

# Noah's Ark Preschool

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Dear Parents,

We appreciate your interest in Noah's Ark Preschool. This letter is to let you know what you may expect of us and what we will be expecting of you should you decide to enroll your child in our school.

**MISSION:** To educate and socialize preschoolers with the love of Christ.

**VISION:** To be the preschool of choice in the Cedar Rapids area.

**PURPOSE:** Our purpose is to help your child develop physically, emotionally, socially, spiritually, and cognitively. Our preschool aims to build a solid foundation for later formalized learning.

**SKILLS TO BE DEVELOPED:** Our underlining principle is that we hope to help children see that they are a special child of GOD. We help develop a child's understanding of simple directions, muscular control and lengthening their attention span (by use of games, stories, and music). We will also develop skills such as the use of scissors, writing utensils, attention to manners, and positive relationships with other children. A snack is also served to help teach table manners.

Discipline is a necessary aspect in the school. The children thrive on routine and knowing what is expected of them. Positive reinforcement and praising good behavior are important for each child. Children are worthy of respect and everyone is entitled to make a mistake.

**TEACHERS:** All of our staff members have extensive experience working with young children and are dedicated to providing the best care and learning environment. We offer small class sizes.

**DAYS AND HOURS:** The following sessions will be offered for the 2011-2012 school year:

**Three Year Olds:**

Monday/Wednesday/Friday AM

Tuesday/Thursday AM #1

Tuesday/Thursday AM #2

**Four Year olds:**

Monday/Wednesday/Friday AM

Monday/Wednesday/Friday PM

**Combination class 3's and 4's**

Monday/Wednesday/Friday PM

\*\*\*AM classes meet from 9:00-11:30am \*\*\*PM classes meet from 1:00-3:30pm

**AGES OF CHILDREN SERVED:** Children need to be three years old to attend the three year old session and four to attend the four year old session **BY SEPTEMBER 15.**

**REGISTRATION FEE:** We will enroll your child only **AFTER** we receive the registration fee with your application. The registration fee is \$50 and is **NON-REFUNDABLE.** If you decide not to keep your child enrolled no money will be refunded. After we receive your child's registration fee we will then send a class confirmation and the rest of the forms to complete. All registrations are a 'first come first served' basis. We start accepting 3 year old registrations in November. Enrolled three year old students will have first chance at the 4 year old sessions; we will then open registrations to the public January 1<sup>st</sup>. If you are interested in having your child attend Noah's Ark, please fill out the application and send in your registration fee so your child can be enrolled.

**TUITION:** Payment is due the first of the month. The fee will be the same for each month. You will not receive a bill. Payment is considered late after the 10<sup>th</sup> and a note will be sent home and a \$5 late fee will be added. If tuition is still not paid by the 10<sup>th</sup> of the following month, your child will not be able to return. Full tuition and late payments must be paid in full before your child returns. There is also an additional \$20 fee for any check that is returned. All members of Cedar Hills Community Church will receive a 50% discount on tuition. CHCC members are not eligible for any other discounts. If you have more than one child attending you will receive \$5 off each child's tuition each month.

**\*You can also receive a 10% discount if you pay your child's entire tuition at the beginning of the year!!!**

2011-2012 rates                      \$90/month - 2 sessions per week  
    \$130/month - 3 sessions per week  
    \$15 Field Trip Fee (annually)

**ADMISSION POLICIES:** The following policies have been established to afford your child the maximum protection and to comply with state licensing standards.

1. Application form
2. Parents medical consent form
3. Current physical (within a year)
4. Immunization records (signed)
5. Pick up authorization form
6. Playground/Internet form
7. Emergency card
8. Methwick release form (4 yr old classes only)

**ALL FORMS MUST BE TURNED IN PRIOR TO SCHOOL STARTING.** A reminder to make those physical appointments early.

**DISCHARGE POLICIES:** If your child is not yet ready for the group experience or if his/her needs are not best met in the group setting, we may ask for his/her removal in a confidential conference with you.

**UNLIMITED ACCESS/PARENTAL PARTICIPATION:** Parents will have unlimited access to their children and to the preschool during the normal hours of operation, unless parental contact is prohibited by a court order. A more detailed policy is available at the preschool.

**OPEN HOUSE:** An Open House is held in April for the purpose of acquainting children and parents with the facilities. All registered families will receive an invitation to this open house a month ahead of time.

**ORIENTATION:** Orientation is held in August before school begins to give parents some guidelines on routines and simple rules for helping make our preschool run smoothly. The children come and play with the teachers while the parents have a formal meeting with the director. You will receive a parent handbook at this meeting. An invitation is sent out for this event also.

Sincerely,

Noah's Ark Staff