

Updated 04/23/2020

# “Noah’s Ark” Christian Learning Center, LLC

3457 N Maple Grove Rd, Boise, ID, 83704

Phone: 375-6624 / Fax: 375-0518

Free and Reduced Form \_\_\_\_\_  
Infant Feeding Form \_\_\_\_\_  
Food Substitution Form \_\_\_\_\_  
Immunization Card Copy \_\_\_\_\_  
Payment Card form \_\_\_\_\_  
Orientation \_\_\_\_\_  
Child's Card \_\_\_\_\_  
Entered \_\_\_\_\_

## Admission Agreement

The center shall provide the child care services for:

\_\_\_\_\_  
Name of child enrolled Sex Date of birth

\_\_\_\_\_  
Name of child enrolled Sex Date of birth

\_\_\_\_\_  
Name of child enrolled Sex Date of birth

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ e-mail \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **DL #** \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Father's Name:** \_\_\_\_\_ **DL #** \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Do you have a court order against anyone:** \_\_\_\_\_

The following people are authorized by me to pick-up my child(ren):

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

How did you find out about us: Word-of-mouth \_\_\_\_\_

Stand at the entrance \_\_\_\_\_ Online \_\_\_\_\_ Other \_\_\_\_\_

For parents of 3 year and older children: I give permission to transport my child(ren) on field trips

\_\_\_\_\_  
Parent or Guardian Date

# 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 25.25 to 50 hrs Addl hrs + \$5/hr	Part-time Weekly (up to 25 hrs ) Infants - 5 yr old only Available after 4:00 pm	Drop-in rates Per hour If less than <b>48 hrs notice</b>	Drop-in rates Per hour If less than <b>24 hrs notice</b>	Extra hrs Per hour <b>(Same Day Drop-in)</b>
<b>0-12m</b> Infants	\$ 230.00	\$ 180.00 Starting at 16.5 hrs	\$ 10.50	\$ 11.00	\$ 12.00
<b>1-2 years</b> Toddler 1	\$ 225.00	\$ 175.00 Starting at 16 hrs	\$ 10.50	\$ 11.00	\$ 12.00
<b>2-3 years</b> Toddler 2	\$ 215.00	\$ 170.00 Starting at 15.5 hrs	\$ 10.00	\$10.50	\$ 11.50
<b>3-4 years</b> Preschool 1	\$ 190.00 + mileage	\$ 150.00 (+ mileage) Starting at 15 hrs	\$ 9.50	\$ 10.00	\$ 11.00
<b>4-5 years</b> Preschool 2	\$ 185.00 + mileage	\$ 145.00 (+ mileage) Starting at 14.5 hrs	\$ 9.50	\$ 10.00	\$ 11.00
<b>5-6 years</b> Kindergarten	\$ 180.00 + mileage	\$ 140.00 (+ mileage) Starting at 15.5 hrs	\$ 9.00	\$ 9.50	\$ 10.50
<b>6+ years</b> School age	\$ 175.00 + mileage	\$ 140.00 Starting at 15.5 hrs	\$ 9.00	\$ 9.50	\$ 10.50

- F/T, P/T rates applies to schedules given with at least 48 hrs notice. The 48 hrs rule applies to our office hours, which is Monday thru Friday 8:00am – 5:00pm.
- **Discount** for older siblings (full-time, part-time only) - 10%-2nd child, 15% -the oldest
- **Night hours** (7:00pm – 10 pm & 4am - 6:00am) is additional **\$5.00/hour**
- Late pick-up and early drop-in fee is **\$5.00 per 10 minutes**
- Incomplete Sign-in or Sign-out (missing time and/or initials) fee is \$5.00 per occurrence
- Transportation fees to and/or from school included in the tuition only for 6 years and older
- Transportation fees for to and from school are \$1.25 per mile round trip
- We charge \$5.00 if your child was not at designated place at the school pick-up time
- All drop-in fees required at the time of service

My tuition is \$ \_\_\_\_\_ every \_\_\_\_\_, based on my schedule: F/T P/T

Days and hours \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Registration Requirements - (please, initial)

For child(ren) to be enrolled and put on schedule, we require the following:

