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# NOAH'S ARK CHRISTIAN DAYCARE & PRESCHOOL

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## Parent Handbook **SCHOOL AGE**



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

## *SCHOOL AGE PROGRAM*

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Dear Parents,

Welcome to Noah's Ark Christian Daycare & Preschool's *School Age Program*. 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 and socialize with others during the school year, as well as in the summer months. 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 and development.

Since this is a ministry of our church, we want you to know we will be teaching Bible stories, songs and Scripture learning as part of our daily activities. 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 the safest, most loving, and professional environment that will give glory to our Lord and Savior.

This handbook contains information regarding the care, schedules, activities, and opportunities provided for your child 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 children to grow and reach their God given potential. Please read this handbook and keep it available for as long as your child remains enrolled in the program.

Please direct any School Age related questions and concerns to the School Age Coordinator first. In the absence of the School Age Coordinator, you may direct your questions or concerns to the Director.

Blessings,

***Kirstin Bayliss***

School Age Coordinator

[schoolage@noahsarklearning.org](mailto:schoolage@noahsarklearning.org)

Noah's Ark Christian Daycare and Preschool  
1000 E Brown Ave  
Bellefontaine, OH 43311  
(937) 592-6624

## Our Philosophy

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Noah's Ark was established to provide quality, loving care for children six weeks through eleven years of age. The School Age program alone includes Kindergarten age – 11 years old. 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 seek comfort in knowing 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, development and care of your child.

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

-Proverbs 22.6-

## Program Descriptions

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

**Physically:** We offer a program of exercise and play. We provide indoor and outdoor areas for organized games and free play. This includes the playground, gym, and the yard areas.

**Spiritually:** Bible stories, songs, and scripture memorization are only a few of the opportunities for spiritual development.

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

**Socially:** Interacting with other children and adults will allow each child to develop a 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.

**Creatively:** Children have the option to express themselves artistically with all the materials needed for any artist. Paper, scissors, glue, paint, play-doh, beads, and more are offered to create as desired during indoor free time as well as organized craft times.

## Faculty & Staff

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The center is well staffed with qualified teachers who are either degreed 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. Further, the staff is always available to discuss your concerns with you.

**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](mailto:office@noahsarklearning.org)

**School-Age/Food Program Coordinator** – Oversees all school-age programming and transportation, including our summer program, as well as our food program. If you have any questions regarding the above referenced areas, please direct those to [schoolage@noahsarklearning.org](mailto: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](mailto: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 [f.coordinator@noahsarklearning.org](mailto:f.coordinator@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](mailto:director@noahsarklearning.org)

Office staff will also be used in the classrooms as substitutes and aides on an as needed bases. All office staff hold the same training and qualifications as faculty.

## Hours and Days of Operation

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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
- Good Friday
- Memorial Day
- Juneteenth
- Labor Day
- Thanksgiving
  - \*\*The Friday after Thanksgiving
- Independence Day (Fourth of July)
- Christmas Eve
- Christmas Day
  - \*\*The week between Christmas and New Year's

\*\*no tuition due with the exception of the billable holiday days 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 the week between 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 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.

## Changes in Information

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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.

## Returned Checks

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A \$20 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

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As a courtesy for our parents that are current, at the end of January we will have tax information for the previous year prepared. Our tax ID number is available upon request.

## Contract Terms

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All parents are required to sign a contract for children in Noah's Ark. A registration fee of \$50 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.

School Age SUMMER has its own registration fee of \$150 due when registering for our summer program. This fee is required to hold your spot and is also not refundable. Summer fees go towards field trips, pool passes, summer t-shirts, dairy queen visits and more.

*Attendance type-full time or part-time must remain consistent* including the specific days scheduled for part-time children. You may request add-on days, but it is at the discretion of the school-age coordinator and director if we are able to accommodate your request. Contracts are applicable only for the dates specified.

