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Noah's Ark Preschool, LLC Mission Statement

Noah's Ark Preschool will provide developmental appropriate childcare for preschool age children with the focus on the individual child's age and ability to stimulate social cognitive, physical, and emotional growth. Our mission is to provide a healthy, safe, and sanitary environment. In addition, we intend to make their time at Noah's Ark Preschool a fun and educational experience.

We also provide great curriculum including, Your Baby can Read, Wee Learn, and Four and Fives, to name a few. Our staff is CPR/First Aid certified with the state and FBI background checked. Our staff has and will continue to receive training in child development.

We want to thank you for giving us an opportunity to serve you while taking care of your children. We believe in this honor and hold Noah's Ark Preschool to the highest standards!

Introduction

An open door policy is observed at Noah's ark Preschool. All parents are welcomed to visit the center during operation hours. We are dedicated to providing superior service for your child. This handbook will provide information for parents or guardians, and families regarding the policies, procedures, and standards that Noah's Ark Preschool will adhere to.

Noah's Ark Preschool is licensed by the state of Arkansas through the department of human services. As required, Noah's Ark Preschool must and will comply to the minimum standard rules set forth by the licensing agency.

This handbook of policies and procedures will summarize how Noah's Ark Preschool will comply with the standard regulations set forth.

Days of Operation

Will be closed for the following days in 2019.

- New Years Day
- Spring Break
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Week of Christmas

Specific dates will be posted in future and subject to change. In event to severe weather, Noah's Ark Preschool may comply with the public school system regarding closure.

Hours of Operation and Tuition

- Monday-Friday 6:30 a.m.-6:00 p.m.
- Tuition is due the 1st and 15th of every month
- Infants (6 weeks-18 months): \$250.00 due 1st/15th of the month
- Toddlers (18 months-3 years): \$200.00 due 1st/15th of month
- Pre-K (3-4 years): \$200.00 due 1st/15th of every month
- Before/After School Care: \$110.00 1st/15th of the month

- There is a \$50 enrollment fee.
- Daily Drop-in: \$35.00 per day, proving spots are available. Tuition is due the day services are rendered.
- A two week written notice is required for un-enrollment. Tuition will still be required during that period.
- There is a \$5.00 per day late fee for late payments.
- A \$5.00 per minute will apply for late pick-up after 6:00 p.m.
- There is a \$35.00 return check fee
- Parents are entitled to 1 week tuition free vacation time. Vacation time must be written and turned
 in two weeks prior to date. We want to encourage family togetherness.

Additional Information:

Nursery infants (6 weeks-18 months): parents responsibilities are to provide diapers, wipes, formula/milk and a change of clothes.

Children (18months +): parents responsibilities are to provide a minimum 2 inch nap mat, nap blanket and change of clothes.

Procedure for Release of Children

Each child must be signed in upon arrival and signed out upon release. If a person is picking up child that is not authorized on the enrollment form, the following procedures will be taken:

- Parents must be contacted before the child or children are released.
- Verification of driver license or state ID.
- If parent/guardian cannot be reached, child will not be released.
- Parents that phone to inform of child pick up of one that is not listed on enrollment form he/she
 will be asked for identification (state issued id).

Illness and Exclusion Practice

Noah's Ark Preschool will adhere to the following requirements per the Department of Human Services and Noah's Ark Preschool standards.

Procedures for Dispensing Medications

Medications that are administered for long term illness such as asthma, reflux, etc. will be the only medication allowed on a daily basis. All other medications will be discussed on a day to day basis. All medical records will be maintained.

Procedures for Handling Medical Emergencies

What if a child becomes ill while in care?

- 1. Contact the parent/guardian to pick up child.
- 2. Care for the child apart from other children.
- 3. Give appropriate attention and supervision until child is picked up.
- 4. Give extra attention to sanitation to prevent exposure to other children.

How Will Caregivers Respond to Critical Illness or Injury?

If critical illness or injury requires immediate attention of a physician, we must:

- 1. Contact emergency medical services or take child to the nearest emergency room.
- 2. Give the child first-aid or CPR if needed.
- 3. Contact the child's physician in the child's record.
- 4. Contact the child's parent/guardian.

