

Child's Name _____

Child's Class _____

Noah's Ark Preschool 2010-2011 Parent Handbook

Registration Fee: \$50 annually

Field trip fee: \$15 annually

Tuition Rates:
 2 days a week \$85/mo.
 3 days a week \$120/mo.

!0% discount if you pay entire tuition at the beginning of the school year.

3days/week.....\$972.00
 2days/week.....\$688.50

Our records show the following form(s) have not been turned in. We need these forms before your child starts school Tuesday Sept. 7th, 2010. Thank you for your attention to this matter. If you have any questions call me at 396-3125, Leslie Clauson.

- Application Form _____
- Field Trip signature _____
- Parental Emer. Medical Consent Form _____
- Physical _____
- Immunization Form _____
- Playground Form/Internet Form _____
- Pick-up Form _____
- Emergency Card _____
- Methwick Form (4's only) _____

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Purpose of Noah's Ark Preschool

Our purpose is to provide a nurturing, supportive, learning environment grounded in Christian values. We help facilitate kindergarten readiness by building self-esteem in your child and developing skills for later, more formalized schooling.

NOAH'S ARK STAFF

All of our staff members have extensive experience working with young children and are dedicated to providing the best care and learning environment. We feel each child is a special gift from GOD and deserves individual attention and care. Every staff member receives ongoing in-service training through staff meetings and workshops held throughout the year. All of our employees are trained in CPR, First Aid and Bloodborne Pathogens. Please feel free to call on the teachers or director at anytime. Our doors are always open! The best way to contact us is a note or a phone call to set up a time.

3 YEAR OLD PROGRAM

Some of our main goals for our three year old programs are: Teach each child that they are a special gift from GOD. Teach basic social skills such as body basics, waiting turns, respect for others, and general hygiene. Hygiene includes: covering your mouth when you cough or sneeze, washing your hands after using the bathroom, using a tissue and disposing of it himself/herself and then cleaning hands with soap and water or using hand sanitizer, keeping fingers out of the mouth, etc. We start a basic foundation for name recognition, colors, shapes, counting, and singing ABC's. We promote self help skills i.e.: hanging up coat, putting on coat, starting to zip/button, putting on hat/mittens/gloves. Good social skills are the perfect foundation for building academic skills.

4 YEAR OLD PROGRAM

Our four year old program builds on our three year old program. We solidify the social skills, have more of a focus on academic skills such as practice writing his/her name and introducing the letter of the week program. This program includes listening for the sound of the letter and practicing writing the letter. Math is taught through various approaches. The children count each day and play games to develop math skills. Some math games include counting, sorting objects and placing objects in categories. These techniques are very useful and the children learn so quickly. Language Development is extremely important for young children. We always have many discussions about different subjects, flannel board stories, poems, finger plays, and most importantly, books. We read books to the children every day. Dramatic play and music and movement encourage free expression and also allow the children to use their imagination. We give the children many opportunities on a daily basis to use the puppets, dress up clothes, blocks, and many others. We use music to teach the children their alphabet, numbers, shapes, days of the week, and the months of the year. Science experiments help children explore their surroundings. We discuss bugs, animals, rocks, trees, flowers, weather, and much more. Physical Development is also included each day through using large muscle play on our playground or the children will play in the activity room. Our goal is to prepare your child for Kindergarten or Alternative Kindergarten.

ARRIVAL/PICK UP TIMES

Preschool starts at 9:00 AM and ends at 11:30 AM for the morning classes. The afternoon classes start at 1:00 PM and end at 3:30 PM. Please bring your child no earlier than 5 minutes before school starts. Wait until a teacher is at the door to greet children. If you are late picking up your child you will receive a written notice called a ticket. If you receive three or more tickets, you will be charged \$5 for every 5 minutes that you are late. Parents are responsible for any fees regardless of who picks up your child. Please do not be on your cell phone during arrival and pick up times.