1. Admission Agreement - signed and dated
2. Child(ren)s Personal Information Form
3. Medical Statement for ANY food substitutions
4. Up to date **Immunizations Records**
5. Registration Fee(s) and the 1st week tuition
6. For parents receiving ICCP we require a letter from ICCP as proof of eligibility, registration fee and parent's portion is to be paid at the time of enrollment. If parents prefer to start immediately, they are to pay weekly until we receive ICCP letter as a confirmation
7. The parents or guardians shall attend an Orientation
8. Whenever in this agreement we use the term "parents" it means "A parent, guardian or designated representative of the child's parents or guardians" \_\_\_\_\_

**Attendance Policy**– (Please initial at every point)

1. The parents shall notify the center of any changes in their schedule at least 48 hrs in advance during office hours (Monday-Friday 8am to 5 pm) or will be charged accordingly (hourly fee) \_\_\_\_\_
2. If parents brought child(ren) without a notification they will be charged \$20.00/hr – first hour, same day drop-in rate after that \_\_\_\_\_
3. The parents shall notify the center when the child is going to be absent from the childcare every day that the child is absent \_\_\_\_\_
4. If the weekly charge or the ICCP copay is not paid the child(ren) will be taken off schedule \_\_\_\_\_
5. If a 3 year old child is not fully potty trained and therefore can't start attending Preschool 1 class, he/she can remain in Toddler 2 class only for up to 3 more months (2 yr old tuition will be charged) \_\_\_\_\_

**Arrival / Pick-up Time Policy**– (Please initial at every point)

1. At the arrival time the parents shall sign in (**time and initials**) on the attendance roster, **bring the child to the classroom**, wait for a child's well-being check-up , and only then leave the premises \_\_\_\_\_
2. The parents shall notify their child's teacher about any cuts, bruises, or other body markings that is present at the drop-in time \_\_\_\_\_
3. The parents shall notify their child's teacher if in the last 24 hours their child was not feeling like him/herself or had any symptoms listed in the "Illness policy" \_\_\_\_\_
4. The parents shall check their child's cubby to make sure that there is **at least 2** change of clothes (3 if child is NOT fully potty-trained) \_\_\_\_\_
5. If your child is brought to the classroom before scheduled time (without prior notification), or picked up from the classroom more than 5 min later than the scheduled time (without prior notification), an early or late fee of **\$5.00 for every 15 min** will be charged \_\_\_\_\_
6. The parents shall check their child 's cubby at the pick-up time for anything that needs to be taken home (art projects, other papers or reports, etc) \_\_\_\_\_
7. The parents shall sign the child out (after picking up a child from classroom) (**time and initials**) on the attendance roster before taking their child from the premises (no later than 5 min after the scheduled pick-up time) \_\_\_\_\_
8. Failure to complete child sign in and out procedure (**time and initials**) will result in a **\$5.00 charge** per child per occurrence \_\_\_\_\_  
The parents shall notify the center in writing when someone other than those named on the emergency pick-up information will be picking up their child. \_\_\_\_\_
9. Failure to pick-up your child after 2 hours of non-notification will result in contacting proper authorities and placing your child into protective service \_\_\_\_\_

**Safe Sleep Practice** -- (Please initial at every point)

1. Infants will be placed on their backs to sleep every time they are put to sleep \_\_\_\_\_
2. Bottles and sippy cups are used only when an infant or toddler is being held or sitting upright at a table or in high chair \_\_\_\_\_
3. Swaddle blankets and sleep sacks will be used instead of blankets ; pacifiers will only be used as instructed by parents \_\_\_\_\_

**Communicating with Staff**– (Please initial at every point)

1. It is NOT our teachers responsibility to handle any office procedures. The parents should make arrangement with the office to discuss any questions about billing, fees, schedule changes or food substitutions \_\_\_\_\_
2. The parents shall come to the center for conferences when asked to do so by a member of the center's staff \_\_\_\_\_
3. The parents or guardians shall remain calm and respectful toward any staff members at all times \_\_\_\_\_

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**Holiday Closures-** (please, initial)

We will be closed for the following holidays: New Years Eve & Day - 3 days, Easter weekend, Memorial Day - 3 days, 4th of July - 3 days, Labor Day - 3 days, Thanksgiving Day, Christmas holiday – 3 days. You will not be charged for planned holiday closures