Noah's ark will ensure supervision of other children in the group is monitored and safe.

Procedures for Parental Notification

Noah's Ark Preschool must notify parents about emergency and medical situations. After we ensure the safety of the child, Noah's Ark Preschool will notify parents immediately after a child:

- 1. Is injured and the injury requires medical attention by a health-care provider.
- 2. Has a sign or symptoms requiring exclusion from the child-care center.
- 3. Has been involved in any situation that has placed the child at risk.
- 4. Has been in any situation that renders the child-care center unsafe, such as fire, flood, or damage to the child-care center in result of severe weather

Noah's Ark Preschool will notify the parent of less serious injury when parent/guardian picks child up from center. Less serious injuries include, but limited to minor cuts, scratches, bruises, and bites from other children requiring first aid from employees.

Noah's ark will inform parents of all children in the group if there is an outbreak of lice or any other infestation in the center. We will post this concern with notice in a prominent and publicly accessible place where parents can easily view or send individually notes to parent/guardian.

Communication between caregivers and parent/guardian is essential to both the safety and healthy operation of the center and to the parent's ability to access the care their child is receiving.

Discipline and Guidance Practices

Discipline will be individualized and consistent for each child, appropriate to level of the child's understanding, and directed toward the teaching the child acceptable behavior and self-control.

A caregiver may use only positive methods of guidance that encourages self-esteem, self control, and self-direction, which include a list of the following.

- Using praise and encouragement of good behavior instead of focusing on negative behavior.
- Reminding of child expectation daily by using clear, positive statements.
- Redirecting behavior using positive statements.

There will be no cruel, harsh or unusual treatment of any child. The following types of discipline are prohibitive:

- 1. Corporal punishment or threats of corporal punishment.
- 2. Punishments associated with food, naps, or toilet training.
- 3. Pinching, shaking, or biting a child.
- 4. Hitting a child with hand or instrument.
- 5. Putting anything in or on child's mouth.
- 6. Humiliating, ridiculing, rejecting, or yelling at child.
- 7. Subjecting a child to harsh, abusive, or profane language.
- 8. Placing a child in a locked or dark room, bathroom, or closest with the door closed.

9. Requiring a child to remain silent or inactive for an inappropriate long period of time.

Aggressive or disobedient behavior will be addressed by the aforementioned methods. If, after repeat attempts to correct the unacceptable behavior having produced poor results, and following a meeting with the child's parent or guardian, a child may be suspended from the center at the discretion of the center director.

Noah's Ark Preschool requires that all children be fully toilet trained by age of 3, and the center will not change children above this age. If medical conditions effect toilet training, it should be documented in writing from a physician and will be dealt with on individual basis. Occasional accidents are understood.

Child Maltreatment Policy

We are required to report any suspicion or allegation of child maltreatment that we observe or is made to us by parent/guardian, staff members or general public. This procedure shall be followed AND A CALL WILL BE MADE TO THE HOT LINE whenever there is suspicion of child maltreatment (1-800-482-5964). These reports of child maltreatment shall include all allegations. This hotline should be used by parents also in the event any child maltreatment is suspected.

Per the Arkansas DHS requirements, children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance for investigating purposes. Child interviews do not require parental/guardian notice or consent. Noah's Ark Preschool staff is also required to report observances of children not properly buckled in

Meal and Food Service Practice

car seats.

- Noah's Ark Preschool will serve all children ready for table foods. Regular meals (breakfast and lunch) and a morning and afternoon snack. A child will not go more than three hours without a meal or snack being offered, unless the child is sleeping.
- Noah's Ark Preschool will ensure a supply of drinking water is always available to each child and is served in a safe and sanitary manner.
- Noah's Ark Preschool will offer each child in care for less than 4 hours at least 1 snack.
- Noah's Ark Preschool will offer each child in care for 4 to 7 hours, 1 meal, or 1 meal and 1 snack, or 2 snacks and 1 meal, equal to 1/2 of their daily food needs.
- Noah's Ark Preschool will post daily menus showing all meals and snacks prepared and served by the child-care center where parent/guardian can see them. Substitutions must be of comparable food value.
- Daily food needs for children are specified in the DHS minimum standard document.

