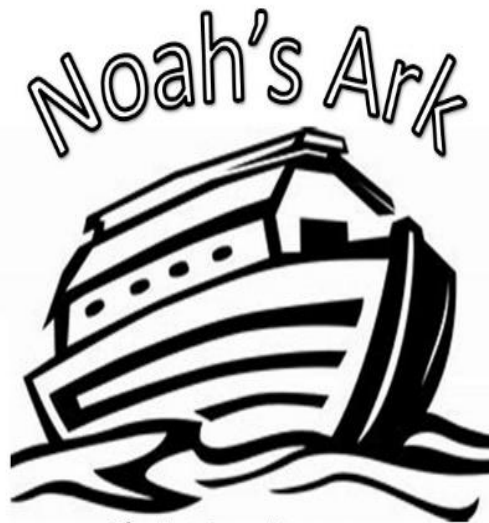

NOAH'S ARK CHRISTIAN DAYCARE & PRESCHOOL

Parent Handbook



Christian Daycare
& Preschool

1000 E Brown Ave.
Bellefontaine, OH 43311
937-592-NOAH

Train up a child in the way he should go,
even when he is old he will not depart from it.

Proverbs 22:6

Revision : January 2023

This revision supersedes all other versions of this handbook.

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WELCOME TO NOAH'S ARK CHRISTIAN DAYCARE & PRESCHOOL

Dear Parents:

Welcome to Noah's Ark Christian Daycare & Preschool! We are committed to providing a Christ-like atmosphere that is nurturing and safe where a child can come to learn about God's love, socialize with others, and be prepared for academic success. We are devoted to working along side the family to empower each child to communicate, be responsible, learn problem-solving skills, and develop Godly characteristics that will be essential in life to achieving success. We strive to have each child feel valued, respected, supported, and loved as we work together through their early years of education at Noah's Ark.

Since this is a ministry of our church, we want you to know we will be teaching Bible stories, songs, and Scripture as a part of our daily curriculum. As God continues to bless the children, families, and employees here at Noah's Ark, we will continue to be the hands and feet of Jesus. Our goal is to serve and provide a safe, loving, and professional environment that will give glory to our Lord and Savior.

This handbook contains information regarding the care and education provided by our center. The purpose of this handbook is to clarify the expectations on your part and ours so we can work together in nurturing your child/children to grow and reach his/her God given potential. Please read this handbook and keep it available as long as your child remains enrolled in the program.

Blessings,

Sally Rister

Director

OUR PHILOSOPHY

Noah's Ark was established to provide quality, loving care for children starting at six weeks through eleven years of age. The staff recognizes the importance of balanced growth and works to provide opportunities for physical, mental, emotional, spiritual, and social growth through a variety of creative experiences. Children are encouraged to learn and explore at their own developmental pace in areas that interest them and are child initiated. We believe parents can be better parents if they know their children's needs are being provided for while they are working. We are pleased that you have chosen to include us in the growth and development of your child/children.

PROGRAM DESCRIPTIONS

Noah's Ark offers a complete program for each child:

Physically: We offer a program of exercise and play, emphasizing all motor development. Large muscles will be developed using a modern playground, riding toys, and physical movements. Small muscles will be developed by use of scissors, pencils, and crayon work as well as painting.

Spiritually: Bible stories, songs, scripture memorization and puppets are only a few of the opportunities for spiritual development. We partner with BFCOG and our Ministry Coordinator to provide special opportunities to worship and learn about Jesus. These opportunities include, but are not limited to Thursday Chapel service, VBS, and special events. We welcome all students and parents to visit BFCOG and check out their services at 10:30 every Sunday.

Morally: Teaching and practicing honesty, truthfulness and fairness are some of the many ways we will instill moral values and kindness.

Socially: Interacting with other children and adults will allow each child to develop positive social behavior.

Emotionally: Each child will be encouraged to develop a positive self-image as well as learning the differences in people and customs.

Educationally: We will emphasize the skills necessary to succeed in elementary school. A well-developed curriculum is used for pre-school children. All children are encouraged to develop a positive self-image and are also given many opportunities for learning including library, science projects and games. We will utilize the ASQ Questionnaire and Assessment forms as needed. We also do assessments twice a year (in the Fall and again in Spring) using the academic content standards from ODE and ODJFS. These assessments are for the teacher to gauge growth and development of the children. Assessments are tools for the teachers and parents and are not reported to ODJFS.

FACULTY & STAFF

The Center is well staffed with qualified teachers who either hold a degree, certification, or have met the basic state requirements and are pursuing additional education. In addition, aides who have completed in-service training will assist the teachers. At all times, staff qualifications and child/teacher ratios meet state requirements. In addition to our faculty, Noah's Ark Daycare has the following office positions in place to better support teachers and families.

Office Coordinator- Oversees all enrollment and medical paperwork, transitions and scheduling. If you have any questions regarding the above referenced areas, please direct those to office@noahsarklearning.org

School-Age/Food Program Coordinator- Oversees all school-age programming, including our summer program, and our food program. If you have any questions regarding the above referenced areas, please direct those to schoolage@noahsarklearning.org

Ministry Coordinator- Oversees all spiritual aspects of our operations. This includes directing chapel each week, ministering/counseling to our teachers, families and children, as well as acting as a bridge to services provided by BFCOG. If you have any questions regarding the above referenced areas, please direct those to ministry@noahsarklearning.org

Finance/Event Coordinator- Oversees all of the Daycare's finances as well as special events that happen throughout the year. If you have any questions about the above referenced areas or would like to volunteer/donate for any of our events, please direct those to finance@noahsarklearning.org

Director- Oversees the day-to-day operations of the center, curriculum, faculty, licensing, billing, and Human Resources. If you have any major concerns or questions regarding the above referenced areas, please direct those to director@noahsarklearning.org

Office staff will also be used in the classrooms as substitutes and aides on an as needed basis. All office staff hold the same training and qualifications as faculty. Regular office hours are 8am-4pm Monday through Friday.

