

Noah's Ark Preschool

Parent Handbook



Noah's Ark Preschool

Presbyterian United Church of Christ

858 7th Ave. SE

Le Mars, IA 51031

712-546-6626

puccnoahsark@premieronline.net

facebook.com/noahsarkpreschoollemars

puccllemars.com

TABLE OF CONTENTS

Notice	3
Introduction	3
Welcome	Mission Statement
Enrollment	4
Required Enrollment Forms	Enrollment Dates
Enrollment Fees	Enrollment Requirements
Sessions	Preschool School Year
Vacations and Holidays	Weather-Related Closings
Teacher:Child Ratios	Class Sizes
Non-Discrimination	Attendance
Discontinuation of Enrollment	
Daily Routines and General Information	7
Arrival & Departure Procedures	Schedules and Routines
Learning Centers	Show and Tell
What to Bring to Preschool	Toys from Home
Communication	Field Trips and Transportation
Invitations & Artwork	What to Wear to Preschool
Nutrition	10
Snacks	Food Allergies
Menus	Food from Home / Birthday Treats
Tuition and Fees	11
Registration Fee	Monthly Tuition
Refunds	May Tuition
Scholarships	Late Tuition Payment and Fees
Late Pickup and Fees	
Health and Safety	13
Exposure to Communicable Diseases	Absences
Weapons	Incident Reports
Smoke Free Environment	Ill Children
Mandatory Reporting & Car Seats	Medication
Supervision and Access Policy	15
Discipline Policy	16
Classroom Rules	Philosophy on Discipline
Conflict Management	Behavior Management
Ongoing Behavior Issues	Severe Behavior
Staff	18
Employees	Substitutes & Volunteers
Mandatory Staff Trainings	Additional Staff Trainings
Parent Handbook Agreement	19

NOTICE

A copy of Noah's Ark Preschool's Policies and Procedures is available upon request.

A copy of the Iowa Department of Human Services Child Care Centers and Preschools Licensing Standards and Procedures is available upon request.

INTRODUCTION

Welcome

Welcome to Noah's Ark Preschool, a mission of the Presbyterian United Church of Christ! We are licensed through the Iowa Department of Human Services (DHS) and are reviewed annually to ensure quality care and education for your child. We intend to work closely with you to give your child every available opportunity and learning experience he or she needs in order to be successful.

We greatly appreciate that you chose Noah's Ark Preschool for your child's preschool experience. We look forward to working with you and getting to know you and your child!

Noah's Ark Preschool's Mission Statement

- To make preschool a positive and happy foundation for the children and their families to proceed in life, remembering that what we do here touches lives forever
- To attempt to meet each child's physical, emotional, mental, social, and spiritual needs in a warm and friendly atmosphere
- To learn and grow as teachers in order to provide the highest quality early childhood education for the children
- To provide a nondenominational Christian approach to preschool
- To encourage a sense of right and wrong, to show love and respect for others, and to be guided by Christian values
- To accept each child's individual and unique needs and to meet them to the best of our abilities
- To always remember that each child is a very special and important person with deep feelings and that each has something to contribute
- To provide age appropriate activities and learning materials to develop self-care skills, language skills, conversation and sharing skills, social skills, and large and small motor skills
- To never be a substitute for parents but someone the child can count on for friendship, fairness, guidance, encouragement, love, and acceptance no matter what the child's behavior and development pattern

ENROLLMENT

Required Enrollment Forms

Forms located in the enrollment packet are due at the Fall Open House in August. All forms must be completed prior to the child attending Noah's Ark Preschool and must be updated annually.