Immunization Records

- 1. Each child enrolled or admitted to Noah's Ark Preschool must meet applicable immunization requirements specific by the Arkansas Department of (State and Human Services) immunization requirements in Arkansas elementary and secondary schools and institutions of higher education. This requirement applies to all children in care from birth to 17 years of age.
- 2. Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.

Enrollment Procedures and Policy Change Notification

Sharing clear written policies about the center's day-to-day operation will help parent/guardian understand the type of service their children will receive and will help to avoid misunderstandings.

In the event that enrollment procedures or operational policies must be changed, handouts will be prepared to notify parent/guardian and a signature page will be included, to be signed by parent/guardian and kept on file.

Transportation

Noah's Ark Preschool does not provide transportation in any form.

Ashdown school district will provide transportation to and from center concerning before and after school care.

However, Noah's Ark Preschool is looking to purchasing transportation for public school pickup/field trips.

Water activities

Noah's Ark Preschool will organize water activities during the hot summer months, such as sprinkler toys and wading pool. Caregiver/child ratio will be maintained per the minimum standard requirements during these activities.

Field Trips

Field trips will be occasionally planned. Parental/guardian permission slips will be required in advance.

Animals

If Noah's Ark Preschool decides to bring animals to the premises, parents/guardian will be notified in advance in writing. We will ensure that animals are current on vaccinations, and do not create unsafe or unsanitary conditions, ensure that children do not handle any animals that shows signs of illness, such as lethargy or diarrhea and ensure that caregivers and children practice good hygiene and hand washing after handling or coming into contact with animal and items used by an animal, such as water bowls, food bowls and cages.

Noah's Ark Preschool does have access to a therapy service dog. If this is a service that you are interested in please inform the director for more information. There is no additional charge.

Parent/Guardian Rights and Responsibilities

Noah's Ark Preschool encourages the parents to review and discuss with the child center director and questions or concerns about the policies and procedures of the child-care center. This may be arranged on appointment basis.

Owner/Director, Jamie Marshall 903-280-8270.

Parents are allowed to visit the child-care center anytime during operational hours to observe their child and the child care center's daily operations and activities.

Noah's Ark Preschool will notify parent/guardian when special events are planned and ask for parent/guardian participation.

Noah's ark will provide parents/guardian the opportunity to review a copy of minimum standards and center's most recent licensing inspection report. Please contact director for information.

Other

Occasionally, a newspaper story or a Noah's Ark Preschool activity will request or require an individual or group photo. Unless specifically requested in writing by the parent/guardian permission to publish photos of your child or children is assumed by your signature of attached acknowledge form.

For protection of the children, Noah's Ark Preschool maintains video surveillance/recording system within the interior rooms and playground. Parental or guardian approval is assumed by your signature of attached acknowledge form.

Kindergarten Readiness Calender and Checklist

To download the Kindergarten Readiness Calender and Checklist go to: https://humanservices.arkansas.gov/about-dhs/dccece/programs-services/kindergarten-readiness-program

Attachments

- Shaken baby syndrome information
- CACFP Meal Benefit Income Eligibility Form
- General health requirements

Acknowledgment and Agreement to Noah's Ark Preschool Policies and Operating Procedures

I have received, read and understand the information contained in the parent/guardian handbook.

I have read and understand the discipline and guidance practices, and I understand that failure to comply with parent/guardian requirements may be grounds for dismissal of my child.

I have received a copy of the kindergarten readiness calendar & checklist information with links to specific related websites.

I have received a copy of the Arkansas DHS shaken baby syndrome as required by the "carter's law". Noah's Ark Preschool appreciates the opportunity to work with your children. We want your child to have exceptional education guidance, explore creativity and excel in their developmental growth.

Date

Consent to Publication and Release

Parent or Guardian's Signature

•	photograph, video, record, or publish photos of my per publishing, Noah's Ark Preschool website and/ age).
Parent or Guardian's Signature	Date
No, I do not give Noah's Ark Preschool permission my child.	to photograph, video, record or publish photos of
Parent or Guardian's Signature	Date