HOURS AND DAYS OF OPERATION

Noah's Ark operates year-round and is open from 5:30 a.m. through 6:00 p.m. Monday through Friday. The Center will be closed in observance of the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Labor Day
- Thanksgiving
- *The Friday after Thanksgiving*
- Independence Day (Fourth of July)
- **Independence Day break will typically be a 3 day closure*
- Christmas Eve
- Christmas Day

****Christmas break will typically be a full week closure*

**Only Thanksgiving Day is a billable day*

***Only Independence Day is a billable day*

****The week between Christmas and New Year's-No tuition due apart from Christmas Day and New Year's which will be billed regardless of child's schedule*

Full tuition is due for the weeks in which these holidays fall with the exception of those denoted above (**). Excluding Christmas and New Year's, if any paid holiday falls on a Saturday, the paid holiday will be recognized on the Friday before the actual holiday. If any paid holiday falls on a Sunday, the paid holiday will be recognized on the Monday following the actual holiday.

All holiday closures will be posted at least two weeks in advance. Days are subject to change based on the calendar.

ARRIVAL AND DEPARTURE; RELEASE OF CHILDREN

Our center is a locked facility. Only families currently enrolled have a pin code to enter the main door. We ask that all families are diligent and ask unfamiliar individuals to kindly use their own pin code or ring the buzzer. Upon arrival **AND** departure each child must be dropped off/picked up at the proper classroom by an adult. It is against center rules to send a child to his/her room unaccompanied. No-one under the age of eighteen is permitted to pick up unless the parent has notified the center and given written permission. In addition, each teacher must account for the arrival and departure of every child in their room by signing them **IN** and **OUT** daily on the weekly attendance log. Head counts must be taken before and after any transitional time as well as before and after leaving the room (i.e., going to the gym, going outside or going to the family restroom, etc). If you need a person to pick up your child who is not on the release form, we will need one of the following:

1. A written note, signed by yourself, when you bring your child to the center or
 2. A phone call with the name of the person who will be picking up your child.
- **Please make sure that any person picking up brings a picture ID in order to verify identity with our staff.**

VISITING NOAH'S ARK CHRISTIAN DAYCARE & PRESCHOOL

Parents are welcome and have unlimited access to the center during hours of operation. However, please keep in mind that some children are easily disturbed by their parents' observation. We can easily arrange for visits which minimize disruption of the normal routine.

This unlimited access is to allow parents to contact their child, evaluate the care he/she is receiving, or to evaluate the premises. Upon entering Noah's Ark, parents must notify the director of his/her presence in the facility

Custody Agreement Procedures: In the event of a change in custody or issuance of a custody agreement, the office must be notified. Proper notification includes either a copy of the court document stating specifically all expectations, and/or a signed document by both parents including what has been ordered or agreed upon.

The safety and security of our children will always be the #1 priority at Noah's Ark and we encourage parents to keep the office informed of any changes in family situations which may affect the release of children. We are also very aware that the world today brings new and dangerous circumstances affecting the safety of children. With the security of the children in mind, any person whose name is on the Sexually Oriented Offenders List must report directly to the Center's office during regular operating hours.

CONTRACT TERMS

All parents are required to sign a contract for children in Noah's Ark. A registration fee of \$50.00 is due at the time the contract is signed and is not refundable. A registration fee will be asked again only if the child is withdrawn from the program and then readmitted. Attendance type – full-time or part-time must remain consistent (including the specific days scheduled for part-time children). Contracts are applicable only for the dates specified.

Curriculum Fee: An annual curriculum fee of \$100.00 will be charged for all children enrolled in a Toddler through PreK classroom. This Fee will be due every September or at the time of enrollment if enrolled in the middle of a school year.

Food Service Fee: A monthly food service fee of \$10.00 will be charged at the beginning of each month. Payment is due with that weeks tuition.

Nursery Holding Fee Terms: A non-refundable holding fee of \$225.00 per month must be paid to guarantee a spot for your child until their scheduled start date. This fee is due the first of each month. All fees collected will apply towards your regular tuition once the child has been enrolled and is receiving care. If you decide not to enroll your child before the end of the holding period, any fees will not be refunded. Additionally, all parents must complete the required contract for this policy.

Full-Time Enrollment: Full-time enrollment is defined as the full work week, Monday through Friday.

Part-Time Enrollment: Part-time enrollment is defined as 2 or 3 days at the center. These days are pre-determined by the parent/guardian and are based on availability. The pre-determined days cannot be exchanged for a different day of the week (i.e. if your child attends Tues/Thurs, you cannot trade those days for Weds/Fri). Any adjustments to a child's schedule must be approved by the office and are subject to availability.

Absences: The full weekly contracted price will be incurred even if a child is absent during the week or taken home early

Vacation Days: After 90 days from each child's date of enrollment, each child will have vacation time which is tuition-free. Full time children will have five vacation days per year. Part-time children will have the same number of vacation days as they attend each week; for example, children who attend two days per week will have two days of vacation per year. Vacation days begin 90 days after enrollment and end December 31st. Vacation days do not carry over from the previous calendar year. The calendar year for vacation days is January 1st through December 31st.

Payments: Tuition payments must be made by **6:00 p.m. on Wednesday** for that week. Payments received after 6:00 p.m. on Wednesday will be charged **a late fee of \$5.00/per day for each calendar day**. Any outstanding balances on your child's account may result in disenrollment. Your weekly tuition invoice will be e-mailed to you.

Cancellation Penalty: A two-week notice is required if you choose to withdraw your child from the center or there will be a **one-week full tuition cancellation penalty**.

