



WELCOME TO

NOAH'S ARK LEARNING CENTER OF CDA!!

**2020-2021 SCHOOL YEAR**

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

“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 (208)765-6099, if you have any questions, concerns. 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 will not be permitted to engage in practices that conflict with Pathway’s Statement of Faith as outlined in their constitution and re-affirmed in the Baptist Faith and Message 2000. 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, through discovery and inquiry methods. Also, to 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 while learning to makes choices, take turns (share), care for self and belongings, grow in relationship with others, learn to accept limits, respect 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.

## **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 – must be 3 years old on or before September 1, 2020.
- Preschool 4 –must be 4 years old on or before September 1, 2020.
- Kindergarten -must be 5 years old on or before September 1, 2020.

### **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:

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

## **ATTENDANCE**

### **Absence**

If your child is going to be absent for any reason, 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 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 give your teacher prior notification of the appointment. **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 \$2 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 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 situations, 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:

### **Newsletters**

As a school we use Class Dojo as our primary means of communicating important information to our families. Your child's teacher will give you log-in information. Some teachers will choose to write a newsletter each month.

### **Lesson Plans**

Each classroom teacher posts weekly lesson plans 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.

### **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 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.

## CONFERENCES

Parents of kindergarteners are requested to participate in two conferences per year with the kindergarten 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. Parents of children in other classes will receive two progress reports per year. Any parent 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 Day	Labor Day
Martin Luther King Day*	Wed. before Thanksgiving*
President's Day*	Thurs. and Fri. of Thanksgiving
Spring Break*	Christmas Break*
Good Friday*	Christmas Eve
Memorial Day	Christmas Day and the day following
Fourth of July	

**We are also completely closed the week prior to the first day of school for teacher in-service and facility preparation.**

\*Those days marked with an asterisk are days when extended care is available for those already enrolled in that program. A sign-up sheet will be posted at least a week before extended care only days so that the center may be adequately staffed.

\*Please note that all holidays coincide with the Cd'A #271 school system.

### 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. Closures will be posted on Class Dojo.

## 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, on-going violence against other children, on-going use of profane language, physically assaulting a faculty member, 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.

## 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 name 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.

## 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.

**We will call you to pick up your child if your child shows undiagnosed symptoms of illness or sickness while at our center.**

If we discover that your child has been exposed to something, we will post a notice outside 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. No medication will be given without this completed form. The teacher will note the time the medication was given and initial the 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.

## 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

All students in all 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.** 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 every day. **We strongly encourage healthy lunch choices for the children. Please limit sweets and desserts, 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 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.

**WE LOOK FORWARD TO SERVING YOUR FAMILY AS WE EDUCATE  
YOUR CHILDREN THIS YEAR!**

## Payment Agreement

### REGISTRATION FEES

- A \$100 non-refundable fee is due at the time of registration

### CURRICULUM FEES

- Preschool 4- \$25
- Kindergarten – \$35
- This fee will be added to your child's first invoice of the school year

### SCHOOL BILLING

- Statements will be given out during the first week of each month. 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.
- Payment is due by the 10<sup>th</sup> of every month.
- A 10% discount may be available to qualified families. Please see the director for more information.

### 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 family's co-pay must be paid by the 10<sup>th</sup> of each month or a \$25 late fee will be assessed.

### LATE FEE

- Tuition payments are due no later than the 10<sup>th</sup> 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 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.**

**Registration form continues on back**



### **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.

***I have read the Noah's Ark Learning Center Handbook, and I agree to abide by the Policies listed including the Payment Agreement Contract.***