

NOAH'S ARK PRESCHOOL

250 Indian Bayou Trail · Destin, Florida 32541 · 850.650.3504
www.noahsarkpreschooldestin.com

Dear Families and Friends,

Welcome to Noah's Ark Preschool. We are very excited that you have chosen Noah's Ark as your child's preschool. These formative years are very important in your child's life and we feel blessed to be a part of it at this time. As you enroll your child, you can have confidence that he/she will receive the best possible care while at Noah's Ark. It is our desire to provide your child with a safe and nurturing Christian environment.

We hope that this handbook will help guide you through our policies and programs. Please come to us with any concerns you may have. It is our desire to work for and with your family in providing the best care for your child/children.

Please feel free to visit often. Attending all parent meetings, following Noah's Ark's Facebook page, browsing our web site www.noahsarkpreschooldestin.com and reading information sent home will keep you well informed. We encourage all parents to participate in our activities whenever possible.

God Bless,

Miss Charlene and the Staff of Noah's Ark Preschool



License No. C010K0094

MISSION STATEMENT

Noah's Ark desires to create an environment where children of all races and abilities can learn both social and academic skills in the midst of a community where the love of Jesus Christ is both taught and lived. Our teachers do have a personal relationship with the Lord and feel very blessed to share this with the children in their care. We have chosen to implement the Beyond Centers and Circle Time Curriculum as our own curricula. We feel BCCT is a very developmentally appropriate curriculum and we love the play-based approach.

Our teachers understand child development research and theory, then use this knowledge to plan and scaffold developmentally appropriate experiences in their classrooms. These experiences are rich in the use of language, books, print, paint, marker/crayon drawing, block building, bead stringing, scissor cutting, Play-Doh, water play, cooking experiences, messy play, loose parts play, dramatic play and creative movement. All are supported in intense time and density of materials along with a myriad of play spaces to ensure exciting and rich environments.

POLICIES AND PROCEDURES FOR NOAH'S ARK PRESCHOOL

ADMISSION: Noah's Ark uses a waiting list for entrance into the program. To be on the waiting list we ask you to please visit our website www.noahsarkpreschooldestin.com and follow the admission procedure. Your child will then be on our waiting list forth next available opening. When an age appropriate opening occurs your child will be invited to join Noah's Ark.

PRESCHOOL: Our preschool is open to those 3- and 4-year old's who meet the age requirement using the September 1 entry date. Our 3-year-old programs are Monday, Wednesday and Friday mornings from 8:45am–Noon or Monday–Friday from 8:45am–Noon. The 4-year-old program is Monday–Friday from 8:45am–Noon. Monthly tuition fees for preschool are due on the 5th of each month. August is the only pro-rated month in the ten-month school year.

STAY-N-PLAY: Open to all children enrolled in our morning preschool program, Noon–5:30pm, five days a week. This program can be utilized any day of the week without a prior commitment. The daily fee is only charged for the days a child stays. Fees are due on Friday of the week a child participates in the program.

PARENT'S DAY OUT (PDO): Our PDO program is open to those 1- and 2-year old's who meet the age requirement using the September 1 entry date. PDO is open five days a week from 9:00am–3:30pm. Monthly tuition fees for PDO are due the 5th of each month.

FULL TIME: Full-time care is available 8:00am—5:30pm five days a week on a limited basis according to the number and ages of the children needing this option.

MAKE-UP DAYS: We do not make up any school days missed due to holidays, teacher workdays, your personal holidays, illness or other school closings.

ATTENDANCE: Having your child to school on time, and regularly, will allow your child to achieve the maximum benefits from attending Noah's Ark.

BEHAVIORAL EXPECTATIONS OF YOUR CHILD: While at Noah's Ark we expect your child to behave in a respectful manner to their teachers and friends. These expectations will be clearly expressed and modeled to the children each day.

- Show respect to teachers and friends at all times.
- Keep hands, feet, food and objects to themselves.
- Speak inside with an inside voice.
- Use good table manners while eating snacks and lunch.
- Clean up their area's during the day.
- Follow teacher's directions at all times.
- Foul words, hitting, kicking, throwing , spitting and biting are not acceptable behaviors.
- We use our words to solve disagreements.

