical Release Form upon enrollment. **REMEMBER it is very important to have current contact information on file with us.**

## Fire/Tornado Drills, Evacuation Plans, Disaster Preparedness

In accordance with Health and Human Services, Civil Defense and State Fire Marshall Regulations, fire and tornado drills are practiced regularly. Diagrams are posted in each classroom, indicating fire and tornado safety information as well as a plan for evacuating individuals with special needs.

Fire drills are conducted every month. Children are escorted out of the building through the approved exits and meet in the south parking lot. Infants are transported out in cribs or in the hands of caregivers. In the case of unfavorable weather conditions, children are escorted into the church's parsonage (the lower level of the house that backs to our south parking lot). We take emergency information so we can contact parents/guardians if necessary. Tornado drills are conducted four

times per year, March through September. Children are escorted to the East Toddler/Preschool Hallway. Infants are transported in cribs or in the hands of staff.

Noah's Ark staff has written an Emergency Procedures Manual for handling every variety of emergency and disaster that could potentially occur, and trains staff on the practice of these methods. Safely evacuating children, notifying parents, reunification of children and parents, and accommodating children with special needs in the event of an emergency or disaster are all included. Please ask an administrator if you have any questions. You are also welcome to review a copy of this manual at any time!

## **Child Custody**

Any biological or adoptive parent has all rights of a parent unless his/her rights are legally altered by the courts. Noah's Ark cannot deny any parental rights of either parent unless a court order has been provided. So as to ensure there is no confusion, it is helpful if the parent provides a written statement of the protocol they expect be taken regarding custody issues. Please note that Noah's Ark can only comply with what is in the court order, but sometimes parents agree to flexibility or variances that need to be provided in writing. It is in the best interest of all parties for parental disputes to be resolved outside of the daycare setting. Noah's Ark will not 'take sides' with parents, but will focus only on the best interests of the child. If a court order is unclear on a specific detail a parent is requesting, it is that parent's responsibility to gain clarity from the court (for example, a decree may state that a parent is responsible for a percentage of child care costs, but may not specifically state if that parent is to pay Noah's Ark or the other parent). Noah's Ark is unable to make or accept interpretations and/or assumptions. If a person attempts pick up of a child outside of the understood custodial arrangement, staff will ask that person to please wait while that is sorted out. The custodial parent and law enforcement will be contacted immediately in cases such as these. Noah's Ark staff cannot physically intervene against an individual due to the risk it imposes upon all parties, but law enforcement will be notified and detailed reports made.

## **Delivery and Release of Child**

Each child, preschool and younger, must be taken directly to his/her teacher. Under no circumstances is a child to be dropped off outside the building or left at the door. Parents/guardians are responsible to sign their child in and out with the teacher. Parents/guardians identified as having custody of the child(ren) will be allowed to determine who will be listed as approved for release. We will abide with legal determinations of child custody, but do need court documents to enforce any action requested of us. Parents/guardians must notify the office in advance if someone other than themselves will be picking up the child. That individual will be required to show photo identification if the responding staff does not know them. If for any reason staff believe the individual attempting to pick up a child is not competent of safely caring for them (i.e.: intoxication, mental state), we will attempt non-physical intervention if it feels safe to do so. If the individual insists on taking the child and is indeed authorized to do so, we legally cannot deny access to the child, but will contact authorities. With parental permission, elementary students are permitted to check themselves in, as long as the parent ensures their access into our building and the child is able to manage this process successfully.

## **Diapering**

As a general rule, all infants' diapers are checked and changed (unless dry) every two hours. If a bowel movement has occurred or they are noticeably wet, they will be changed immediately. In the case a child is napping, the two-hour rule is extended until they wake up. Diaper changes are done in a designated area. Teachers wear gloves for diapers containing stool, use disposable wipes to clean the child's diaper-area, hands (teachers' and child's) are washed immediately following, and the table disinfected. Parents must keep an adequate diaper supply at the daycare. You will be notified when running low. In the event we would run completely out and still have not received any, we will require an immediate delivery be made for your child. If any diapers were 'borrowed,' they will be replaced from your new supply.

## **Potty Training**

Children generally begin potty-training in the toddler department. This is a group effort! When you feel your child is ready to begin training, please communicate your plan for this with the teachers so we can work together. If we have noticed signs your child may be ready, we will inform you of this and ask for your feedback. Potty training techniques vary, as do children's learning styles and parents' preferences. We do our best to accommodate your preferences, but our first priority must be in meeting our regulations. Children potty training are taken regularly to the restroom and encouraged, but never forced, to sit on the toilet. Good wiping and hand washing are taught.