- **Physical**
 - Must have occurred within the last 12 months
 - Must be signed by a licensed MD, DO, PA, or ARNP
 - Must include health status including allergies, medications, acute/chronic conditions, and recommendations for continued care if necessary
- **Certificate of Immunization OR Certificate of Immunization Exemption**
 - Certificate of Immunization must be from within the last 12 months
 - Certificate of Immunization must be signed by a licensed Physician, Physician Assistant, Nurse, or Certified Medical Assistant
 - Certificate of Immunization Exemption is for medical or religious reasons
 - Certificate of Immunization Exemption must be signed by a Physician, Physician Assistant, or Nurse Practitioner for medical exemption
 - Certificate of Immunization Exemption must be notarized and signed by Notary Public for religious exemption
- **Intake Information**
- **Emergency Medical & Dental Consent**
- **Multi-Permission**
- **Release of Information**
- **Enrollment, Tuition, and Fees Agreement**
- **Pickup Permission**
- **Parent Handbook Agreement**—Due on the child's first day of school

Enrollment Dates

Parents must enroll their child by September 15 unless specific arrangements have been made with the Director.

Enrollment Fees

- The **\$25 registration fee** and **one month's tuition** are due at the Spring Open House or at the time of enrollment. The child's name will not be on the roster, and a spot in the class will not be held for the child until this payment is received.

Enrollment Requirements

- Children enrolling in Noah's Ark Preschool must be toilet trained unless the child has special/medical needs as defined by a doctor or as specified on the child's IEP.
- Children enrolling in 3 Year Old Preschool must be at least 3 by September 15 of the school year attending.
- Children enrolling in 4 and 5 Year Old Preschool must be at least 4 by September 15 of the school year attending.
- Exceptions may be made with the Director's permission.

Sessions

Sessions are subject to change due to changes in enrollment. Children will not be allowed to switch sessions following registration.

3 Year Olds	
Must be at least 3 by September 15	
Monday & Wednesday AM	8:30-11:00
Tuesday & Thursday AM	8:30-11:00

4 & 5 Year Olds	
Must be at least 4 by September 15	
Monday, Tuesday, Wednesday, & Thursday PM	12:30-3:00

Preschool School Year

Noah's Ark Preschool will generally hold classes from the day following Labor Day to mid-May and will not make up sessions because of inclement weather or because of other cancellations.

Vacations and Holidays

Noah's Ark Preschool will follow a **similar** holiday and vacation schedule as Le Mars Community School District (LCSD). Parents will be notified of all vacations through calendars which will be sent home monthly.

As part of the curriculum, Noah's Ark Preschool will celebrate holidays throughout the school year including but not limited to Christmas, Easter, Halloween, and Valentine's Day.

- **Christmas:** Children will be involved in both religious and secular activities.
- **Easter:** Children will be involved in both religious and secular activities. Religious activities concerning Easter will focus on Palm Sunday.
- **Halloween:** Children will wear costumes and participate in Halloween-related songs, games, stories, and activities. No activities will be scary.
- **Valentine's Day:** Children will participate in Valentine's Day-related songs, games, stories, and activities. They will bring valentines to share with ALL of their classmates so no children feel excluded.

Weather-Related Closings

In cases of inclement weather:

- If LCSD is canceled due to inclement weather, AM and PM preschool will be canceled.
- If LCSD has a one hour late start, AM preschool will start one hour late. PM preschool will be held as normal.
- If LCSD has a two hour late start, AM preschool will be canceled. PM preschool will be held as normal.
- If LCSD dismisses school early because of weather, preschool will continue until all the children have been picked up. If LCSD dismisses before the afternoon session of preschool has started, the session will be canceled.

This policy does not apply to Le Mars Community School District's scheduled in-service, late starts, or early outs.

Announcements concerning cancellations will be on radio station KLEM 14.10 AM. These announcements will be from the LCSD, not from Noah's Ark Preschool.

Teacher:Child Ratios

Noah's Ark Preschool serves children ages 3-5 and adheres to the following ratios:

Age of Children	Teacher:Child Ratio
Age 3	1:8
Age 4	1:12
Age 5	1:15

“Preschools shall have staff ratios determined on the age of the majority of the children, including children who are three years of age.” --DHS Licensing Standards page 74

Class Sizes

3 Year Olds	Maximum of 16 students per class
4 & 5 Year Olds	Maximum of 18 students

Non-Discrimination

Noah's Ark Preschool will admit children of any race, color, religion, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the children in the preschool. This program accepts children with special needs as long as a safe, supportive environment can be provided for the child as defined in the child's Individual Education Plan (IEP) or by the child's health care provider. Individuals who feel they have been discriminated against may file a complaint with the Department of Human Services (DHS).