PARKING LOT/PICK UP PROCEDURES

If you plan on walking your child into school, please park in the parking lot. Please hold your child's hand at all times when walking in the parking lot. If you are just dropping off your child, you may turn into the driveway. Please note the map on page 17, showing the layout of preschool and the parking available. We have two entrances to the parking lot, please be aware of others. Do not speed through the parking area. The driveway traffic flows from east to west (ONE WAY). Note the **NO PARKING ZONE** area. We are trying to avoid any 'clogs' in the traffic flow. Please be patient during the dismissal process. It takes a few weeks to match who goes with whom and we will take our time to ensure things go smoothly. **Please do not** enter preschool to pick up your child. We will dismiss children from the vestibule and you must wait outside by the door. If you need to pick up your child early please let us know ahead of time. There is a doorbell inside the vestibule; the second door is always locked. With two classes dismissing at the same time, we will dismiss one of the three year old class first at approximately 11:25/3:25. We will let you know which class will dismiss early and then we will switch half way through the year.

CLASS LISTS/PERSONAL INFORMATION

A class list containing your child's information such as name, parents, address, phone number and birthday will be sent home at the end of September. The purpose of sharing this information is so parents can set up play dates, carpool, and send birthday party invitations. Please do not use this information for solicitation. **If you do not want your information sent out you must let preschool know in writing by Sept. 15th.** Updated information will be sent home as needed. If your information changes any time throughout the year please notify us as soon as possible.

INCLEMENT WEATHER

We will follow the Cedar Rapids Community School District for cancellations. If school is cancelled for Cedar Rapids due to bad weather, then it **WILL BE** cancelled for Noah's Ark. *****New policy***** **If there is a 2-hour delay however, we will still have classes.** Hopefully this will cut down on missed days. We reserve the right to 'override' the CR schools decision. For example: if the electricity is out in the CR schools and they cancel, and our building is not affected we will still have class. Staff is available 30 min. before class starts if you would like to call. We will also post on our website (www.chccrca.org/noahsark/) if school is cancelled. If your child misses more than **four** classes because we cancelled due to weather, we will reduce May's tuition.

CALENDAR YEAR

Our school year is similar to Cedar Rapids Schools. However, we **DO** have classes when the public school has in-service days and early dismissals. Our school year runs from Labor Day to Memorial Day. We will not have school on Good Friday. We will take our Thanksgiving, Christmas, and Spring breaks at the same time as the Cedar Rapids Schools.

SUMMER SCHOOL

Noah's Ark offers a summer session for current students for the months of June and July. Information is sent home in the spring.

CLOTHING/BACKPACKS

Play clothes are appropriate for preschool. We will go outside when the weather is nice so dress your child accordingly. Please send a backpack along with your child. Small backpacks or backpacks with wheels are not recommended. We will send home crafts and occasional paperwork. Please check your child's backpack after every school day for any information that is sent home. **It is essential that you mark your child's belongings to avoid problems.** It is not necessary for your child to wear boots in the winter unless your child walks to preschool. Teachers do not have time to help students change into shoes/boots. Belts can also be a problem for young children and are not recommended. Jewelry is also not recommended, we may ask your child to remove any items if they become distracting.

ALL ABOUT ME DAY!

Instead of 'show and tell' we have switched to an 'All about Me Day'. We will send home a special bag with a question sheet. You and your child can answer the questions and fill the bag with items that tells a story about him/her. Examples would be: photos of family and pets, a favorite toy, something they sleep with, or part of a collection or hobby. This activity helps us and their peers, to get to know your child better and gives your child the experience talking in front of a group.

