CHIPPEWA

NOAHS ARK LLC.

Infant, Toddlers and Preschool

Phone: 724-843-4362

**Email**: [chipnoahsark@gmail.com](mailto:chipnoahsark@gmail.com)

School Age Program

Phone: 724-843-2131

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Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including Limited English Proficiency) age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.



Robin Moye--Owner Julie Ours—Director

Updated: June. 2025

**PURPOSE STATEMENT**

To provide quality care for children, In a Christian environment with an extra amount of love for each one.

To teach children social skills in a safe, happy environment.

To introduce children to the love of Jesus at an early age.

To provide a moderately structured program within which children can play and learn.

**CHRISTIAN EMPHASIS**

We emphasize Jesus in a gentle way at Noah’s Ark. We use simple words, not complicated religious terms. Most of all we teach that Jesus loves All the children. Children are taught that God created the world and that He takes care of us.

We pray before meals, in the morning, and as needed during the day. We believe in the Golden Rule, Love thy neighbor as thyself and do unto others as you would have them do to you.

**HOLIDAYS**

**NOAH’S ARK IS CLOSED ON THE FOLLOWING HOLIDAYS:**

**Good Friday**

**Memorial Day**

**Fourth of July**

**Labor Day**

**Thanksgiving**

**Friday after Thanksgiving**

**Christmas and New Years--Dec. 22nd-Jan. 4th (Pending Blackhawk closure)**

**These Holidays, if they fall on a weekend, may not affect the regular daycare week.**

**If additional days are added, we let you know in advance.**

**SCHEDULES AND CANCELLATIONS**

A weekly schedule of the days your child will be in our care must be provided by Tuesday of the prior week. This secures your space for the week. Please present schedule in email form. All Schedules are finalized by Noon on Tuesday.

Any changes made after 12PM are subject to fees and space Availability.

**\*We require all Infants, toddler, preschool, and school age children**

**to attend a minimum of 3 days per week.**

***You will be billed for 3 days, even if you choose to attend less***

If you need care for a day that your child is not scheduled, we can provide care only if space is available. If you need to Cancel your child out for the day, please call, email or message

us ASAP. Billing is done on Wednesday for the following week and Must be paid by Friday. A $25 Late fee will be applied Saturday Morning.

**You are billed for the days that you give us with your schedule**, **even if you Cancel or do not use our services. You are paying for your child’s space**

**There are NO EXCEPTIONS- No REFUNDS**

**PAYMENTS are due upon receipt!!**

**STAFF**

Our staff consists of well-trained loving adults. We have mostly full time, long term care givers. All staff has criminal and child abuse clearances from the state and are experienced with children of all ages. All full-time staff have a degree or a credential in Early Childhood**.**

**\*\*\*\*We are a STAR 4 Facility participating with the Keystone Stars Program\*\*\***

**Inclusion Statement:**

**“**In adherence to the Americans with Disabilities Act (ADA), our program does not discriminate based on a child’s disability, and we strive to offer reasonable accommodations to enable children with disabilities to become fully included in the program.” (ADA 1997) We will make all reasonable and feasible accommodations.

We strive to be a full inclusion daycare. This means that we accept children with special needs. This is an opportunity for them to mainstream into our programs with typical children. There are many benefits for the typical child as well as the opportunity to learn about differences. This helps to instill the standards and values that promote compassion, patience and acceptance. Do to others as you would have them do to you.

It is our goal to provide childcare to a wide range of children of all ethnic diversities, religious and social economic groups and ages, keeping in mind the inclusion of children with needs that are different

**English Language Learners:**

Noah’s Ark teachers must attend to all students, including those who speak a first language other than English or have related cultural differences. We want to ensure that all have access and opportunities to learn and to reveal what they know. Every student’s cultural and linguistic heritage should be respected. We want to celebrate everyone’s diversity and what it contributes to the learning environment. Expanded learning opportunities and instructional accommodations will be available to English language learners (ELLs) who need them to develop and learn.

**FEES AND PRICES for Infants**

**Toddlers and Preschool children**

**ALL FEES ARE PAID IN ADVANCE**

**Ages 6 weeks through Pre-K**

**Infant/Toddlers/Preschool (All Rates Include snacks and Friday lunch)**

**1 CHILD 2 CHILDREN**

**3 days a week** = $180.00 $320.00

**4 days a week** = $215.00 $390.00

**5 days a week** = $245.00 $435.00

\* These fees include 2 snacks, milk, and pizza lunch on Fridays

\* Extra day fee is $55 per child

\* 3 children family rates will be determined at registration.

\* The multiple children discount is **only** applied when both children are in care the same day. If children are scheduled different days, the above rates will be applied.

**Anything over 10 hours will be charged a $5 hourly rate per child**

**School Age Daily Fees**

**1 child**  **2 Children**

K-4th grade $20 daily fee $40

\* 3 day minimum

**Weather Delays**…………. Additional Fee of $20.00. This will be added to the above fees. We have planned for your child to be here at their scheduled time and are fully staffed when there is a delay. If you bring your child in later than their previously scheduled time the Additional Fee will still be applied.

**FOOD……..** We do not Provide Breakfast or lunch (M-TH)

PM Snack- Will be provided to all after school children at no additional cost

NO SCHOOL DAYS, PLEASE PACK A LUNCH

**When school is Cancelled, the daycare will provide activities. The Center WILL NOT do online learning. We are not able to see that 20 children do their schoolwork. Please do not bring an iPad to do schoolwork here. All schoolwork is to be done at home.**

