



WELCOME TO
NOAH'S ARK LEARNING CENTER OF CDA!!
2018-2019 SCHOOL YEAR

Noah's Ark Learning Center of CdA is a ministry of
Emmanuel Baptist Church and is licensed by
the City of Coeur d'Alene, Idaho

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“Train a child in the way he should go, and when he is old he will not turn from it.”
Proverbs 22:6



WELCOME

Thank you so much for entrusting your child to our staff this year! We are excited about the many activities and the learning that will take place over the course of the next nine months. We hope that your child will come away from his or her preschool or kindergarten experience enriched educationally, spiritually, physically, socially, and emotionally. The staff at Noah’s Ark Learning Center is here to assist your family in any way that we can. Please feel free to contact your child’s teacher or the director at 765-6099, if you have any questions, concerns, or just need to talk about the preschool or kindergarten experience. It is our hope that this year will be both fun and exciting for your child. Let us know if we can help you at all throughout the year.

Sincerely,
The Noah’s Ark Staff

STATEMENT OF FAITH

Noah’s Ark Learning Center of CdA is a ministry of Emmanuel Baptist Church and follows the Statement of Faith as outlined in the 2000 Baptist Faith and Message and as such will not be permitted to engage in practices that conflict with this statement. Noah’s Ark may not be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the church’s faith or moral teachings. The pastor, or his official designee, is the final decision-maker on whether a person or group is allowed to enroll or arrange activities.

OUR PHILOSOPHY

Spiritual: A child will have opportunities to develop an understanding of God, Jesus, the Bible, self, family, and others and the natural world. Our curriculum and philosophy are Bible-based, Biblically consistent, and Godly.

Emotional: We will encourage opportunities to make choices, to exhibit self-control, engage in problem solving, to foster acceptance of responsibility, and to utilize creative expression (through art, music, dramatic play, etc.)

Intellectual: We will have learning opportunities to help expand a child's background of knowledge through the five senses and "hands-on" experiences, learn through discovery and inquiry methods, develop a love for learning, provide a challenge, and develop good work habits. Parents are encouraged to be involved in the instruction and training of their child in the educational setting.

Social: Each child may play/work in a small group as he makes choices, begins to learn to take turns (share), care for self and belongings, grow in his relationship with others, learns to accept limits, respects rights, feelings, and property of others, and use good manners.

Physical: We will provide activities for large and small muscle development, a balance of exercise and rest, and nutritional emphasis both through classroom teaching and snack food choices. We will also provide a fenced and equipped outdoor play area and a wide variety of indoor play.

Care: We will always seek to provide well-trained Christian teachers who care about each child and communicate this through love and individual attention, strive to assist each child in developing good feelings and attitudes about himself and his world, and assist the child through all experiences becoming aware of God's love. Staff and other workers are all Godly and have the same basic values and commitments.

ADMISSIONS

Age Requirements

Noah's Ark Learning Center follows the requirements of the State of Idaho as employed in the local school districts.

- Preschool 3 – your child must be 3 years old on or before September 1st of the school year.
- Preschool 4 – your child must be 4 years old on or before September 1st of the school year.
- Kindergarten – your child must be 5 years old on or before September 1st of the school year.

Procedure for Entrance

1. Secure an enrollment packet and emergency card from the school office
2. Provide a copy of your child's immunization records or provide a state approved exemption form.
3. Provide a copy of your child's certified birth certificate. (Kindergarten Only)
4. If behavioral or learning issues have been addressed at another school, please disclose this information in writing with your records.

Ratios

It is our goal never to exceed the following ratios:

- 9 children to 1 care giver in our 3 year old program
- 12 children to 1 care giver in our 4 year old program
- 15 children to 1 care giver in our Kindergarten program

ICCP

Noah's Ark Learning Center is authorized to receive payments from the Idaho Child Care Program. Please see the director for information on receiving aid from this program if you feel you qualify. More information can be found at: www.healthandwelfare.idaho.gov

ATTENDANCE

Absence

If your child is going to be absent for any reason, then please notify the office to inform us of the reason for the absence. Your agreed upon rates will not change due to absence. However, it helps us to know what is going on, and your child's class can say a prayer if your child is sick or experiencing a crisis. One of our church staff is available to make a visit if your child or a family member is in the hospital as well!

Please turn off or silence your cell phone when entering the building out of respect for your child and his or her teacher. Your child and/or teacher may have important information to share with you at this time.