SNACKS/CALENDARS

We have a snack time everyday. The children wash their hands and they say a table grace before they eat. **Please let us know if your child has any food allergies.** We are **PEANUT FREE due to severe allergies.** This includes peanuts listed in the ingredients as well as products manufactured in a facility that processes peanuts. *****OUR POLICY***** We will no longer accept homemade or made from home snacks. If you send a snack that is not within our guidelines, we will send the snack back home with a note explaining why we could not serve it. **Please read all food labels carefully, and it must accompany your snack** (if applicable). If your child has different allergy or health condition we may ask you to provide an alternative snack for your child. Preschool provides water with the snack. We encourage nutritious snacks as often as possible. You will be asked to contribute snacks on a scheduled basis. A calendar will be sent home at the end of each month that will tell you how many snacks you will need to send. The calendar will also have a newsletter on the reverse side. Please read the newsletter carefully for updates and upcoming events. **If your child's name is on the calendar, that is your child's snack day.** Snack ideas are included on page 13 . You must also notify preschool one week prior to let everyone know what their child is eating at school. You can email this information to school at noahsark@chccrca.org .

ALLERGIES/MEDICINES/SUNSCREEN

It is your responsibility to inform us of your child's health and any changes throughout the school year. If your child has been prescribed an epi-pen or an inhaler you must have these medications at school also. If you want your child to have sunscreen to go outside to play, it's your responsibility to apply sunscreen before school.

BIRTHDAYS

We celebrate birthdays. Your child will be scheduled to share treats on his/her special day. Try to keep in mind that some snacks are messier than others and require more clean up time by the teachers and takes away from class time. We request **NO CUPCAKES/CAKES, these treats will be sent back home.** Your child will receive a birthday crown and a small gift from his/her teacher. Please do not send party invitations to school if they are not for the ENTIRE class.

ABSENCES/ LATE ARRIVALS

Please let us know when your child is absent or will be arriving late. We are interested and concerned when your child is not present. If your child is absent and we didn't hear from you we will try to reach you by phone. Tuition remains the same regardless of your child's attendance.

SCHOLASTIC BOOK ORDERS

Noah's Ark will send home Scholastic Book orders approximately once a month. These are totally optional. Instructions will come home with the ordering information.

PARENTAL ACCESS/SEX OFFENDERS

Any person in the center who is not director, staff member, substitute, or volunteer who has had a record check and approval to be involved with child care shall not have **"unrestricted access"** to children for whom that person is not the parent, guardian, or custodian.

"Unrestricted access" means that a person has contact with a child alone or is directly responsible for child care. Parents have unlimited access to their children unless a court order has been issued. There are additional restrictions for sex offenders who have been convicted of a sex offense on a minor who are required to register with the Iowa Sex Offender Registry, even when the sex offender is the parent, guardian or custodian. A sex offender who has been convicted of a sex offense against a minor who is required to register with the Iowa sex offender registry (from Iowa Code 692A):

- Shall not be on the property of the preschool without the written permission of the director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the preschool.
- Shall not operate, manage, be employed by, or act as a contractor or volunteer at preschool.
- If the preschool feels written permission is needed, the director must consult w/DHS licensing consultant.

FIELD TRIPS

Due to new state laws, our field trip policy must change drastically. We can no longer utilize parent volunteers to drive. The law clearly states that anyone in 'direct care' of a child must have a **state and federal** background checks at a cost of approximately \$30.25 per volunteer. All background checks must be ran/approved prior to access to children. The board has made the decision to continue field trips as part of our curriculum. We looked at several options. We decided to rent a CR school bus and driver for our trips this year and then re-evaluate.

We now have a yearly field trip fee of \$15. This will include transportation and any other fees. All students must pay the non-refundable fee, even if you choose not to use the bus.

- If you as a **parent, guardian, or custodian** want to join us on a field trip you can follow us in your own vehicle, and of course you may drive your own child, but no one else.
- Only parents, guardians, or custodians are allowed to **participate** in preschool functions. All other family members are subject to background checks.
- You will have to pay for yourself if there is an entrance fee. We also ask that no siblings join us as this is a preschool function not a family function.
- You also have the option of paying for your own background checks. You may then ride on the bus and assist the staff. This must be completed **prior** to the field trip.
- All backgrounds checks are property of Noah's Ark Preschool no matter who pays for them. We are not allowed to even copy them for you.
- If you go on the trip with us and you do not wish to have a background check you can only have "unrestricted access" to your own child.
- Children do not need booster seats for the bus.

