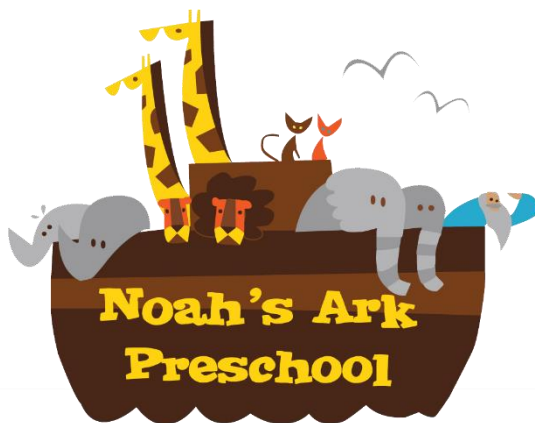


# NOAH'S ARK PRESCHOOL

A Ministry of Cypress Bible Church



## PARENT HANDBOOK

2023 - 2024



11711 Cypress N. Houston Road  
Cypress, TX 77429  
281-469-1247  
Fax 281-469-0790

[www.NoahsArkPreschoolCypress.org](http://www.NoahsArkPreschoolCypress.org)

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# WHO WE ARE...

## HISTORY and ORGANIZATION

Noah's Ark Preschool was established at Cypress Bible Church in 1984 to answer the need for a quality early childhood education where Christian principles were integrated into daily activities. Noah's Ark Preschool is a non-profit Christian program under the ultimate authority of the Board of Elders at Cypress Bible Church. We are licensed and inspected by the Texas Department of Health & Human Services. A copy of our most recent Licensing Inspection Report is available to view at the Preschool office or on our website, [noahsarkpreschoolcypress.org](http://noahsarkpreschoolcypress.org).

## PHILOSOPHY and GOALS

A child's toddler and preschool years are filled with unlimited energy, exuberance, and curiosity. This is a time of great intellectual, physical, social, emotional, and spiritual development, laying a foundation for important values and attitudes. We believe the preschool experience can be an integral part of this total process fostering confidence and leading to a lifetime love of learning.

Noah's Ark Preschool provides a well-balanced program of play and learning, carefully designed to teach children through stimulating activities and interesting materials. Activities are developmentally appropriate and structured to teach pre-academic skills and provide a sense of accomplishment, independence, responsibility, and self-regulation.

Noah's Ark Preschool strives to create a Christian environment where each child can develop physically, spiritually, socially and emotionally. Christian principles are integrated throughout daily activities. We believe spiritual growth plays an important role in the child's total development. Through weekly Bible lessons, the example of loving adults, and positive preschool experiences, our students will be exposed to the greatness of God and the Lord Jesus Christ. We strive to increase each child's awareness of self and provide opportunities for each child to discover God and the world around him.

# WHO WE ARE...

## PHILOSOPHY and GOALS (continued)

### TODDLERS

Our Toddler Program (ages 18 months – 35 months) will:

- Allow mothers to have uninterrupted free time
- Encourage each child to understand God made them and God loves them
- Aid each child in the development of gross (large) motor skills
- Aid each child in the development of early social skills

### PRESCHOOL

Our Preschool Program (ages three to five years) will:

- Encourage each child to trust God and His son Jesus
- Aid each child in the development of basic gross (large) and fine motor skills
- Help each child develop social and communication (speaking and listening) skills necessary for independent thinking and problem solving
- Provide each child meaningful readiness activities necessary to build a solid foundation for language and math skills
- Encourage confidence and independence creating a strong foundation on which children can better focus on academic skills introduced in the years to come
- Encourage each child to understand God made them, God loves them and Jesus (His son) wants to be their friend.

## HOURS OF OPERATION

Noah's Ark Preschool operates nine months of the year. Our school day runs from 8:50 a.m. – 2:00 p.m. General office hours are 8:30 – 2:30.

We follow Cy Fair ISD school year calendar for most holidays and the district's guidance for school closures due to inclement weather or other emergency closings.