Arrival

We ask that you please accompany your child into the classroom when arriving at school, sign in and make sure your child's teacher is in the classroom before leaving. Please do not bring your child more than 5 minutes early with the exception of morning extended care. This allows the staff time to move about the building without leaving your child unattended. It is IMPORTANT that your child be ON TIME! *Preschool and kindergarten start promptly at 9:00 A.M.* We are primarily preschool/kindergarten, and daycare is secondary. Children and parents coming in late disrupt the class. In addition, your child misses out on important class time. If your child has a morning appointment and cannot get here by 9AM, he/she must be here by 10AM or cannot attend that day. **Please do not leave younger children in cars unattended when bringing your child into school.**

Departure

When picking up your child, please sign your child out and make sure the teacher knows you are leaving. **PLEASE DO NOT ALLOW YOUR CHILD TO LEAVE THE BUILDING WITHOUT YOU OR TO RUN INSIDE THE BUILDING UNSUPERVISED!** It is very important that you be on time to pick up your child. Late fees will be assessed at the rate of \$1 per minute. **Also, please do not leave younger children in cars unattended when picking up your child in the school. Parents must come into the building and make contact with the child's teacher before a child will be released for departure. Legally, we cannot allow under-aged family members under the age of 16 to drop off or pick up a child, even when you are on the premises.**

If someone else is picking up your child, please write a note to the teacher or write it in the communication book in your child's class. You will also want to have the person picking up your child bring a state issued picture ID (i.e. Driver's License, ID card, or passport).

School Hours

Kindergarten	9:00 – 1:00
Preschool 3	9:00 – 1:00
Preschool 4	9:00 - 1:00
Extended Care	6:30-9:00 & 1:00–6:00

*A full day of care at NALC is 9.5 hours per day. In certain cases exceptions can be made with the approval of the director.

COMMUNICATION

It is our goal to keep all lines of communication open between our school families and the school faculty. Therefore, one or more of the following avenues are used to communicate what is going on at our school:

Calendars/Classroom Newsletters

Some classrooms publish a monthly calendar to highlight upcoming events and other important information relevant to each month's activities. Also, each classroom teacher(s) prepares monthly newsletters and sends them home with your child. This is usually done the first week of every month.

Lesson Plans

Each classroom teacher posts lesson plans weekly for the parents to see what the children are working on each day. Please feel free to address any questions about classroom activities to the teachers.

Communication Area

Center-wide monthly newsletters, extracurricular payment envelopes and sign-ups, and snack menus are located on or near the double doors leading to the preschool rooms. Please check this area for updates on a regular basis. Noah's Ark also has email, a webpage, and a Facebook page designed for communication.

Cubbies/Mailboxes

Each child is assigned a communication mailbox or cubby, located just inside or outside the classroom door. Please check these mailboxes for important communication, bills, and artwork/homework the teacher may send home with your child. We do not normally mail items to the home in order to cut down on mailing costs for our center.

School Newsletter

This monthly publication provides calendar information and updates on school activities. This is one of the school's primary means of written communication. Parents are responsible for reading and knowing the information contained in the newsletter each month. If your copy does not make it home, please contact the school office for a duplicate.

CONFERENCES

Parents are required to participate in occasional conferences with your child's teacher. This time is designed so that both the parent and the teacher may benefit from each other's insight about the child. At this time report cards or progress reports will be shared with the parents. All students will have at least one conference per year, Kindergarteners will have at least two.

Parents may request a special conference with their child's teacher and/or the school administrator at any point during the school year at a time mutually convenient for both the parent and the teacher/administrator.

DELAYS AND CLOSURES

Holidays

The following days are holidays we observe by closing:

New Year's Eve	Labor Day
New Year's Day	Wed. before Thanksgiving*
Martin Luther King Day*	Thurs. and Fri. of Thanksgiving
President's Day*	Christmas Break*
Spring Break*	Christmas Eve
Good Friday*	Christmas Day and the day following
Memorial Day	The week prior to the first day of school
Fourth of July	

*Those days marked with an asterisk are days when extended care is available for those already enrolled in that program.

Please note that all holidays coincide with the Cd'A #271 school system. A sign-up sheet will be posted at least a week in advance for staffing purposes.