TUITION/LATE FEES

Tuition is due the first of the month. Payment is considered late after the 10th. A note will be sent home and a **\$5 late fee** will be added. If tuition is still not paid by the 10th of the following month, your child will not be able to return. **Full amount of tuition and any late payments** must be paid before your child returns. Payments may be handed to the teacher at the door, mailed, or sent with your child. You may place payments in the locked drop box (if no one is available) located outside Noah's Ark's entrance. Please do not put cash in this box. If you are paying with cash, you must wait for a receipt. If you are sending tuition with your child please attach it to the outside of the backpack so it can be easily seen. The fee will be the same for each month. You will not receive a bill. At the end of the school year (May), **all tuition and late fees must be paid by the 10th in order for your child to return to school.** There is also an additional \$20 fee for any check that is returned. All members of CHCC will receive 50% off tuition, no other discounts apply.

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

TRANSITIONS TO SCHOOL

Some children have a difficult time separating from their loved one and saying good-bye. This especially happens at the beginning of the year and after a long break. Our advice is: don't get upset or cry, reassure your child you will see them after school, and **separate quickly**. 99% of the time, the child settles down after a few minutes and is ready to play. If your child cannot be consoled, we will give you a call to come back.

CHURCH/NEWSLETTER

As a result of your child attending our preschool, you will receive the newsletter from Cedar Hills Community Church called "Cedar Chips". In that newsletter you will find a monthly article about the happenings at Noah's Ark. Noah's Ark is part of this church's Outreach ministry. If CHCC can be any assistance to your family please contact us. Also your child will be invited to participate in one of our church services, details will follow as the event draws near. You are always welcome to join in any worship service at Cedar Hills Community Church!

DAILY SCHEDULES

We expose our preschoolers to many experiences, topics, and opportunities in a Christian atmosphere. The children are introduced to books, finger plays, music, role-play, games, etc. Learning takes place in a relaxed but also somewhat structured atmosphere (see attached daily schedule). We feel that it is extremely important for a child to have a healthy self image and we work hard to establish that feeling in every child. Your child will be working with scissors, crayons, markers, paint, play-doh; etc. We will have crafts almost every day unless something special is planned. An outline of our schedule is included on pages 14 & 15.

EVALUATIONS

Short evaluations will be written and sent home with each child by mid-November. In February, the older classes will receive a more complete assessment. This report will help you make a more informed decision about Alternative Kindergarten vs. Kindergarten. The younger classes will receive their spring evaluations before spring break. If you ever feel that you need to talk to your child's teacher please feel free to call or send a note to school asking for your child's teacher to call you.

PARENT BULLETIN BOARD

We have a bulletin board in the vestibule just for parents. Information will be posted that has been sent home, as well as, items that have been sent to preschool in the mail about community events. We also provide extra calendars if you need one. This is also our lost and found location. Please feel free to take a look either when you drop your child off or before we dismiss.

EXPOSURE TO ILLNESSES

It has been recommended by the National Academy of Pediatrics that ill children be symptom free for 24 hours before they return to school. This would include fever, rashes, vomiting, diarrhea, etc. For example, if we send your child home on Monday at 10:00 am with a fever, we would not expect to see him back at school sooner than Wednesday morning. Please understand that symptom 'free' means without receiving medication. We understand that it creates problems for you when your child is ill, but we also believe that you would not want your healthy child to be exposed to an ill child at school.

EXPOSURE TO COMMUNICABLE DISEASES

If your child has been exposed to a communicable disease we will send a note home stating: what the exposure was, exposure date, symptoms, and when your child should return to school if symptoms should appear. Please notify the preschool immediately if your child has been diagnosed with any of the following diseases/illnesses:

Head Lice: A child with head lice will be excluded and may return when hair has been properly treated and **all nits** have been removed. A teacher/director will check the child before he/she may return.

Fever: A child with a fever of 100 degrees Fahrenheit, or more, will be sent home. He/she may return when fever-free for 24 hours without the use of Tylenol.