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

**Vacation Days:** After 90 days from the date of child's 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 31<sup>st</sup>. Vacation days do not carry over from the previous calendar year. The calendar year for vacation days is January 1<sup>st</sup> through December 31<sup>st</sup>.

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

**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. A \$10.00 per 15 minutes 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 6 years of age or in kindergarten. Failure to do this will result in your child's disenrollment.

**Inclement Weather:** On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. For school closings or delays, listen to our local radio station. Adequate staffing will be provided. Regular payment is expected.

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

## Visiting Noah's Ark Christian Daycare & Preschool

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Parents are welcome to visit the center at any time. 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.



## Arrival and Departure; Release of Children

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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 push the button to ring the office. Upon arrival, each child must be dropped off at the proper classroom WITH an adult present. It is against center rules to send a child to his/her room unaccompanied. In addition, the adult dropping off the child should remain present until a daily health check has been completed.

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, outside or going to the restroom, etc).

*Please make sure you make contact your child's teacher before taking them in any area of the building. School Age has the freedom to go to the bathroom on their own and as part of learning responsibility we may have them run things to classrooms or the office. If you have come to pick up in the middle of their errand, please let the child's teacher know you will be taking them so we can assure they were picked up by an approved adult and properly sign them out. We also ask that you come up to the building if you have been waiting in the parking lot for your child to arrive from their bus route or field trip. Please do not motion for them to run to your car. The adult must get out of their car and come to the building to retrieve their child making sure the teacher/driver has seen you.*

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 person brings a picture ID in order to verify identity with our staff.**

A person younger than the age of 18 coming to pick up a child at the center must be on the child's authorized pick-up form and we must receive a signed permission slip allowing the child to be released with them.

## Volunteering at Noah's Ark

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We encourage parents to participate in their child's experiences during our Summer School Age months. On top of field trips, the center also often has events that may require an extra set or two of hands. We realize the main purpose of you utilizing Noah's Ark is for care while you work. However, if your schedule allows for you to be a chaperone on a field trip, help during a center event, or even just donate supplies for our classroom, we will welcome and appreciate your help. Please let the teacher know ahead of time if you wish to participate in any field trips or events.

## Parental Participation

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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 needs or progress 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 and resolved when they are still little problems and before they grow into larger problems. Staff members fully realize that you are trusting us with your children, and we want our relationship with you to be a wonderful experience.

## Class Size

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Each child in school age is kindergarten through 5<sup>th</sup> grade. They may attend through the summer after their 5<sup>th</sup> grade school year. At the end of that summer, they will then age out of the program. The teacher/child ratio is determined by the age group of the class. Our summer program allows substantially more children than our school year. During the school year we allow only what our busses may accommodate for transportation to school and with two teachers. Summer allows for more children since we are split into groups and have more teachers and spaces that will accommodate the number of children. Below lists our state staff/child ratios.

Classroom	Age	State Staff/Child Ratio	# of Teachers	Maximum Group Size
School Age (School Year)	K-5	1:18	2	30
School Age (Summer Program)	K-5	1:18	5-6	36

\*Volunteers/Chaperones may count in the ratio on special events and field trips, however, may not be left alone with the children.

## Supervision of School-Age Children

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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:

- Children are not permitted to play in hallways or restrooms
- Children are not permitted in the kitchen without proper supervision
- Running is not permitted without proper supervision
- Teachers are directly responsible for supervision and safety within their classroom
- Children must use the slide and other equipment properly
- Gum and candy are not permitted in the building or busses
- Emergency telephone numbers are posted by each telephone located in the child area of the building
- Fire Drills are held at varying times each month. Fire Emergency Procedures are posted in each classroom
- Fire drills are conducted once a month on Noah's Ark transportation vehicles.
- Tornado Drills are held in the spring and fall. Weather Alert Plans are posted in each classroom
- The custodian, director, and all coordinators will inspect the facilities monthly for safety hazards.
- Any staff members will notify the Logan County Children's Services if there is suspicion of child abuse or neglect in the home.
- Staff members shall always have immediate access to working telephone within the building
- Smoking is prohibited on Noah's Ark property and on supervised field trips
- An Emergency Transportation Authorization Form and a Health Record for each child are to be taken on all field trips.
- The ProCare communication app is highly recommended for easy access between parents and teachers to discuss their child during the center's hours. This app will be used only during appropriate times from staff. If it is a pressing issue that needs immediate response, the office should be called.