Attendance

If a child is absent from preschool five or more times in one month or for more than 30% of the total class sessions held, Noah's Ark Preschool reserves the right to discontinue the child's enrollment.

Discontinuation of Enrollment/Termination

Discharge from Noah's Ark Preschool will be the last resort in all situations; however, Noah's Ark Preschool reserves the right to discontinue the enrollment of any child for any reason including but not limited to the following:

- Failure to meet center policies as outlined in the parent handbook
- Failure to submit enrollment paperwork, including physical forms and/or certificates of immunization, within the timeframe outlined at the beginning of the school year and/or failure to replace expired paperwork in a timely manner, as determined by the Director
- Failure to make payments as outlined in the Parent Handbook
- Child being absent five or more times in one month or for more than 30% of the total class sessions held
- Inability of a child to adjust to the group experience
- Child not being toilet trained (excludes children with special/medical needs)
- Child being a threat to the safety and wellbeing of the other children, Noah's Ark staff, or him/herself or destroying property as outlined in the Behavior Policy
- Child's continued use of profanity, vulgar language, and/or discriminatory or derogatory statements
- Chronic or routine late pickup

DAILY ROUTINES & GENERAL INFORMATION

Arrival & Departure Procedures

Arrival: Morning classes begin at 8:30, and the afternoon class begins at 12:30. The school door opens at 8:25 and 12:25 and will be locked until these times. We will place a colored door hanger on the outside doorknob after unlocking the door. Since the outside door is very heavy and is difficult for children to open, parents must walk their children into the building. Arrival time is also a great time to communicate with the Director and to make any necessary payments. Please help your children place their belongings in their lockers. Each day, the three year olds must remove their name crayons from their lockers in the hallway and place them in their pockets on the classroom door. **ARRIVAL IS EXPECTED BETWEEN 8:25 & 8:30 / 12:25 & 12:30. PLEASE BE SURE TO BRING YOUR CHILDREN TO PRESCHOOL ON TIME!**

Departure: Morning preschool dismisses at 11:00, and afternoon preschool dismisses at 3:00. After preschool, the children will sit in the hallway just inside the door. Parents or authorized pickups must get out of their vehicles and pick up the children near the preschool door. Please

walk up to the door so the children don't run to you and so the Director can communicate with you. For the children's safety, they are not allowed to leave until they have received permission from a teacher.

Schedules and Routines

Each preschool class has an age-appropriate daily schedule. While the schedule is flexible to meet the needs of the children in the classroom, the children experience routine and consistency throughout each day. Each class's daily schedule is posted in the hallway of the preschool. A visual schedule for the children is on the wall in the classroom and is updated daily.

Learning Centers

The classroom is divided into multiple learning centers which contain age appropriate items to stimulate learning and development. Centers include but are not limited to dramatic play, library, art, and blocks. The children are exposed to phonological awareness (the beginning step of literacy), beginning math concepts, beginning science concepts, positive social behavior, music, and creative arts.

Show and Tell

The children will take turns taking home the Show and Tell bag. Please return it on the next session day of preschool. On the child's turn, he or she shall place **THREE ITEMS** from home in the bag. These items can be favorite toys, pictures, favorite movies or other items important to the child. **Weapons, simulated weapons, or items relative to violent activity are not allowed for Show and Tell.** The items must fit inside the bag. Since we count the items as a class, please make sure your child brings exactly three items for Show and Tell. The child will share his or her items during Show and Tell time, and the items will be sent home on the same day.