Diarrhea: A child with diarrhea will be sent home. He/she may return when the child improves and is tolerating bland foods.

Vomiting: If a child is acting ill or has vomited he/she will be sent home. The child may return if there has been no vomiting for 24 hours.

Mouth sores: A child who has mouth sores and is drooling will be excluded from preschool. He/she may return when all sores are scabbed and healed.

Eye Infection: Parents will be notified if child has signs and symptoms of conjunctivitis. He/she will be sent home with recommendations to see a physician. He/she may return after 24 hours of antibiotic therapy and fever-free 24 hours without the use of Tylenol.

Ear Infection: If a child has symptoms of an ear infection and is ill, parents will be notified so that they may take the child to see a physician. He/she may return after initiation of antibiotic therapy or if cleared by a physician. Must be fever-free without the use of Tylenol.

Strep Throat: A child with fever and strep throat will be excluded from preschool. He/she may return after 24 hours of antibiotic therapy and if fever-free for 24 hours without the use of Tylenol.

Chicken Pox: A child will be sent home when chicken pox lesions are detected. He/she may return when all chicken pox lesions have dried and crusted

RSV: If a child is diagnosed with RSV, he/she will be excluded from preschool until one week after diagnosis and/or discharge from the hospital.

Impetigo: A child with impetigo lesions will be excluded from preschool as it is a highly contagious skin infection. He/she will be referred to a physician and may return to preschool 24 hours after start of antibiotic therapy.

Scabies: Parents will be notified if a child has scabies. The child must be sent home and may return 24 hours after treatment.

Ringworm: If a child is suspected to have ringworm, parents will be notified to remove child from preschool and see a physician. Child may return after initiation of medication or clearance from physician.

Pin Worms: A child with pin worms will be excluded until 24 hours after treatment.

Roto Virus: Can be very serious. Physician release required.

INCIDENT REPORTS

If your child was involved in any incident that resulted in an injury, an incident report will be sent home for you to read and sign and return one copy to school. We will keep that copy in your child's file. If medical attention is required, the parent will be notified immediately to come and pick up the child. If the situation is an emergency, we will follow center procedures and notify you immediately.

It is vital for parents to keep emergency information up to date!

***Note to parents:** When filling out your emergency information, be sure to list someone that we can contact during the hours your child is in preschool. We need to be able to contact them by phone and they need to be able to come to where the child is (preschool, doctor's office, or hospital). If they are at work and cannot leave, do not list that person.

DISCHARGE POLICIES

If your child is not yet ready for the group experience or if his needs are not best met in the group setting, we may ask for his/her removal in a confidential conference with you. We do not believe the child should remain in school unless he/she derives some benefit from the program and/or experience.

FORMS/YOUR CHILD'S FILE

The state of Iowa requires detailed personal information from each of student. All the forms that were given to you need to be completely filled out and dated. If any of the required information is missing I will be calling or sending home a form to be filled out. If your child's physical expires during the school year, your child must be examined again and new paperwork turned in. A dentist's name and phone number is required. If your child has not seen a dentist yet, put your dentist's name down. **It is vital that your child's file is complete and updated at all times.** If your child's file is incomplete, your child may be asked not to attend class until it is completed.

POTTY TRAINING/BATHROOMS

Your child is not required to be potty trained before preschool starts, but it is highly recommended. If your child is not fully potty trained, we ask that you send them in Pull-Up's and send along an extra one. If your child has accidents on a regular basis, we may ask you to come to school and attend to his/her needs. We encourage children to use the bathrooms throughout the day. We are not responsible for potty training your child. Children are required to use the toilet by themselves and to wash their hands. Teachers can help button or zip but we do not wipe your child. Of course if your child has had an accident, we will certainly clean him/her up. We will send home the soiled clothes in a plastic bag. We have extra clothes for your child to borrow. Please send those clothes back laundered with your child his/her next school day.