## Daily Schedule

## SCHOOL YEAR

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\*Schedule is subject to change. Please check with the individual teacher for a more detailed weekly agenda.

### **Daily Transportation Schedule**

Ben Logan Bus Departure time 7:30

Ben Logan Bus Arrival to Noah's Ark 3:40

Bellefontaine Elementary Bus departure time 8:20

Bellefontaine Elementary Arrival to Noah's Ark 4:00

Bellefontaine Intermediate Bus Departure time 8:05

Bellefontaine Intermediate Bus Arrival to Noah's Ark 3:40

### **Planned closing and calamity day schedule**

5:30-7 Arrival in PSA

7:00-7:15 Breakfast in SA

7:15 - 8:30 Free Play in Classroom/Gym

9:00 - Snack in Gym

9:30 - 10:00 Devotional/Bible Story

10:00-11:00 Organized games/crafts/activities

11:00-11:30 Calamity Bags/Academic Review

12:00-12:45 Lunch

1:00-1:30 Gym

1:30 - Movie/Independent Reading

3:30 - Snack

3:45-5:00 Gym/Outside/SA Room

5:00-6:00 Combine in Gym or Outside

\*Calamity assignments - provided by school - on cancellation days can be brought to center to work on during designated time. Teachers will assist as needed. The option to do online assignments is available with permission from parents and provided login and password. Noah's Ark teachers are available to assist students on these assignments but will not be held accountable for accuracy or completion.

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

Chapel on each Thursday at 9:30 a.m.



## Classroom Policies

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**Birthdays:** Parents are welcome to share this time, but please give the teacher 3 days notice if you are providing a snack. Please check with their teacher about an age-appropriate snack to provide and any allergies that may be present in the group. Please also remember our summer program is a very busy time and you would need to accommodate for at least 45-50 children.

**Personal Items:** We ask 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 parent at pickup time. Also, we discourage children from bringing in toys. A wide variety of educational toys are supplied for every child. We also ask children to keep any electronics, including phones or communicating watches, such as a gizmo or apple watch, at home. Other prohibited items are pocketknives, sharp nail files, hand sanitizer and nail clippers. We also encourage that you do not send money with your child for any field trips.

**Clothing/Outdoor play:** We ask that your children wear sturdy comfortable clothing. Since children often play outside (weather permitting) we ask that you ensure they wear appropriate clothing for outdoor wear, even in the winter. Please do not send children in clothing that prohibits them from participating in activities such as painting, science experiments, or getting dirty outside. We also ask that children refrain from wearing flip flops. They may pack them in their swim bag during the summer. However, we often play running games in the gym and outside and flip flops tend to break and keep them from safely participating in the activities planned. In the summer sunscreen will be applied to each child. Parents must supply that sunscreen and apply their first layer prior to drop off. An administration of topical ointment form must be completed and kept in the child's file. We will follow the "Child Care Weather Watch" chart regarding outdoor activities. The children will go outside if the temperature and wind chills are above 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 games and activities.

**Treats:** Gum, candy and soda should be left at home unless we have chosen to provide as a treat for the entire class. Sometimes these items are in our rewards cart but are requested to go into their cubbies and enjoyed at home. Gum is not permitted to be chewed in the building or on the bus.