Late Fees: Noah's Ark opens at 5:30 a.m. and closes at 6:00 p.m. Our doors will be locked outside these hours. A **\$10.00 per 15-minute charge** will be added to your child's tuition account if you drop off before 5:30 a.m. or pick up after 6:00 p.m. Noah's Ark will be obligated to call Children's Services if your child is not picked up by 6:30 p.m.

Medical Statement: Each child must submit a medical statement signed by a licensed physician *before* his/her enrollment date, and annually thereafter until your child is in kindergarten. Failure to do this will result in your child's disenrollment.

Holidays: When Noah's Ark is closed due to holidays the full week rate still applies (unless otherwise stipulated in the Parent Handbook).

Inclement Weather: On rare occasions, it may be necessary to close or delay opening the center due to poor weather conditions. If Logan County is on a level 2 Snow Emergency an hour before our opening time (4:30am), we will delay for 2 hours. If the Level 2 snow Emergency is not downgraded by 7am, we will close for the day. We will make every effort to open our doors at the normal time while still ensuring the safety of our staff and students. School closings and delays will be announced via Procure and on the radio on WPKO/98.3. There will be no tuition fees for weather cancellation days.

CHANGES IN INFORMATION

Please notify the office of any change of address, telephone number, person(s) responsible for a specified child, or list of persons permitted to pick up a child.

TUITION EXPRESS

We offer automated payments through Tuition Express. This can be done with a checking account or a credit card. Please see the office for more information about how to sign up. There is a 3% processing fee for this convenience.

RETURNED CHECKS/ACH/CC

A \$20.00 returned check fee will be charged for any returned checks or ACH payments. There is a \$10.00 charge for any declined automated Credit Card payments.

TAX INFORMATION

Tax: As a courtesy for our parents, we will have tax information for the previous year prepared by the end of January. Our tax ID number is available upon request.

PARENT TEACHER CONFERENCES

We believe it is important to continually assess each child's development. Our staff will conduct two formal evaluations of your child each year in November and May. Parent/teacher conferences will be held at these times to discuss your child's behavior, progress, social and physical needs, or any other pertinent matters.

DAILY SCHEDULES

*Schedule may have changes at times. Please check with the individual teacher for a more detailed weekly agenda.

INFANTS:

- 5:30 Rotating Schedule
 - A. Breakfast/Bottle
 - B. Large Motor Skills
 - C. Diaper Change (as needed)
- 9:30 Rotating Schedule
 - A. Bottle/Feeding
 - B. Small Motor Skills
 - C. Diaper Change (as needed)
 - D. Nap
- 1:30 Rotating Schedule
 - A. Bottle/Feeding
 - B. Diaper Change (as needed)
 - C. Nap
- 3:00 Outside Activity
- 5:30 Rotating Schedule
 - A. Bottle/Feeding
 - B. Diaper Change (as needed)
 - C. Prepare for Departure

TODDLER 1 & 2 & BEGINNER'S PRESCHOOL:

- 5:30 Arrival
- 7:00 Breakfast
- 7:30 Free Play/Diaper Change
- 8:15 Morning Snack
- 9:00 Large Motor Activity
- 9:30 Morning Circle/Bible Story
- 10:00 Free Play/Diaper Change
- 10:20 Learning Centers
- 11:00 Lunch
- 11:30 Diaper Change
- 12:00 Nap
- 2:00 Diaper Change
- 2:30 Afternoon Snack
- 3:00 Music
- 3:30 Arts & Crafts
- 4:00 Free Play/Diaper Change
- 4:20 Large Motor Activity
- 5:00 Free Play

***Nursery, Toddler 1, Toddler 2 & Beginner's Preschool will use a daily sheet to let you know about your child's day.*Preschool A, B Pre-K A & B will use a weekly newsletter to share with you about your child's week.**

DAILY SCHEDULES CONT'D

PRESCHOOL A & B:

5:30 Arrival
 7:00 Breakfast
 7:30 Manipulative Play Centers
 8:30 Morning Snack
 9:00 Circle Time/Bible Story
 9:30 Large Motor Activities
 10:00 Curriculum/Centers
 11:30 Lunch
 12:00 Prepare for Nap
 12:30 Nap
 2:30 Restroom Break
 3:00 Afternoon Snack
 3:15 Large Motor Activities
 4:00 Curriculum
 4:30 Free Play
 5:30 Prepare for Departure

Pre-K A & B:

5:30 Arrival
 7:00 Breakfast
 7:30 Free Choice Centers
 9:00 Morning Snack
 9:20 Curriculum Centers
 10:30 Large Motor Activities
 11:00 Music/Crafts/Art
 12:00 Lunch
 12:30 Prepare for Nap
 1:00 Nap
 3:00 Restroom Break
 3:30 Afternoon Snack
 4:00 Large Motor Activities
 4:45 Learning Centers
 5:15 Free Play

SCHOOL CHILDREN (K-5):

DURING SCHOOL MONTHS

5:30 Rest or Free Time
 7:00 Breakfast
 8:00 Inside Activity
 8:15 Leave for School
 3:45 Teacher Directed Activities
 4:00 Snack
 4:20 Free Play
 5:00 Prepare for Departure

SCHOOL CHILDREN (K-5):

DURING SCHOOL CLOSINGS

5:30 Rest or Free Time
 7:00 Breakfast
 8:00 Inside Activity
 9:30 Snack
 9:45 Teacher Time
 12:15 Lunch
 12:45 Inside/Outside Activities
 3:30 Snack
 4:00 Free Time

***If school-age children arrive at the center and there is a school delay, the center will provide transportation, by bus, to school at the appropriate time. If school is cancelled, children will remain at the center and adequate supervision and lunches will be provided.**

CLASS SIZE

Each child is assigned to a classroom according to his/her age. The teacher/child ratio is determined by the age group of that class. Noah's Ark strives to maintain ratios below state standards. Below is a detailed chart illustrating the teacher/child ratios.

