



# **Noah's Ark**

# **Community**

# **Preschool**

## **Parent Handbook**

### **2024-2025**

Preschool 607-389-2085

Mrs. Laura Eckler 607-566-2869

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## **I. Affirmative Action Statement**

The preschool advertises for students in the public media in order to make openings known to all. Students are admitted regardless of race, creed, color, sex, national origin, religion, or handicapping conditions. We strive to provide a multicultural, nondenominational atmosphere that will foster an understanding of basic social values.

## **II. Mission Statement**

The mission of NACP is to help each student develop their abilities and to build character. The purpose is to provide a Christian-based education in an atmosphere encouraging teacher/student interaction through creative play, hands-on- learning, and field trips. All this is designed to develop and challenge the growth of each student intellectually, physically, emotionally, socially, and morally.

## **III. Admissions**

Admission requirements and enrollment procedures are as follows.

- A. A student must be **3 years old** by December 31<sup>st</sup> and **bathroom trained** to be admitted to the preschool.
- B. Classes are filled on a **first-come/first-served** basis according to the date of enrollment and payment of registration fee. After that, the student's name will be put on a waiting list.
- C. **Noah's Ark Community Preschool** admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and other school-administrated programs.

#### **IV. Calendar Year**

- A. The calendar year **begins** on the second Monday in September and **ends** on the second Wednesday in June.
- B. The preschool will follow the Avoca Central School for weather delays and snow school cancellations. All other events and holidays will follow the NACP calendar.
- C. **Snow days** will correspond to the Avoca Central School closings as announced on KICKIN' COUNTRY, WCKR, WARM, WINK, WLEA, and WVIN; WHEC-TV, WHAM-TV, WETM-TV, WENY-TV, preschool Facebook and the REMIND app.
- D. **School delays** work as follows: **“One hour delay”** preschool is in session. **“Two hour delay”** preschool is cancelled.

#### **V. Days and Hours of Operation**

The preschool morning session is from 8:30 am to 11:00 am on **Monday, Tuesday and Wednesday**. Students will be admitted into the building 10 min. before class begins unless prior arrangements have been made. **Please call or text the teachers if your child will be absent from class.**

#### **VI. Pick-Up and Delivery of Students**

- A. No student is to be dropped off earlier than **10 minutes before class time**, or picked up late without prior arrangements.
- B. For safety's sake, students must never be left without direct transfer to an adult; therefore students must always be brought **directly to the building**.
- C. Parents/guardians must return to the building to pick up their children.

- D. If an adult other than a parent will be picking up the student, this must be designated **in writing** by parents prior to the pick-up time, or changed and initialed by the parents on the Pick-Up-List. This includes older siblings, car pool drivers, sitters, grandparents, etc.

## **VII. Fees**

- A. Tuition is **\$950.00 per year and \$850.00 for siblings**. It is to be paid in accordance with your signed Financial Agreement.
- B. No refunds are given for illness, vacations, snow days or Covid closure.
- C. At the time of registration, an annual **non-refundable** is due.
- D. In the event that tuition payments are late, parents will be given **7 days** to make restitution. If after the 7<sup>th</sup> day a payment has not been made, a **\$35.00** late fee will be added to that month. New financial arrangements may be made through the Director to bring the amount due to a current status.
- E. Either full or partial payment will be accepted from a **human services organization**.
- F. If it becomes necessary for a child to be withdrawn from preschool due to death, long-term illness, relocation or other legitimate circumstances, parents/guardian must provide a written request releasing them from fulfilling the signed Financial Agreement. If after being reviewed by the preschool board the situation is deemed legitimate, the parents/guardian will receive a signed letter releasing them of further financial obligation.
- G. In order to keep the tuition as low as possible, **Fundraisers** are a vital part of the preschool program. The profits from these fundraisers help to defer the preschool's expenses. (These funds are not used towards tuition scholarships.)

Therefore, the preschool requires participation in all fundraising events throughout the year.

1. If a family chooses not to participate in a particular fundraiser, an additional fee based on the profit expected from selling 10 units will be added to that month's tuition. For example, if the profit from each unit sold is \$5.00, the additional fee will be \$50.00. If the profit for each unit sold is \$6.00, the additional fee will be \$60.00.
2. A minimum goal will be set by the fundraising coordinator for each fundraising event. *The minimum goal must be met or you will be responsible for making up the difference.* This policy applies to all families with students in preschool regardless of tuition assistance or financial arrangements.

## **VIII. Confidentiality of Student Records**

Student records are open only to the particular student's teacher, the Director, authorized employees of the preschool, and/or the student's parent or legal guardian.

## **IX. Parental Involvement**

- A. Parents will be informed of the activities of the preschool through the monthly newsletter and calendar.
- B. There will be one **parent conference** between January and February of each school year. Either the parents or teachers may request an additional conference any time there is a special concern.
- C. There will be a "**Meet the Teacher**" night which will be used as an orientation time to allow students to become familiar with the classroom, other students and teachers. It is also a time for parents to raise any questions or concerns.
- D. We would like to make your child's transition from home to school a smooth one and encourage all families to be active participants in our program. **Parents are welcome** to participate in special activities and field trips and are invited to schedule a time to visit the classroom **after November 1.**

- E. It is the responsibility of the parents/guardians to keep the preschool informed of any **record/phone/address changes** so that our records are up-to-date at all times.