**Meals and Snacks:** Breakfast is offered between 7-7:15am. Breakfast is optional, and only children who ask to have the breakfast will be served. Lunch for school-age children is 12:15/12:30 to 1:00. With our busy schedule, lunch time could vary each day. During the school year children are not expected to pack their lunches on scheduled off or calamity days from school. **However, in the summer due to the increased number of children and our busy schedules, we require children to pack their lunches everyday June-August. Please remember utensils (forks and spoons) needed for your child's packed lunch.** Snacks are offered morning and afternoon. Field trips may interfere with snack at times.

**Quiet Time:** School age does not nap. On days the children are at the center all day either due to school cancellation or it not being their field trip day in the summer, they will be expected to quietly read or watch the movie that is provided. When in smaller groups, such as during the school year or when half of a group is on a field trip, we will allow other quiet activities during the movie if desired. We do movie/quiet time due to the rest of the center napping. This time is typically held between 1:30-3:00. We use this as a time to rest our bodies and minds since school age is often very active and busy and we all need time to reset. This also ensures we do not disturb the other classrooms while they nap.

## Classroom Rules

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### Classroom Rules:

- Be Honest and Responsible
- Be Kind and Respectful
- Keep areas clean. Including the classroom, eating areas, and the bathrooms.
- Listen and follow instructions
- NO bullying (see bullying section)
- All classroom rules always apply including on Bus & Field Trips

### Bus Safety:

- Wear seatbelt always until given permission to unbuckle
- Face forward and sit up straight
- Quiet voices
- No throwing items around inside the bus or throwing items out of the bus windows.

***\*Bus Safety is important and consequences of violating bus safety will result in missed field trips or pool days. Failure to comply with bus safety requirements during the school year may result in one week suspension from transportation services.***

### Field Trips:

- Stay with group
- Follow Noah's Ark rules as well as the rules of the location of the field trip

## Field Trip Policies

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During our summer program we take many offsite field trips. There is also opportunity for field trips during the school year as well as on scheduled days off from school. 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. Only staff members who have completed the bus training are permitted to transport children on field trips.

The supervision plan for all field trips is as follows: All field trips planned will require an additional staff member, above ratio requirements, to always be present 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. Each child will wear I.D. bracelet containing the center name, address, and phone number.
4. Staff will have each child's health record and Emergency Transportation Authorization Form in a binder.
5. Child/Staff ratio will be maintained on all activities.
6. All employees are required to review safety policies before destination arrival.

### **Field Trip General Information**

Prior to our summer field trips, parents will be provided a calendar of events and field trips for the entire summer. Parents will be notified which day their child goes on the field trip. Not all field trips leave at the same time, and it is the parents' responsibility to have the child arrive at least 15 minutes prior to the departure time. The bus will leave promptly at the time scheduled and you will not receive a refund for a missed field trip. In the event a parent did not arrive on time, care is still available for their child, However, they will not be able to join a different field trip group for that week.

Certain permission slips have been created in such a way that our children may participate in these activities even on days that it is not scheduled. So, while our pool and park days are noted on the calendar, we may attend on other days, too.

If you wish to pick your child up from a destination location (i.e., the pool or park), you must make sure to communicate that with the summer school age staff.

## **Swimming Policies**

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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 childcare 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 as well as the on-site water activities. The water play toys will be emptied and sanitized at the end of each day used. Children will have sunscreen applied before swimming.

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

## Transportation Policies

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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 of if he/she rides.
- Anyone misbehaving on the bus (including 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 and school age coordinator, they will risk missing their next scheduled field trip or removal from the center.
- Serious misbehavior (such as harm to a child or teacher or property damage) will be an immediate dismissal from the program.
- The parent will be responsible for picking up a child who must 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. After 5 minutes have passed after trying to reach out to the center office or parent, and the child would still need 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, they will be recorded as a "No Call, No Show". When this happens 3 times, we will not provide transportation for 1 full week. Regular payment is due in full.
- Noah's Ark busses leave promptly at time scheduled. All times for school transportation and field trips are given out ahead of time. Drivers are not required to wait on your arrival when transporting from Noah's Ark to school or field trip.
- Due to inclement weather during the school year, drivers may choose to leave 5-10 minutes prior to scheduled departure time.