## CLASSES OFFERED

### TODDLERS

Children aged 18 months through 35 months may attend class on Tuesdays, Wednesdays and Thursdays. Parents may choose for their child to attend two or three days

### PRESCHOOL

Two– or three-day classes for 3-year-olds; three– or four-day classes for 4-year olds (Pre-K); and a four-day class for Bridge students (those turning 5 before September 1 or with Director’s placement) are offered.

A listing of classes offered is available on our website at [www.noahsarkpreschoolcypress.org](http://www.noahsarkpreschoolcypress.org).

## OPTIONAL PROGRAMS OFFERED

### EARLY DROP (PRESCHOOL STUDENTS ONLY)

Early drop-off of children at 8 a.m. will be offered provided enough interest exists to make it economically feasible. Children are enrolled for the service for an additional fee, paid with tuition. As staffing is arranged in advance to ensure appropriate supervision, no refunds will be given for absences.

### MONDAY FUN DAYS (PRESCHOOL STUDENTS ONLY)

From time-to-time, Noah’s Ark Preschool may offer an optional drop-in program for children enrolled in our preschool classes. Sessions run from 8:50 a.m. to 2:00 p.m.

Additional fees are charged and reservations are made in advance on a first come-first served basis by calling or emailing the Preschool office no later than 2 p.m. Thursday for the following Monday. As staffing is arranged prior to Monday Fun Day to ensure appropriate supervision, no-shows or cancellations are still charged for the session. Lunch is provided by parents.

# WHO WE ARE...

## CURRICULUM AND ACTIVITIES

### TODDLERS

Child development specialists have produced decades of research showing that the environment of a child's earliest years can have effects that last a lifetime. Babies brains develop exponentially from conception to age 3. That's a lot to grasp!

Noah's Ark Preschool wants to expose our toddlers to learning through play. Although at this tender age, toddlers may not comprehend all we are teaching, they will be exposed to God and His son Jesus, colors, shapes, activities that stimulate their minds – and more importantly, running, hopping, rolling, jumping, small and large motor activities. All of these are what will someday not so far in the future help them learn math, reading and writing!

Our toddler curriculum incorporates weekly Bible stories, music and movement class and Frog Street Press for Toddlers. Christian principles are integrated into activities throughout the day as children are introduced to a wide variety of developmentally appropriate activities.

### PRESCHOOL

Our preschool curriculum encourages each child to actively explore, communicate with others, and be creative throughout the day. Christian principles are integrated into daily activities. The curriculum is organized into thematic units with a specific focus each week. The schedule includes experiences in language arts, math, science, art, social studies, gross and fine motor development and cooking. Weekly enrichment classes include Bible, music, art/science, and physical education.

Preschool curriculums include Frog Street Press and Handwriting without Tears. Our Bridge program utilizes literature-based Happily Ever After for reading readiness. Literature is an important part of our school day.

# WHO WE SERVE...

## WHO MAY ENROLL?

Toddler students must be 18 months of age on or before September 1 of the school year they plan to attend. Preschool students must be three or four years of age by September 1 of the school year they plan to attend. **Children in our preschool program must be completely toilet trained.**

Children are accepted without regard to a child's race, color, creed, religion, national origin or gender; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability. Noah's Ark Preschool does not discriminate on the basis of race, color, creed, religion, national origin or gender in administration of its policies or programs.

At Noah's Ark Preschool we value all children and want to do our best to provide a great experience for every child. While it is our desire to meet the needs of every child, we recognize that we have limitations and may not be the best fit for every child. Should we deem that we do not have the training and capacity to care for the specific needs of an individual, Noah's Ark Preschool reserves the right to decline enrollment.

## WHEN IS REGISTRATION?

Registration for families currently enrolled in Noah's Ark Preschool or are members of Cypress Bible Church takes place in early-to-mid February. Annual registration is required. All new enrollees are accepted on a first-come first-served basis during open registration in mid-February. Registration is completed online via the Registration link found at [www.noahsarkpreschoolcypress.org](http://www.noahsarkpreschoolcypress.org). Parents must also provide an up-to-date immunization record as well as a Health Statement and Teacher Information form at the time of registration. These forms are available for download at our website.

