

Noah's Ark Christian Preschool & Children's Center

3702 G. Road

Palisade CO 81526

970-464-4851

Updated 01/01/2020

Parents, I want to welcome you to our ark family. Thank you so much for allowing us the privilege of being a part of your child's journey! We are looking forward to getting to know you and your family a little better! Welcome to the Ark! Outlined in this document are the Policies and Procedure for Noah's Ark Christian Preschool. This handbook is designed to give you as much information as possible, and to let you know what to expect from us as we provide services for your child(ren). It also tells you what we expect from you as we move forward. We are a team, and our goal is to help your child(ren) be successful!

Please read the policies and procedures outlined within this handbook. After reading, sign the agreement to abide by all terms of the contract, located on the last page of this handbook. Noah's Ark admits children of any race, color, creed or national origin, as well as, children with special requirements

Statement of Philosophy

It is the philosophy of Noah's Ark that childhood should be a happy and exciting time of life. A time when children can explore their world, develop their creativity and develop self-confidence. Our teachers will encourage your child's curiosity, creativity, and foster self-confidence. It is our goal to help each child grow toward his/her full potential. Our purpose is to provide a good Christian home atmosphere and help the child to realize that he/she is a special creation of God, with good awareness of his/her relationship to their family, peers and community. We are a non-denominational child care center. We do not wish to present any one Christian doctrine, but to just present our Lord and Savior, Jesus Christ. We believe God is in all that we do and the children are presented with this philosophy.

Ages of children

Noah's Ark accepts children between the ages of 2 ½ (potty trained)- 13 years old.

Programs Offered

Preschool: 2 ½ to 4 years of age

Pre-K: 4 to 5 years of age

Before and/or After school: 6 to 13 years of age

Summer Program for School-Agers

Part time and full-time programs are available.

Hours of Operation

Noah's Ark Christian Preschool and Children's Center

Aka: Noah's Ark Christian Child Care

Hours of operation:

Monday thru Friday: 6:30 a.m. to 6:00 p.m.

Noah's Ark will be **closed** on the following holidays:

New Year's Eve close at 3:00pm (Please note that a minimum of 10 full day children are required to sign up for New Years Eve in order for the school to be open. If less than 10 children sign up, then the school will be closed New Year's Eve)

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the following Friday

Christmas Eve

Christmas Day

Day After Christmas (if it falls on a weekday)

We reserve the right to be closed on any day of the year. We will provide ample notification if we will be closed additional days (2 weeks' notice).

Extreme Weather

In the event that the weather is too extreme for center employees, or families to safely arrive at Noah's Ark we reserve the right to close the school due to extreme weather: blizzards, severe rainstorms, etc... The decision will be made by the Center Director and families will be notified via our Procure Text System. Please sign up with the Center Director in order to receive important communications from the center using this system. (Please note that it is your responsibility to ensure that you are signed up for our communication system, for more information please see the Center Director). You can always watch District 51 website for weather information. If the school district closes due to weather Noah's will be closed as well.

Registration

The following must be completed and turned in on the first day of attendance.

- Completed Enrollment Application
- Contracted Days of Care
- Physicians form of child's health
- Current Immunization form
- Signed parental contract
- Registration Fee

Registration Fees

In order to keep tuition rates low for our families there is a \$30.00 per family registration fee for our Fall program & \$15.00 per family registration fee for our Summer Program. These fees help buy supplies for the up coming program, and to update equipment and materials. ***This is a reoccurring fee that helps our center run on a quality level, when you update enrollment for Fall or Summer you are registering for that program.*** These fees will be applied to ***all*** families who are currently registered in June and September.

