

“Noah’s Ark” Christian Learning Center, LLC
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Parents handbook

updated 1/31/2015

About us

Noah’s Ark Christian Learning Center was established in 2000 (then a non-profit childcare center); changed its status and name in 2006; is licensed by Boise City and complies with all of the standards put forth by it.

It is managed by its owners. All staff members are licensed by Boise City (being fingerprinted and undergo a background check prior to being licensed); and are CPR and First Aid certified. All participate in a continuous program of in-service education in order to remain alert to the ever-changing needs of today’s families.

Noah’s Ark Christian Learning Center is open to children from 6 weeks of age, regardless of race, creed, color, sex, nationality or religion, who may benefit from our type of program

Philosophy

It is our philosophy that early childhood should be a time of fun, warmth, security, exploring, and discovery. It is also a critical time for child to learn about respect, obedience, sharing, trusting, all the values that are endorsed in the Bible. When these values ingrained in child’s heart they will produce a good citizen in future.

The center’s purpose is to provide an atmosphere that encourages social, emotional, physical and intellectual growth and development of the child as whole.

Enrollment

All forms must be completely filled out and returned before the child enters or continues the program.

An annual enrollment/registration fee is required upon enrollment and upon anniversary date. This fee covers craft materials, diaper wipes, and other paper products.

A deposit of first week’s childcare fees plus the enrollment/registration fee is required upon initial enrollment.

Child has to be 3 years old and fully potty-trained before he/she can start the preschool program

Dress

Think of your child’s comfort – and provide simple clothing that is free of complicated fastening. Think of messy art materials and other messy activities – and provide clothing that is washable. Think of our playground – and provide clothing that is sturdy. Think of the changeable weather – and dress your child appropriately. Provide sweaters and jackets, even on the first sunny fall or spring days. It’s much easier to remove an unneeded item than be without.

Think of your child’s comfort and provide your child with long pants from at least mid-October to mid-April. Think of how you would feel playing outdoors in the wet, cold, and windy weather – and provide suitable head covering when needed.

Avoid sending sweater and /or jackets with drawstrings – they can cause possible choking accidents. Avoid shoes or boots with all-leather soles – they can be slippery and cause accidental falls.

No open sandals, please – dirt, gravel, sand, stubbed toes.

If your child is prone to having toilet accidents, please, bring extra clothes to leave at the center.

During summer we have special days, when children play with water – please bring swimsuits.

Parking

Parking spaces provided at the south and north side of the front yard. Parents cannot park in front of the facility’s entrance. Please, do not litter at our parking area.

During winter months every effort will be made to keep the area free of snow, however the driveway and the parking area may be slippery, so be extra careful.

Only parents and/or people authorized to pick-up children may enter the facility. Please do not come with a friends or relatives as children could be upset by strangers.

Nutrition

Breakfast served between 8:00 am and 8:30 am, morning snack 10:00 am to 10:30am, lunch between 12 pm and 12:30 pm, afternoon snack 3:00 pm to 3:30pm, dinner between 5:30 pm and 6:00 pm, late snack between 8:00 and 8:30pm. All meal costs are included in tuition. Please, do not bring food into the classrooms. We receive reimbursement from the Department of Education for the food that we serve the kids and we have to do it by their regulations. They regulate the time we serve food and type of food we are serving. If you missed our meal- or snack time, please feed child in the car or in the hall, before you take child to his/her classroom. We celebrate birthdays after lunch or pm snack. You are welcome to bring commercial bought cookies or cupcakes.

Program

Planned within the framework of philosophy and purpose, Noah's Ark Christian Learning Center's curriculum includes exposure to letters, numbers, shapes and colors; Bible and life lessons; sharing and conversation time; stories, songs and finger plays; creative art activities and crafts; games and large muscle activities; field trips; food preparation; science and nature activities; and celebration of holidays and birthdays.

Our program is geared toward helping children develop habits of observation, questioning, and listening. It gives them an awareness of their own feelings and right to express them. They learn that they are free to make choices as long as they stay within limits of consideration for people and things.

All that is expected of children is that they come to our program, be themselves, and have respect for others. What we expect of parents and caregivers is that you read the operating procedures in this handbook and conform to it; and that you feel free to be a part of the center, offering suggestions, comments, and constructive criticism as well as financial and moral support.

Naptime (or rest time for older children not needing naps) is usually from 1:00-3:00 pm each day. Infants and toddlers may have additional naps during the day depending upon the individual child. Parents should provide their child (ren) with small blankets and pillows, if child (ren) will have a nap here.

III Child/Medication Policy

It is the intent of this childcare program to provide a healthy and safe environment for children. Your child's health is very important to all of us. A daily health inspection is given upon each child's arrival at the center. The person bringing the child must wait until the inspection is over before leaving the premises.

