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WELCOME

Dear Parents,

Welcome to *Noah's Ark Preschool*. Each activity in a child's day is a learning experience, whether it is at home or at preschool. Parents and family are the child's greatest teachers.

Please carefully read your Parent Information Guide. The guide contains current information about our policies and procedures. Feel free to call the director if you have any questions or concerns. Your comments are always welcome. We value your support of our program.

The Bible says that "children are a gift of the Lord" (Psalm 127:3). *Noah's Ark Preschool* believes in providing a secure environment where children can experience intellectual, social emotional, physical and spiritual growth. The staff of *Noah's Ark Preschool* looks forward to getting to know you and your family.

PHILOSOPHY

The philosophy of *Noah's Ark Preschool* is to provide families in our community with a quality early-childhood program in a secure environment. Our experienced teachers and limited class size will provide many joyful learning experiences for each child. By working together, your child's healthy development will be assured.

GOALS

Our goals at *Noah's Ark Preschool* are:

- To make each child's school experience a positive one.
- To help each child feel special and unique.
- To grow in awareness of God and His love for him/her.
- To encourage sharing and cooperation.
- To provide opportunities for self-expression for each child through language, drama, art, music and play.
- To encourage independence by tending to personal needs (i.e. hand washing).
- To provide experience with books, audiovisuals, and other library materials.
- To foster frequent communication between parents and teachers.
- To encourage acceptance of everyone; no matter their differences.

FACILITIES/STAFF

We have bright classrooms equipped with child sized fixtures and a fenced playground to provide a safe place for outdoor play. Our staff is committed to seeing that each child is well cared for.

OPEN HOUSE

An Open House is scheduled shortly before the school year begins. This is an opportunity for families and staff to get acquainted. It will also give families the opportunity to visit the school and classrooms. Parents and children are welcome.

REGISTRATION FEE

A registration fee is payable when a child is enrolled and for each succeeding year the child attends school. The registration fee is nonrefundable unless the family moves from the New Bern area before school begins. The registration fee includes snack fee and field trip costs for the child.

Registration Fee: 1 child: \$150

2nd child: \$125

TUITION

At the beginning of the school year, the tuition for the first and last month (September & May) is to be paid on the first day of school.

During the months of October through April, tuition is due the first of the month. Checks should be made out to *Noah's Ark Preschool*. A receipt will be given for cash payments or upon special request.

Payment must be received on or before the 10th of the month. There will be a \$20.00 service charge for all returned checks. The monthly tuition is the same regardless of holidays or attendance. Tuition is based on the actual operation costs involved in providing the program. Parents must keep current with payments or it may be necessary to suspend the child.

Two weeks' written notice must be given if you withdraw your child so the class can prepare for the change and another child enrolled. If two weeks' notice is not given, parents will be responsible for payment for the following month.

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| Tuition Monthly – 2 days a week | \$100.00 |
| Tuition Monthly – 3 days a week | \$130.00 |
| Tuition Monthly – 5 days a week | \$180.00 |

ADMISSION POLICIES

Preference for admission will be as follows:

1. Children presently enrolled
2. Siblings of children presently enrolled
3. Children of church members
4. Children new to our program

ENROLLMENT

Each child must have on file in the Preschool Office the following completed and signed forms:

ALL FORMS MUST BE TURNED IN BY SEPTEMBER 30.

1. Registration forms
2. Medical form & copy of shot record
3. Any special medical information

Forms are furnished by the school.

Children must be toilet trained to enroll in either a three year old or a four year old class. Children in diapers may be enrolled in our younger preschool classes.

HOURS OF OPERATION

Preschool hours are from 9:00 am – 12:00 noon.

It is important that your child be on time to avoid missing any planned activities. Please be on time to pick up your child. It is very distressing for a young child to be left after everyone else is gone.

A dated and signed permission slip or verbal authorization is required if your child is to go home with anyone different than who you listed on the child's registration form.

Please report any change in address, phone number or work location.

In case of inclement weather, we follow Craven County school schedule.

If school is delayed one hour, preschool time will be 9:30 – 12:00.

If school is delayed two hours, preschool time will be 10:15 – 12:00.

If school is cancelled, we will cancel preschool.

LUNCH BUNCH

Our "Lunch Bunch" meets after preschool each day in Mrs. Marie's class. The children bring their own lunches and stay after school until 2:00 pm. The cost is \$6.00 per hour (\$12.00 for the two hours). Each week there will be a sign-up sheet for you to reserve your spot, and the fee should be paid each day. When we have an early release day, or we do not have school, then "Lunch Bunch" will not meet. You may choose to do this every day or as needed.

IMMUNIZATIONS/MEDICAL RECORDS

Medical records must be current and updated each year. We must have a copy of the immunization records. Please be sure to indicate any know allergies or other health problems your child has on the health form.

ILLNESS POLICY

To ensure the well-being of all children, we strictly follow these policies. Please do not send your child to school if he/she has any of the following symptoms:

- Fever
- Rash
- Diarrhea
- Vomiting
- Chickenpox
- A heavy nasal discharge
- Head lice

Also, your child may be sent home from school if he/she appears to have any of these symptoms. In such a case, you will be contacted. Staff members cannot administer medicines to children.

