

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,
Charlene A. Robertson,
Director Noah's Ark of Destin, Inc.



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 visit our website www.noahsarkpreschooldestin.com and follow the admission procedure. Your child will then be on our waiting list for the 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 olds 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–5:00pm or Noon– 3:30pm, five days a week. Please view the Tuition schedule on our website, noahsarkpreschooldestin.com for details on Stay-N-Play options.

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 available 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—5:00pm five days a week on a limited basis according to the number and ages of the children needing this option.

PART TIME ■ All days less than 8:00am–5:00pm are considered part time.

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.

VACATION TUITION ■ Children enrolled full time for the year-round program may use one week per calendar year as a vacation week; with no tuition due.

ATTENDANCE ■ Having your child to school on time, and regularly, will allow your child to achieve the maximum benefits from attending Noah's Ark. If your child is sick or not coming to school for any reason please notify the office or your child's teacher. Noah's Ark must comply with the 7.5.C Daily Attendance regulations issued by the state of Florida. This regulation states If a child does not arrive at school within one hour of their scheduled arrival time then the parents must be contacted by the school to verify their absence.

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 areas 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 Alternate 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. 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 respect 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, Natives 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, labeled set of clothing (top, bottoms, underwear and socks) in a labeled Ziploc® bag (2-gallon size 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. You will receive the digital file created for your child's developmental progress at the end of the 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 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 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.

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.

EXPULSION and SUSPENSION POLICY ■ Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short-term or permanent basis. We want you to know that we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES for EXPULSION:

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS for CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization/physical records.
- Habitual tardiness when picking up your child.

CHILD'S ACTIONS for EXPULSION:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after a set period of time, depending on the risk to other children's welfare or safety, behavior does not improve,

and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given notice, at the discretion of the director to find another center to provide care for this child.

LATENESS ■ When your child's day is over you are expected to pick up your child on time. If you are late, a fee of \$10 for every 5 minutes you are late will be incurred. If your child's day is over at Noon, you are considered late at 12:01 and the first \$10 fee is imposed. You will be given a late fee form that is due the day after it is issued.

Tuition is expected to be paid on time. If your child's tuition is not paid in full by the end of the month your child cannot return to school until all fees are paid in full. If there are any financial concerns please see Miss Charlene.

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.

All snacks, lunch items and party foods must comply with the 3.9.3 B Food Safety regulations issued by the state of Florida. This regulation states that children aged three and under must not have the following foods:

- Whole/round hot dogs
- Popcorn
- Chips
- Pretzel nuggets
- Whole grapes
- Nuts
- Cheese cubes
- Any foods the size and shape of the trachea/windpipe
- Toddler foods must be cut into ½ inch bites or smaller

If these foods are sent with your child we will not be allowed to let your child eat them.

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.

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.

In compliance with the 3.9.3 E Food Safety regulations issued by the state of Florida we will no longer have Pizza Fridays. We will have special Pizza Days and parents will be given notice of when those days will happen.

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.

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 mat cover, pillow/blanket, if wanted and a soft snuggly. This is not the time to send toys -- only something appropriate for napping. Please label everything. Nap covers must be "pillow case" style, blankets sized for the mat and pillows travel size only. Crib sheets, large pillows and blankets will not be allowed. 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.

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 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.

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.

OPERATIONAL HOURS ■ Noah's Ark opens at 8:00am and closes at 5:00pm. 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 5:01pm. 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 expiration dates. We will help to remind you of upcoming expiration dates but it is your responsibility to have forms updated on time.

- Registration Form (filled out and signed): 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)
 - Emergency Release/Contact Form (signed)
 - Volunteer Form (notarized)

SMOKING and E-CIGARETTES ■ 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. This request is also in compliance with state regulations concerning the health and safety of young children.

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 when a child is first enrolled and each spring during reenrollment for the coming school year.

A Graduation Fee will be charged in the spring for all preschool children. 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.

Falling behind in tuition fees can result in your child not being able to return to Noah's Ark until fees owed are made current.

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-weeks' 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. 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, 2018-2019.

Signed: _____

Date: _____

NOAH'S ARK PARENT'S DAY OUT

HOURS of OPERATION ■ Parent's Day Out is open five days a week from 9:00am to 3:30pm. We do not accept children before 9:00am unless previous arrangements have been made through the office.

DRESS ■ For your child's comfort and safety we ask that you send your child in comfortable clothing and only tennis shoes for footwear. Outside play is part of our daily routine so please provide jackets/sweaters as needed. Mark outer wear with your child's name. Jewelry is best left at home. Hats are allowed for weather/medical reasons only.

LUNCH and SNACK ■ Parents will provide a healthy lunch and two snacks daily. Lunches may be refrigerated, or have a cool pack to keep items cooled as needed. We are not licensed to heat food but thermoses are a viable option. All snacks, lunch items and party foods must comply with the 3.9.3 B Food Safety regulations issued by the state of Florida. This regulation states that children aged three and under must not have the following foods:

- Whole/round hot dogs
- Popcorn
- Chips
- Pretzel nuggets
- Whole grapes
- Nuts
- Cheese cubes
- Any foods the size and shape of the trachea/windpipe
- Toddler foods must be cut into ½ inch bites or smaller

Finger sandwiches, lunch meats, vegetable sticks, mini muffins, fruit, yogurt, dinner leftovers all make nice lunch options for your child. Lunch box, drink cup and food containers must all be labeled with a first and last name.

ILLNESS ■ Ill children do not belong at school. Please refer to our illness policy if you have any questions or call the office.

FEES ■ A one-time \$100 registration fee and one-time \$100 supply fee are due for each child, each year they are enrolled. Tuition fees are found on the tuition sheet.

DCF REQUIREMENTS ■ Every child at Noah's Ark must have a current physical form and a current immunization form in their folders. 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. All other forms required must be filled out properly.

ADDITIONAL NEEDS ■ All children need to have in their cubbies: 1) A full set of labeled clothing: top, bottoms, socks and underwear 2) Kinder mat 2" thick with nap covering and blanket 3) Lunch, two snacks and a drink for the day.

Signature: _____

Date: _____