The following illness policy is designed to protect the health of all the children in our care.

Children with the following symptoms should NOT be brought to the center:

- Diarrhea, vomiting, or a fever of over 100 degrees within the last 24 hours
- Head lice (until treated completely)
- Heavy nasal discharge
- Constant cough
- Reddish eye with a discharge
- A contagious illness or rash (may return to the center after 24 hours on antibiotics)
- With any symptoms causing them to be unable to participate in the usual day care activities

Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be isolated from the others; we will notify you and ask that your child will be picked up within an hour.

If your child needs to receive medicine during the day, you must fill out a medication form.

Idaho Code Section 39-1118 requires that each child's record of immunization be on file with this day care within fourteen (14) days of enrollment. These records must be updated as additional immunizations are received. We do NOT accept unimmunized children.

In case of accidental injury we will make an immediate attempt to contact a parent or caregiver. If we can't reach you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics. You will be expected to assume responsibility for any resultant expense. The center will maintain a parents' or caregivers' signed consent form agreeing to this provision. It is to your child's benefit that you keep the center up-to-date on phone numbers, emergency numbers, and other pertinent information.

Child Guidance Policy

We believe that communication builds relationships and helps children develop. We will take a preventative approach to discipline to help teach children positive behaviors. Our goal is to provide children with the opportunity and motivation to make choices, function independently, learn social skills through guidance, respect others, adapt to routines & rules and become responsible individuals. This program will focus on preventing behavior problems by providing an organized physical environment and a variety of age appropriate, adult-directed, and child-initiated activities. Whenever possible, children will be given the opportunity to make real choices about what they will do and where they will play. The following is a basic outline of the child guidance procedures used in this childcare program:

- Positive methods of guidance, which demonstrate problem-solving skills and self-control, will be used.
- Mental and verbal abuse, physical abuse (spanking, swatting, hitting, etc.) will be never used.
- Children may occasionally be firmly- but gently- held to prevent them from harming themselves, others or property.

Some basic rules that the children will be asked to follow in this day care are:

- No Hitting, No Pushing, No Biting
- No Name Calling
- No Fighting, Shooting, or Sword Play
- No Rough Housing or Playing on Furniture
- No Running Indoors, No Yelling Indoors (use indoor voice)
- Respect the Property and Feelings of Other Children

Discipline Policy

When discipline is needed, the following guidelines are followed:

- The child will be redirected to another activity if possible.
- Children are given initial instructions of expectations, and then a warning is given prior to any loss of privileges
- Natural & logical consequences are implemented (i.e. if a child misuses a toy, the toy will be taken away)
- Time outs will be used if the child needs to calm down or to be removed from a situation
- **Unacceptable behavior** includes deliberate destruction of property, physical harm to another person, deliberate disobedience of known rules and foul language

If it is considered that the continued care of a particular child enrolled in the day care might be detrimental to that child or the other children enrolled, or that we do not have the cooperation of or have a good working relationship with the parents insofar as this contract and the best interests of the child is concerned, the contract for child care may be terminated by the provider at any time.

Personal Belongings

Except for toys (preferably stuffed animals) that are needed in the first days to help ease your child's transition from home to our center, we ask that you leave your child's toys at home or in the car. If an item is brought to the center, we cannot be responsible for it. Personal items such as books, videos and toys may be brought only for circle (show and tell) time.

If any personal item that is brought to the child care creates a disturbance among the children, that item will be put away until it is time to go home.

Toy weapons of any kind (guns, knives, bow & arrows, swords, etc.) are not allowed at the child care for any reason.

Items with witchcraft topics are not allowed.

All personal items should be clearly marked with the child's name.

Hours

Noah's Ark is open 20 hours per day (4:00am to 12:00 am), seven days per week. We are only closed for Easter Weekend, Memorial Day weekend, Independence Day weekend, Labor Day weekend, Christmas Eve and Christmas Day (December 24 & 25), New Year's Eve and Day (December 31 & January 1), Thanksgiving Day weekend. All of the above dates constitute a three-day holiday unless otherwise specified. You will not be charged for any days in which the center is closed.