**All forms must be completed and all registration costs paid before your child can be assigned to and attend a class. Failure to complete the enrollment process may result in your child losing his spot. A waiting list**

# WHO WE SERVE...

## WHEN IS REGISTRATION? (Continued)

will be kept of children desiring to enter the program. Openings will be filled in the order names are placed on the list.

Registration for the current school year will remain open until January provided space is available. Students will not be enrolled after January.

## IMMUNIZATIONS

The Texas Department of State Health Services mandates that all children be fully immunized prior to their first day of school. Current requirements for immunizations for preschool-aged children can be found at [www.dshs.state.tx.us/immunize/school](http://www.dshs.state.tx.us/immunize/school). (See Child Care Facilities) Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

From time to time, parents may choose not to have their child immunized for religious or other reasons. The Texas Department of State Health Services provides that parents may apply for an Exemption from Immunizations for Reasons of Conscience and, once filed with the office, the child is then deemed to have met the State immunization requirements. Your child may therefore come into contact with children who have not been fully immunized for the childhood diseases against which immunizations attempt to protect.

We recommend that our employees be fully immunized for all vaccine-preventable diseases per the Centers for Disease Control, however, there is currently no policy requiring such vaccines.



# ALL THINGS FINANCIAL...

## REGISTRATION AND SUPPLY FEES

A non-refundable registration and supply fee must be paid for each child enrolled at Noah's Ark Preschool. These fees are non-refundable. Children will not be placed in a class until all fees are paid.

A \$25 discount is offered to registered members of Cypress Bible Church.

A deposit of one-half of the monthly tuition is also collected upon registration. This amount will be applied to May 2024 tuition. Deposits are refundable if a student must withdraw provided proper notice is given.

## TUITION and PAYMENTS

Tuition rates are determined for the entire year, then divided into nine equal payments, even though the number of class days will vary each month. No tuition reductions are given for absences, vacations, or holidays. No tuition reduction will be made for emergency school closures up to five days. After five days, Noah's Ark Preschool will consider a reduction in tuition based on circumstances.

Payment is due the first day of each month except in September and January when payment is due on the first class day. Accounts not paid by the 9th of the month are considered past due and will incur a late penalty of \$20.00. Late penalties will be automatically applied to accounts with unpaid balances as of the 9th unless prior arrangements have been made. Failure to pay tuition by the 25th of the month may result in the withdrawal of the child from the program.

Automatic monthly payment is the preferred method. Payments are processed on the first day of each month. Payment may also be made via the following:

# ALL THINGS FINANCIAL...

## TUITION AND PAYMENTS (continued)

- **Playground app** - using credit or debit card, savings or checking account. There is no fee for ACH transactions (from checking or savings). Charges through a debit or credit card will be added to your payment amount.
- **Check** - made payable to Noah's Ark Preschool (NAP)
- **Cash** - must be brought in to the office and a receipt obtained.

## DISCOUNTS

### SIBLINGS

A 10% discount is offered to siblings and will be applied to the student with the lower monthly tuition rate.

### CYPRESS BIBLE CHURCH MEMBERS

A \$25 discount to the registration fee is offered to Cypress Bible Church members.

## RETURNED CHECK and DECLINED CREDIT/DEBIT CARD PAYMENT FEE

A \$25 fee will be charged for all returned checks. Cash will be required to pay the balance caused by the returned check. A fee of \$10 will be charged for all declined credit or debit cards.

## ADMINISTRATIVE FEE

A \$25 fee may be charged for any class changes made after August 15th.

## LATE PICK-UP PENALTY

A late charge will be assessed for any child remaining after 2:10. This fee will be \$10.00 and increases to \$25 after 2:25. Late pick-up fees will be assessed at the second late pick-up.

# ALL THINGS FINANCIAL...

## REPLACEMENT FEES

Each car line hangtag fee (after first two issued) is \$5.00. The replacement cost for communication folders is \$5.00.

## MISSED SIGN-IN OR OUT FEE

An accurate record of a child's arrival and departure from preschool is imperative. This is achieved through parental use of the Playground app each day. Grace will be given during the first semester for missed sign-in or sign-out by parent. Beginning in January, a \$5.00 fee may be assessed.