## **X. Discipline**

- A. Acceptable behavior is encouraged by giving **positive verbal rewards**.
- B. A student who does not cooperate in a group listening situation will be called aside by a teacher and reminded of acceptable behavior.
- C. A student who continually demonstrates **unacceptable behavior** will be removed from the group for a period of redirection. **\*\*This redirection is not a punishment, but rather a time when the student may calm down and decide for him or herself when he/she is ready to rejoin the group with appropriate behavior.**
- D. If behavior problems persist, the parents will be asked to meet for a conference to discuss strategies for motivating their child to behave in an acceptable way.
- E. If inappropriate behavior continues, the teacher can exercise two options:
  - 1. **Temporary suspension** from the program for a time period determined by the teachers.
  - 2. **Dismissal** from the program.

***\*\* Corporal punishment is not an accepted method of dealing with young students' behavior. Students will not be hit, slapped or spanked in any manner while attending this preschool.***

## **XI. Student's Health**

- A. Each student is required to have on file, a record of **up-to-date immunizations or an acceptable waiver**. If a student's health care summary is not complete within 30 days after enrollment, the student will be excluded from the program.
- B. No student who arrives **noticeably ill, with a rash, head lice or fever** of 100° or higher shall be admitted to the preschool. If a child becomes ill during the school day his/her parents will be called and the student must be taken home until well/treated.
1. A child must be fever free without medication for 24 hours before returning to preschool.
  2. If a child has been prescribed **antibiotics** they shall not return to school until 24 hours after receiving the first dose.
  3. If your child has a bad cough or nasal secretions that are colored, they do not belong in the classroom.
  4. In the event that a student contracts any kind of communicable disease and exposes the other students, parents will be notified in writing that their child was exposed. If the child's communicable disease is evident on a "non-school day", the parents are responsible for contacting the teachers so that they are aware of the situation.

**The American Academy of Pediatrics recommends that a child should not be taken from the home when any of the following exists:**

- **Fever, current or within the past 24 hours**
- **Diarrhea or vomiting**
- **Yellow or green runny nose**
- **Any symptoms of childhood disease such as chicken pox or Fifth disease**
- **Sore throat/croupy cough**
- **Any unexplained or contagious rash or pink eye**
- **Lice**

- C. In the event that medication is sent to school for a child, the “Parent and Physician’s Authorization of Administration of Medications” form must be filled out completely before meds can be administered.
- D. **In the event of injury:**
1. At least one staff member on duty at all times has **first aid** training. This staff member shall administer first aid.
  2. The student’s parent, guardian, or authorized person shall be **notified** immediately in the event of a serious accident or illness requiring emergency care.
  3. The local rescue squad or ambulance service shall provide **emergency transportation**; the local hospital shall provide **emergency care**.
  4. In the event that a student is transported to the **hospital**, his/her health summary and signed *Emergency Contact & Medical Information* form shall be sent along. A staff member shall accompany the student until the arrival of the parent, guardian, or authorized person.
  5. An **accident report** shall be completed for each accident except for minor scratches and abrasions. The report shall be written as soon as possible following the accident. The original report shall be put in the student’s file, one copy in the preschool’s file, and one copy shall be given to the parent.



## **XII. Dress**

Dress your student in **play clothes and sneakers**. Dressing your child for play will let them learn through play with confidence, not having to worry about “getting dirty”.

- A. No sandals without heel straps, flip-flops, or slippery-soled shoes, please. *This is for your child’s protection.*
- B. Stocking feet or bare feet are not permitted in the classroom.
- C. **Please bring:**
  - 1. A shoebox (*labeled with your student’s name*) of **extra clothes** (*including socks if possible*) to be left at school in case of accidents or illness.
  - 2. A pair of **slippers or a second pair of shoes** to be left at school for winter months.
  - 3. A **paint shirt**...an adult or older child size, short sleeve T-shirt .
  - 4. **Please label all clothing items** which will be left at school, as well as back packs, jackets, coats & sweaters worn/brought to school. First name or initials are fine.

## **XIII. Foods**

Students should have eaten breakfast before they arrive in the morning. **Snacks** will not be part of the morning routine. **Drinks**, juice or water, will be provided for our thirsty little workers.

- A. Students may bring **special pre-packaged treats** to the preschool for their birthday celebration. *This is optional.*
- B. In order to accommodate your plans, we will try to make your child’s birthday celebration coincide as close to the actual day as possible.
- C. **Chewing gum** is not permitted in preschool.

## **XIV. Folders**

Each student will be provided with a folder for the school year. It is important to keep this folder transitioning back and forth between home and preschool. It is one of way teachers are able to communicate with parents.

- A. The important materials sent home may contain information of which you need to be aware such as the monthly calendar & newsletter, permission slips, fundraising information, etc.
- B. The papers are for you to keep, unless it is a permission slip which will need to be returned once it is completed. **Please take time to read the materials that are sent home.**
- C. Please return the folder on the next school day. This is important, so that communication between teachers and parents is up-to-date. Thank you.

# Handbook Agreement

I have read Noah's Ark Community Preschool Parent Handbook and agree to follow the Noah's Ark Community Preschool guidelines.

Name of Student (please print): \_\_\_\_\_

Name of Parent/Legal Guardian (please print): \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

Date (mm/dd/yy): \_\_\_\_\_

Please tear out this page and return it to the preschool. Thank you.