Tuition Rates

Full-time care: \$30.00 per day: (5 hours or more)

Part-time care: \$23.00 per day: preschool or part-time (less than 5 hours)

Before or after care: \$13.00 each: 1st - 5th grade

Before and after care: \$18.00 1st - 5th grade

Drop In Fee: \$2.00 fee per child dropped in on an unscheduled day of care

Contracted Days of Care

When enrolling with Noah's Ark Christian Child Care Center you will provide a schedule of attendance for your child(ren). This schedule acts as your contracted days of care. Billing is done based on your contracted days of care. You will be required to remit payment for your child's contracted days, regardless of their actual attendance. We are requiring that you guarantee payment for your contracted days as we guarantee a place for your child on the selected days. The center Director can adjust your bill up to 5 days for vacation or 3 days for sick time. Any further days missed will be billed unless an exception is authorized by the Director. You will be required to provide your child's schedule for Fall Enrollment and Summer Enrollment. Enrollment for Fall and Summer is on a first come first served basis. Please be prompt when updating your Fall and Summer schedules to ensure that there is room for your child(ren) in our program. Variations on your schedule can only be approved by the Center Director.

Tuition

Tuition is billed for the month ahead of care and is due on the 1st business day of the new month. ***Tuition is due by the 15th of the new month.*** Please remit payment by the 15th or arrange a payment plan with the Center Director to pay later in the month. If Tuition is not paid by the last business day of the month a late fee of \$25.00 will be assessed to your account. Please note that the late fee will be applied every month that your tuition is past due. If tuition for the previous month is not received in full an interruption of services may occur. If your bill reaches over \$500 you will lose your spot unless you make arrangements with the Center's Director.

Noah's Ark accepts the following form of payment: debit card, credit card, cash, or check. (Please note that using a Credit Card may result in additional fee on your account. Debt Cards are preferred).

Absences

Regarding absences, a 24-hour notice is requested if possible, for sick days, and a written two-week advance notice for vacation. If a student will not be in attendance due to illness, the parents should contact the center as soon as they know that their child will be absent. If the center is not notified in *advance* of absences the account will still be billed *regardless* of available sick/vacation days on the account. If a child is absent for 2 straight weeks without communication with the Center Director, the child will be disenrolled from the program and their spot will be filled. The exception is Drop In children who have already discussed their Drop-In status with the Center Director.

Attendance

In addition to signing in your children; attendance for each class is kept on a daily basis. The staff keeps this record with them in case of fire drill, outings, etc..., to ensure that every child is accounted for throughout the day.

Discipline & Guidance

In a Christian child care facility like Noah's Ark, God is the center of discipline process. Submission and obedience to His will is at the very heart of the Christian educational experience. Christian discipline is positive because it makes a beneficial contribution to Christian character and conduct (2 Timothy 3:16, 17). There is an emphasis on learning from discipline and self-control that is constantly emphasized as a Fruit of the Spirit. Preventative discipline administered with consistency, kindness and love will be used to stop disruptive activities, to keep order in the classroom and to maintain a Christian atmosphere. In addition to the Fruits of the Spirit the staff is encouraged to use Love & Logic concepts when guiding the students.

Annual Health Check-Up

An annual health check-up is required if your child is between the ages of 2.5 to 7 then it will be required every 3 years thereafter. Immunizations should be administered according to your local health professional's requirements.

Child Illness Policy

Please do not send your child to school, kindergarten or child care with any symptoms of illness. If your child is found to be ill, you will be contacted immediately via phone and be required to pick them up promptly. If we are unable to reach you, then the emergency numbers listed will be contacted. If no one can be reached and the child is in no immediate danger, your child will be made comfortable in an isolated area and supervised by a staff member until they are picked up.

Signs of illness:

- Fever of 100 degrees or greater
- Vomiting
- Diarrhea (more than 3 times in 2 hours)
- Contagious skin or eye infection.
- Coughing
- Runny nose (profuse amounts of drainage)
- Inability to function normally
- Inability to take part in routine activities
- Inability to be cared for in a group setting

IF your child is sent home, please make sure that he/she is well at least 24 hours prior to returning to the child care facility. In some cases, a doctor's release may be required before your child can return to our facility. We will consult with our Nurse Consultant and he/she will determine the doctor's release requirement on a case by case situation.