**PRE-K ONLY CLASS- 9am-2pm Daily.**

**$485 monthly, due the 1st of the month.**

**FEES For School Age Children on Snow Days and Days off**

**Kindergarten through 4th Grade**

**1 Child 2 children**

**1 day a week=** $60.00 $120.00

**2 days a week** = $120.00 $180.00

**SUMMER SCHOOL AGE RATES- (Min. 3 days a week)**

**1 CHILD 2 CHILDREN**

**3 days a week** = $180.00 $320.00

**4 days a week** = $215.00 $390.00

**5 days a week** = $245.00 $435.00

***ALL PAYMENTS MUST BE MADE THROUGH OUR BRIGHTWHEEL APP***

***Billing can be set to be withdrawn upon receipt or***

***automatically withdrawn on a specific day***

***ADDITIONAL FEES:***

***Brightwheel payment fees:- ACH fee .25-$2.00 maximum, Credit card fee—2.95%***

**Registration fee: $30.00 and 1Full Week fee due per family (non-refundable)**

**Late Payment: 2 weeks of no fee paid will result in no further daycare**

**Late Pick-up: $25.00 every 15 minutes past 5:30 pm**

**(5:30-5:45pm is $20 -- 5:45-6:00pm is $40)**

**Late Fee for Late Payment- $25, if payment is made after Saturday at 9:00 AM**

**YTD for taxes: Available on your Brightwheel**

**Pulling of the Fire Alarm-- $50.00**

**Hours of Operation: 6:15 AM to 5:30 PM --- Monday thru Friday**

**Summer Holding Space Fee**

**NON REFUNDABLE FEE to hold your child's slot until their return**

**Inf/Tod/PS**

**1 Child......... $180**

**2 Children....$320**

**3 Children.... $475**

**School Age**

**1 Child.......100.00**

**2 Children.....200.00**

**3 Children......300.00**

**These fees will be applied to your account as a credit for when your child returns to care.**

**DROP OFF TIMES-**

**Drop off times will only be at 6:15 AM, 7:00 AM, 8:00 AM and 9:00 AM**

**Doors LOCK 15-30 minutes after drop off (6:15-6:30, 7-7:30, 8-8:30,9-9:15)**

**If you miss your drop off window, you may drop off at the next available drop off time**

**Release Forms**

Please fill out a release form if someone other than mom or dad will be picking up. If schedules change during the day, please call the daycare to give verbal permission for someone to pick up your child. (724)843-4362 They must bring id, to pick up.

Please DO NOT use Brightwheel to give permission for pick up. Teachers are not always on the tablets.

**ENROLLMENT**

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

There is a $30.00 registration fee which is to be paid before your child starts. An application form, a consent form and an agreement must be completed and returned before the child can start.

**Every child is required to have a copy of their shot records and most current physical in their file prior to their start date.** Children are required to have a 6 month, 12 month, 18 month, 2 year, 3 year, 4 year and Kindergarten physical. All children MUST have current vaccinations to attend Noahs Ark.

Infants must be at least 6 weeks old before entering daycare and must have a current physical to start.

A tour of the facility will be given before any child starts. Once a family decides to attend, all paperwork will be due and registration fee plus 1 week fee is due. This is non-refundable if you choose not to attend.

**Childcare Space Information:**

**Infants: 6 weeks to 12 months Child: Staff ratio 1:4**

We strive to provide a loving and stable environment for you baby. To do this we need to keep the communication open and continuous. Please provide a daily schedule listing when your child eats and sleeps. Keep in mind that childcare is not an exact science and the schedule may vary occasionally to accommodate other schedules in the room.

All formula must be in a bottle or container clearly marked with the child’s name. Bottles cannot be re-heated. They need to be filled for only one feeding. We do not wash bottles for sanitizing reasons.

Solid foods will be introduced only when specified by the parent. Any baby food, cereal or snacks need to be clearly marked. Please speak with the nursery staff about any specifics about feeding your child. Daily information will be provided on Bright Wheel.

**Please provide the following:**

**Two sets of extra clothes**

**Enough diapers for the day, (a sleeve of diapers is great)**

**Enough bottles for the day, plus 1 extra**

**Any food you want us to feed your child (include snacks)**

**A pacifier if needed**

**\*\*\*\*Please label everything\*\*\*\***

**A written schedule for us to follow**

**Young Toddlers: 12 months to 24 months Child: Staff ratio 1:5**

Young toddlers develop quickly, and new skills are established almost before our eyes. We use a lot of gross motor play, such as balls, jumping and dancing. This age also loves songs and finger plays.

**Please provide the following:**

**Two set of extra clothes**

**Enough diapers for the day, (a sleeve of diapers is great)**

**A crib sheet and blanket for nap time.**

Young toddlers are offered the facilities snack (daily) and pizza lunch on Fridays unless specified by the parent and other food is provided by the parent. Daily information will be provided on Bright Wheel. Please do not bring Pacifiers! **. Please pack lunch Monday-Thursday**

**Older Toddlers: 24 months to 36 months Child: Staff ratio 1:6**

This is a special age of growth and development. We encourage learning through play, songs, running, jumping, and dancing. Children experience many changes during these years. We try to accommodate each child according to his/her abilities.

Most children begin potty training at this age. You are expected to provide diapers as needed and several changes of clothes until this is accomplished. Let us know when you are ready to start potty training, but don’t expect it to happen in one day. All children are very busy and will usually forget to go to the bathroom.

You will need to provide a crib sheet and blanket for nap time. No pacifiers!

Facility snacks (daily) and lunch (Friday) are provided**. Please pack lunch Monday-Thursday.**

**Preschool: 3 years to 5 years Child: staff ratio 1:10**

Our preschool prepares children for kindergarten and for life in general. The structured day and various learning centers teach sharing, cooperation and taking turns as well as shapes, colors, letters and holidays. Special projects include cutting and pasting, cooking, Bible lessons, and more. Monthly and weekly newsletters keep you informed.

You will need to provide a crib sheet and light blanket for rest time and at least one change of clothes. If your child is still in pull ups or a diaper, we will continue to work on potty training, they will not be able to move to the older preschool classes until fully trained.

Facility snacks (daily) and lunch (Friday) are provided**. Please pack lunch Monday-Thursday.**

**School Age: 5 years and up** **Child: Staff Ratio 1:12**  We accept children before and after school. We care for children Kindergarten through 4th grade. Bus transportation is provided for Blackhawk and Big Beaver schools only. You are responsible for making all arrangements through the bus company and informing the school. Bus pick up times vary for each school.

After school children are offered a snack and then encouraged to do homework or quietly read a book. Crafts or quiet games are provided as well. Let us know if you would rather your child do homework at home.

We provide age-appropriate activities on days when school is closed. We will need to know ahead of time if your child needs care on those days. A summer program is also developed and includes activities such as crafts, math, and science, reading, and field trips around the community.

We offer family meetings once a year. Before the meeting we will complete an observation on your child. You will receive a copy and will have the opportunity to schedule a meeting to go over it with your child’s teach. We co op with all of the teachers in the schools to make transitions easiest for the child. Your signature to the handbook gives us permission to talk with your childs school teachers as needed.