Children may start wearing underwear when they average one accident or less per day. If they consistently have one or more accidents, we will ask that they go back to diapers or pull-ups in order to provide a sanitary environment for your child and their classroom. The classroom chart will be marked with potty training progress throughout the day. It is our goal that all children be potty-trained by age three so they are prepared for a successful transition to the pre-school department.

## **Accidents/Spare Clothing**

In the event a toileting accident occurs, or clothing becomes soiled, it is removed and placed in a bag. Every child (whom may have an accident) should have 'back-up clothing' that will replace the soiled items. In the event back-up clothing is not available, we will check our daycare clothing stock, and lend clothing if it is appropriate for the size and weather. Please return borrowed clothing as soon as possible. Due to health department regulations, we cannot clean clothing that has been soiled with feces. We recommend spare clothes be labeled with your child's initials and encourage parents to check occasionally to make sure it is fully in stock and weather-appropriate. If a school-age child has an accident, we will notify parents and do our best to provide them dignity and privacy.

## **Cleaning Overview**

Maintaining a clean, organized, and safe facility is a top priority at Noah's Ark! Here are some of the cleaning procedures we have in place:

- Our staff are trained in cleaning standards and practices, applying them daily for upkeep and at other times for depth (carpet steaming, rotary scrubbing hard floor surfaces, etc.).
- Teachers attend a health and safety training bi-annually, to continue their education in health and safety practices.
- Toys, furniture, and equipment are cleaned as often as possible, at least once a day. The classroom equipment is sanitized at the end of each day. The sanitizer and disinfectant used is effective, yet safe in the presence of children.
- Deep cleaning with a bleach solution is done when time allows. A concentrated effort is made when illnesses are more frequent, especially in the winter months.
- The diaper changing tables are disinfected after every use.
- Eating surfaces are cleaned with soap and water after every use.
- Cribs and cots are labeled for individual use and disinfected every week.
- Laundry is done every day for bibs, burp cloths, kitchen linens, and all other washer-safe items.
- Our food service coordinator attends regular food safety training and holds a food handler's permit. The kitchen and lunch room are cleaned throughout the entire day.
- Carpets are steam cleaned immediately upon any soiling.
- Teachers wear gloves for cleaning, diaper changing, certain care procedures, serving food, etc.
- Hand washing is done on a regular basis for children and staff. Children are trained by our staff to effectively wash their hands. Hand sanitizer is also available throughout our Center, though handwashing is always preferred.
- Air purifiers with HEPA filters are in place throughout our Center.

## **Smoking, Alcohol, Non-Prescription Drugs, Vaping, Tobacco, Restricted Substances**

Any item or product that is illegal for a minor to be in possession of is prohibited in its use on Noah's Ark property during hours of operation. This applies to all individuals, including parents, staff, guests, contractors, etc. Adults legally possessing restricted products or substances may have them in their car, as long as they are inaccessible to others.

## **Guns, Weapons, and Potentially Harmful Items**

Noah's Ark AND the State of Nebraska Child Care Licensing prohibits items that could cause harm on all of our property, indoors and out, at all times. Guns, concealed or openly carried, are not permitted on premises, including in vehicles, regardless of permits or licenses. Ammunition is also banned.

## **Attire—Comfort, Activity Based, & Appropriate**

Noah's Ark is an environment of both learning and play! To ensure comfort and safety, it is important children are dressed appropriately. Please review the classroom information regularly and plan accordingly. Because we are outside and on the move, it is best for them to have comfortable shoes, and weather-appropriate attire. Please do not bring your child in their pajamas unless it is a designated pajama day. This way our teachers can focus on classroom activities, rather than getting students dressed. In the summer months we enjoy Water Play, requiring a suit, towel and water-safe shoes. It is recommended students come in clothing that you won't mind getting dirty. This optimizes their outdoor play experiences (and even indoor, often times!). For our school-age children, we follow the same dress code that LPS has in place. Please avoid clothing that is revealing, has any offensive graphics or language, etc. If you have any questions, simply inquire within the office.