Accident and Injury Policy

Although staff members are always diligent in the observation of children there are sometimes accidents or injuries may occur while your child is in the care of Noah's Ark. Anytime that an accident or injury occurs the staff members will follow the following guidelines to appropriately handle the situation. The injured child will be treated for the injury. They may be treated with TLC, ice, band-aid, or washing the area. The situation of how the child was injured will be assessed. If any item that contributed to the injury was involved and found to be hazardous or unsafe it will be immediately removed from the environment. (anything that may have broken and caused a sharp edge) If the injury involved another child then the staff will talk with that child and handle the situation according to our discipline guidelines. All parties will be encouraged to be safe, and to follow the rules that are always in place to keep them safe. (walking feet, feet on the floor, soft hands).

Notification of Parents

When an accident or injury occurs staff members will fill out an incident report to notify the parent that an injury occurred. This report will be given to the parent at the end of the day to be signed and returned to the Center Director. A copy will be made and given to the parent for their records while the copy we receive is kept for our own records. The Director also signs the report and works directly with staff to identify any corrections, or guidance that may be necessary to avoid future injury (this could include changes to the environment, or staff guidance). In the event that the injury is serious enough to need immediate notification the Parents of the child will be called and notified immediately. The parents will be encouraged to come to the school and further assess the injury and decide on next steps.

Emergency Procedures

Fire Alarms/Drills

When the fire alarm rings, the children are expected to follow their teacher's instructions. They will quickly and quietly evacuate the rooms through the nearest outside doorway and proceed to the designated meeting area (playground gazebo) until further instructions are given. The daily attendance record will be taken when evacuation is necessary and a head count and verbal accounting is immediately completed to ensure all children have evacuated the premises. A record is kept of all fire drills and is available upon request.

Emergency Lock down

When an emergency lock down procedure is required by local police or fire department officials, all children are relocated to the church sanctuary in a quiet, orderly manner. The children will be requested to sit in a designated area until given further instructions. Parents will be contacted, as soon as deemed possible and safe for the staff and children. All exterior doors will be locked and secured.

Evacuation of Premises

If deemed necessary by local safety officials the children of Noah's Ark will be transported as quickly as possible to a secure area within our area. Currently, our safe location is located at the Palisade First Baptist Church (Main & 5th St.) As soon as the children are relocated, safe and secure, parents will be notified. It is vital that you notify Noah's Ark when you have your cell phone number changed so that you can be contacted immediately. All children will remain at the Baptist Church until otherwise notified and safe to return to the child care center. All pick-up procedures remain the same. Our top priority is the safety of your children.

Extreme Weather

If extreme weather develops during the course of the day, the children will be cared for until picked up. During extreme hot weather the children will remain indoors

under air conditioning. The staff will provide adequate amounts of water to ensure proper health. We will be aware of your child's "skin type" and be cautious as to the length of time in the sun. Sunscreen will be applied as necessary.

Lost Children

IF a child is separated from the group, the teachers will make the greatest effort to find the child before leaving the area. If the child is not found the local authorities and parents will be notified immediately. Staff constantly check and recheck the children to maintain an accurate accounting of all children.

Transportation

Transporting the children of Noah's Ark is done with the church owned van. The drivers are insured and have completed the necessary requirements to transport children. Seat belts are required at all times while riding in the van. Noah's Ark provides "booster seats" when transporting the children under the required age and size as determined by state law. A First Aid kit is available in case of emergency situations that may arise. All van drivers are American Red Cross certified to administer First Aid/CPR. Children that attend Taylor Elementary will be transported to and from public school at no additional cost.