ALLERGIES

This year we have a student who is highly allergic to peanuts and all tree nuts. This is very serious for this child if he comes into contact with any of these products. We are asking all parents to please keep this in mind if you bring in any special snacks for birthdays or special occasions. Please check the labels on products to see if they were manufactured in factories where there could be cross contamination. We appreciate your cooperation in this matter.

EMERGENCY PROCEDURES

In case of an accidental injury, staff members will provide immediate care, call EMS and contact you. You will be expected to assume any and all financial responsibilities as a result of the injury.

SAMPLE DAILY SCHEDULE

- 9:00-9:20 Arrival and Free Play
- 9:20-9:25 Clean-up and Bathroom Break
- 9:25-9:45 Circle Time (calendar, lesson of the day, etc.)
- 9:45-10:05 Art & Center Time
- 10:05-10:10 Bathroom Break
- 10:10-10:30 Snack
- 10:30-10:50 Bible Story (Wednesday)
Music & Movement
- 10:50-11:00 Bathroom Break
- 11:00-11:25 Outside Play
- 11:25-11:45 Story Time
- 11:45-12:00 Review Lesson of the Day

PRESCHOOL RULES

1. Do not bring toy weapons, money, or gum to school
2. Keep your hands and feet to yourself.
3. Be kind to your school friends.
4. Use indoor voices.
5. Be kind to your toys.
6. Walk inside, use outside time for running.
7. Listen to your teachers.

MANAGEMENT OF BEHAVIOR

Keeping children happy in a pleasant environment can avoid most discipline problems. If a problem occurs, we will positively redirect the child to an area of play that suits their needs. We will also use positive reinforcement and offer choices to prevent inappropriate behavior. We will not allow a child to disrupt the teaching activities of the whole class. Time out will be used when other learning measures are not effective.

CLOTHING

Please dress your child for play and for the weather. Sandals and flip flops may be dangerous, so choose closed toe shoes. Please send a complete change of clothing in the child's book bag or a Ziploc bag to place in child's cubby. Please label your child's name on coats and extra clothes. Make seasonal changes when needed.

Gloves, mittens, hats or earmuffs should accompany your child EVERY day of winter. Just lightweight clothes should be sent when the weather changes from brisk mornings to warm afternoons.

A parent with a child who is not potty-trained is expected to supply the school with diapers and wipes each day the child attends.

BIRTHDAY SNACKS

Birthdays are special days. If you would like to send a special snack such as cookies or cupcakes, please contact your child's teacher in advance. Please be aware of any allergies that other children may have.

FIELD TRIPS

Classes will be taking field trips during the year. Parent volunteers may be asked to assist in providing transportation when necessary. Drivers must be insured and vehicles must have seatbelts for each passenger. All children will need a car seat. Permission slips must be signed by parents before any child is allowed to attend.

PARENT INVOLVMENT

Parents are encouraged to visit our school and to stay in close contact with the teacher. Volunteer activities include helping during preschool, holiday parties, and driving on field trips. Also, your interests and talents are most welcome. You may contact the director or teacher if you have any questions.

A volunteer sign-up sheet will be available at Open House.

ARRIVAL PROCEDURES

Morning Drop-Off (8:55 am)

- Park vehicle in the parking lot.
- Walk child in first set of entrance doors.
- Hang jacket, sweater, etc. on coat hook or place in cubby.
- Walk child up to top of stairs and help child with their book bag.
- Director will be in the hall to greet children.
- Walk your child to their classroom door.
- Give child a hug and tell them who will be picking them up at 12:00 noon.
- **SAY GOODBYE WITHOUT LINGERING**
- Exit the way that you entered the building.

The preschool doors will be locked at 9:20 am. If you arrive later than that, please go to the next set of doors (church office) and check door. If locked, please ring bell.

DEPARTURE PROCEDURES

At 12:00 noon, the children will be ready to be picked up unless they are staying for "Lunch Bunch".

- Park your vehicle in parking lot.
- The younger classes will be on playground.
- The person picking up must go to playground gate for teacher to release child.
- The older classes will be in their classrooms.
- The person picking up must go up to classroom for teacher to release child.
- If weather prevents children from playing on playground, all children will be picked up in classrooms.

If you need to pick up your child early, please let your child's teacher know what time you will be arriving.

If you need to speak to a teacher or director, please wait until all children have been released so you do not distract the teacher from watching the children, or you may set up a conference time for a later date.

HOW PARENTS CAN HELP

1. Prepare your child to attend school. Talk about all the fun and friends they will have.
2. Give your child time to adjust to school. Be patient. A little time may be required for your child to get used to the routine.
3. Give a simple good-bye. Do not linger. The teacher will take good care of your child.
4. Reassure your child that you will return to pick him/her up.
5. Please arrive and pick up your child on time.
6. Show interest and pride in your child's artwork.
7. Support your child's teacher. Always be positive about school.
8. If problems should arise, please schedule a conference with the teacher or director.