CLASSROOM	AGE	STATE STAFF/CHILD RATIO	NOAH'S ARK STAFF/CHILD RATIO	MAXIMUM GROUP SIZE
Infants/Nursery	6 wks. – 18 mos.	1:5	1:3	11
Toddler 1	18 mos. – 30 mos.	1:7	1:5	14
Toddler 2	30 mos. – 3 yrs.	1:8	1:6	14
Beginner's PS	30 mos. – 4 yrs.	1:12	1:8	14
Preschool A & B	3 yrs. – 4 yrs.	1:12	1:9	32
Pre-K A & B	4 yrs. – 5 yrs.	1:14	1:9	44
School Age	K – 5 th (11 yrs.)	1:18	1:13	27

NOTE: Two adults are required when seven or more children are on the premises. Two childcare staff members are required when 6 or more infants under 12 months of age are on the premises. Ratios for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency. (Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities).

CLASSROOM POLICIES

BIRTHDAYS: Parents are encouraged to share this time, but please give the teacher 3-days' notice if you are providing the snack. Please check with the teacher about an age-appropriate snack to provide and any allergies children may have in the class.

BLANKETS & COMFORT ITEMS: We encourage you to send your child's favorite blanket and/or comfort item for nap time. These items need to be clearly labeled with your child's name. Please be sure that all of your child's belongings fit **INSIDE** their cubby. Items that are too large to fit in the cubby are not permitted. **Each Friday the blankets must go home to be washed.**

***Nursery parents please note** that children under 1 year of age are NOT permitted to have a blanket or any other items in their crib.

CLOTHING/OUTDOOR PLAY: We ask that your children wear sturdy comfortable clothing and that you provide an extra **complete set of clothes** (this includes, shirt, pants, socks and underwear) to be kept here at the center.

If a child does not have extra clothing in the event of an accident, parents will be called at work to come and bring fresh clothing for their child. Since children will be playing outside (weather permitting) we ask that you provide appropriate clothing for outdoor wear, even in winter. Please do not send children in clothing that prohibits them from participating in activities such as painting, using markers, or getting dirty on the playground. We also ask that all toddler children refrain from wearing flip flops to the center. Often, these shoes are difficult for them to keep on and children easily trip over them. In the summer, sunscreen will be provided for each child. An Administration of Medication Form must be completed for its application and kept in the office. We will follow the “Child Care Weather Watch” chart regarding outdoor activities. The children **will not** go outside if the temperature and wind chills are below 30 degrees. The children **will not** go outside if the temperature is 90 degrees or above or if a heat advisory is in effect. The gym will then be used for large motor activities.

FOOD: We provide Breakfast, Lunch and two snacks each day at the center. Children are permitted to pack their lunch, but please refrain from bringing the following items to the center, gum, candy, or soda pop. If there is an event where you would like to bring in a special treat, please make arrangements with your child’s teacher in advance. If your child will be arriving to the center later than 9am, please let their teachers know if they will be there for their scheduled lunch. We finalize our lunch count by 9am to ensure that we are prepared for the day. Our mealtimes are outlined in each child’s individual schedule. If your child arrives at the center past a mealtime, that meal will not be served.

PERSONAL ITEMS: We ask that that you avoid anything promoting negative influences or behaviors. Tee shirts or lunch boxes with inappropriate logos/pictures or any type of play weapons will be collected by the teacher and returned to the parents at pickup time.

Also, we discourage parents from bringing in toys. A wide variety of educational toys are supplied for every child. We will provide special opportunities for children to bring special toys (i.e., Show-n-Tell).

TRANSITIONING CHILD PROCEDURES: The Ohio Administrative Code’s Rules for Licensed Child Care Centers provide that all childcare centers allow children to visit the next older age group for transitional purposes. During these times, ratios in each room shall be maintained, and the child’s name and information must be listed in both rooms. Any child transitioning shall be accounted for on the attendance bulletin. In addition, a transition agreement must be signed by the parents and the center prior to the beginning of the visitation stages. This agreement ensures that the parents as well as the teachers and administrators feel the child is mentally, emotionally, physically and

socially ready for the transition. Each child will be allowed as much time as needed to become acquainted with the other students and become comfortable in the new room.

FIELD TRIP POLICIES

Occasionally an event away from Noah's Ark may be planned. In order for your child to participate, you must sign a Field Trip Permission Slip for that event. This must include the child's name, destination, date/time and parent's signature and date. The means of transportation will be the center's bus and a qualified staff member will be responsible for driving on field trips. At least one staff member in the bus will be certified in first aid and CPR.

The supervision plan for all field trips is as follows: **Any and all field trips planned will require an additional staff member, above ratio requirements, be present at all times throughout the duration of the field trip.** This includes walking trips off and around Noah's Ark grounds.

The following precautions will be observed:

1. A seat belt or child restraint for each child will be used.
2. A first aid trained teacher and first aid kit will be on each trip.
3. A center employee will be in each vehicle.
4. Each child will wear I.D. containing the center name, address, and phone number.
5. Each child will have their health record and Emergency Transportation Authorization Form.
6. Child/Staff ratio will be maintained on all activities.
7. All employees are required to review safety policies before destination arrival.

**Parents may need to supply car seats.

Routine Trips: For routine trips, the center will follow the same rules for field trips, including transportation by center van.

SWIMMING POLICIES

When swimming events are planned the center will follow all water safety rules as mandated by the state. Teachers will be actively supervising children and shall be able to clearly see all parts of the swimming area including the bottoms of pools. The child care center shall have written permission from the parent or guardian before any child participates in water activities. The written permission shall be signed and dated by the parent or guardian and be on file for review. School-age children will be permitted to engage in swimming activities at off-site pools. Preschool children and toddlers will be permitted to swim **only** in on-site wading pools (less than 24 inches deep) and use sprinklers. The wading pools will be emptied and sanitized at the end of each day.