## WITHDRAWAL

Written notice of withdrawal from Noah's Ark Preschool must be given a [minimum of two weeks in advance](#). Failure to do so requires payment of tuition for two weeks from the date of notification of withdrawal. No tuition will be refunded after May 1.



# ALL THINGS MEDICAL...

## ALLERGIES AND OTHER MEDICAL CONDITIONS

Any special dietary needs or allergies must be discussed with the teacher and Director. Parents should inform child's teacher of any removable appliances such as glasses and retainers worn by the child. Making the school aware of any other medical or developmental conditions your child may have is imperative in creating a successful school experience.

Any child with a severe food or insect allergy or asthma will require completion of an Allergy or Asthma Action Plan which can be found at [www.noahsarkpreschoolcypress.org](http://www.noahsarkpreschoolcypress.org).

## MEDICATIONS

Noah's Ark Preschool does not administer medication in non-emergent situations. For children with allergies or asthma, medications such as asthma inhalers, EpiPens or Benadryl used for severe food or environmental allergies must be brought to the office in their original container with specific dosing information along with the Allergy or Asthma Action Plan

No medication or EpiPens may be brought through backpacks as this poses a risk to students.

Health forms must be updated and kept current as conditions arise.



# ALL THINGS MEDICAL...

## WELL CHECK

Parents are expected to perform a brief health screening for each child prior to school watching for any of the symptoms listed below. Noah's Ark Preschool will perform a brief visual check of the children upon arrival each morning. If a staff member notices anything unusual, they are required to report this to the Director and the parent will be contacted. Please notify your child's teacher or Director if your child has a particularly hard night or if something out of the ordinary is going on that would affect your child's day.

We realize that many children suffer from allergies in our area. Although allergies are not contagious, if your child is not developmentally able to keep from spreading the germs through nasal drainage or cough to other students, furniture or toys, we may need to send them home.

Noah's Ark Preschool is not licensed to provide get well care for children. Children must be able to comfortably participate in normal activities to attend school. A child should be kept at home if he shows any sign of illness such as

lethargy	nausea
fever of 100.0 degrees or more	diarrhea
abnormal breathing	sore throat
cough	rash
runny nose	vomiting
lice	

A child who arrives at school with any of the above symptoms will be sent home.

A child should be symptom-free for a minimum of 24 hours prior to their return to school without the aid of fever-reducing medication.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with

# ALL THINGS MEDICAL...

## WELL CHECK (continued)

proper supervision and give extra attention to hand washing and sanitation practices. If a parent cannot be reached, we will contact those individuals designated as emergency contacts. If a child is sent home sick from our program, they may not return until the child is symptom-free for 24-hours.

Parents are expected to pick up children no later than 25 minutes after notification. Parents should have a back-up plan for emergencies if you are more than 30 minutes away.

Please notify the school immediately if your child has been diagnosed with a contagious disease. As some spaces are shared throughout the day, all parents will be notified when a contagious disease outbreak occurs in any classroom. Confidentiality of the child infected will be maintained.

## ACCIDENTS & MEDICAL EMERGENCIES

To prevent accidents, Noah's Ark Preschool maintains high safety standards. All children are always under the direct supervision of a responsible adult. Unfortunately, accidents do happen at school. To handle any emergency, all staff members have been trained in the latest methods of CPR, First Aid and AED. Minor injuries will be treated at school. An incident report for injury/illness will be delivered to the parent/guardian who picks up the child indicating what happened and any treatment given. Parents should sign the form, keep one copy and return the other copy for our files. As younger children aren't always able to communicate about an incident, a Director will call the parent of any toddler student with related information prior to the end of the class day.

Noah's Ark Preschool is required to report to the State of Texas any injury requiring medical care. Please therefore do let us know if this is the case for your child.

# ALL THINGS MEDICAL...

## ACCIDENTS & MEDICAL EMERGENCIES (cont)

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency contacts will be notified.

All children must have at least two emergency contacts listed on enrollment forms. The address for one emergency contact is required. Contact information must be kept current. Parents can update emergency contact information through the Playground App.