**PRE-K-**

Our PreK program is offered 5 days a week from 9M-2pm. These children will be attending Kindergarten the Fall after PreK. We offer a PreK only option. This does not include any before or after child care. This also includes a morning snack and lunch. If you choose to have before or after care rates would be applied.

**IEP’s- Upon registration an IEP form will be available to sign. If your child has an IEP we will work together to be successful**

**Classroom Adaptation and Early Intervention for Children with Special Needs --Details of the adaptation policy is in our Policy and Procedures book at our front door**

**Discipline : If school-age children receive three warning notes about inappropriate behavior or language, we will set up a conference with the family to discuss the inappropriate behavior. Examples of inappropriate behaviors are bullying, hitting another child, or using harsh or profane language.**

**This is a hotline to call if parents or staff need further assistance.**

**Contact 1-800-692-7288 Connect Hotline**

**Diapering:**

**Diapers will be checked every hour and changed every 2 hours or as needed**

**Diapering procedures are posted above the changing table in each toddler room**

**Bathrooms:**

**There are 9 bathrooms in the center. Two are located back by the kitchen and there is one in the two year old room and another in each preschool room. There are 4 located in School Age.**

**Hand-washing:**

**Please follow the hand washing procedures posted above each hand washing station. Children wash their hands upon arrival into their classroom.**

**Outside Play:**

**Children will go outside daily as the weather permits.**

**Our policy is as follows:**

**Above 30 degrees and Below 90 degrees we go outside**

**We do not go outside on Ozone Action Days.**

**Discipline**

**We have very few discipline problems at Noah’s Ark. Most negative behavior can be corrected by a firm, but friendly “please don’t do that.” However, if a child deliberately disobeys or hurts another child, we use “take a breath” method of discipline. Children are given warnings. If they have received three warnings and the behavior continues the teacher in charge will ask them to move away from the situation to take a breath. School Age children will be given a writing assignment that they will have to complete. If they continue to act inappropriately or use inappropriate language staff will speak with a parent.** **Behaviors that continue will be addressed with parents, to work with the children, families and teachers to better assist the child in their needs. If speaking with parents does not solve the issue, we will ask the parent to work with us on getting agencies involved in helping us support the child by any means necessary.**

**This is a hotline to call is parents or staff need further assistance.**

**Contact 1-800-692-7288 Connect Hotline**

**Detailed Expulsion policy is in our Policy and Procedures book at our front door.**

**Observations**

**Observations are conducted daily for our Infants, Toddlers and Preschool children, and then input into the Teaching Strategies Gold by the head teacher. Using these observations, the head teacher will then complete an evaluation of each child every 3 months. A copy will be sent home and parent conferences may be scheduled. If there are any concerns for the child, we will speak with the parent directly and offer any information and support to help the child.**

**Individual Child Information**

**Individual child information will be given to parents of all children daily. These daily reports will consist of information about eating, sleeping, and diapering.**

**Outside Agencies**

**Once a year, the children in our facility are evaluated by the Beaver Valley Intermediate Unit. Lifesteps evaluates a child’s growth and development and the BVIU screens for speech. Each of these services is free and children under 5 years of age are eligible. Prior to screening, a permission to evaluate form will be sent home.**

**If your child requires services from Beaver County Behavioral Health, Western Psych, Community Alternatives or any other agency please let us know so that we can make the necessary arrangements to make the time spent with your child productive.**

**Referral Process**

**Upon registration, parents will fill out a questionnaire to give us information about their child/children upon entering the facility. Staff will be given a copy to place in their personal file in the rooms. If you have any concerns for a specific child please follow this process.**

**1. Speak to Owner or Director**

**2. Meeting with staff to discuss concerns and alternatives**

**3. Work with ideas in the classroom with the child**

**4. If the above does not work, owner/director will speak to the parent and inform them of the issue.**

**5. Offer any guidance and information that they may need.**

**6. Work together with parents to have child perform at his/her best**

**7. Offer any services that we can for the child.**

**Remember to keep all information private and not discuss any of the information with other parents.**

**Transitioning**

**The children in our facility are grouped according to age. Each age group has a designated classroom and a head teacher. As your child approaches the next age group, he/she will be allowed to visit their new room and teacher. Parents will receive a “moving up letter” informing them of the changes that will take place. Parents will be given the chance to meet with their child’s new teacher and discuss any concerns they may have.**

**An observation will be conducted within 45 days of your child’s transition. A copy of the observation will be given to parents. Upon withdraw from our facility, your files can be copied and sent with you at your request.**

**This Noah's Ark location is designated bus stop for the Blackhawk and Big Beaver Falls Area School District. When you register your child for kindergarten, please inform the school that your child does attend Noah's Ark daycare. Am and Pm sessions are determined by where the child is picked up for school. We also notify the schools prior to the first day to make sure everyone is aware of each child's bus stop. A list of students is also given to McCarter's Bus Company. We work with you, the parent, to make sure the first day of school is a smooth transition.**

**If we can no longer be of service to you, please let us know how we can make your child's transition to another facility as easy as possible. Current physicals and other pertinent information can be obtained upon request**.

**Food**

**Please provide your child Breakfast at home.**

**Pizza Lunch will be served every Friday. Morning and Afternoon snacks will be served Daily. Menus are always posted, and copies are available for you to take. No one is ever forced to eat, but children are encouraged to try everything.**

**All children are offered a morning snack between 9:30 and 10:30 am and an afternoon snack between 2:00 and 3:30 pm. Snacks consist of fruit, crackers, cheese, and a variety of other healthy foods.**

**Please pack your child’s lunch Monday-Thursday. Please do not pack meals that need to be cooked or heated. We do not have the ability to heat all the childrens meals. Lunch food ideas- sandwiches, fruits, veggies and dips, hard boiled eggs, salad, yogurts, pizza, Lunchables, etc.**

**Be sure to tell us if your child has any ALLERGIES**

**Please DO NOT send in an Ice Pack if you Pack your child’s lunch. We will keep in the refrigerator.**

**SCHOOL AGE- On days off from school, you will need to pack a lunch for daycare!**

**NO PEANUT BUTTER**

**We are a “NUT” free facility**

**Sleeping**

**Infants sleep in their own crib, according to their individual schedules. They are often held and rocked.**

**Toddlers lay down for nap after lunch. They each have their own mat to lie on. Lullabies or soothing music is played, and backs are rubbed.**