Children will have sunscreen applied before swimming. An Administration of Medication form must be completed for its application and kept in the office.

Permission for Swimming Form Includes:

1. The child's name and birth date
2. A statement indicating whether the child is a swimmer or a non-swimmer
3. Location of the swimming site
4. A statement of whether or not the center is providing additional adults or childcare staff members above the licensing ratio requirements for this activity
5. A statement that the parent or guardian grants permission for the child to participate
6. Means of transportation (for School-Age children only)

TRANSPORTATION POLICIES

The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

The following rules apply to school transportation:

- The bus will wait no longer than five minutes after pick-up begins for a child at school.
- Any child scheduled to ride the bus will be charged for that day regardless if he/she rides.
- Anyone misbehaving on the van (this includes bad language, standing up, loud noises or shouting, hurting another child or being disobedient) will be reported to the parent. After three of these reports, at the discretion of the director, it may be cause for removal from the center.
- Serious misbehavior (such as harm to a child or teacher or property damage) will be cause for immediate dismissal.
- The parent will be responsible for picking up a child who has to remain after school for any reason.
- If a child does not report to the bus at pick-up time, the driver will call the center or the school to locate the child and return to the center. Should the child need to be picked-up by our staff, we will return to the school after all other children have been dropped-off at the center.
- If a parent fails to call to report that a child does not need to be picked-up by our center before school is let out and this happens 3 times, we will not provide transportation for 1 full week. Regular payment is due in full.

PARENTAL PARTICIPATION

We encourage parents to be involved in Noah's Ark; after all, we are caring for your most priceless possession, your child. Parents are encouraged to participate whenever possible in the activities of the center. Parents have unlimited access to all areas of the building used for childcare during hours of operation. Parents may wish to attend field trips, class parties, special luncheons, and to simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found:

1. Child's teacher
2. Center Coordinator (Office Coordinator, School-Age Coordinator, Finance Coordinator or Ministry Coordinator)
3. Director
4. Senior Pastor of the Bellefontaine First Church of God.

Please feel free to respectfully discuss any concerns when they occur. Often they can be addressed when they are still little problems and before they grow into larger problems. Staff members fully realize that you are trusting us with your little ones and we want our relationship with you to be a wonderful experience.

DISCIPLINE

THE DISCIPLINE POLICY APPLIES TO ALL CHILDREN, AT ALL TIMES WHILE ON NOAH'S ARK PREMISES OR FIELD TRIPS.

Children grow best in an atmosphere of love, based on reasonable and consistent discipline. Based on this, our goal at Noah's Ark is to help each child internalize rules and take responsibility for their own actions. To aid in this, we identify the rules well in advance, letting the children know what is and is not acceptable behavior. When a child chooses to challenge these known boundaries, he/she is first requested to stop the action then redirected to another activity. The second step would be a "time-out" (one minute per the age of the child, no longer than five minutes). If these steps do not resolve the problem, the child will then be taken to the office where the child will again be warned or serve "office time-out". The child's teacher will also complete a Report of Incidence Form to be signed by the parent. In severe cases, parents may be called, and the child dismissed for the remainder of the day.

After the above discipline is administered, it will be followed by prayer and reassurance of love for the child. At all times, love, affection, kindness, and understanding will be

demonstrated. A child will not be belittled or embarrassed. Never will discipline be imposed on a child for failure to eat, sleep or for toilet accidents.

Noah's Ark is committed to creating a safe program for all our children.

A Safe Program here is defined as: a program that makes every attempt to protect students and faculty/staff from physical harm as well as bullying, violence, and mental duress.

If a situation arises where a child is consistently endangering him/herself, peers, or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern; the director would be in communication with the parents prior to this occurring.

Be assured that any problems that may arise during the day concerning your child will be discussed either in writing or by personal conversation.

We always strive for a suitable environment for children. Parents must be aware that state laws require that any and all incidents of suspected child abuse or neglect be reported to the appropriate agency. There are resources and referrals available upon request. The child abuse laws are posted in the director's office as well as the toll-free information line to the Department of Human Services.

BITING

WHY DO CHILDREN BITE?

Biting is a natural part of some children's development. For example, infants and toddlers put everything in their mouths. Reasons a child may bite include:

1. It feels good to bite and chew while they're teething.
2. Toddlers and young preschoolers don't have the verbal skills to fully express themselves.
3. Biting brings about a quick and dramatic response.
4. Children experience many emotions (positive and negative) that are difficult for them to express and, at times, control. These emotions can be caused by numerous things: over excitement, frustration, fatigue, fear of being separated from people they love, etc.

PREVENTION OF BITING

We offer many ways to minimize biting. A list below is an example of some of the things that we will implement for a child that has bitten.

1. Investigate potential cause of biting
2. Respond to the biter with a simple "NO" and give the child another toy to bite on
3. Direct attention on the child who has been bitten
4. Document incidents

5. Identify patterns (time, victim, etc.)
6. Recognize and praise the child for his/her “good behavior”
7. No biting books made available to the classroom and teacher to read
8. Duplicate toys
9. Help them show and talk about their own emotions
10. Change environment to prevent boredom
11. Spend additional time with the child
12. Offer the child something to eat, when it applies

INFORMING PARENTS

We will inform parents when their child has bitten another child; however, we know that it is not always possible to see the parent each day. We will let you know regardless of whether by verbally informing or by way of a daily behavior report that is sent home with your child each day. If it is a serious bite, there will be an incident form completed for the parent to sign.

RESOLUTION

If biting occurs more than once in any given week we will set a parent-teacher-director meeting to discuss options and a course of action to implement changes to alleviate the biting. It is our job to ensure the safety of all children in our care. If one child is jeopardizing the safety of others by frequently biting and cannot get the biting under control, sometimes no matter how hard we try to fix the situation, or how patient we are, a child may not be a good match for our program. In this case, the parents will be asked to withdraw their child for an extended amount of time until the child is able to better express their feelings and frustrations.