## Discipline

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**The discipline policy applies to all children, at all times, as well as all staff and parents on the premises.**

Children grow best in an atmosphere of love, built with 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 either a second warning or a type of "time-out". This "time-out" might be sitting out of a certain activity or game for a few minutes before joining. 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 a severe case, parents may be called.

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 by anyone. Never will discipline be imposed on a child for failure to eat, sleep or for toilet accidents.

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 with you personally or in note form.

We always strive for a suitable environment for the children. Parents must be aware that state laws require that 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.

## Behavior Management in School Age

In our classroom we will use a system to promote positive behavior. This system is used in hopes to limit any reoccurring attempts of unwanted behavior. Unwanted behavior could result in missing out on games/activities or field trips in severe situations.

Please ask the teacher what the current behavior management system is for School Age. We typically stick to one system unless we find the students respond better to another system.

## BULLYING

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*This policy applies to all of kindergarten through 5<sup>th</sup> grade.*

Noah's Ark is committed to providing an environment for children that is safe, welcoming and free from bullying. Bullying is defined as the persistent behavior by any individual or group which intimidates, threatens, or has 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.

*The following briefly describes various types of bullying:*

### Emotional

Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, forcing another person to be 'left out' of a game or activity, passing notes or whispering about others or making fun of another person.

### Physical

Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping, 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 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 bases 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 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 parent of all children who are a victim to the bullying incidents at the earliest opportunity. However, it is against our policy to release the names of other children involved. While this age group will likely mention the name of the child(ren) involved, by no means should a parent address this with the child(ren) or their parents themselves. This is a situation where the director and school age coordinator should handle it between all parties involved separately.
- Where bullying behavior persists, the alleged bully's parents will receive a second written warning and request that the parents meet with the director and school age coordinator 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 a minimum of 90 days.
- If the child who has been bullied or the alleged bully or their parents have any issues concerning the way the incident had been dealt with, they should contact the director immediately.

# School-Age Program

## Developmental Guide

\*This guide will focus solely on expectations for children attending our center. While we do want to encourage independence, we are also here to help the children with anything they may need.\*

### *Skills that school-age children should have mastered before entering our program:*

1. Bathroom behavior & hygiene - with teacher outside the door
2. Dressing & undressing - including swimsuit
3. Leading prayer
4. Following Center rules & teacher instruction
5. Being responsible for their own belongings

### *Skills that school-age children should be introduced to before entering our program:*

1. Bus safety/guidelines & buckling seatbelts
2. Cleaning up after themselves (toys, craft, meals, etc.)
3. Being thankful and appreciative
4. Behavior while on field trips with the Center
5. Manners & respectful language

### *Skills that school-age children should be familiar with & working on improving before entering our program:*

1. Knowing Personal Info (address, phone #, parents names)
2. Tying own shoes
3. Walking in a straight line
4. Sitting quietly
5. Sharing & taking turns
6. Keeping hands to themselves

### *Skills that school-age children will continue to work on in our program:*

1. Having good manners
2. Being respectful to others & their belongings
3. Conflict Resolution
4. Self-Esteme/Pride
5. Listening & Following Directions
6. Responsibility

### *Behavioral Expectations:*

1. Being Honest
2. Have respect for others & their belongings
3. No bullying, tattling or physical altercations
4. While on field trips - respect for the property & staff of the destination
5. Listen & Follow Directions
6. Responsibility for themselves & their belongings

### *Religion Standards:*

1. Devotions - We do a devotional at least once a week as a group.
2. Prayer - We practice/recite scripted prayers before meals, but will focus more on prayers from the heart along with leading others in prayer.
3. Bible Verses - Each month we will memorize at least one verse along with reading scripture for our devotions or other lessons throughout the program



## Transitioning Child Procedures

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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.

Transitioning into school-age is not a requirement, however we do so as a courtesy to the children and parents coming into our program. During the child's transition into school-age, they will learn the day-to-day schedule and rules as well as be introduced to the buses and transportation policies.