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**Illness Policy–** (Please initial at every point)

1. The parents shall NOT bring a child to the center if in the last 24 hours child had:
    - a fever of 100 degrees or higher
    - diarrhea, or vomiting
    - mouth sores with drooling
    - any rash (especially with fever)
    - pink or red looking eye with white or yellow discharge
    - greenish discharge when sneezing,
    - head lice or nits, until letter from a doctor or a professional stating that the hair is CLEAR from lice and/or nits
  
  2. If the child will start having any symptoms from the list above **OR**
    - if the child cannot participate in normal activities in his/her classroom
    - if the child develops mouth sores
    - if a child has an abdominal pain that continues for more than 2 hours, even if it is intermittent
    - if a child has a severe cough or difficulty breathing (rapid or wheezing)
    - if the child requires a greater level of care that we can provide without compromising the health and safety of other children

- the parents shall pick-up ill child **within 1 hr** after phone notification.

An ill child shall be isolated from other kids and given appropriate care until child is picked up by a parent
  
  3. If the child was excluded from the child care center, he / she will be allowed to return to the center if:
    - a) parents bring a note from a doctor, stating that child may return to a social setting OR
    - b) full 24 hours has passed since the last symptom that was the cause of exclusion
  
  4. The parents shall notify the center of the child’s possible exposure to a communicable disease
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**Injury policy-** (please, initial)

The center shall give appropriate first aid to hurt children. A parent shall be contacted if it is the judgment of the staff that immediate medical attention is necessary. If the injury requires immediate emergency care, 911 will be called, and then parents will be contacted. Any medical, dental or hospital bills is the responsibility of the parents

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**Medication Policy–** (Please initial)

The parents shall bring physician-prescribed medication only in original pharmacy bottle or package, fill out Medication Form completely for every day that medication needs to be administered. The center shall have no responsibility for any adverse reaction caused by the administration of such prescribed medication

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**Child Abuse & Neglect Policy-** (please, initial every point)

1. A parent shall see that the child comes to the center in good hygiene (tidy appearance and clean clothes)
  2. The director or any other staff members shall report to Children’s Protective Services or the Police Department **as required by the licensing regulations** any suspicion of child abuse (sexual, physical physiological or emotional) , neglect, or endangerment of which they may become aware.
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## Discipline Policy

The child shall be taught and guided toward the appropriate behavior. Teachers will give instructions or expectations for every activity. 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
- Respect the Property and Feelings of Other Children
- No Running or Loud Voices Indoors (use soft voice)
- No Fighting, Play Shooting, or Sword Play, No Rough-Housing

If a child makes a wrong choice, the following steps will be taken:

- A verbal warning
- Time-out
- Discipline report
- Office time-out
- Call to parent to help calm the child
- Call to parent to pick-up child, if child is not picked-up within 45 min, he/she will be taken off schedule next day
- If child has to be picked-up second time from office - he/she will be taken off schedule next day
- If child has to be picked-up third time from office - he/she will be taken off schedule for 3 days (Parent - office conference to take place before child can come back to center)

We reserve a right to not follow this procedure if a child is in danger of hurting him/herself, other children or teachers; uncontrollable outburst of anger or rage, OR his/hers behavior is negatively affecting other kids.

\_\_\_\_\_  
Parent or guardian

\_\_\_\_\_  
Date

## Obligations of parents or guardians - (please, initial every point)

1. The parents shall see that the child is dressed according to weather conditions when brought to the center, following the guidelines in the Parent Handbook. \_\_\_\_\_
2. The parents shall provide the child with a small blanket and small pillow (which needs to be taken home every Friday and washed) to use during nap time \_\_\_\_\_
3. The parents shall provide all other necessary items in a timely manner (formula, diapers, etc \_\_\_\_\_
4. If extra clothes are not available, you will be called to bring clothes or pick-up your child within 1 hr. A charge for all the items that the center provided will be added to your weekly bill \_\_\_\_\_
5. We do not allow toys from home (only exception - Show and Tell Time). The center shall not be responsible for lost or broken toys brought from home \_\_\_\_\_
6. The parents shall respect the Christian nature of our center and its staff (we do not allow death, ghosts, witches, monsters, etc paraphernalia or images on clothes) \_\_\_\_\_
7. The parents will timely notify center of any changes in contact information (address, phone numbers, etc) \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