## HEARING AND VISION SCREENING

Screening for possible vision and hearing problems is required by the State of Texas for children who are four-years old or older. Noah's Ark Preschool will schedule annual screenings at our school at no fee to the parents. Parents may also bring in screening proof from their local pediatrician.

All children, regardless of age, will be offered free vision screening.

## STAFF TRAINING

All staff are trained in CPR, First Aid and AED, child abuse detection and prevention, food allergies, handling of material waste, food handling and emergency procedures. Each staff member is required to take a minimum of 24 hours of continuing education each year.

# ALL THINGS MEDICAL...

## APPLICATION OF SUNSCREEN/BUG REPELLANT

Noah's Ark Preschool does not provide sunscreen or bug repellent for students. Parents should apply any desired protection before bringing their child to school in the morning. Students will not be outside for longer than two hours in the morning on Water Days.

## PANDEMIC PROTOCOLS

Should pandemic conditions arise, Noah's Ark Preschool will follow the guidance of The State of Texas Department of Health & Human Services, Harris County Health Department and the Centers for Disease Control for guidance and direction. Our Pandemic Handbook would be modified as necessitated by specific circumstances and parents would be notified in advance of such protocols being put in place.





# SAFETY MATTERS...

## BUILDING SAFETY

All doors to Noah's Ark Preschool are locked during the school day. The church building itself is locked as well when a receptionist is not at the desk.

The only point of entry for preschool families is through the main church entrance. Staff is not allowed to let anyone in through any other door.

## EMERGENCY DRILLS

Noah's Ark Preschool conducts drills for fire, shelter-in-place/severe weather and lock-down as required by the State of Texas. Teachers review procedures with students before drills using Social stories and visual reminders. Parents are welcome to review the books in our office.

### EMERGENCY PROCEDURES QUICK GUIDE

#### **Evacuation** (*Fire, Explosion, Smell of Smoke, Fire Alarm*)

A director/designee will announce "**Fire/smoke/evacuate building**". Teachers will help children to remain calm and follow building evacuation procedures.

A director will call 911 and retrieve Emergency Medication bag.

Teachers account for all students assigned to classroom, take students, class lists and emergency folder upon leaving the room.

Teacher turns out lights and closes the unlocked classroom door and helps all children remain calm.

Teacher directs students to designated meeting place, counts students and keeps them quiet and calm.

Teacher and students return to building when "**all clear**" is given.

#### **Lockdown** (*Intruder Inside Building, Weapon, Active Shooter, Hostile Individual*)

# SAFETY MATTERS...

A director/designee will announce " <b>Campus on lockdown</b> ". (If anyone sees or hears a situation that requires lockdown, staff immediately begins procedures and calls office to report emergency.)
A director will call 911 and alert church staff.
All staff moves students into classroom/out of hallways.
Teacher closes and locks classroom door, turns off lights and closes all the blinds.
Students are moved into bathroom or designated safe spot or take cover under tables. Teacher keeps students calm, quiet inside classroom until " <b>all clear</b> " is given.
<b>Shelter in Place</b> ( <i>Police activity outside/near the building/Hazardous Material outside</i> )
A director/designee will announce " <b>Shelter in place</b> " and describe the threat.
A director calls 911 or appropriate agency depending on cause of Shelter in Place.
Depending on the threat, classes may continue as usual but no one will go outside the building until " <b>all clear</b> " is given.
If classes are on the playground, they will be instructed via walkie-talkie to go to the nearest building until " <b>all clear</b> " is given.
<b>Shelter in Place/Severe Weather</b> ( <i>Severe Weather, Tornado, High Winds, Hurricane</i> )
A director/designee will announce " <b>Shelter in place/Severe weather</b> ", describing the threat.
All students and staff will move to the large group rooms P113 /118 or N112 and sit against the interior walls. Students will be instructed to get into protected crouch position (knees to chest with hands and arms covering head and neck). When it is safe an " <b>all clear</b> " will be given.

- In an actual event, a message will be sent via Playground as soon as is possible.
- Our full emergency plan is available for review in the preschool office.

# PARTNERING WITH YOU...

Much of what Noah's Ark Preschool can accomplish in helping your child meet their full potential depends upon the extent to which the home and school work together. Noah's Ark Preschool is designed to serve as a cooperative partnership with parents.