What to Bring to Preschool

- Appropriate outdoor clothing (mittens, hat, coat)
- Backpack—**FULL-SIZED BACKPACKS WORK BEST!**
- Extra clothes in a Ziploc bag in the child's backpack:
 - Shirt
 - Pants/Shorts
 - Socks
 - Underwear

Please label all items with your child's name or initials. There is a marker near the parent bulletin board for your convenience.

Items such as crayons, glue, and scissors are provided by the preschool. **Optional** supply lists will be available throughout the school year and on the "Can You Lend a Hand?" board.

Toys and Items from Home

In a preschool environment, toys from home can easily be lost or broken. If a child brings a toy from home, he or she will be required to keep it in his or her locker for the entire day unless the item is for Show and Tell or for another preapproved special occasion. Please refrain from bringing personal toys to preschool. Electronic devices (cell phones, ipods, games, etc.) are not allowed. Noah's Ark Preschool is not responsible for lost or broken items.

Communication

At Noah's Ark Preschool, we are dedicated to providing a quality learning environment and open communication between teachers and parents. Please feel encouraged to ask questions and to share information about your child with the teachers. Should a concern arise, we encourage you to address it with the teachers. All information shared among families and teachers is confidential.

Our main method of communication between teachers and parents is the **monthly newsletter and calendar, and the parent information board** in the hallway. In order to be informed about your child's preschool experience, it is vital that you read the newsletter each month and the parent board each day.

Other methods of communication include phone calls, emails, Facebook page and messages, conversations at arrival and departure, notes, and parent-teacher conferences.

Field Trips and Transportation

Field trips will be scheduled throughout the school year for children in the four and five year old class. Details of planned field trips are communicated to parents in the monthly newsletters. Field trip authorization forms are completed as a part of the enrollment packet. If parents choose not to have their child participate in field trips, they have the option to not send their child to school that day or to pick up the child from school before the field trip.

In most instances, transportation for field trips will be provided by the Siouxland Regional Transit System, and parents will pick up their children from the locations. Children will ride on a transit bus with seatbelts and be accompanied by Noah's Ark staff. If field trips are within walking distance of Noah's Ark Preschool, children and Noah's Ark staff will walk to and from the location.

Fees for transportation will be determined by Siouxland Regional Transit System. Parents may be required to pay for each field trip.

Invitations and Artwork

While we understand children create friendships while in preschool and want to share with their friends, handing out birthday invitations and/or sharing artwork with other students can cause

hurt feelings in the classroom. If your child brings invitations or artwork to share with other students, the items will be sent back home with your child.

What to Wear to Preschool

While we try to stay clean, a preschool classroom is an environment of exploration, and it can occasionally be messy. Please keep in mind that your child will color with markers, will paint, and will play with sensory activities while they are at preschool and dress them accordingly.

NUTRITION

Snacks

All snacks served within the school day will be provided by Noah's Ark Preschool. Snacks will consist of a healthy food item and either milk or 100% juice, and water will be available. All snacks will meet or exceed the guidelines of the Child and Adult Care Food Program (CACFP).

Food Allergies

Because many children have food allergies, the teachers will become familiar with any special circumstances and make exceptions and changes to the menu to meet individual needs. If a child has a food allergy, the parents must indicate it in the child's enrollment packet. The teachers will keep a list of food allergies in the cupboard where the snacks are stored.

Menus

A weekly menu is located on the parent board outside the classroom. Menus are subject to change without notice.

Food from Home / Birthday Treats

Children may (but are not required to) bring individually, prepackaged snacks to share with the class on their birthdays or other special occasions with approval from the teachers. These items will be sent home for parental approval. We ask that parents not send foods that require refrigeration, cupcakes, or cakes for birthdays. Great birthday treats include prepackaged fruit snacks, Goldfish crackers, Ritz Bitz crackers, etc. All other foods will be provided by the preschool. In any other circumstances, food from home—including gum and candy—will not be allowed.

To help eliminate the possibility of food being prepared in an unsanitary environment and to eliminate allergic reactions from unlabeled packages, no homemade treats are allowed.