**Preschoolers lie down after lunch and story time. After a short time, if not asleep, they are permitted to read quietly.**

**We will WASH your child’s sleeping sheets and blankets WEEKLY**

**Attire**

**All children should wear play clothes to school. Clothes should be practical, comfortable, and washable. They WILL get DIRTY!!**

**Please label jackets, hats, sweaters, and other items that are generally taken off in the course of the day.**

**Every child needs to have a change of clothes. Even older children have accidents or spills. Make sure these clothes still fit and are weather appropriate.**

**\*\*\*\*\*LABEL EVERYTHING\*\*\*\*\***

**Toys**

**Noah’s Ark has a variety of toys suitable for all age levels. We have games, puzzles, books and toys for cognitive stimulation, gross motor and fine motor development, and social skills.**

**Please do not let your child bring toys or money from home. It will get lost or broken. Show and tell days are provided for this purpose.**

**ILLNESS**

**If a child has a fever of 100.4 or higher, we call the parent to come pick up the child. If a child leaves the center due to a fever, they are not permitted back to the center for 48 hours and must be fever free without any assistance from medications.**

**All siblings must leave and stay home at this time as well.**

**If a child leaves the center with 2 diarrheas, the child is permitted back after 48 hours. If he/she has 1 diarrhea while in our care, then a parent will be called to come pick up the child.**

**If a child leaves the center vomiting, the child is permitted back after 48 hours. If the child continues to vomit while in our care, a parent will be called to come pick up the child.**

**Not all illnesses have a fever present. If your child is sick, a dr. excuse to return MAY be needed.**

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**PLEASE SEE POLICY HIGHLIGHTS PAGE FOR UPDATES RELATING TO COVID**

**ILLNESSES**: FOR THE PROTECTION OF ALL CHILDREN, YOUR CHILD SHOULD BE KEPT HOME IF HE/SHE HAS ANY OF THE FOLLOWING SYMPTOMS:

FEVER (OVER 100\*)

DIARRHEA

VOMITING

RASHES

DISCHARGE IN EYES OR EARS

IF YOUR CHLD BECOMES ILL DURING THE DAY, HE/SHE WILL BE PLACED IN AN AREA AWAY FROM THE OTHER CHLDREN. YOU WILL BE CONTACTED AND REQUESTED TO TAKE THE CHILD HOME.

THE ONLY MEDICINE WE WILL GIVE IS A PRESCIPTION THAT IS SPECIFICALLY FOR YOUR CHILD, IN THE ORIGINAL CONTAINER WITH THE SCRIPT AND THE SCRIPT MUST ACCOMPANY THE MEDICINE. MAKE SURE YOU GIVE THE MEDICINE TO A TEACHER, SO IT CAN BE LOCKED AWAY IMMEDIATELY.

IF YOUR CHILD HAS BEEN TO A DOCTOR FOR A CONTAGIOUS ILLNESS, YOU NEED TO BRING US A NOTE FROM YOUR DOCTOR TO RETURN TO CARE. WE HAVE THE RIGHT TO REFUSE CARE IF YOUR CHILD HAS ANY CONDITION THAT CAN BE TRANSMITTED TO OTHER CHILDREN AND IS NOT TREATED PROPERLY OR IN A TIMELY MANNER. (EX: HEAD LICE, RING WORM, IMPETIGO)

ACCORDING TO OUR STATE REGULATIONS: AN OPERATOR WHO OBSERVES AN ENROLLED CHILD WITH SYMPTOMS OF A COMMUNICABLE DISEASE OR INFECTION THAT CAN BE TRANSMITTED DIRECTLY OR INDIRECTLY AND WHICH MAY THREATEN THE HEALTH OF CHILDREN IN CARE SHALL EXCLUDE THE CHILD FROM ATTENDANCE UNTIL THE OPERATOR RECEIVES NOTIFICATION FROM A PHYSICIAN OR A CRNP THAT THE CHILD IS NO LONGER CONSIDERED A THREAT TO THE HEALTH OF OTHERS. THE NOTIFICATION SHALL BE RETAINED IN THE CHILDS FILE. DISEASES AND CONDITIONS WHICH REQUIRE EXCLUSION ARE SPECIFIED IN 28 PA CODE CHAPTER 27 (RELATING TO COMMUNICABLE AND NONCOMMUNICABLE DISEASES) THE DEPARTMENT OF HEALTH WILL PROVIDE, UPON REQUEST, A LIST OF COMMUNICABLE DISEASES.

WE NEED PROOF OF CURRENT IMMUNIZATIONS **BEFORE** YOUR CHILD CAN BE ENROLLED IN DAYCARE. A PHYSICAL MUST BE PROVIDED WITHIN 45 DAYS OF ENROLLMENT.

\*CHILDREN UNDER 1 YEAR THE PHYSICAL MUST BE WITHIN 3 MONTHS OF THE FIRST DAY OF ATTENDANCE WITH A NEW ONE EVERY 6 MONTHS.

\*CHILDREN BETWEEN 1 AND 2 YEARS A PHYSICAL WITHIN 6 MONTHS WITH A NEW ONE EVERY 6 MONTHS.