Fieldtrips and Transportation Safety

We will have fieldtrips from time to time. These trips will be to interesting and educational places in the immediate area as a vital part of our instructional program. Notification of the Field Trip will be presented in advance. Each Field Trip requires a permission form which MUST be signed by a parent in order for the child to participate in the experience. Parents are invited to participate as well. All children are placed in booster seats and seat belts applied. A staff member will check and assess the children's safety as deemed necessary prior to departure. A staff member will periodically re-check seat belts to ensure a safe environment. During fieldtrips a list of children and emergency contact numbers are taken in case they are needed. A current picture of each child will accompany this "emergency information". The children are continually monitored visually during our fieldtrips to ensure their safety, each teacher is assigned a specific group or number of children to monitor and interact with during the fieldtrip. All children will be accounted for prior to returning from the stated fieldtrip location.

Field Trip Attendance

Children should be at Noah's Ark at least 15 minutes prior to the scheduled departure time so they will not be left when we leave the center. There are times when, if you arrive late, there will be no room to go or there will be no one at Noah's Ark to provide care. The children left behind will be monitored by staff remaining at the center. If no staff members are left to watch the children who arrive late, the children may need to be taken by the parent to the field trip location or brought back to the center after the group returns at the posted time.

Drop off and Pick-up

When dropping off or picking up a child the parent or caregiver must sign them in or out using the computer located at the entrance.

Children who are utilizing funding from the Department of Human Services must also sign in and out, using the separate CDHS Website. If the parent is unable to do this due to a problem with the site or computer that parent **MUST** notify a staff member. If the parent fails to do this or fails to sign their child in or out on the CDHS Website, then the Center reserves the right to personally charge that parent for the day of care.

Children will not be released to persons other than whom the parents designate on their application. Permission should be in writing or in the event of unexpected circumstances we will accept verbal notification via the phone.

All individuals will be required to present a picture ID when picking up the children.

Late Pick up

The Center closes at 6:00pm. If your child is not picked up from the child care facility by 6:00 p.m. you will be charged a fee of \$1.00 for every minute past the hour. This fee will be applied directly to your account and is due to be paid with your next bill. We encourage you to make plans or arrangements so that your child will be picked up prior to 6:00pm. If you are running late, please contact the child care center and let the staff know as soon as possible. If a child is here 15 minutes past the hour the closing staff member will begin to contact all emergency contacts until they can reach someone. If no one can be reached to pick up the child, the staff member will wait until 6:45pm before contacting the appropriate authorities.

Daily Closing Procedure

All children must be picked up by 6:00 p.m. Should children remain at the center after 6:15 p.m., the following steps will be taken by the center: parents, guardians or emergency contacts are contacted. If not response from listed pick-up contacts the staff will contact local authorities for their assistance. ***We stress that you contact the center if you are going to be running late!*** The closing staff member walks through the child care center each evening prior to closure to visually inspect each area to guarantee all children have been picked up for the day.

Nurse Consultant

We are required by the State of Colorado Department of Human Services to enlist the services of a Registered Nurse to consult with in cases of health, safety and communicable illness. Our Nurse will inspect files for current physical updates, immunizations and be able to provide classroom instruction in medication administration to our staff and provide other health related topics concerning our facility.

Medications

Any medication, prescription, or non-prescription that is brought into the center must be accompanied by a Doctor's Note. This Doctors Note must have the Doctors name, number, and signature. Medication will not be administered or stored in the facility without the following:

- Medication in original container
- Doctors note including:
 - Child's Name
 - Medication Name and Dosage
 - Date Authorized
 - Time of Day Medication is Given
 - Route of Medication
 - Length of Time Medication is Given
 - Reason for Medication
 - Possible Side Effects
 - Special Instructions if Needed
- Written Parental Consent

Medications that meet the stated standards are stored in a locked cabinet or refrigerator located in the kitchen area which is off limits to children. Only staff members who are current and authorized in their Medication Administration Training can administer medication.