EMERGENCY PROCEDURES: We are required by the State of Florida to conduct a monthly fire drill. Under this requirement we are required to include an Inclement Weather Drill, Lock Down Drill, Nap Time Drill and Alternating routes.

BIRTHDAYS: Children may celebrate their birthdays at school during the morning snack time. Special arrangements for other times must be approved by the director prior to the birthday date. Special snacks may be provided as long as they are reasonably healthy. :OD Noah's Ark will not allow passed-out invitations, gifts, treat bags nor allow children to open gifts at school.

CELL PHONES: We ask that parents conclude any phone calls/texts on their cell phones before they enter the Noah's Ark building. The safety of your child is vital and it is impossible to be on your phone and give your child 100% of your focus. Communication cannot take place between you and your child, or you and your child's teacher if you are speaking/texting on the phone to someone else. Pick -up and drop-off times are a priority to your child in their daily routine. Please be respectful to your child and the staff at Noah's Ark by concluding all phone calls before coming into the building.

CHILDREN'S CLOTHING: Your child should come dressed to play. Comfortable, durable clothing is recommended and tennis shoes are required. Sandals, boots, jellies, flip-flops and Crocs are inappropriate and unsafe for play activities. Jewelry is also unsafe due to getting lost, tangled, or broken. Hats are not encouraged due to Florida State Health codes.

~ Please label everything that comes to Noah's Ark. The Department of Children and Families (DCF) requires that all lunch boxes, cups and containers sent for lunch be marked with the child's first and last names. We cannot be responsible for unmarked items.

~ Please make sure your child has a clean, and labeled set of clothing (top, bottoms, underwear and socks) in a labeled zip-lock bag (2- gallon works well) in their cubby. Dirty/wet clothing will be put into a bag to be taken home for laundering. As the seasons change, please change their cubby clothing as well.

CONFERENCES: Before the Christmas break you will be given a written overview of your child's developmental progress for the fall semester. At the end of the school year you will be given a time with your child's teacher to look at the developmental growth your child has achieved during the entire school year.

Parents who desire a conference at any other time must contact the office to set up a time convenient for all persons involved. Please do not expect a teacher to give an impromptu conference during pick-up, drop-off or program hours. This would cause the teacher to be pulled away from her class's needs, which they are instructed not to do.

DISCIPLINE: We offer a well- structured classroom with many choices of play spaces and materials for each child to keep them engaged. This gives the child control over their environment and lessens

An exception to this policy is if the symptoms are of the flu. In your child's folder is a copy of our policy concerning influenza. All children are to have an illness policy and influenza policy signed by the parents in their enrollment folders.

LATENESS: When your child's day is over you are expected to pick up your child on time. If you are late, a late fee of \$10 for every 5 minutes you are late will be incurred. If your child's day is over at noon then at 12:05 you are late and the first \$10 fee is imposed. You will be given a late fee form that is due the day after it is issued.

A Late Fee for tuition is charged after the 5th of each month. On the 6th, your tuition is late and you be will assessed a \$25 late fee. Please see Miss Charlene if you have any financial concerns at any time.

MEAL/SNACK TIMES: We do not provide breakfast food and ask that children do not come into the building while finishing their breakfast. If your child has not finished their breakfast, please sit outside with them on the picnic tables until they are finished before entering the Noah's Ark building.

Snacks for your preschool child and their classmates are scheduled on the class snack calendar. For your child's rotation, we ask that you provide healthy snacks plus drinks. If a drink is not provided then the children will be given water. Remember that other children will be eating the snack you provide. Snack foods must be individually wrapped since we are not licensed to portion foods for sharing. Snacks for PDO will be found in their lunch box so please pack a little something extra.

ALLERGIES: When a food allergy is present and needs to be made known to parents, you will be notified by that child's teacher. Snacks that are provided will need to be compliant with that child's specific allergy. If an allergy is life threatening, the room will become "free" of that food for the school year.