\*CHILDREN OVER 2 WITHIN A YEAR OF ATTENDANCE WITH A NEW ONE YEARLY

**DISMISSAL POLICY: IN REGUARDS TO IMMUNIZATIONS STATED IN THE DPW REGULATION 3270.431 & PA DEPT. OF HEALTH REG. 28 PA.CODE 27.77 ANY CHILD WILL BE DISMISSED IF VERIFICATION OF CURRENT IMMUNIZATIONS AND HEALTH ASSESSMENT ARE NOT PROVIDED WITHIN THE ALLOTTED TIME PERIOD.**

**We use caring for our children when creating our policy. Cfoc.nrckids.org**

**Drop off and pick up**

**Always enter and exit the parking lot driving slowly and watch for children.**

**The ignition in all cars MUST be turned off and keys removed.**

**Please always lock your cars!!!**

**NO CHILD MAY BE LEFT UNATTENDED IN A VEHICLE.**

**Our building is always locked, please ring the buzzer and when asked, Identify yourself and the door will be unlocked.**

**Always accompany your child to his or her classroom and make sure the teacher acknowledges your presence. Never take your child from the center without letting the teacher know.**

**While the children are in the hallways, or walking to and from their cars, their care and safety is the responsibility of the parent.**

**Dismissal**

**It is easiest for everyone if only one or two people regularly pick up your child. We will get to know these people. If someone else is to pick up your child, you need to tell your child’s teacher that day and sign a “release from” at the desk. All people should have photo identification available in order for the child to be released.**

**Make sure we are aware of anyone who is NOT allowed to see your child or pick up your child.**

**We have the right to refuse to release a child to anyone who appears to be in an impaired condition (specifically drug or alcohol related)**

**We strive to provide the best possible care for you children and appreciated your trust in us. Our communication is open. We look forward to serving you and your child.**

**Sincerely,**

**The Staff at Noah’s Ark**

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**Welcome Packet:**

**You will receive a Welcome Packet after your first few weeks in the Center. There is an ASQ-Ages and Stages Questionnaire that we ask that you fill out and return. The teachers also fill one out for your child. We do the ASQ at a transition. It is just to help us work with your child to the best of both our abilities.**

**Curriculum:**

**1. We use Creative Curriculum combined with a Faith Based Curriculum.**

**2. Staff create themes and projects**

**3. Curriculum is aligned with the Early Learning Standards**

**Our Curriculum is aligned with the Pennsylvania Learning Standards. As we prepare our lessons, we use observations that we collect on the children to provide quality learning for each child. We prepare and provide many different activities and experiences that range from community helper visits, to walking outside of the center to collect outside artifacts. We have a numerous amount of materials offered to the children throughout the day. Teachers give the children the role of expression through free play, free art, and drama centers.**

**Daily Communications:**

**Each group in the center has a form of daily communication**

**We use and app call Bright Wheel. If you do not have access**

**To Bright Wheel we have papers to use.**

**Scheduling and Cancellations- Must be done by email. Brightwheel is a communication tool to be used between parent and teacher. To communicate with Julie or Robin please use email.**

**Referral Process for families**

**We are committed to supporting not only the children in our care but also the families who entrust us with their well-being. We recognize that raising young children can come with unique challenges, and our goal is to be a trusted partner in that journey. This policy outlines our dedication to providing families with access to helpful resources, referrals, and support services designed to promote the health, development, and overall success of each child. By offering guidance and connecting families with community programs and relevant information, we strive to create a strong foundation for lifelong learning and growth.**

**1. Speak to Owner or Director**

**2. Offer any guidance and information that they may need.**

**3. Offer any services that we can for the child.**

**4. Refer to the parent information packets in our hallway**

**Remember all information is kept private and not discussed with others**

***Emergency Operations Plan:***

**Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions.**

***Immediate evacuation*: Children are evacuated to a safe area on the grounds of the facility, in the event of a fire we will evacuate to the Blackhawk Federal Credit Union across the street.**

***In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.**

***Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to the Relocation Facility at Beaver Falls Noahs Ark.**

***Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations.**

***Lockdown*: If a Lockdown is required. All doors are locked, curtains are closed and we will follow recommendations from law enforcement. NO ONE will be permitted in or out of the daycare unless authorized. Alerts will be sent via Brightwheel and or email.**

**Please check WTAE for announcements relating any of the emergency actions listed above. Or check brightwheel Facebook, and email, [www.wtae.com](http://www.wtae.com),**

**We ask that you not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will also call you when we’ve resolved the situation and it’s safe for you to pick up your child.**

**The facility director may provide an alternate phone number (I.e. cell phone number, etc) to call in an emergency event.**

**The form designating persons to pick up your child will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.**

**I specifically urge you NOT to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.**

**In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact daycare owner Robin Moye at 724-843-4362.**

**Sincerely, Robin Moye—Owner Jan. 2024**

**CHILD CARE ASSISTANCE**

**PARENT INFORMATION**

**The Department of Public ELRC**

**Welfare (DPW)**

DPW regulate 3,600 child care centers Low income working families

(of 18 or more children), 695 group homes may be eligible for subsidies

(of 7-12 children) and 4,300 family child through county based Early

Care homes (of 4-6 children) DPW licensing staff, Learning Resource Center

Located in four regional offices

Statewide, inspect all child care centers

And group homes annually, conduct visits ELRC agency offers information

To follow up on complaints, conduct random to all parents on selecting child

Inspections at family child care homes, offer care which meets their family’s

Orientation, training and technical assistance needs. This service is called

To new child care providers and respond to Resource and referral and

Inquiries from parents about their children’s provides an opportunity for

Child care facilities. Anyone to learn of available

Child care in a particular

**DPW helps parents find and pay** county.

**For child care**

DPW manages the subsidized child care

Program for low income working families **BEAVER COUNTY**

And families receiving cash assistance. The ELRC- 724-847-0145

Subsidy funds help eligible parents pay for DHS- 724-773-7300

Their child care costs.

Families receiving cash assistance obtain **LAWRENCE COUNTY**

Child care subsidies through local county ELRC 724-285-9431

Assistance offices

**DPW Regional Offices**

**\* Central Region Child Care**

**1-800-222-2117**

**\* Northeast Region Child Care**

**1-800-222-2108**

**\* Southeast Region Child Care**

**1-800-346-2929**

**\* Western Region Child Care**

**1-800-222-2149**

**\*\*\*PLEASE CALL\*\*\***

**YOU COULD BE ELIGIBLE FOR FREE OR REDUCED CHILD CARE**

**LOW INCOME FAMILIES CAN GET STATE INCOME TAX BACK**

**Pennsylvanians can learn more and apply for the benefit by visiting** [**www.revenue.state.pa.us**](http://www.revenue.state.pa.us/) **and selecting pa.direct.file. They can also get the necessary forms by calling 1-888-PATAXES (1-888-728-2937)**

**PPC’s simple flier includes the additional state form that claimants must file with their taxes and comes in English and Spanish. Anyone who works with the public, particularly low income families, can copy and distribute the fliers.**

**The TAX BACK outreach effort is part of PPC’s State Fiscal Analysis Initiative, which seeks better understanding of how taxes and budgeting impact families. Read more in PPC’s briefing paper, Pennsylvanias TAX BACK: Helping Families Save. For more on the impact of taxes on Pennsylvania families and their children, contact Fred Klunk, SFAI Director (717)236-5680 ext. 110**

 Chippewa Noahs Ark LLC.