TUITION & FEES

Registration Fee

There is a \$25 registration fee for each student enrolling at Noah's Ark Preschool. This fee is to cover yearly start-up costs and to reserve a place for the child in the class. This payment may be submitted to the Director and may be made using cash or a check payable to Noah's Ark Preschool. This fee is nonrefundable.

Payment of the registration fee and the first month's tuition is required at the Spring Open House or at the time of enrollment.

Monthly Tuition

Monthly tuition is due on the 15th of each month to pay for services to be received the following month. Example: tuition paid on November 15 will pay for December's preschool sessions. Payments may be submitted to the Director via cash or a check payable to Noah's Ark Preschool. Parents may also submit payments using the blue box located on top of the lockers in the hallway. The Director does not have cash on hand to make change, so please try to pay the exact amount due.

Days per Week	Monthly Cost
2	\$70.00
4	\$120.00

Refunds

Before the preschool year begins, refunds of tuition will only be made if the preschool receives written notification of the child's change in enrollment before August 1.

- After the preschool year begins, no refunds will be made.
- No allowances will be made for absenteeism due to illness, snow days, denial to attend field trips, family vacations, etc.

May Tuition

Because preschool dismisses for summer vacation during the middle of May, tuition for May (due in mid-April) is half the typical monthly cost.

Days per Week	Typical Monthly Cost	May Cost
2	\$70.00	\$35.00
4	\$120.00	\$60.00

Scholarships

Scholarship applications will be disbursed at the Spring Open House or at the time of enrollment. Scholarship applications are due by July 1 for the Fall semester and by mid-December for the Spring semester.

- Completion of a scholarship application does not guarantee the applicant will receive a scholarship for his/her child. Applications will be approved or denied depending upon the amount of funding available at the time Noah's Ark Preschool receives the completed application.
- Approval or denial of the application will be valid for one semester. Scholarships for subsequent semesters will require the completion of another Scholarship Application.
- Approved scholarships are only granted to cover tuition costs, and the parent/guardian is responsible for paying the \$25 enrollment fee. If tuition is due prior to the due date of the scholarship application, the parent(s)/guardian(s) will be responsible for paying any costs to ensure his/her child a spot on the roster. If the scholarship application is approved after the parent(s)/guardian(s) have paid, Noah's Ark Preschool may reimburse the appropriate amount of tuition or may apply the paid amount to pay tuition for subsequent months.
- Noah's Ark Preschool reserves the right to revoke scholarships at any time. Poor attendance is the most likely reason for revoking a scholarship.

Late Tuition Payment and Fees

All tuition payments are due on the 15th of each month. If Noah's Ark Preschool does not receive payment on time, a Late Payment Notice will be sent home, and tuition will be considered delinquent if it is not received on or before the 25th of the following month. A Delinquent Payment Notice will be issued on the 25th of the month, and an additional fee of \$10 will be required for the child's tuition. Failure to pay the delinquent tuition and the late fee by first day of the following month will result in the child's suspension of enrollment from Noah's Ark Preschool. This suspension will be reconsidered by the Noah's Ark Preschool Director/Teacher when all tuition is paid and up-to-date. The child's enrollment may be permanently suspended if the parent/guardian does not pay the delinquent tuition and/or the late fee.

Late Pickup and Fees

Noah's Ark Preschool dismisses classes promptly at 11:00 for the morning sessions and at 3:00 for the afternoon session. If a parent/guardian or an authorized pickup person is more than ten minutes late picking up the child, the parent/guardian will be charged a late fee. The late fees are as follow:

- If the parent/guardian or authorized pickup person is 10 minutes late, the parent/guardian will owe a \$5.00 late fee.
- If the parent/guardian or authorized pickup person is 11 to 15 minutes late, the parent/guardian will owe a \$10.00 late fee.
- If the parent/guardian or authorized pickup person is 16 to 20 minutes late, the parent/guardian will owe a \$15.00 late fee.