Noah's Ark Rates

Annual Enrollment fee - 1st child - \$60.00; 2nd child - \$40.00; 3rd child - \$30.00
 Drop-in Enrollment fee - \$35.00

Age group	Full-time Weekly (up to 45 hrs) Addl hrs + \$3.75/hr	Part-time Weekly (up to 20 hrs)	Drop-in rates If less than 48 hrs notice	Drop-in rates If less than 24 hrs notice
0-12m	\$ 170.00	\$ 115.00 + 5.00 / hr	\$ 7.00	\$ 8.00
1-2 years	\$ 160.00	\$ 110.00 + 5.00 / hr	\$ 7.00	\$ 8.00
2-3 years	\$ 150.00	\$ 100.00 + 4.50 / hr	\$ 6.50	\$ 7.50
3-4 years	\$ 130.00	\$ 85.00 + 4.50 hr	\$ 6.00	\$ 7.00
4-5 years	\$ 125.00	\$ 80.00 + 4.50 / hr	\$ 6.00	\$ 7.00
5-6 years	\$ 120.00	\$ 75.00 + 4.00 /hr	\$ 5.50	\$ 6.50
6+ years	\$ 115.00	\$70.00 + 4.00 / hr	\$ 5.50	\$ 6.50

- **We charge an additional \$2.00 per hr / per child for Sundays**
- For night hours (9:00pm – 6:00am) there is an additional charge of \$2.00/hr per child
- We give discount for older siblings (full-time, part-time only) - 10%-2nd child, 15% -the oldest
- We charge \$.60/ml for transporting child (ren) to and from school (round trip)
- We charge \$5.00 if we can't find your child at school pick-up time
- **All drop-in fees required at the time of service**

Our center will accommodate shifting schedules. However, it is a parent's responsibility to notify us of your new schedule. Advance (at least **48 hrs** before the change) notice of schedule change is required - in writing. The 48 hrs rule applies to our office hours, which is Monday thru Friday 8:00am – 5:00pm.

Arrival and pick-up

Please let us know **before** your child's usual arrival time, if your child (ren) will not attend day care at all that day. It is very helpful to us in planning meals and activities.

We insist upon strict observation of the scheduled Drop-in and Pick-up time. Late (or early) fee of \$5.00 per ½ hr will be assessed if child was picked up more than **5 min later** than the scheduled time or earlier than scheduled time.

For safety's sake, children must always be left in the care with an adult, with the children being brought directly to the classroom. Children must never be left in the classroom without a teacher present – make sure that the teacher is aware that your child has come.

If you know you are going to be detained, please notify the center before your scheduled pick-up time, so that we can reassure your child, and arrange additional care with an hourly drop-in charge.

No child will be released to a person not authorized by a parent or a caregiver to pick-up the child. The parents or guardians shall notify the center in writing when someone other than those named on the emergency information will be picking up child.

Failure to pick-up a child after 2 hours of non-notification will result in contacting proper authorities and placing child into protective service.

Failure to sign child in and out or incomplete sign (missing time or initials) will result in a **\$4.00 charge** per child per occurrence.

Policy for Drop-in care

Drop-in care can be scheduled (and will be charged) for at least 1 hour. If parents choose to cancel already scheduled care, with more than 24 hours notice they will be charged 50% of total charges; with less than 24 hours notice they will be charged 100% of total charges.

Payment Provisions

Payment obligation is based upon the block of time parents agreed to use childcare, not the actual hours of attendance. Fees will be charged for all days in which childcare is in operation and your child is scheduled to attend. Nonrefundable registration fee shall be paid upon enrollment. We charge for at least 1 hour of care, even if child is scheduled for less.

Tuition is figured as a weekly fee. It is to be paid in advance (weekly, biweekly or monthly depending upon your payment arrangement) by first scheduled day of the current week. **10%** late payment fee will be charged on Monday following the not paid for week.

If tuition is not paid for 2 consecutive weeks, **children will be taken off schedule** until tuition obligations are met (including all late payment fees) or payment arrangements are made (in writing). All past due accounts will be turned over to a collection agency for collection.

Parent(s) participating in the ICCP must pay their copayment by 15th of current month. The late fee of 10% of the balance will be added every week until payment is made. If copayment is not made by the end of the month, the child(ren) will be taken off schedule until payment is made or parent(s) arrange a special payment plan.

All checks issued with insufficient funds will be charged **\$30.00 fee** and future payments have to be made by cards, cash or money-orders only.

If parents or guardians brought a child without a notification they will be charged \$10.00/hr – first hour, hourly rate after that.

If children need to be withdrawn from childcare, **two weeks written notice is required** so that the vacancy can be filled by another child. Should more notice be possible, it would be appreciated. If notice is not given, the parents or guardians are responsible for the last two weeks tuition, even if child is not attending.

All fees are subject to change upon consideration due to variation in circumstances or market rates.

Communication with parents

This booklet has been supplied in an effort to answer many of your questions. Please feel free to discuss any concerns you have regarding day care or any major changes in your child's routine. Please keep us informed if your child has experienced any special or stressful events, restless nights, and change in custody arrangements, etc. Since drop-off or pick-up time is not always best for in-depth sharing of information or discussions of a problem please feel free to call us on the phone at a time convenient for you.

If the teachers are not free to talk with you, please understand that the children come first during class time; you can arrange for a better time to discuss your concerns.

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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