Items from home

Each child will be provided with space to hang his/her coat, clothing and shoes. Cubby space will be provided for arts, crafts as well as any additional items. ***Bringing toys from home is discouraged.*** Any items brought from home are at risk of being lost or broken. ***Noah's Ark is not responsible for any lost, or broken items.*** If you do not want personal items lost, or broken, please do not bring them to school.

Money from home

Children are discouraged from bringing money from home. On occasions that an additional fee is needed for a specific activity that fee will be directly applied to the families account. ***Noah's Ark is not responsible for any lost or stolen money brought from home.***

Snacks and Meals

Breakfast, lunch and snacks are included in your tuition fee. Menus will be posted in the kitchen. Please do not send food from home unless requested to do so or if your child would prefer to eat something other than what is stated on the menu. We need to be notified of any food allergies your child may have. We do accept special snacks for holidays and birthdays. If special dietary requirements are needed, we ask that you provide those for your child.

Diapering & Toilet Training

Noah's Ark does not accept children who are currently still in Diapers or Pull-Ups. Children must be fully potty trained. We will take frequent trips to the bathroom for children who need reminders or assistance.

Visitors

All visitors must check-in with a staff member, as well as, sign-in our "Visitor Log Sheet". We also require a picture ID to verify identity.

Parent Involvement and Conferences

Parents are welcome to visit our center at any time and need not be scheduled. Conferences will be scheduled as needed.

Licensing

Our child care/preschool has been licensed by the State of Colorado and inspected by the Department of Health and the local Fire Department. All policies, procedures and schedules meet the state and local requirements. All teachers are dedicated Christians and believe in the beauty and uniqueness that God has given each child in our care.

Child Abuse/Neglect Reporting

The Center Director or any staff member shall report to Child Protective Services or the local police department (as required by law) any suspicion of child abuse, sexual or otherwise, neglect or endangerment of which they become aware. If you have suspicions of abuse occurring while your child is in the care of Noah's Ark you may contact the following number to report: 242-1211.

Complaints

Procedures for reporting complaints pertaining to staff/policies or other areas of the center will be as follows:

- Written notification to the Center Director.
- Conference with the Center Director.
- Allow adequate time to evaluate situation from the conference.
- If situation isn't resolved in a satisfactory manner the Board of Elders of the Palisade Christian Church will be contacted. A conference of resolution will be held with the Elders, parents and Center Director.

Steps taken when suspending or expulsion of children

Our staff are well trained and work hard to identify the social, emotional and developmental needs of each child. However, there are times when children may need additional care that our staff are not able to provide. If we feel that you child's behavior endangers the safety of the other children, the following steps will be taken:

- Verbal communication from staff to parents about concerns
- Documentation of events which will require parents' signature
- A verbal plan between staff and parents to address behavior
- A conference with the Parents, Teacher, and Center Director to come up with a plan in writing to address behavior, including a timeline that improvement in behavior needs to be seen. During this meeting the family will be referred to the appropriate professionals for further evaluation if needed.
- Suspension from the program
- Expulsion from the program

Please note that if at any time your child becomes violent, and is in danger of harming themselves, staff members, or other children you will be notified to pick them up immediately. This counts as a form of suspension. When the child returns to our care their behavior will be monitored and evaluated before the final act of expulsion happens. However, if you are contacted multiple times to pick up your child for this kind of harmful behavior your child may not be welcome to return to the center regardless of any other arrangements made to address the behavior.

Withdrawal from the Noah's Ark

When a child withdraws from the center all tuition must be paid in full. If a payment schedule is required the parents must make arrangements with the Center Director and a written agreement is made. If agreed payments are not met the parents and/or guardians will have 90 days to remit payment in full or the account will be turned over to our collection agency. Once an account has been turned over for collection all communication will cease with Noah's Ark and your child will no longer be able to attend the center, even after payment has been made in full.

Supervision

All children are supervised at all times during both indoor and outdoor activities. Children are instructed to inform staff of their leaving the program area for restroom or getting a drink. Children move freely; from one activity to another within the designated program area.