## **Portfolios on the SeeSaw App**

Assessment is the basic process of finding out what the children in our classroom know and can do in relation to their optimum development and to the goals of the program. With that insight, we can plan appropriate curriculum and effective instructional strategies to help them develop and learn, monitoring their progress along the way. We use portfolios through SeeSaw to record (and share with parents!) learning, curriculum, activities, field trips and other events. Upon enrollment, we will use the email addresses you provide to send your SeeSaw invite to your child's portfolio. Upon request, we can include other individuals you designate if desired, such as grandparents. SeeSaw also offers a means of communication with our teachers, but please note they are only on this app during nap time and plan times on certain days, so urgent messages should still be conveyed to the office phone or email.

## **Classroom Promotions**

Children generally 'graduate' to the next room based on their age. There are a few things to keep in mind. Children may move up to the next classroom a little bit earlier or later than their actual birthday dictates. This can be due to a variety of reasons, including current enrollment and the child's developmental level. We always act in the child's best interest and generally the variance is not by more than a few months. When preschool begins at the age of three, the children move based on when they will start Kindergarten as opposed to their age. This ensures we have them on the proper path so they have experienced all Pre-Kindergarten teaching prior to their school start. Parents are notified of their child's planned graduation date several weeks ahead of time and provided a brochure for the next classroom. Teachers work with the children to help prepare them for the transition including practicing new skills, visiting the next classroom prior to moving, and providing information to the new teachers!

## **Classroom Schedules**

Each classroom at Noah's Ark has their own specific schedule based on the developmental needs of that age group. Schedules are posted in every classroom. While a basic schedule is posted for our infants, we recognize that at a very young age they have a 'personal schedule' and it is more important for us to accommodate that, than impose our own. Therefore, while all schedule items are met for this age group, the times may vary from what is posted. Beginning in the Infant 2 room a more structured routine is in place for the children. Noah's Ark believes that a regular routine offers consistency and security that children need, as well as begins the process of preparing them for school and life in general. We also believe in the occasional "fun day" (ie: pajama day, Christmas party, etc.) and allow schedule variances for such.

## **Curriculum**

We utilize a comprehensive curriculum that incorporates Christian and academic lessons starting with our infants. Our curriculum is implemented with attention to each child's different needs, interests and developmental levels. Our teachers are trained in Nebraska's Early Learning Guidelines and shape classroom experiences to align with these learning and developmental outcomes. We see learning as an interactive process and our Lead Teachers prepare the classroom to encourage active exploration and interaction with materials and people. Our classrooms are open and allow for free movement to facilitate learning through experience. We also work outside of our curriculum to offer children developmental experiences that cannot be taught from a book. This includes taking time for prayer, breaking out in song and dance when we have extra energy, celebrating special theme days or events, and lots of outdoor play and activities.

## **Naps/Rest Time**

All infants, toddlers, and preschoolers will be offered 'naptime.' Infants tend to have their own schedule that we accommodate, while toddlers and participating preschoolers have a more structured nap time that usually takes place right after lunch. Some preschoolers (typically the older ones) will outgrow nap and be offered an alternative play time instead. We invite parent input on their readiness to skip nap, but trust the teacher's evaluations on the child's day to determine if a nap is beneficial for the child. Infants each have their own designated crib, and we provide their bedding. Toddlers and participating Preschoolers need to bring a standard size crib sheet to cover their cot and a small blanket. A pillow and noise-free stuffed animal are optional. Parent-provided items will be sent home for laundering every Friday, and Noah's Ark will launder Center-provided items. Cots, cribs and mattresses are sanitized regularly. As not all children have the same sleeping schedule, no child will be forced to sleep or to awaken.

## Classroom Guide & Classroom-Specific Notes

Here is a quick guide to the room names per age group. Please keep in mind that age ranges per room are approximate and may vary slightly.

### Infant Department

Infant 1.....6 weeks—12 mos  
Infant 2.....12—18 mos

### Toddler Department

Toddler 1, 2, and 3.....18-36 mos

### Preschool Department

Preschool 1.....3 years  
Preschool 2.....3 and 4 years  
Preschool 3.....4 and 5 years

### School-Age Department

Elementary.....Kindergarten-5<sup>th</sup> grade

## Infants

- You are welcome to leave your infant car seat carrier here, however; due to fire code, it must be placed in the church classroom up the stairs and to your immediate right.
- Per state regulations, breast milk must be labeled with the following information: child's name, date expressed, date frozen (if applicable), and date delivered to Noah's. The state and the federal food program have regulations on breast milk that we must follow, or have a physician's note for alterations to those regulations.
- In addition to the regular enrollment paperwork, some extra forms are required for infants. We welcome your communication regarding your baby at ALL times! We depend on the information you provide to help us provide the best possible care.