BULLYING

Bullying is defined as: The persistent behavior by any individual or group which intimidates/threatens or has a harmful or distressing impact on another individual or group. This includes the following: Emotional, Physical, Racist, Verbal, Psychological, Sexual or Cyber (e.g., text messages). Bullying of any form is unacceptable at Noah’s Ark. **This policy applies to our children in Preschool through 5th grade.*

Noah’s Ark is committed to providing an environment for children that is safe, welcoming and free from bullying.

The following briefly describes the various types of bullying:

Emotional

Being deliberately unkind, shunning or excluding another person from a group or tormenting them. Relentlessly picking on or teasing a peer until they become

upset. Some examples of this include forcing another person to be 'left out' of a game or activity, passing notes about others or making fun of another person.

Physical

Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any other sort of violence against another person.

Verbal

Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumors or making fun of another person's appearance.

Psychological

Behavior that is likely to instill a sense of fear or anxiety in another person. This would include statements regarding body image.

Noah's Ark recognizes that legitimate play-behavior may include many of these facets, but when one or more parties becomes targeted on a frequent and recurrent basis the experience of those affected can be extremely negative. Despite all efforts to prevent it, bullying behavior may occur on rare occasions and Noah's Ark will respond to all incidents thoroughly and sensitively.

When confronted with negative behavior, staff will be clear to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behavior as follows:

Disengaged behavior may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity.

Disruptive behavior describes behavior which prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.

Unacceptable behavior refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behavior, including in the first instance, temporarily removing a child from the activity session.

The following outlines our strategy for handling incidents of bullying:

- Teachers will inform the Director if they witness an incident of bullying at the center.
- Children will be encouraged to report any incidents of alleged bullying immediately and will be reassured that what they say will be taken seriously and handled sensitively.
- If a child or teacher tells someone they are being bullied, they will be given the time to explain what has happened and reassured that they were right to tell.
- The Director will always ask the alleged bully to explain their side and consider their response when deciding whether bullying has occurred.

- If it is decided that bullying behavior has occurred, then the alleged bully will be encouraged to discuss their behavior and think through the consequences of their actions. Where appropriate, they will be encouraged to talk through the incident with the other person/people involved. A written form will be given to the parents.
- Noah's Ark will inform the parents of all children involved in bullying incidents at the earliest opportunity. However, it is against our policy to release the names of other children involved.
- Where bullying behavior persists, the alleged bully's parents will receive a second written warning and request that the parents meet with the Director within 48 hours to discuss this situation.
- If bullying continues the alleged bully's parents will receive a final written warning that the child will be suspended from the Center for a minimum of 90 days.
- If there are any concerns from either party about how these incidents were handled, the Director should be contacted immediately.

POTTY TRAINING

Potty-trained is defined as: A child who can independently have the awareness to use the bathroom without reminders, be able to manage to clothe without help and have the ability to wipe or clean themselves appropriately to maintain clean hygiene.

A child that is enrolled in our preschool program is required to be potty trained at the time of enrollment. If a child enrolled has more than two accidents in one week and more than eight accidents in a 30-day period, the parent will be asked to disenroll the child until the child is accident free. In certain cases, when it is developmentally appropriate, the child may be placed in our Beginner's Preschool room to work on this milestone.

ADMISSION POLICIES

NON-DISCRIMATORY POLICY: Noah's Ark makes no distinction concerning an individual's race, color, religion, sex, or national origin, because we recognize that there can be no preferential treatment with God (Romans 2:11). Students are admitted based on the parent and child interview with the director.

OTHER CONCERNS: Noah's Ark lacks the appropriate resources to educate students with severe behavior problems, learning disabilities, or physical handicaps. Therefore, we prefer that these children be cared for at a center where there are trained professionals in these areas.

Each child will be admitted on a 30-day probationary period. After 30 days the director will review the child's performance and will contact the parents if one of the above areas has been identified as a concern.

A child may be disenrolled from Noah's Ark if tuition is more than **one-week** past due.

ENROLLMENT PROCEDURES

The following steps must be taken to enroll your child in our program:

1. A tour of Noah's Ark's facilities
2. Observation of Noah's Ark classes, if desired
3. A signed contract and registration fee reserves your child's place in a classroom
4. Enrollment papers are to be filled out and received by the center before the first day of attendance. These papers include:
 - A. General Information Sheet, including Emergency Transport Authorization
 - B. Health Record
 - C. Childhood Experiences and Release Forms
 - *This includes granting Noah's Ark permission to secure emergency transportation in the event of an illness or injury which requires emergency treatment.
 - D. Medical Form (must be signed by a licensed physician *before* enrollment and annually thereafter until they have started kindergarten).
 - This will also include a list of the child's vaccines. center policy that we will NOT permit enrollment of a child who is not vaccinated. This does not include children who are changing the vaccine schedule. This is strictly children that are NOT receiving vaccines at all. Unless the reason for not vaccinating is due to conscience, including religious convictions, or immunization against the disease is medically contraindicated for the child. Appropriate documentation from the physician or religious entity is required to be on file indicating the reason for not vaccinating.
 - E. Registration Form and Tuition Contract
 - F. General Permission Slip for trips in neighborhood
 - G. Transportation form for school-age children
 - H. Handbook Receipt Form

SAFETY RULES

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary, appropriate, precautionary and preventative measures.

Safety rules for Noah's Ark are as follows:

1. Children that are transported to/from the center by automobile must be accompanied by a parent/guardian into/from the building. The center will **NOT** assume responsibility for transported children until they are admitted to/from the building and have been taken to/from their classroom by a parent or designated adult.
2. Children will be released only to their parents or persons listed on their emergency pickup form. If another person not listed is responsible for taking the child home, the parent **MUST** notify Noah's Ark in writing or via a phone call.
3. In the event that the person providing the transportation home for the child (parent, grandparent, etc.) appears to be under the influence of alcohol or drugs, a reasonable attempt will be made to contact another authorized driver. We will attempt to contact those people listed on the child's enrollment papers. If no one can be contacted and there is a concern for the safety of the child, a law enforcement officer may be contacted to help resolve the situation. The school will not assume responsibility for the safety of the child if the parent takes the child.