Snow Days

When Coeur d'Alene School District #271 is closed due to snow, our preschool and kindergarten programs will be closed. If your child is part of the Extended Care program, we are closed if School Plus is closed as well. When there are extreme weather situations (snow, ice, etc.) it is your responsibility to check for school closures. Closures are announced on KVNI 1080 AM and news channels KREM2, KXLY4, and KHQ6 (FYI- if there are too many schools to list, they will post them all on the news internet site). *Your teacher(s) will not call you for every snow day.* You may also check the Noah's Ark Facebook page for updates as well.

DISCIPLINE

Our desire is to reinforce positive, acceptable behavior in all children as we model appropriate actions, set reasonable expectations, respect and trust children, offer good choices, and calmly talk about problems. A short “stop & think time” (like a “time out”) might be used, and parents will be notified of any on-going problems. A behavioral plan may be used at this time and both the teacher(s), parent(s), and director will be involved in the plan.

The center reserves the right to dismiss any child for whom discipline matters may not be resolved. **Behaviors such as biting, excessive fighting, or bringing a weapon to school will result in a parent being notified and immediate pick-up of the child.** On-going violent behavior will not be tolerated and may result in the child being dismissed from the center.

There are a few instances when a parent will be called immediately, and the child must be picked up from the center in a timely manner. These instances include but are not limited to biting, severe physical fights, on-going use of profane language, and physically assaulting a faculty member.

DRESS CODE

As Noah’s Ark is a preschool and kindergarten program, we ask that the children are dressed appropriately for school. Pajamas, costumes, etc. are saved for special events. Please have your child dressed and ready for learning.

It is also very important that each child be dressed in comfortable clothes that are appropriate for both indoor and outdoor play. Please remember that we will be painting, playing in the sand, playing on the ground (both indoors and outdoors) and doing other messy activities. Every effort will be made to use smocks and paint shirts for indoor painting activities and all paints, markers, crayons, etc. are washable. Please do not send your children in their “Sunday best” clothes as these will probably be ruined.

We do not tolerate: any clothing with profanity and/or negative images; clothing that promotes indecent exposure (belly button shirts, short skirts, etc.). Sandals (including flip-flops) must have an ankle strap. Also, baseball caps will not be worn inside the classroom. If your child wears a baseball cap to school, he/she will be asked to hang it on their hook until the end of the day.

For snowy days: Please have an extra pair of shoes (not slippers) for your child to wear indoors (in case of emergency evacuation). This helps keep the children dry and cuts down on the mess from having boots in our classrooms. We require that each child have gloves, snow pants, jackets, and hats each day. All clothes brought to school should have your child’s initials printed clearly on the tag.

Please bring a change of clothes including pants, socks, shirt, and underwear to keep here at school. Please bring this in a zip-lock bag with your child’s name clearly printed on it on the first day of school. When the weather turns cold, your child’s teacher will send the clothes home to be exchanged for winter clothes.

If your child needs to use the extra clothes here at school, it is your responsibility to return a fresh set of extra clothes in a bag with your child's name clearly marked on it the next school day. Please wash and return the borrowed school clothes promptly.

ILLNESS

Please do not bring your sick child to school. A child must be medication-free and symptom-free within 24 hours of the last dose of medication and fever breaking before returning to school. This includes children with a fever (100+), strep throat, influenza, vomiting, diarrhea, chicken pox, pink eye, head lice, etc. When you call to let us know your child will be absent, please let us know what the illness is.

Children who become ill, with a fever of 100°, symptoms of communicable disease or any symptoms as listed in the Exclusion Policy, will be isolated from the other children (either in an isolated space in the classroom or in the director's office) until the parent or designated guardian comes for the child.

We will call you to pick up your child if your child shows undiagnosed symptoms of illness or sickness while at our center. Parents will be notified of the need to pick their child up as soon as possible. If the parent is unable to pick up their child promptly or cannot be reached, then the next person on the Emergency Contacts/Persons Who May Pick Up list will be called to come pick up the sick child.

If we discover that your child has been exposed to something, we will post a warning at the child's classroom. Please note symptoms and watch for them. **If your child is too sick to play outside with their class, they are too sick to be at school.**

If your child requires prescription medication to be given here at school, please fill out a medication administration form. Cough drops, vitamin C drops, etc. are considered a choking hazard and is a health and safety violation at the center. If your child needs drops, then he or she is still too sick to be at school. Children will be encouraged to get a drink to alleviate coughing, etc. No medication will be given without this completed form. The teacher will then note the time the medication was given and initial the form.