- If the parent/guardian or authorized pickup person is more than 20 minutes late, the parent/guardian will owe \$20.00 plus \$1.00 per minute past 11:20 (AM classes) or 3:20 (PM class).

The late fee will be due one week from the date of the late pickup. Failure to pay the late fee on time will result in the suspension of the child's enrollment until the fee is paid.

All late pickups will be documented with a Late Pickup Notice. If a parent/guardian or authorized pickup person is habitually late, the child may be withdrawn from the program.

HEALTH & SAFETY

Exposure to Communicable Diseases

If a child or Noah's Ark staff member has a communicable disease which may have exposed others in the facility, staff will post a notice on the parent board or on the door of the preschool entrance. The notice will include the name of the illness, symptoms, and treatment. The notice will contain the date it was posted and will remain posted for two weeks. The notice will not contain the individual's name who contracted the illness or disease.

In some instances, staff may send informational pamphlets or letters home with the children.

Absences

If your child will be absent from preschool, please call or email the preschool to let us know of their absence. It is also helpful if we know the reason for the absence so we can properly inform families of communicable diseases or bouts of illness. We will never reveal the child's name when sharing information about illnesses.

Weapons

No person shall possess a weapon (a firearm or simulated firearm or any object that can be used to create or simulate injury) on Noah's Ark property of ownership or lease where preschool is being conducted.

See the Noah's Ark Preschool Policies and Procedures for the complete Weapons Policy.

Incident Reports

In order to ensure communication between teachers and families, teachers will document injuries using an Incident Report form. If a child is involved in an incident, the teacher will complete the form and present it to the parent at the end of the day. At that time, the staff will explain the incident and ask the parent to sign the bottom of the form. The Incident Report form provides specific information concerning the date, time, and location of the incident.

If someone other than the parent picks up the child at the end of the day, the authorized pickup will be asked to sign the incident form and report the incident to the child's parent.

In order to maintain confidentiality, parents are only notified of their own child's actions when incidents occur. If another child is present during an incident, the teacher does not use that child's name on the report. For instance, if Sally's mom receives an incident report that Sally got hit in the leg with a toy, the incident report would read, "Another child threw a toy at Sally, and it hit her on the leg." Copies of completed forms concerning a parent's own child are available upon request.

Smoke Free Environment

Smoking and the use of tobacco products are prohibited on Noah's Ark Preschool's (Presbyterian United Church of Christ's) internal and external property, including the playground area. Smoking and the use of tobacco products is also prohibited in vehicles used by Noah's Ark Preschool to transport children.

No smoking signs shall be posted on the exit door of Noah's Ark Preschool and shall contain the phone number and the Department of Public Health's website (iowasmokefreeair.gov) for reporting complaints.

Ill Children

Noah's Ark staff will greet the children each day upon arrival. At this time, they will quickly assess the children's health. If a child exhibits any of the conditions below, the staff will ask the parent to take the child home. If someone other than the parent is dropping off the child, the Noah's Ark staff will call the parent/guardian.

If a child becomes ill while at preschool, the parent/guardian will be notified and, in some circumstances, asked to pick up the child.

Parents/Guardians will be asked to pick up the child if he or she exhibits one or more of the following conditions:

- Has a fever greater to or equal to 100 degrees
- Is vomiting
- Has diarrhea
- Has a rash
- Has inflamed, red, or itchy eyes
- Complains of dizziness, earache, stomach cramps, headache, sore throat, or trouble swallowing.
- Appears to have infectious conditions including but not limited to head lice, ringworm, pinworm, and chicken pox (may return with doctor's release or after following prescribed treatments)
- Is unable to function in the normal routines of preschool.

If the parents/guardians are unavailable, Noah's Ark staff will contact the emergency contact person listed on the child's enrollment paperwork. If the child's condition is minor, the child may sit or lay in the library area of the room while he or she waits for his or her parent to arrive. The child will be supervised by the Assistant Teacher. If a child's condition is an emergency, Noah's Ark staff will immediately contact medical professionals by calling 911 or poison control.