SUPERVISION OF CHILDREN

SUPERVISION OF INFANTS, TODDLERS, AND PRESCHOOLERS:

At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of the staff member.

SUPERVISION OF SCHOOL-AGE CHILDREN:

School-aged children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

1. Children are within hearing distance of their teacher.
2. The teacher checks on the children regularly until they return.
3. The restroom is for the exclusive use of the center.

One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a childcare staff

member, as long as the teacher can see or hear the children at all times and check on the children periodically.

GENERAL RULES/INFORMATION

1. Children are not permitted to play in hallways or restrooms.
2. Children are not permitted in the kitchen without proper supervision.
3. Running is not permitted without proper supervision.
4. Teachers are directly responsible for supervision and safety within their classroom.
5. Children must use the slide properly.
6. Gum and candy are not permitted in the building.
7. Emergency telephone numbers are posted by each telephone located in the childcare area of the building.
8. **Fire Drills, Tornado Drills, and Lockdown Drills** are held at varying times each month. Fire Emergency and Weather Alert Plans are posted in each classroom.
9. The office staff will inspect the facilities monthly for safety hazards.
10. The usage of spray aerosols is not permitted in an area where children are present.
*Aerosol sunscreen is permitted to be applied outdoors only.
11. The director will notify Logan County Children's Services if there is suspicion of child abuse or neglect.
13. Staff members shall have immediate access at all times to a working telephone within the building.
14. Smoking is prohibited on Noah's Ark property and on supervised field trips.
15. An Emergency Transportation Authorization Form and a Health Record for each child are to be taken on all field trips.

GENERAL EMERGENCY PROCEDURES

A General Emergency is defined as: any threat to the safety of children due to environmental situations or threats of violence, natural disaster, loss of power, heat, or water.

THREAT OF VIOLENCE: Staff will secure children in the safest location in the building or outside. Staff will take attendance and account for all children signed in with a name to face count. 911 will be contacted immediately and instructions from authorities will be followed. Parents will be notified as soon as possible, and Incident Reports will be completed for the parents.

NATURAL DISASTER: In the event of a fire, all children are taken with attendance records to the Shelter House across from the basement entrance. Parents will be contacted

for early pick-up. In all other situations, all children and staff will proceed to the basement hallway.

LOSS OF POWER, HEAT, OR WATER: The outage time will be assessed. If believed to be for an extended time, parents will be contacted and informed that the center must close.

SERIOUS INJURY AND ILLNESS PROCEDURES

This is defined as: Any situation occurring while a child is in care at the center, which requires emergency medical or dental treatment or professional consultation or transportation for emergency treatment (to include notification of parent/guardian).

The following steps will be taken:

1. The injury will be assessed, and first aid has begun. The “floating” teacher will be notified to supervise remaining children. Parents and/or 911 will be notified, if necessary. If the teacher determines that it is medically necessary to call 911, it is our center policy that the child be transported to the nearest hospital. Noah’s Ark will not enroll children when authorization for emergency transport is not given by the parent.
2. In the event of a lost tooth, the tooth will be placed in whole milk and parents will be contacted for transportation plans to the dentist.
3. The supervising staff member will complete an Incident Report Form. A copy will be signed, dated and sent home with the parents and the original form will be filed in the child’s file in the office.

SUPERVISION OF CHILDREN IN THE EVENT OF AN EMERGENCY

This will also include serious incidents, injury, or illness. Children will remain in the classroom with their teacher or floater if possible. The director will accompany the child to the hospital or dentist via life squad or parent.

HEALTH INFORMATION

Each child will be given a “Health Check” as he/she enters the group by a person trained to recognize the common signs of communicable disease as well as identifying any injuries that need to be documented. The health check can include checking the hair for signs of lice. Parents are required to remain present until the health check is completed.

- A. Children with any of the following signs or symptoms will be immediately isolated from the group and discharged to the parent or guardian as soon as possible.

1. Diarrhea (more than three abnormally loose stool within a 24-hour period)
 2. Severe coughing (causing the child to become red or blue in the face or to make a whooping sound)
 3. Difficult or rapid breathing
 4. Yellowish skin or eyes
 5. Temperature of 101° F
 6. Temperature of 100° F- in combination with any other signs of illness.
 7. Untreated skin patch(es), unusual spots or rashes, untreated skin infection
 8. Unusually dark urine and/or gray or white stool
 9. Stiff neck
 10. Redness of the eye, obvious discharge, matted eyelashes, burning, itching, conjunctivitis (pink eye)
 11. Sore throat or difficulty swallowing
 12. Vomiting
 13. Evidence of untreated lice, scabies, or other parasitic infestation.
- B. A child isolated will be cared for in a room not used by other children and will be in sight and hearing of an adult at all times. They will never be left alone. They will be made comfortable in a crib or cot (appropriate for age) and furniture and linens will be disinfected with an appropriate germicidal agent. If soiled with blood, feces, vomit, or other bodily fluids, soap and water will be used prior to using the germicidal agent. They will be observed for changes in their condition and discharged to the parent or guardian as soon as possible.
- C. All staff members have completed a six-hour course in prevention, recognition, and management of childhood communicable diseases (and this will be renewed every three years), proper hand washing technique and disinfecting procedures.
- D. Any staff member showing any signs listed in article A will not be allowed to remain at the Center without a doctor's written permission and, if the illness is severe, they must have a doctor's written permission to return to work.
- E. A chart showing the signs and symptoms for which a child shall be discharged is located on the office door.
- F. Parents will be notified if their child is showing signs or symptoms of illness. If the parents cannot be reached, the designated emergency phone numbers will be used.
- G. The Ohio Department of Health Child Care Center Communicable Disease Chart is located in the director's office.
- H. Any child who is classed as "mildly ill" will be cared for in the group and monitored closely. Should any signs or symptoms listed in paragraph A occur, the child will be isolated and discharged to the parent or guardian. A child who is "mildly" ill is defined as:
1. experiencing minor common cold symptoms, but none of the symptoms listed in paragraph A
 2. Does not feel well enough to participate in activities, but not exhibiting any of the symptoms listed in paragraph A

- I. The child may return to the center when all signs of communicable illness have disappeared or when the proper incubation time has passed (as in chicken pox, for example).