Lunches are provided by the family and again should be healthy. Any leftover foods will be given for afternoon snack if your child is in the full-time program and/or sent home. We are not licensed for food service and are unable to heat or proportion foods. Your child's lunch box, drink containers and food containers must be marked with their first and last names.

Preschool children that stay for lunch will be given a Lunch Family to eat with each day. This will give them continuity at lunch time. PDO children will eat with their teachers each day. Every Friday we have Pizza Day for all ages. If you would like your child to have pizza on Friday, then simply send \$4 with your child and they will receive snacks, drinks and pizza for lunch.

MEDICINE: If your child requires medicine during the hours they are at Noah's Ark then you must fill out a medication form before any medicine will be administered. Please follow all instructions on the form. You may not call us on the phone and request that we give your child any sort of medication. Any medicine given must come in the pharmacy container labeled for your child only. We do not give over the counter medicines under any circumstances so please never send medicines in your child's lunch box or have them in your child's cubby. This does include cough drops, lip gloss and sunscreen.

ACCIDENT REPORTS: If your child is hurt in any way while at school an Accident Report will be filled out and you will be asked to sign the form. If the accident involves an injury we feel is noteworthy then you will be called and told the details of the situation.

NAP ITEMS: If your child will be napping at Noah's Ark they will need a nap mat (2" thick, blue/green), a cover, pillow if wanted and a soft snuggly. This is not the time to send toys, only something appropriate for napping. Please label everything. What is sent must fit in the child's cubby and not fall out. Big sleeping bags and large pillows are not good choices.

conflicts with other children. Guidelines for behavior are clearly explained to the children and reinforced. Appropriate behavior is modeled, positive language is encouraged and children are given tools to equip them for making wise decisions. We want to help them become self-directed problem solvers!

If a child is experiencing difficulty, they are encouraged to move to another activity, changing their play space and offering them a break from the area of conflict. If this does not resolve the conflict then the child will be removed from the situation and given a time out. When they regain control and can move back into the classroom environment, they are allowed to do so. If a child is unable to move back into the classroom, the teacher will decide if a visit to the office is needed.

The first time a child is sent to the office they will have a talk with Miss Charlene and will be given time to gain control over themselves and sort out the problem. When this is accomplished they are allowed to reenter the classroom. If a child's behavior requires them to come to the office a second time for the same issues we will call you and ask that you speak to your child. If this resolves the problem the child will be sent back to their classroom. On the third time you will be asked to pick up your child immediately.

As well, if at any time during this process your child is uncontrollable and unwilling to settle down you will be asked to pick them up immediately.

FIELD TRIPS: All field trips will be planned with prior notice given to parents. Children in our 4-year-old classes may be taken on field trips in the spring of the preschool year. The trips may include the Zoo, Gulfarium, Destin Elementary, Taylor Park, a Dolphin Cruise, etc. Parents are asked to volunteer to drive and chaperone. All children must have a permission slip on file when the trip is taken. If you do not want your child to participate please make other arrangements for your child that day as all Noah's Ark teachers will be involved in the field trip that day.

GRIEVANCES OR PROBLEMS: Families often feel that if they express a concern or problem then their child will be adversely treated. Noah's Ark staff are expected to behave professionally and put the care and concern for the child first. Open communication is vital to all concerned. Never hesitate to express any concerns to us so we can better serve your family. Please call for an appointment so your concern can be addressed in the very best way possible.

HOLIDAYS: Noah's Ark will be closed on all federal holidays and those specifically stated on our Holiday Calendar.

IN THE EVENT THAT COUNTY/STATE /PUBLIC SCHOOLS CLOSE FOR INCLEMENT WEATHER OR ANY OTHER EMERGENCY CONDITIONS, NOAH'S ARK PRESCHOOL WILL ALSO BE CLOSED.

We will make every effort to notify parents via text, email, TV or radio about the closing. We also reserve the right to make other closing decisions if we feel it would be in the children's best interest.