If the child care staff or director has concerns about a child's ability to safely return to school, we reserve the right to request a note from the child's health care provider. * A child must be free of fever for 24 hours before returning to preschool or kindergarten. If antibiotics are ordered, a full 24 hours of treatment is needed before a child can return to school. If the child needs any medication, we ask that the parent fill out and sign a Medication Form.

Procedure for Excluding Sick Children:

Children will not be permitted to remain in or be admitted to preschool or kindergarten with any of the following symptoms:

- 1.) Vomiting on two or more occasions within the past 24 hour period
- 2.) Fever of 100° or higher
- 3.) Diarrhea: three or more watery stools within a 24 hour period
- 4.) Draining rash or rash of concern
- 5.) Eye discharge or pink eye
- 6.) Fatigue that prevents participation in regular activities including outdoor play
- 7.) Symptoms of any of the childhood communicable diseases, including chicken pox, scarlet fever, or strep throat.
- 8.) Children with cold or flu like symptoms should be kept home to minimize exposure to the other children and staff. While a cold or flu is generally not life threatening it does impair the children's ability to participate in the class and is highly contagious.
- 9.) Open and oozing sores or blisters that cannot be covered (especially on mouth, hands or feet).
- 10.) Lice or scabies ***Note: we have a NO NIT policy

INJURIES & EMERGENCIES

Parents or other emergency contact persons will be notified immediately if an injury of a serious nature should happen to a child. **Please keep phone numbers updated.** If necessary, a child will be transported by Noah's Ark staff or ambulance to Kootenai County Medical Center's emergency room where medical care would be given, according to the signed "treatment form." Exception to this is when specific written instructions have been noted. If a child is injured here at the center and the injury is minor, an "Ouch Report" will be filled out and placed in the child's mailbox. All Noah's Ark Learning Center staff and administration are trained in CPR and First Aid.

NAP TIME

If your child is participating in our extended care program (preschool or kindergarten), he or she will be resting/napping during early afternoon. The expectation is that the child lies quietly on his/her mat during the napping hours. We do not have an alternative. You may bring a blanket, pillow (small or travel size), soft sleeping friend, etc. for your child to nap with. We request that you look at the size of the container that will hold your child's nap accessories before you buy something for him or her to bring. **Please do not bring a nap accessory that is bigger than the tub which has been assigned to your child.** We also request that you take home the blanket and/or pillow weekly to biweekly to be washed and brought on the following Monday.

NUTRITION

Extended care preschoolers, kindergarteners, and all preschool classes will eat lunch at school each day. Please place your child's lunch inside the refrigerator in your child's classroom. We have microwaves available for warming up left-overs. Please **send items that need to be warmed up prepared and microwave ready.** The teachers do not have the time or resources to fix lunches such as these. Most microwave dinners take 3-5 minutes to warm up and cool down, so we ask that you not send them. **Please send only items that can be heated in less than one minute.** Send items in your child's lunch that he or she will eat, and please label the bag/lunch box/etc. that you bring your child's lunch in everyday. **We strongly encourage healthy lunch choices for the children. Please limit sweets and desserts, if at all possible, so that your child may obtain his/her optimum learning potential. We do not allow the children to drink sodas/pop brought to school.**

All children are given a snack during the morning. The extended care children are given another snack in the afternoon. The cost for snack is included in your tuition. You may check the school menu (located on the door of the Preschool Hallway) at any time to see what your child is having for snack for the week.

REPORTING CHILD ABUSE

All personnel of Noah's Ark Learning Center are required by law to immediately report to Child Protective Services any instance where there is reason to suspect the occurrence of physical abuse, sexual abuse, and/or child neglect or abandonment. The notification and recommendations of Child Protective Services will be followed in all instances.

SPECIAL EVENTS

Birthdays: When your child's birthday is approaching, please remind the teacher. You are welcome to bring in a special treat for the children (**check with the classroom teacher for allergies**). Store-bought treats are highly encouraged by the Idaho Health Department.

Classroom celebrations/parties: At some points during the year the classes will be having celebrations. Please watch for sign-up sheets during these times that will be posted next to your child's classroom door. Check with your child's teacher for ways you can help during these special times.

TOILETING

ALL CHILDREN ATTENDING NOAH'S ARK LEARNING CENTER MUST BE FULLY POTTY TRAINED (NO PULL-UPS OR DIAPERS). We understand that some children in the age group served by our school will have the occasional toileting accident. If your child has an accident during the time at our school, all soiled clothing and bedding (if applicable) will be sent home in a sealed bag. These items must be washed and returned the following day.