J. RE-ADMISSION GUIDELINES:

1. Influenza/vomiting/diarrhea

24 hours free (without the aid of medication) of a temperature, vomiting or loose stools or as directed by the physician

2. Strep throat

After being on an antibiotic for at least 24 hours or as directed by the physician

3. Chicken pox

When all scabs are dry and no more chicken pox are erupting (usually seven days)

4. Head lice infestation

After being treated with treatment shampoo and all nits have been removed.

5. Conjunctivitis (pink eye)

May return in 24 hours after being treated by a physician.

*Parents will be notified in writing by the director when their child has been exposed to a communicable disease. This will be posted outside the classroom door and on our information board at the front of the building.

ADMINISTRATION OF MEDICINE & MEDICAL MODIFICATIONS

Medications are defined as: Substances or preparation containing active chemical ingredients for the purpose of prevention or treatment of a wound, injury, infection, infirmity, or disease.

Modified diet is defined as: Any diet eliminating the use of any one or more of the four food groups or altering the amount of food required to be served to meet one-third of the recommended daily dietary allowance.

The only medication that will be given are those prescribed by a licensed physician and is prescribed to be given during the hours the child is at the center. Each time a medication or food supplement is given by a staff member, that person will complete the form provided by the director. Further, the nursery will administer diaper rash crèmes and Vaseline; however, an Administration of Medication Form is needed.

All written instructions of the physician or dentist, written instructions of the parent or guardians, and the form completed by a Noah's Ark staff member shall be kept on file for one year after the last does is given and will be available for review by the director.

Food supplements are defined as: vitamin, mineral or combination of one or more vitamins, minerals, and/or energy producing nutrients used in addition to meals or snacks.

Fluoride supplement is defined as: Any fluoride preparation prescribed to be taken internally for the purpose of preventing dental cavities.

The administration of a prescribed medication, food supplement, or modified diet must meet two requirements:

1. Written instructions of a licensed physician or licensed dentist for the administration of the medication, modified diet or food supplement
2. Secure the written, signed and dated instructions of the parent or guardian on the form provided by the director for the administration of the medication, food supplement or modified diet

The center will administer prescription medications to a child only after the parent completes a Request for Medication Form. All proper sections must be completed, and the medication handed to the teacher each day. Medications will be stored out of the reach of children. The first dose of the medication must be administered by the parent prior to the medication being administered at Noah's Ark.

Prescription medications must be in their original container and administered in accordance with instructions on the label. Over the counter medications must also be administered in accordance with label instruction's age and dosage. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication Form. Over the counter medications will not be administered for more than three days without instructions from a physician.

If you feel that your child may need an over-the-counter medication while they are at the center, parents are welcome to come and give that medication to their child.

SCHOOL-AGE CHILDREN: School-age children may carry their inhalers and epi-pens with them while at the center as long as they maintain possession of them (pocket, fanny pack on their waist, etc.). If the child cannot keep control of the inhaler or epi-pen and sets it down or leaves it accessible to other children, then a staff member will take the medication and store it for the child in the office. When the child is being transported to and from school, the driver should maintain control of all medications. Parents must complete a Permission to Administer Medication Form giving the child permission to self-administer the medication. All information in Box 1 must be completed by the parent and the teacher will document when the medication was given.

All written instructions of the physician or dentist, written instructions of the parent or guardian and the form completed by a Noah's Ark staff member shall be kept on file for one year after the last dose is given and will be available for review by the director.

MEALS AND SNACKS

Breakfast will be served from 7:00-7:15 a.m. Only children in the building wanting to have breakfast at that time will be served. Lunch will be served from 11:00 a.m. to 12:30

p.m. according to your child's scheduled class time. Menus are posted on a monthly basis and will be posted outside the office and in each classroom. The lunches will meet all family center licensing requirements. Any substitute foods served will be from the same basic food group and will be recorded on the posted menu. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

Snacks are served twice daily, mid-morning, and mid-afternoon. Morning and afternoon snacks will consist of two foods from the four basic food groups. Occasionally, the children will prepare a snack as part of their learning experience.

STATE LICENSING

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review. The center's

previous licensing inspection reports are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

This organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

This organization admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the facility. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

ADDITIONAL INFORMATION

Noah's Ark is a ministry of the First Church of God and children enrolled in the center will participate in yearly church events such as, but not limited to, Vacation Bible School. Parents will be required to sign a permission/registration form for attendance of such events.

The ProCare communication app is highly recommended to easily access your child's teacher(s) throughout the day during center hours. The app will only be used during appropriate times by staff. If it is a pressing issue that needs immediate attention, the office should be called.

Noah's Ark maintains a website that offers more information about the program. This is located at <https://noahsarklearning.org/>

Your weekly tuition invoice will be e-mailed to you.

ACKNOWLEDGMENT OF HANDBOOK RECIEPT

Dear Parents,

After reading the handbook, please sign and return this page to the center office. This is due before the child attends the center. Please feel free to ask questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for Noah's Ark Christian Daycare & Preschool and I agree to all policies outlined within.

Signature of Parent/Guardian

Date