2400 Darlington Road

Beaver Falls Pa, 15010

**Inf/Tod/PS** # 724-843-4362 **School-Age** # 724-843-2131

chipnoahsark@gmail.com

SUBJECT: Non-Discrimination in Services Policy Statement

TO: Patients/Clients/Residents/Parents

FROM: Chippewa Noahs Ark LLC

Admissions, the provisions of services, and referrals of clients shall be made without regard to race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin (including Limited English Proficiency), age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Pennsylvania Human Relations Commission 333 Market Street, 8th Floor Harrisburg, Pa 17101 <https://www.phrc.pa.gov/complaints/Pages/How-to-file-a-Complaint.aspx> Inquiries: (717)787-7279 TTY users only: (717) 787-7279 (**Within 180 days from the date of incident)**

HS 2125 9/24

**Commonwealth of Pennsylvania Department of Human Services Bureau of Equal Opportunity** Room 225, Health & Welfare Building P.O. Box 2675 Harrisburg, PA 17120 Inquiries: (717) 787-1127 Email: [RA-PWBEOAO@pa.gov](mailto:RA-PWBEOAO@pa.gov) **(Within 90 days from the date of incident**)

**Office for Civil Rights** U.S. Department of Health and Human Services Centralized Case Management Operations 200 Independence Avenue, S.W. Room 509 HHH Bldg Washington, D.C 20201 Customer Response Center: (800)368-1019 TDD: (800) 537-7697 <https://www.hhs.gov/ocr/complaints> Email: [ocrcomplaint@hhs.gov](mailto:ocrcomplaint@hhs.gov) (**Within 180 days from the date of incident**)

**FACILITY CONTACT INFORMATION**

Chippewa Noahs Ark LLC 2400 Darlington Road Beaver Falls Pa 15010 724-843-4362

SHAKEN

BABY SYNDROME (SBS)

Shaken Baby Syndrome (SBS) is the term used to describe the signs and symptoms resulting from a child being shaken. Shaking a baby is dangerous because a baby’s head is large and heavy in proportion to the baby’s body; there is space between the brain and skull to allow for growth and development; and the baby’s neck muscles are not yet developed. Violently shaking a baby or young child forces the head to whip back and forth, causing blood vessels in the brain and eyes to rip and bleed. In addition, this motion causes the brain to move and bounce against the skull which can cause brain damage.

Shaking can cause:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| • | Blindness | • | Cerebral Palsy | • | Hearing loss |
| • | Paralysis | • | Mental retardation | • | Seizures |
| • | Broken bones | • | Speech or learning difficulties | • | Death |

PA Legislation: Act No. 2002 –176, SHAKEN BABY SYNDROME EDUCATION & PREVENTION PROGRAM

* Signed in December 2002 • Requires hospitals to:
  + provide parents educational materials on SBS free of charge.
  + present parents with a voluntarily “commitment” statement indicating that they have received the educational materials.
* Charged the Department of Health to develop a program to focus on awareness, education and prevention of shaken baby syndrome and prescribe a format for a “commitment” statement.

SBS Facts\*

* A picture containing company name

  Description automatically generatedIn the United States, the yearly rate of SBS is between 750 and 3,750 infants.
* One-third of the victims of SBS survive with few or no consequences, one-third of the victims suffer permanent injury and one-third of the victims die.
* Most victims are under one year of age.
* Most SBS victims are male.
* SBS most often occurs when an adult is frustrated and angry because the baby won’t stop crying.
* Toilet training difficulties and feeding problems can also lead to SBS.

\*This information compiled from: PA Act 176 of 2002, The Pennsylvania Shaken Baby Syndrome Education Program, the Brain Injury Association of America, the New York Department of Health, and The Arc.

The SBS Education Program Office is in the Division of Child and Adult Health Services in the Bureau of Family Health (717-772-2762). Table

Description automatically generated**Sometimes people shake babies when they won’t stop crying.** Please... Never Shake A Baby!

Shaken Baby, Abusive Head Trauma and Child Maltreatment Policy

# Belief Statement

Chippewa Noah’s Ark, LLC believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality care, and educating families.

# Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death. According to OCDEL Announcement C-22-03, each certified child care facility in the Commonwealth of Pennsylvania must develop and implement a policy and procedure that addresses how to identify and prevent SBS/AHT and child maltreatment.

This policy applies to all children enrolled in our program up to five years of age and their families, early educators, substitute providers, administrators and participants/volunteers.

# Procedure/Practice

Recognizing:

* Children are observed for signs of abusive head trauma which include irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

* If SBS/ABT is suspected, staff will:
  + Call 911 immediately upon suspecting SBS/AHT and inform the child care director and/or another designated member of management.
  + Call the parents/guardians.
  + If the child has stopped breathing, trained staff will begin pediatric CPR.

Reporting:

* Instances of suspected child maltreatment within the program or the home are reported to ChildLine by calling 1-800-932-0313 or online at <https://www.compass.state.pa.us/cwis/public/home>

**Prevention strategies to assist staff in coping with a crying, fussing, or distraught child**

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies:

* Rock the child, hold the child close, or walk with the child.
* Stand up, hold the child close, and repeatedly bend knees.
* Sing or talk to the child in a soothing voice.
* Gently rub or stroke the child's back, chest, or tummy.
* Offer a pacifier or try to distract the child with a rattle or toy.
* Take the child for a ride in a stroller.
* Turn on music or white noise.
* Lay the child in a crib and walk away as long as an appropriate alternate staff for active supervision is present

In addition, the program:

* Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children.
* Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.
* Encourages a 10-15 minute exercise period for stressed staff, releasing endorphins and helping decrease their level of stress

**Prohibited** **behaviors**

Behaviors that are prohibited include (but are not limited to):

* shaking or jerking a child
* tossing a child into the air or into a crib, chair, or car seat
* pushing a child into walls, doors, or furniture
* hitting or kicking a child
* stepping on a child
* physically restraining a child in any manner that restricts the child’s freedom of movement

**Teach children their rights**. When children are taught, they are special and have the right to be safe, they are less likely to think abuse is their fault and more likely to report an offender.

|  |
| --- |
|  |

**Know what child abuse is**. Physical and sexual abuse clearly constitute maltreatment, but so does neglect or the failure of parents or other caregivers to provide a child with needed food, clothing and care. Children can also be emotionally abused when they are rejected, berated or continuously isolated.