## PARENT COMMUNICATION

Open communication with parents is very important to your child's success. Parents who have questions or concerns about our program are encouraged to communicate with your child's teacher and the Director to ensure all parties are well informed and working as partners in the child's care and education. Parents are welcome to visit the preschool at any time during our class day to observe their child, our activities and facilities.

We feel strongly that check-in and check-out, class time and car line time are not good times to meet with a teacher. The teacher's full attention needs to be directed to the children during this time. We also believe it is better to speak about some issues outside the presence of the student. Teachers are happy to speak with you outside of class time and car line. Parents may message teachers via Playground or call the office during school hours to relay a message for teachers.

Communication takes place primarily through the communication folder and the Playground app. Teachers will use a special communication folder in the backpack or diaper bag to send home any written notes and requests, along with your child's work once per week. Parents should place any forms or notes to the teacher in the same communication folder. Return the communication folder on the first day of each week.

Please check the Communication folder every week.

General communications will be provided to both primary guardians/parents if accurate information is provided on online

# PARTNERING WITH YOU...

## PARENT COMMUNICATION (continued)

enrollment forms or through Playground app. Parents should download the app and set notifications as desired to stay up-to-date on class events and notices. Contact information should be updated using the app or by sending written note to the office.

Please set your phone to receive Playground notifications in the manner best suited for you.

The Parent Handbook will be updated annually to include any new policies. Parents will be notified in writing of any policy changes that take effect during the school year. Policies herein may be pre-empted during a pandemic or other emergency situations. Parents will be notified in such circumstances.

Class calendars will be sent by paper or via Playground at the end of each month and will include upcoming activities and events, topics of study, specific Show-n-Tell requests, dates of individual birthday celebrations, holidays, parties, and/or special events and snack assignments.

**TEACHERS MAY NOT USE CELL PHONES WHILE SUPERVISING STUDENTS.** Any time-sensitive messages sent during the school day should be directed to the office or sent through Playground app.

## PARENT PARTICIPATION

- Please check Playground each day and the Communication Folder weekly to stay current on what your child is learning during their preschool day, Show 'n Tell and any special events.
- Please let us know of any special talents and abilities you would like to share with our children.
- We hope preschool parents will volunteer (when you can) to help with parties and special events.

# PARTNERING WITH YOU...

## PARENT PARTICIPATION (continued)

- Given the age of our toddlers, there are only a few occasions that require parent volunteers such as our Fall Fest or Rodeo Day. You will be notified of such events and are asked to help with these fun planned events.
- We encourage you to communicate with us any concerns, questions, or comments you may have.

WE WANT YOU TO BE A PART OF YOUR CHILD'S  
NOAH'S ARK PRESCHOOL EXPERIENCE!

## MEET THE TEACHER/PARENT ORIENTATION

### TODDLERS

Toddlers and parents will attend a Parent Orientation prior to the start of school. Students will stay in their classroom with their teachers while parents meet with the Director to review all general school policies and answer any questions

### PRESCHOOL

Preschool students and parents will be offered individual Meet the Teacher session to visit the classroom prior to the beginning of school. Teachers will provide all information needed to begin school. A parent coffee will be offered several weeks into the school year to answer any questions.

## PARENT CONFERENCES

### TODDLERS

Toddler classes do not have set parent conferences. Please let the Director know of any concerns or questions you may have.

# PARTNERING WITH YOU...

## PARENT CONFERENCES (continued)

### PRESCHOOL

Conferences will be held a minimum of once per year for parents of students in our preschool classes. In October, phone conferences will be offered to discuss class progress and address any concerns parents have. March conferences take place in person to discuss the formal assessment done by the teachers regarding your child's developmental progress. Additional conferences may be arranged with the preschool office.

## PARENT WORK DAYS

Workdays may be held during school hours to offer preschool parents the opportunity to assist teachers by making materials for classroom use. This is a great way for parents to get to know each other. Teachers very much appreciate the help!