## Toddlers

- Pacifiers are discouraged at this age. If necessary, we will provide them during nap time only. We will help children transition off the pacifier by offering other comfort at nap time.
- Many milestones are reached at this age, including using a cot to sleep instead of a crib, and eating at the table instead of in a high chair! Most children enjoy these new challenges, but Noah's Ark will communicate with you should any concerns arise.

## Preschoolers

- Kindergarten-readiness curriculum becomes a focal point of your child's day. You will see samples of their "work" on a regular basis. We recommend children be here for the majority of instruction time in order to gain the best advantage in their intellectual development.
- Field trips become more common in this department. We communicate field trip information through calendars, newsletters, daily notes, signs, and/or reminder e-mails. Please take note of these special events so your child does not miss out!

## Elementary

- Parent communication is of utmost importance at this age. Please remember to inform the office if your child is absent, does not need to be picked up from school, is going home with someone else, etc.

## Outdoor Play

Outdoor play is essential to children's health and well-being. Health experts are unanimous on the importance of fresh air and the negative health consequences of children spending too much time in closed, indoor settings. Noah's Ark supports this philosophy by scheduling regular outdoor play for the children in our care. We also recognize the importance of taking precautions to certain weather conditions, including the following:

### **Condition**

Rain, Sleet, Ice  
96+ degrees

40-95 degrees

15-39 degrees

14- degrees  
Snow

### **Policy**

No outdoor play time. In the event it clears, but the ground is still wet, we may take a nature walk. Reduced outdoor play time, with water available and sunscreen applied. Heat index will be checked and recommendations followed.

Regularly scheduled outdoor play time with sunscreen applied when necessary. A jacket is required if it is below 60 degrees.

Reduced outdoor play time with full winter attire. Wind chill will be checked and recommendations followed.

No outdoor play time. An alternative exercise time will be substituted.

Children will go outside to play if the temperature allows. Snow attire is required.

If your child is well enough to be at daycare, we presume they are able to enjoy outdoor play. Any parent requesting their child remain indoors during outside time must present their request to the office and may be required to submit a physician's order. It is best to always assume we will have outdoor play and bring the appropriate attire (snow pants, boots, jacket, etc.). Also choose items that you won't mind getting a little wet or dirty. You may leave these items in your child's cubby if you wish, eliminating the inconvenience of transporting them each day.

If a child does not have appropriate outdoor play attire, they may be restricted to a certain area during this time (such as a clear paved area, as opposed to a snow covered area requiring snow boots). Noah's Ark does provide sunscreen and staff will apply, or supervise the application, prior to outdoor play when circumstances call for it. Due to safety concerns, young infants will not be taken outside. Infants six months and older may have limited outdoor time such as a stroller ride and playing in the infant swings in the outdoor classroom. All outdoor play is carefully supervised by our teaching staff.

Outdoor play spaces at Noah's Ark include a playground and outdoor classroom, both of which are fully enclosed by fencing. We also allow our school-aged children use of the South parking lot for sports games, with safety cones set up to block any traffic flow.

## **Inclement Weather Policy**

Noah's Ark may need to unexpectedly close due to weather conditions that make travel dangerous and when the safety of families and staff could be at risk. The director will evaluate the conditions and determine if Noah's Ark can safely open as planned. The decision will be made as early as possible, and you will be able to check our Facebook page for this information. We also do our best to e-mail all parents. If you are unsure, you are welcome to call.

If LPS closes and Noah's Ark is open, Elementary care will be available for the entire day at the 'Non-School Day Rate' (see tuition information). Reservations are required via email—spots are limited.

While it would be rare for us to close early due to weather, it is possible. In this case, we will notify all families by phone and/or e-mail and sufficient time will be allowed for children to be picked up (up to one hour). If LPS closes early due to weather, parents are responsible for picking up their children from school.

Some of the factors that we will consider for closing:

- Schools, state offices, and/or other local businesses close.
- A hazardous weather advisory has been declared and is in effect during our hours of operation.
- Accumulating snow and high winds, and/or icy conditions.
- Roads have not been treated to allow for safe travel

Tuition is not credited for snow days, so that our staff are able to depend upon a consistent paycheck.