**Know the signs**. Unexplained injuries aren't the only signs of abuse. Depression, fear of a certain adult, difficulty trusting others or making friends, sudden changes in eating or sleeping patterns, inappropriate sexual behavior, poor hygiene, secrecy and hostility often are signs of abuse and may indicate a child is being neglected or physically, sexually or emotionally abused.

**Report abuse**. If you witness a child being harmed or see evidence of abuse, or if a child tells you about abuse, make a report to your state's child protective services department or local police. When talking to a child about abuse, listen carefully, assure the child that he or she did the right thing by telling an adult, and affirm that he or she is not responsible for what happened.

# Resources

Parent web resources

* The American Academy of Pediatrics: [www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx](http://www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx)
* The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
* The Period of Purple Crying: <http://purplecrying.info/>

Program web resources

* Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+>
* Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, <http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf>
* Early Development & Well-Being, Zero to Three, [www.zerotothree.org/early-development](http://www.zerotothree.org/early-development)

# Sources

The National Center on Shaken Baby Syndrome, [www.dontshake.org](http://www.dontshake.org)

# Shaken baby syndrome, the Mayo Clinic, [www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461](http://www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461)

# Pediatric First Aid/CPR/AED, American Red Cross,[www.redcross.org/images/MEDIA\_CustomProductCatalog/m4240175\_Pediatric\_ready\_reference.pdf](http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf)

# Calming Techniques for a Crying Baby, Children’s Hospital Colorado, [www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques](http://www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques/)

1. Caring for Our Children, Standard 1.7.0.5: Stress <https://nrckids.org/CFOC/Database/1.7.0.5>

**Shaken Baby Information**

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**WIC Information**

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Text

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Emergency Preparedness in Child Care Centers: Developing the Plan

# 

Name of child care center: CHIPPEWA NOAHS ARK LLC

Date letter distributed: JAN

Dear parents,

Our child care center's philosophy is to keep your child(ren) safe at all times when he/she is in our care. With recent world and local events, we have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care. Plans for these special types of care are reviewed annually. Staff is trained in the appropriate response and local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

* Shelter in place — This plan would be put into place in the event of a weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the center and the center may be secured or locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.
* Evacuation to another site — This plan would be put into place in the event that it is not safe for the children to remain at the center. In this situation, staff has predetermined alternate sites for care. The choice of site is determined by the specific emergency end what would be an appropriate alternate site. Depending on the distance from the center, the children will walk if feasible or be transported to the alternate site.
* Lock down — This plan would be put into place if a dangerous situation develops near the facility or an intruder is in the facility.
* Method to contact parents — In an emergency, parents will be called, a note will be placed on the front door, and radio/TV stations will be alerted to provide specific information. . We will notify you via BrightWheel in the event of an emergency, with an alert message
* Emergency ends/reuniting with children — When the emergency ends, parents will be infomed and reunited with their children as soon as possible. The contact methods listed above will be used to inform parents.

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child(ren). In the event of an actual emergency, please do not call the center—it will be important to keep the lines open. If you have questions regarding this information, talk with the center director or your child's teacher.

Sincerely, A picture containing text

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**ATTACHMENT 9** **– COMMUNICATIONS WITH PARENTS/GUARDIANS**

This letter is to assure you of our concern for the safety and welfare of children attending Chippewa Noah’s Ark, LLC. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

* *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed indoors at a neighbor’s.
* *In-place sheltering and lockdown:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
* *Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. We currently have 2 available, they are:
  + Emergency Relocation Facility A at
    - Blackhawk Federal Credit Union, 2358 Darlington Rd Beaver Falls
  + And Emergency Relocation Facility B at
    - Chippewa Noah’s Ark, LLC (BF), 616 17th Street, Beaver Falls

If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we’ve gone to (A or B).

**If you’re not sure how to get there, please ask for directions before there is an emergency.**

* *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.
* Accommodations of infants and toddlers, children with disabilities, and children with chronic medical conditions will be made accordingly to their needs.

Please listen to WTAE or Brightwheel for announcements relating any of the emergency actions listed above. [www.wtae.com](http://www.wtae.com)

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

*The facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.*

The facility will contact the parents by Brightwheel or phone as soon as it is safe when an emergency occurs and when an emergency has ended for instructions for how to safely be reunited with your child.

Please ensure that only those persons you list on the release form attempt to pick up your child.

I realize that emergency circumstances may require changes to your plans, but I urge you not to attempt to make different arrangements if at all possible. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to ensure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact the director at 724-843-9333.