ILLNESS: Children with any signs of illness, as stated in our Illness Policy, must be isolated until they leave Noah's Ark. Parents will be contacted immediately about the signs of illness and are expected to pick up their child within a 20-minute time frame. It is not our responsibility to prove the illness, merely to see the signs. We are bound by health regulations to remove children who are ill, or suspected to be ill, from our program. If your child has had fever, vomiting, diarrhea or has been diagnosed with an illness that requires an antibiotic, they must be symptom free and must have been on the antibiotic for 24 hours before returning to Noah's Ark.

At nap time your child will be required to rest quietly and stay on their own mat. They are not required to nap, just to rest and not disturb others. If your child is brought into the office for disturbing others, we will call you and ask that you speak to your child about the problem. If this does not resolve the issue then we will ask that you pick up your child. If this problem persists then we may ask you to take a break from the Stay-n-Play program for a short while and resume later when your child can nap quietly with their friends.

OPERATIONAL HOURS: Noah's Ark opens at 8:00am and closes at 5:30pm. Please do not come to school before 8:00am and expect a teacher to take your child or have an in-depth conversation. Preparations are being made to start the day and the teacher needs all her minutes up until class begins. :) At closing, we are closed. Please do not linger and want to chat at 5:31 p.m. Our own families and activities await us!

REQUIRED FORMS: Every child at Noah's Ark must have the following forms in their folders:

- Current Physical Form: (current is every 2 years)
- Current Immunization Form: (current is not exceeding the expiration date on the form)

Both of the above forms are mandated by the State of Florida to be kept in current status. If your child's forms have expired, they will not be permitted in school until the forms have been made current. Please note expirations dates. We will help to remind you upcoming expiration dates but it is your responsibility to have forms updated on time.

- Registration Form (filled out completely): It is your responsibility to give us any changes to your address, phone number, contacts or phone numbers.

Illness Policy (signed) I Give My Permission (signed)

Parent Policy Statement (signed) Flu Pamphlet (signed)

Volunteer Form (notarized)

SMOKING: Please do not smoke on the property around the Noah's Ark and church buildings. We feel smoking is hazardous and do not want the children, or ourselves, to be exposed to second-hand smoke.

TOYS AND PERSONAL ITEMS FROM HOME: Please do not allow your child to have any toys in their pockets, lunch boxes, etc. when they come to school. If they want to share a special book/pet then please ask your child's teacher when that would be appropriate.

TUITION, REGISTRATION, STAY-N-PLAY AND SUPPLY FEES: A Supply Fee, due in August, will be charged each year for every child in Noah's Ark. A Registration Fee is charged each spring when we reenroll for the coming school year and due for each new child at the time of enrollment. Monthly tuition fees are due the 1st of the month and are considered late after the 5th of the month. Weekly fees are due on Friday for that week and are considered late on Monday of the following week.

Stay-n-Play fees are due on Friday for the days that were used that week. There is a sibling discount on tuition fees, (not Stay-N-Play), for families that have more than one child enrolled. If there is a financial need for scholarships then please see Miss Charlene. Noah's Ark is a tuition-based school and relies on the prompt payment of tuition to pay staff, buy needed supplies and ensure a quality program for your child/children.

WITHDRAWAL: If you decide to withdrawal your child for any reason from Noah's Ark we require a minimum two-week notice. Any less results in charging you the full two week's tuition.

STAFF TRAINING: All staff meet the State Requirements for training. This involves stated hours and required courses set by the state of Florida. Several of the staff have exceeded this basic requirement.

WATER PLAY: When the weather is warm, we will play in the water and sand. Let us know if your child has tubes in their ears or any other restrictions that require special care in these activities.

COMMUNICATION: Please know that we try very hard to communicate with parents and family members concerning all schedules and activities that occur at Noah's Ark. Please check your child's cubby weekly for calendars, field trip information, etc. It is important that you read the calendars and flyers that come home with your child. If you do not read them, you and your child will miss important events and information concerning school activities. We do have a Facebook page that we try to keep as updated as possible. Please "like us" and check it often! Also, check our web page for information; www.noahsarkpreschooldestin.com.

Thank you for choosing Noah's Ark and we look forward to having you with us this year! Blessings.

I _____

have read and agree to all that is required of myself and
my child while attending Noah's Ark Preschool,
2017-2018.

Signed: _____

Dated: _____