DISCIPLINE

We use positive guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear limits. "Time Out" is used when necessary with one minute per year of age used as the maximum time away from regular activities. Children feel safe and comfortable in a structured environment. When adults intervene, it becomes a learning experience with the staff members giving direction for resolving conflicts. Chronic discipline problems with an individual child will be discussed with the teacher/director/parent in order to devise a behavior plan tailored to the child and the situation.

WITHDRAWAL POLICY

We require a written two-week notice before withdrawing your child from preschool. No refunds on tuition.

PLAYGROUND USE

With the addition of our playground, we will take the children out almost everyday (weather permitting). This gives the children a chance to use their large motor skills. It also is cause for more bumps and bruises. Please keep this in mind when dressing your child for school and also their footwear. "Play" dress-up shoes are not appropriate for school.

METHWICK TRIPS

The 4 year old classes visit the Methwick Community about once a month. Children are transported by the Methwick bus, driven by a Methwick employee. We do not need extra drivers or booster seats for this trip. For those of you not familiar with Methwick we visit Arbor Place or another facility where residents are beginning Alzheimer's patients. We tell the children we are visiting Grandmas and Grandpas who live at Methwick. It's a very 'home like' setting with comfy couches, carpet, and a fireplace. We stay approximately one hour. Methwick has plenty of staff to assist the residents and we will have sufficient teachers to help the children. In our past experience it has been a beneficial relationship for both the residents and the children! Parents will need to sign the (red) Methwick release form. More information will be distributed at a later time.

MANDATORY CHILD ABUSE REPORTING

Iowa law requires that each employee of Noah's Ark preschool is a Mandatory Reporter of child abuse. A written statement of the child abuse reporting requirements is available for parents to examine. DHS requires us to report non-accidental injury that is observable within twenty-four hours as in bruises, a child's claim of abuse at the hands of a caretaker, sexual abuse, or the denial of critical care.

BITING POLICY

We want to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. Most of our students are well beyond this stage.

However, for safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.

- The biter is not allowed to return to play and is talked to on a level that he/she can understand.
- A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.

We make special efforts to protect potential victims. We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after every effort (within reason) is made to make the program work for the biting child, we would consider asking a family to withdraw the child.

FIRE AND TORNADO PROCEDURES

Our preschool has established special procedures to deal with such emergencies as fire and structural emergencies. The center is inspected on a regular basis by the City Fire Inspector. Fire and tornado drills are held each month. During severe weather, a constant check is kept for emergency information. In case of a fire or structural damage, staff and students will go to the home of Tony and Lori Tonsfeldt, (church/board members) 508 Stonehedge Dr. NW, Cedar Rapids, IA. Their home is located just across Stony Point Road in the Stony Point housing development. Phone number is (319)396-2031. Students will remain at that location until parents can be called to pick up their children. If there is a tornado warning we have a designated safe spot located within the church. We will remain there until it is deemed safe to return to the classroom. The safety of your child is our highest priority when any emergency occurs.

NUCLEAR EMERGENCY PLAN

In case of a "Site Area Emergency" from the Duane Arnold Center, a precautionary relocation of staff and children to Temporary Relocation Centers will be ordered. Our relocation center is SE Junior High School in Iowa City. See address and directions below. After arriving at Southeast Junior High the teachers will make phone calls to parents, notifying them of our relocation. Parents are advised to meet us at Southeast Junior High to pick up their child.

It will be very confusing and chaotic to try to pick up your child during an ordered evacuation, but every attempt will be made to keep the children as calm as possible and keep all children and staff together. The public will be kept informed by the Emergency Broadcast System. Please listen to the instructions given and follow them.

**Southeast Junior High School
2501 E. Bradford Dr.
Iowa City, IA
52240
(319)339-6800**

Take I-380 south to I-80

Take I-80 east

At I-80, Exit 240, turn right (south) onto SR-965 (27th Ave)

Turn left (southeast) onto US-6 (2nd St)

Turn left (north) onto S. 1st Ave

Turn right (east) onto Bradford Dr.

Arrive at 2501 Bradford Dr. Iowa City, IA 52240

It is your responsibility to communicate Noah's Ark's policies with your daycare provider or with whoever is responsible for picking up and/or dropping off your child.