## Policy for Drop-in care- (Please initial at every point)

1. Drop-in care can be scheduled based upon staff ratio and availability (if there is no unpaid balance for previous times of care). Minimum scheduled time is at least 1 hour. All drop-in charges should be paid at the time of scheduling \_\_\_\_\_
2. 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 \_\_\_\_\_

**Billing / Payment Policy** – (Please initial at every point)

1. Payment obligation is based upon the block of time you 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. Schedules are due by Friday by closing of business. We require a credit / debit card payment authorization form to be on file, and if no payment has been made by Wednesday by other means, we will charge your card on Thursday.
2. All checks issued with insufficient funds will be charged a **\$30.00 fee** and future payments have to be made by debit / credit cards or cash or money-orders only
3. Tuition is figured as a weekly fee. It is to be paid weekly, no later than the Saturday of the current week. If the **weekly** tuition is not paid by Saturday, 10% late payment fee will be added and children will be taken off schedule until full balance is paid. If parents come Monday (or any day of the following week) to pay off the balance, and wish to drop off kids at that time, it will be considered a drop in and result in following charges – \$20 for the 1<sup>st</sup> hour, and then same day drop rate in for the remainder of the day. Any other payment arrangements for special circumstances must be approved in advance and set up in writing

**Parent(s) participating in the ICCP** must pay their copayment by the 7th of the current month. If it's not paid by the 7th, the late payment fee of 10% of the remaining family balance will be added on 8<sup>th</sup>. If copayment is not made by the end of that week, the child(ren) will be taken off schedule until payment is made. If parents come Monday (or any day of the following week) to pay off the balance, and wish to drop off kids at that time, it will be considered a drop in and result in following charges – \$20 for the 1<sup>st</sup> hour, and then same day drop rate in for the remainder of the day. Any other payment arrangements for special circumstances must be approved in advance and set up in writing

If balance (including late payment fees) are not paid within 30 calendar days, child(ren) will be dis-enrolled and a delinquent account will be turned over to a collection agency for collection

**Severe Weather Closure / Emergency Evacuation Plan**

In the event of severe weather or snow, we will delay opening until travel is safe or remain closed for an entire day. If that happens, we will notify families through our Facebook page (Noah's Ark Learning Center) and local news channels

**Termination of the agreement** – (Please initial at every point)

This agreement shall be terminated if any one or more of the following occur:

1. Parents give a 2 weeks written notice. If notice is not given, the parents are responsible for the last two weeks tuition, even if child is not attending
2. The parents allow their account to become delinquent.
3. Failure of the parents or guardians to honor the obligations listed in this agreement or in any rules, regulations, or manuals promulgated or provided by the center
4. The center in its sole and unfettered discretion determines that it is unable to meet the needs of the child
5. The center in its sole and unfettered discretion determines that it is not in the best interest of the program or other children enrolled at the center to have the child in attendance.
6. If child was not in attendance for one FULL CALENDAR MONTH

**Modification clause**

This agreement may be modified whenever any of the circumstances covered by this agreement changes. Such modification may only be made in writing and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any condition.

**Statement of responsibility**

I further understand and agree that in operating this childcare facility and caring for my child, Noah’s Ark, LLC shall be responsible for acting in a reasonable manner and in compliance with the legal requirements of the State of Idaho (the Standard of Care). However, I also understand that Noah’s Ark, LLC is not a guarantor of my child’s safety and that the risk of accidents or injury to my child cannot be completely eliminated even when Noah’s Ark, LLC has satisfied the Standard of Care. I will not sue and will indemnify Noah’s Ark against liability for accident or injury to my child occurring under all other circumstances.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

**Signatures to agreement**

I agree to cooperate with the general policies of the center; to perform the obligations of the parents or guardians set forth in this agreement; and to abide by the rules, regulations, and manuals promulgated and provided by the center. My signature below indicates that I have read the terms of the agreement and the rules, regulations, and manuals promulgated and provided by the center. It further indicates that I have this material explained to me and that all my questions have been satisfactory answered.

\_\_\_\_\_  
Parent or guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

USDA Nondiscrimination Statement In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.