Mandatory Reporting of Child Abuse

Iowa Law states...An employee or operator of a licensed child care center, [preschool], registered child care home, or Head Start program is required, by law, to report suspected child abuse or neglect. Failure to report can result in criminal and civil penalty.

Car Seats

The staff at Noah's Ark Preschool are mandatory reporters of child abuse. Mandatory reporting includes reporting of improper restraint in vehicles. If a teacher or a substitute is aware of a child riding in a vehicle without proper restraint (car seat), he/she will notify DHS and/or the police department.

Please see the Car Seat Safety brochure in the hallway of Noah's Ark Preschool for additional information about Iowa laws and safety tips.

ALL PRESCHOOL-AGED CHILDREN MUST BE IN SIZE AND AGE APPROPRIATE CAR SEATS IN THE BACK SEAT OF A VEHICLE, AND THE SEATS MUST BE INSTALLED CORRECTLY!

Medication

Medications will only be dispensed if medication is routine and on a strict time schedule (ie: medication for ADHD) or if medication is for an allergic reaction or other emergency (ie: epipen, inhaler). The medication will be dispensed by the Director or Assistant Teacher who has completed Medication Administration Training or has been trained in the procedures by the parent/guardian of the child. It is the parent's/guardian's responsibility to supply the medication, to complete the Monthly Medicine Record in its entirety, and to update authorizations for medication administration.

SUPERVISION AND ACCESS POLICY

Purpose: To ensure people do not have unauthorized access to children at Noah's Ark Preschool

1. Noah's Ark Preschool's criteria for allowing people to be on the property of the school when children are present

Persons allowed:

- Parents/guardians of students
- Persons who provide transportation for students

- Invited guests, speakers, and volunteers
 - Church staff (ex: secretary, custodian, pastor)
 - Members of the church congregation
2. Noah's Ark Preschool's criteria for supervision and monitoring of people on the school property:
 - Staff will supervise and monitor children at all times.
 - Staff will not allow children to be alone with unauthorized people at any time.
 - Staff will monitor all unauthorized people.
 3. Noah's Ark Preschool's criteria for the requirements for staff in monitoring staff on the school property
 - Staff will greet each child and parent/guardian or driver at arrival.
 - Staff will monitor outside doorway and hallway until all children have arrived for the class session.
 - Staff will require all people who enter the school entrance during school hours to check in with staff.
 - Staff will monitor children as they transition from room to room.
 - Staff will accompany children if it is necessary to use the public restroom.
 - Staff will supervise children while using the playground.
 - Staff will walk with the children to their parent/guardian or driver at the end of the class session.
 - Staff will wait with the child for his or her parent/guardian or driver if there is a delay in the picking up of the child from school.
 4. Noah's Ark Preschool's criteria for "conflicts of interest"
 - Staff will attempt to not allow children to leave the property with a person for whom there is a court order of non-custody concerning a child.
 - Staff will attempt to not allow children to leave the property with a person for whom there is a court order of restraint concerning a child.
 - Staff will attempt to not allow children to leave the property with a person who appears to be intoxicated.
 - Staff will attempt to not allow children to leave the property with a person showing signs of any substance abuse.
 - Staff will call law enforcement for any of the above mentioned issues if necessary.
 5. Noah's Ark Preschool's procedure for sharing the information of the Supervision and Access Policy
 - Parents/Guardians of students will receive a copy of the policy.
 - The policy will be posted in the school hallway for public viewing knowledge.

DISCIPLINE POLICY

Classroom Rules

Noah's Ark Preschool has six classroom rules which will be introduced to the children at the beginning of the school year and reviewed regularly. Each rule has an action that accompanies it. The actions help the children learn and retain the rules.