This transition also helps ease the children into a different mental, emotional, physical and social environment than they may have experienced in their classrooms prior.

Transition will take place at the end of our summer program approximately two weeks before entering kindergarten. The first week will allow the child each day to gradually allow more time in the school-age schedule, working up to a full day by the end of the week. The next week would be all day but still easing them into mixing with the older age groups and activities.

## Admission Policies

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**NON-DISCRIMINATORY 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 dismissed from Noah's Ark if the tuition account becomes delinquent after **one week.**

# Enrollment Procedures

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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 class  
\*Upon registering for our summer program, the field trips are only guaranteed in the order of payment and form received. We will provide care at the center regardless, but field trip spots are first come, first serve due limited bus seating.
4. Enrollment papers are to be filled out and received by the center before the first day of attendance. These papers include:
  - a. A general Information Sheet, including Emergency Transport Authorization
  - b. Health Record
  - c. Childhood Experiences and Release Forms
    - i. 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 reach six years of age or in kindergarten)
    - i. This will also include a list of the child's vaccines. It is Noah's Ark's 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 field trips and neighborhood walks
  - g. Transportation form for field trips and/or school
  - h. Handbook Receipt Form



## Safety Rules

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

Safety rules for Noah's Ark are as follows:

1. Upon arrival to the center, the child must be accompanied by a parent or adult 18 years or older. The center will NOT assume responsibility for children until they are admitted to the building and have been taken to their classroom by a parent or designated adult.
2. Children will be released only to their parents or a person on their authorized pick-up list. If another person will be responsible for taking the child home, the parent MUST notify Noah's Ark in writing or via phone call informing who will be picking up.
3. In the event that the person providing the transportation home for the child 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 persons 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.

## General Emergency Procedures

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**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 weather wall in the downstairs 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 be closed.

## Serious Injury and Illness Procedures

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**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)

These steps will be taken:

1. The injury will be assessed, and first aid 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 adult 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

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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

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Noah’s Ark will follow the state regulations 5101:2-12-33. Each child will be observed (given a “Health Check”) as he/she enters the group by a person trained to recognize the common signs of communicable disease. All staff members have had this training as well as a course in First Aid. Parents must be remain present during the initial “Health Check” at drop off.

- 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
  - i. Diarrhea (more than three abnormally loose stool within a 24-hour period)
  - ii. Severe coughing (causing the child to become red or blue in the face or to make a whooping sound)

- iii. Difficult or rapid breathing
  - iv. Yellowish skin or eyes
  - v. Temperature of 101° F
  - vi. Temperature of 100° F in combination with any other signs of illness
  - vii. Untreated skin patch(es), unusual spots or rashes, untreated skin infection
  - viii. Unusually dark urine and/or gray or white stool
  - ix. Stiff neck
  - x. Redness of the eye, obvious discharge, matted eyelashes, burning, itching, conjunctivitis (pink eye)
  - xi. Sore throat or difficulty swallowing
  - xii. Vomiting
  - xiii. 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 always in sight and hearing of an adult. 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 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 parent 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 a 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:
- i. Experiencing minor common cold symptoms, but none of the symptoms listed in paragraph A

- ii. 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**  
No temperature, vomiting or loose stool during the past 24 hours or as directed by the physician and unmedicated.
  - 2. **Strep throat**  
After being on 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

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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.

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 dose 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 to instructions on the label. Over the counter medications must also be administered in accordance to 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 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 or in a teacher only accessible cabinet. Children will not be allowed to keep medication in their backpacks as their cubbies are easily accessible to other children.

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.

## State Licensing

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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 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 the 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 bases of race, color, national origin, and ethnic origin in administration of its education 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

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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 emailed to you.

## Acknowledgment of handbook receipt

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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, (please print) \_\_\_\_\_ 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.

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Signature of Parent/Guardian

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Date