Please feel free to contact us with any questions that you have regarding anything that you've read. You can reach us by phone 319-396-3125 or email us at noahsark@chccrca.org

PLEASE KEEP THIS INFORMATION FOR YOUR REFERENCE THROUGHOUT THE YEAR.

Thank you,
Leslie Clauson, Director









Snack Ideas

*Due to the increase of students with allergic reactions to peanuts, Noah's Ark has decided to be **PEANUT FREE**. Please check all labels before choosing a snack. Thank you for your understanding in this matter. If you forget and send a snack with a peanut ingredient or are manufactured in a facility that processes peanuts, we will send the snack back home.

SNACK IDEAS

Animal crackers	Nutritious cookies or bars (with oatmeal, cereal, etc.)
Graham crackers	Cheese cubes/slices
Whole wheat crackers	Meat/cheese tray
Soup and oyster crackers	Fruits (any)
Saltines	Vegetables/dips (any)
Teddy Grahams	Trail mix (cereal/dried fruit)
Snack crackers	Raisins
Breads (banana, date, apple, zucchini)	Yogurt
Muffins	Ice Cream
Vanilla Wafers	pudding/Gelatin

The following items will be rejected and sent back home:

-  Contained peanut ingredients
-  Manufactured in a facility that processes peanuts
-  Was made at home
-  No food nutritional label
-  Cupcakes/cake
-  Candy
-  Heavily frosted cookies
-  Fruit snacks

This list gives you a few ideas. You can probably think of several more on your own. If you are not sure about a snack please ask your child's teacher. Goodie or treat bags are OK to send for a special occasion. They will be sent home in the backpacks.

3 Year old Daily Schedule

9:00-9:20 am 1:00-1:20 pm	Children enter, put away belongings. Wash hands. Free play in activity room. Encourage bathroom use.
9:20-9:30am 1:20-1:30 pm	Put toys away. Line up to walk to classroom.
9:30-9:50 am 1:30-1:50 pm	Children sit at tables for opening. Good morning song, flag, calendar, & attendance. Introduce theme of the day, activity, book and explain craft.
9:50-10:30 am 1:50-2:30 pm	Children stay in classroom for free play, craft time, and small group experiences.
10:30-10:45 am 2:30-2:45 pm	Pick up time and then wash hands for snack.
10:45-11:00 am 2:45-3:00 pm	Table grace before snack and then quiet book time until everyone finishes and tables are cleaned.
11:00-11:20 am 3:00-3:20 pm	Story, person of the day, music, activity, games, playground- activities will vary each day.
11:20-11:25 am 3:20-3:25 pm	Prepare for going home, coats and backpacks.
11:25-11:30 am 3:25-3:30 pm	Good bye song and dismiss. (3 year-old class dismisses 5 min. early)

4 Year old Daily Schedule

8:55-9:05 AM 12:55-1:05 PM	Children enter, put away belongings. Wash hands. Sit at tables with books, puzzles, and games until all children arrive.
9:05-9:10 AM 1:05-1:10 PM	Put away table activities.
9:10-9:30 AM 1:10-1:30 PM	Opening- Good Day Song, flag poem, and calendar. Introduce theme of the day using visuals, stories, music, etc. Introduce art or craft for the day. Book on theme.
9:30-10:30 AM 1:30-2:30 PM	Free play, craft time, small group experiences.
10:30-10:40 AM 2:30-2:40 PM	Pick up time.
10:40-11:05 AM 2:40-3:05 PM	Variety of activities. Stories, music, puppet shows, short games, person of the day, or small groups. Wash hands for Snack time around table. *Table grace is said.
11:05-11:10 AM 3:05-3:10 PM	Quiet book time anywhere in classroom.
11:10-11:20 AM 3:10-3:20 PM	Story, music, games, playground activities. Will vary each day.
11:20-11:30 AM 3:20-3:30 PM	Prepare for going home. Coats and backpacks. Goodbye song and dismiss.