Donations

Noah's Ark is a non-profit mission of the Palisade Christian Church and many clients would like to donate items for use and or money for special purchases. This is greatly appreciated.

Swimming

During the summer, our program will include swimming at the local swimming pool. We emphasize physical fitness and science during our water experiences. Staff members will be present at all swimming activities with the proper child/teacher ratios set forth. During special swimming activities to area recreational facilities a certified life guard will accompany the group. We are required to apply sunscreen to all students in our care during the summer program. We ask that each family provide a bottle of sunscreen which will be used in a community style application. If your child needs a specific SPF or brand of sunscreen, we ask that you notify us in writing, and provide the necessary sunscreen for the entirety of the summer. We, also, have a section in the application that requires your signature and authorization for application.

Swimming Fee

If your child is contracted for our summer swim days please note that an additional fee for swimming will be calculated and applied to your bill upon enrollment into our summer program. The current cost is \$2.50 per Friday. We will total the fee based on the amount required by the swimming pool, and the number of Fridays that we participate. This amount is subject to change based on the requirements of the swimming pool. Please also note that the fee will be applied based on your contracted days, not on actual attendance. Therefore, if you are contracted for swim day the fee will apply regardless of how many swim days you actually attend

Special Days

School age care is available when Taylor Elementary is out of session, as well as, snow days and school vacations. Please be advised that during these times Noah's Ark will not be having Preschool classes. In addition, we will require you to sign your child up for care and you will be required to remit payment for these times, even if you do not attend. You will not be charged for child care, preschool or kindergarten if you do not sign them up for child care. We only have 40 spaces available and it is based on a first come, first served basis.

Birthdays

Noah's Ark realizes the importance of birthdays. Many parents like to send treats for this special occasion. Please check with a staff member for amounts needed or any special dietary restrictions.

Naptime

Each child 5 years of age or younger will have a "rest time" if they are at the child care center for 5 hours or more per day. Please mark a small blanket and/or cuddly toy with your child's name and send them to school for naptime. These items should be taken home on Friday to be laundered. Don't forget to return them on Monday. Noah's Ark will provide a nap mat & sheet for each child during naptime. We launder our bedding once weekly.

TV and Video Viewing

Videos will be used sparingly and will not be utilized during learning time, unless it will enhance a lesson or activity presented during preschool time, or on special occasions. Videos will be viewed some Friday afternoons. If you request your child not to view videos please let the Director know. Staff supervision and ratios are maintained at all times during these and all special activities.

Our Daily Schedule

6:00 - 8:00	Arrival, Free Play
7:30 - 8:30	Breakfast
8:30	Children prepare for public school departure
8:30 - 9:30	Center Time, Arrival of preschoolers
9:30 - 10:00	Preschoolers clean-up, wash up and prepare for snack, Snack time
9:45 - 10:15	Circle time
10:15 - 11:30	Structured learning time (Activity time)
11:30 - 12:00	Outdoor time, gross motor development, group time
12:00 - 12:10	Prepare for lunch: wash hands, etc...
12:10 - 12:45	Lunch
12:45 - 1:15	Outdoor time or organized indoor play
1:15 - 3:00	Naptime (quiet rest time), stories
3:00 - 3:30	Wake up time, shoes on prepare for afternoon snack
3:30 - 4:00	Afternoon snack and school aged children return
4:00 - 5:00	Afternoon program: Bible lesson, outdoor time, arts & crafts, group time
5:00 - 6:00	Free play: quiet choices, reading, video viewing, table games, etc...

Noah's Ark reserves the right to change, update or delete any information contained within this handbook.

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I have read and agree to abide by the policies and procedures of the updated Noah's Ark Christian Preschool Handbook which was updated on 1/1/19. I understand that failure to cooperate with the policies and procedures for Noah's Ark Christian Preschool could lead to a possible termination of services.

Signature: _____

Date: _____