Our Rules:

- | | | |
|---------------|-----------------|-------------------|
| 1) Nice Hands | 3) Walking Feet | 5) Listening Ears |
| 2) Kind Words | 4) Quiet Voices | 6) Clean Room |

Philosophy on Discipline

Positive modeling and positive reinforcement are used by the Noah's Ark staff to point out good behaviors. Redirection is used to focus attention on desired behaviors. We desire to take advantage of "teachable moments" to teach and reinforce positive behavior.

Conflict Management

If there is a conflict between children, the teachers will intervene and ask the children questions about the occurrence and about their feelings. After listening to both/all children's explanations, the teacher will help the children resolve the conflict using conversation and while discussing children's feelings and cause and effect.

Behavior Management

If a child is misbehaving, the Noah's Ark staff will redirect the child to a positive behavior and/or give the child a verbal warning. If the behavior continues, the teacher will remove one popsicle stick—beginning with a plain-colored stick—from the child's behavior pocket on the wall. Each child has 3 sticks to start each day: two plain sticks and one colored stick. The colored stick is the "prize stick."

If a child loses all three sticks, he/she does not receive a prize that day. Prizes are small tokens children can work toward. Examples of prizes include ONE sticker, ONE Skittle, or ONE M&M.

Ongoing Behavior Issues

The staff will objectively document ongoing behavior issues (i.e. hitting, kicking, biting, throwing objects, scratching, swearing, etc.). Teachers will complete a Discipline Report for each event. The Discipline Reports will be given to parents/guardians to read and sign and then stored in the child's file. If a child has three or more Discipline Reports in one day or if an incident is deemed 'severe' by the Noah's Ark Staff, the parents will be called and given 30 minutes to pick up the child or have an authorized person pick up the child. If the child's behaviors continue or become routine, a meeting with the Director, Assistant Teacher, and parent(s)/guardian(s) will be requested to discuss possible solutions and to develop a plan to help the child express his or her feelings in more positive ways. The Director will document the meeting on the Behavior Meeting Form which will contain detailed suggestions from the family

and Noah's Ark staff for helping the child with his or her behavior and a time frame for attempting the suggested strategies. With parent permission, the Area Education Agency (AEA) or other area agencies may be called upon to help with solutions to behavior issues.

If the solutions and plans to correct the behavior problems fail to work within the designated time or if the child's behaviors become destructive, dangerous, or too distracting to carry on with normal day-to-day preschool routines, the Director, Assistant Teacher, and two or more members of the Noah's Ark Board will meet. The present members of the Board will vote on whether or not the child may continue enrollment at Noah's Ark Preschool. In the event of a tie, the Director will also vote. If the representatives decide to terminate enrollment, the parent(s)/guardian(s) will be notified with a written Discontinuation of Enrollment Notice. The amount of time given to find alternate preschool will be decided by the representatives and will depend on the severity of the child's behavior.

Severe Behavior

If at any time a child is being a threat to the safety and wellbeing of the other children, teachers, or him/herself or is destroying property, Noah's Ark Preschool reserves the right to call the parent(s)/guardian(s) to pick up the child or have an authorized person pick up the child within 30 minutes.

STAFF

Employees

Noah's Ark Preschool employs two staff: the Director/Teacher and the Assistant Teacher. Both employees must complete and pass both state and national background checks and remain current with five mandatory trainings.

Substitutes & Volunteers

Substitutes and Volunteers who will have contact with children must complete and pass both state and national background checks.

Mandatory Staff Trainings

Noah's Ark Preschool staff must complete the following trainings and update them as required:

- Universal Precautions and Exposure Control Plans
- Mandatory Reporting
- First Aid
- CPR
- Essentials Childcare Preservice Training

Additional Staff Trainings

Staff are required to complete 10 hours of professional development training per year.



Parent Handbook Agreement

Child's Name _____

I/We, _____, have read the Noah's Ark Preschool Parent Handbook. I/We agree to adhere to all policies and procedures, including policies involving tuition and fees, explained in the handbook.

If there are two parents/guardians in the household, BOTH must sign this document.

Signature _____ Date _____

Signature _____ Date _____