Sincerely,

Robin Moye

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

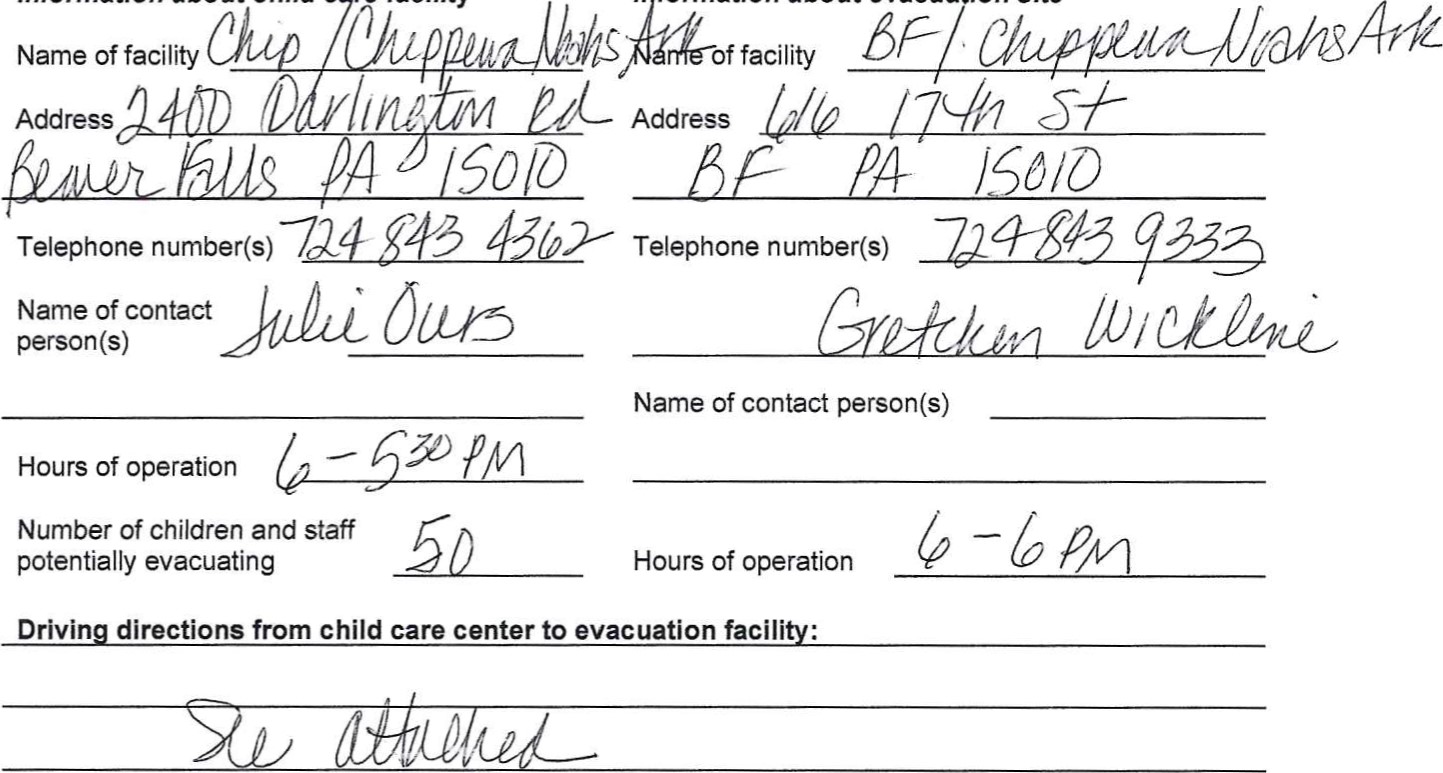
***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(0wner)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Send this Form along with the basic plan and checklists to the County Emergency Management Agency.

Text, letter

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to serve as an emergency evacuation site for child care children and staff.



/

4

Information

about

childc

e

facility

formation

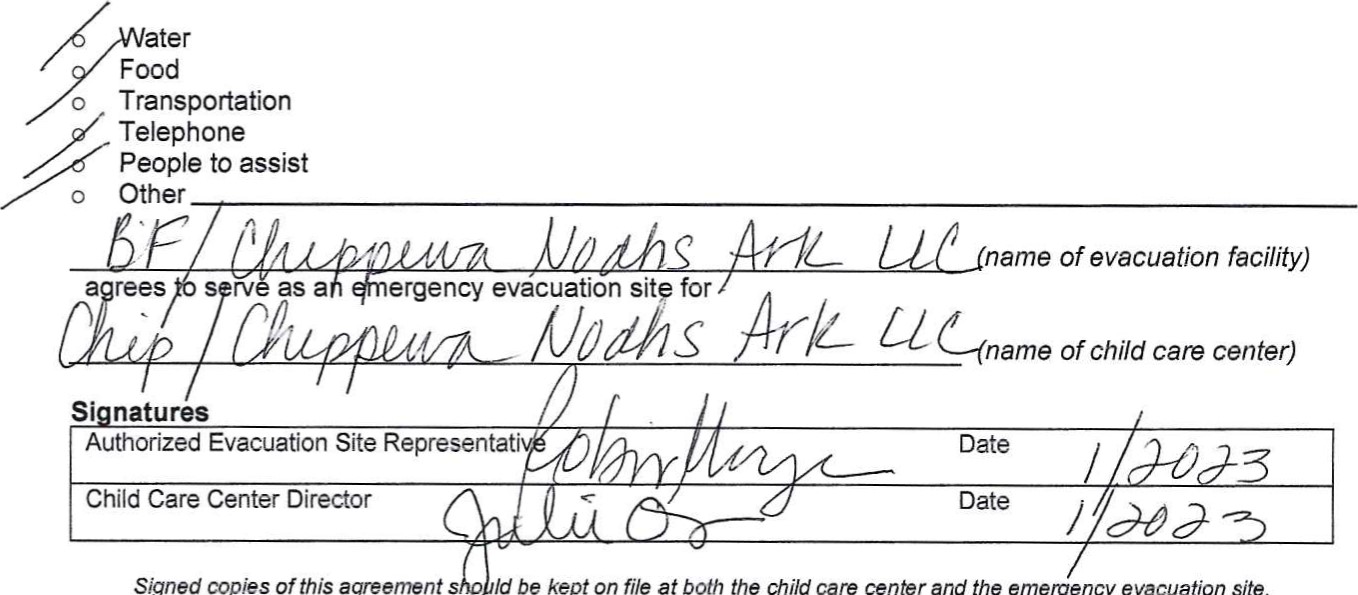
about

evacuation

site

(Attach map with directions from child care center to evacuation facility to this agreement)

Check off items that the evacuation site will provide in an emergency:



Signed

copies

this

agreement

be

kept

on

at

the

care

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and

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Google Maps 2400 Darlington Rd, Beaver Falls, PA 15010 to

616 17th Street Beaver Falls, Pa 15010 3.3 miles, 8 min

2400 Darlington Rd

Beaver Falls, PA 15010

1. . Head east toward Charmont Ave

 59 ft

1. Turn right onto Charmont Ave

 259 ft

1. Turn left onto PA-588 E

 1.4 mi

1. Turn left to stay on PA-588 E

 1.3 mi

1. Turn right onto 8th Ave

 0.4 mi

1. Turn left onto 17th St

O Destination will be on the left

 0.1 mi

616 17th St

Beaver Falls, PA 15010

**Required Paperwork for Admission**

1. Emergency Consent
2. Agreement
3. Physical
4. Photograph form
5. Handbook signature page
6. Updated Policy page
7. IEP form (Detailed IEP policy is in our Policy and Procedures book at our front door)