Payment Agreement

This page is also in the registration packet

REGISTRATION

- **PRESCHOOL**
 - A \$100 non-refundable fee is due at the time of registration
 - There is a curriculum fee of \$25 due by September
 - The first tuition payment is due by September 10th
 - Payment is due by the 10th of every month through May
- **KINDERGARTEN**
 - A \$100 non-refundable fee is due at the time of registration
 - There is a curriculum fee of \$35 due by September
 - The first tuition payment is due by September 10th
 - Payment is due by the 10th of every month through May
- A 10% sibling discount may be available to qualified families. Please see the director for more information.

SCHOOL BILLING

- Statements will be given out during the first week of each month. Your statement will be attached to your monthly School Newsletter. You may request a statement that shows past and current payments at any time. Tax statements are available upon request.
- We do take credit/debit cards as payment, however there is a 3% convenience fee to cover bank charges. There are forms available in the office to set up automatic credit card payments.

ICCP

- Noah's Ark does accept ICCP students.
- ICCP families must pay 50% of the registration fee up front and this fee will be listed as a credit when reimbursed by ICCP.
- The families co-pay must be paid by the 10th of each month or a \$25 late fee will be assessed.

LATE FEE

- Tuition payments are due no later than the 10th of each month.
- **After the 10th, a late fee of \$25 will be assessed and will continue to be assessed monthly until the bill has been paid in full.**
- **After one month of non-payment your child may lose his/her space in our program** if fees have not been paid.
- If you will be out of town or if there is a school holiday when tuition is due, it is your responsibility to **pay the tuition in advance.**

LATE PICK-UP FEE

- It is **IMPERATIVE** that you **PICK UP YOUR CHILD ON TIME**. We realize there can be extenuating circumstances, but please keep in mind that our teachers have other commitments following school hours.
- Call the office if there will be a problem picking up your child.
- We recommend that you have a back up person on file that can pick up your child in an emergency.
- A charge of \$2 per minute late will be assessed when you are late. There is a 5 minute grace period. **The time will be assessed using the clock in your child's classroom.**

TERMINATION OF SERVICES

- Upon your child's acceptance into our school, you are financially obligated to Noah's Ark Learning Center for the payment of tuition. If you withdraw your child from the school, you obligate yourself for full payment of tuition through the last day your child is in attendance. Two weeks' notice must be given before enrollment is terminated.
- We reserve the right to terminate enrollment due to extreme discipline problems or failure to pay tuition.

Frequently Asked Questions

1. Are holiday breaks included in tuition prices?

Not for **Preschool Only** classes. Tuition is based on the average amount of days in a month (i.e. MWF = 12 days average a month). Some months there are less and other months there are more days. All school holidays are NOT factored into the average.

For **Extended Preschool**, holidays are factored into the tuition price. The only days that are not included are complete school closure days (i.e. Christmas Day).

2. Do I still pay full tuition when I go on vacation?

Yes. By paying tuition, you hold your spot in the class you have chosen. Think of it this way: When you go on vacation, do you pay a pro-rated amount on your house payment because you aren't there?

3. What happens if I am late picking up my child?

You have a 5 minute grace period. After 5 minutes, you will be charged a late fee of \$1 a minute. This amount needs to be paid **immediately**, to the teacher. If you are continuously late, you may be dismissed from the program.

4. What if there happens to be a Snow Day?

School closures are announced on KREM2, KXLY4, KHQ6 and/or KVNI 1080 AM. We follow the Coeur d'Alene School District #271 closures. If school is cancelled, so is preschool and kindergarten. Extended care may be open, depending on whether or not School Plus is operating.

5. Does my child have to take a nap?

If your child is signed up for extended care, he or she is expected to rest on a mat with his or her classmates. Children are not required to sleep, but they are required to rest. Alternatives to napping are not available at this time.

6. What if my child becomes sick at school?

Be prepared to pick up your child immediately or have an emergency contact that can. You **may not** bring your child to school sick (i.e. vomiting, diarrhea, 100+ fever, severe/continuous cough, congested, etc.). **Your child must be fever free, without medication for 24 hours, before returning to school.**

7. What is the meaning of "fully potty-trained"?

Your child MAY NOT come to Noah's Ark in a Pull-Up or diaper of any kind. We are not equipped to change diapers. We do understand that children at this age have occasional accidents, and that is okay. This is why we ask you to provide an extra change of clothing at all times.

NOAH'S ARK LEARNING CENTER OF CdA

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