## **Toys/Items from Home**

You may allow your child to bring toys from home at your own risk. Toys will be kept in cubbies (Elementary—their bag in the closet) until appropriate times to play. Noah's Ark is not responsible for lost or broken items, so please use careful judgment in choosing what to bring. Items leading to aggressive play or causing problems are unsuited to our setting. Elementary students may bring items on non-school days and during the summer program. We encourage sharing, but understand it's not always applicable - a designated spot that will cause the least disruption will be offered in these cases.

**Reusable, labeled water bottles are encouraged daily (especially in the summer), for toddlers through elementary**

## **Screen Time**

'Screen Time' is kept at a minimum. Toddlers watch a brief educational (but fun) program for approximately 15 minutes while their teachers prepare the classroom for nap. Other classrooms do not typically have screen time except for special occasions or exceptions. We only allow G-rated movies unless specific screening and approval has been given by an administrator.

## **Parking**

Noah's Ark parents are welcome to use front row parking to our facility. If all spots are occupied, please feel free to use the back row. Other parking areas are designated for other use, so please use only these two rows.

## **Special Needs**

We accept and welcome children with special needs as long as we are able to safely and appropriately be able to accommodate them. Prior to enrollment, a Special Needs Assessment will need to be submitted to the Noah's Ark Director. The Special Needs Assessment exists to inform the daycare of your child's unique needs so we can evaluate our ability to care for those needs. If Noah's Ark is able to accommodate, a start date will be determined based on appropriate timing for preparations to be made. There may be circumstances in which our facility, staffing, or other factors do not allow

for accommodation of a child with special needs. In these cases, enrollment would be delayed until all accommodations could be met. It is always our goal that every child have a successful experience at Noah's Ark!

## **Confidentiality of Records**

A child's records are open only to the daycare administration, the child's teachers, an authorized employee of licensing entities, and the child's parent or legal guardian.

## **Extra-Curricular and Special Events**

At Noah's Ark, we are passionate about ministering to your whole family. We are more than 'just daycare' - we genuinely care about your family and strive to make positive contributions that go above and beyond the industry standard. One of the ways we do this is by providing extra-curricular opportunities for your children. Here are a few examples of opportunities you will have:

- Holidays, Theme Days, and other special events are celebrated at Noah's Ark!
- Preschool Graduation—held annually in May. Invite your family for the ceremony followed by a reception, all provided by Noah's Ark.
- Parent's Night Out—a fun 'party night' for the kids usually held every 2-3 months, giving parents the opportunity for a morning/evening to themselves!
- Swimming Lessons—offered seasonally for preschool and school-agers! Information will be emailed by office. Enrollment is limited and on first come first served basis.
- Birthdays—Because of food concerns, allergies, preferences, and other risk factors, Noah's Ark is unable to serve birthday treats. While this is a fun way to celebrate, it often ends up excluding some children and leaves parents uninformed of what their child has consumed. We do welcome non-food contributions if you would like to recognize a special event. Some suggestions include:
  - Come join your child for lunch – we'll feed you too!
  - Send a fun game or project for the kids to do—you're welcome to join us for that as well! Please just let us know ahead of time so we can plan!
  - Make a small donation to the classroom—maybe a toy or art supply. You can even wrap it and your child can be front and center to unwrap and reveal to his/her classmates!
  - Non-food treat bags or a small item he/she can pass out to classmates.

## **Noah's Staffing Team**

Out of the many things Noah's Ark takes pride in, our teachers are number one! A staff information board is posted at our entrance. Take a look and you will notice not only their impressive qualifications, but also what a low turnover rate Noah's Ark has.

Noah's Ark staff must possess a degree in child care or possess the experience and education to qualify as a teacher at our center. Noah's Ark staff engages in continuing education in the field of child development on a regular basis. All of our regular staff are CPR/First Aid certified and receive ongoing training in health and safety. Each has cleared numerous background checks, including child and adult abuse/neglect, criminal history, and sex offender registries. In addition, Noah's Ark conducts an additional evaluation on all applicants prior to hire to ensure their morality, philosophies, beliefs and faith are of high standard.

## **References**

The following are parents of children currently enrolled at Noah's Ark. They are listed in order of the age of their children—infants to school-agers. Each parent has volunteered the given contact information and welcomes your inquiries!

**Allison & James Wallerstedt**  
allisonwallerstedt@gmail.com

**Scott & Cathy Fischer**  
scottjfish@gmail.com, [cmartac430@gmail.com](mailto:cmartac430@gmail.com)

**Chris & Hayley Jambor**  
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**Aaron & Dani Young**  
dna6.2012@gmail.com