## VISITORS

Parents and family members are welcome on the campus at any time. Parents must come in through the primary entrance and sign in at the office to receive a Visitor's Badge. Identification may be requested in order to assure the safety of our children. Safety is of utmost concern at Noah's Ark Preschool. Visitors may not stand outside the building or playground to observe the children.

When parents are on campus for school events, the expectation is that parents are in charge of their children and any redirection that may be needed. Parents must keep their children in sight at all times.

Smoking of any tobacco product, e-cigarette or vaporizer is prohibited in our building or anywhere on the premises by the State of Texas Department of Family and Protective Services.

**ALL VISITORS MUST CHECK-IN IMMEDIATELY  
UPON ARRIVAL ON OUR CAMPUS.**

# PARTNERING WITH YOU...

## CHILD CUSTODY ISSUES

Noah's Ark Preschool is required to treat parents (biological or adopted) as having equal rights and responsibilities under law, unless otherwise notified by certified copy of a Court Order specifying custodial arrangements for students. We therefore may not follow any verbal or written instructions limiting access or release of a child to one parent or another short of a Court Order.

It is imperative that enrollment forms are completed with both parents information and that a copy of any existing Court Order be provided the Director.

## SOCIAL MEDIA and PHOTOS TAKEN AT SCHOOL

Upon enrollment, parents grant either full permission for the staff to photograph your child while on our campus for school purposes (scrapbooks, programs, Instagram, Facebook, website, etc.) or limited permission for scrapbooks only.

Some parents do not wish for photos of their child to be shared via social media (Instagram, Facebook, twitter, etc.), email or other technology. No photos of children other than your own may be posted anywhere without the express permission of their parents.

Please note that during certain parties and parent events such as programs and graduation, group photographs may be taken. Take this into consideration when attending these events.

Staff is strongly discouraged from participating in social networking activities with parents while your child is enrolled at Noah's Ark Preschool. Staff is not allowed to babysit for children of families currently enrolled.

# PARTNERING WITH YOU...

## FUNDRAISING

During the school year Noah's Ark Preschool may from time to time sponsor fundraisers. Any monies generated add extra educational equipment and supplies to our program. Examples of possible fundraisers include book fairs, Box Tops for Education, and Shop with Scrip. Participation is always voluntary.

Noah's Ark Preschool does not promote any businesses or fundraising efforts of parents of enrolled students.

## CONFIDENTIALITY

Noah's Ark Preschool strives to maintain confidentiality. In some situations, information such as food allergies, medical conditions and custody arrangements may be shared among staff to ensure the safety of students. Food allergies will be posted in all classrooms and where snacks are stored.

Class Directories may be distributed to families of classmates containing phone numbers, email and mailing addresses. *Should a parent desire not to be included in that listing, written notification should be provided the Director.*

## OUTSIDE OBSERVATION

Noah's Ark Preschool reserves the right to have staff members, including early childhood educated professionals outside the preschool staff, observe your child in the classroom.





# ABOUT OUR DAY...

## ARRIVAL AND DISMISSAL

### NO CELL PHONE ZONE

Cell phones may not be used during car line. Your voice is the last thing your child needs to hear when being dropped off at preschool. It's also the first thing your child needs to hear when being picked up. The conversation you can have with your child in the car is an excellent opportunity to encourage communication skills with your child. (Ask specific questions about their day.)

Use of cell phones (talking or texting) also represents a significant safety issue to children, staff and vehicles in car line and therefore are not to be used while in morning or afternoon car line.

### ARRIVAL

Beginning at 8:50 a.m. staff members will be on duty to unload children from the cars. For safety reasons, children should exit cars from the driver's side whenever possible. Please assist us by seating your preschooler in the backseat on the driver's side and having your child ready to exit right away. Children must not exit your car without a staff person's help. Children should eat breakfast prior to arrival.

If you arrive after car line is finished, please park in the front parking lot and accompany your child to the office. Children must not come into the building unattended. A staff member will walk your child to his room.

- Please drive carefully adhering to the speed limit when on campus.
- Please do not allow your child to hang out of your vehicle while in car line. We love the social aspects of car line but want all children to arrive safely.
- Parents must sign-in their child using the Playground app while in car line.

# ABOUT OUR DAY...

## ARRIVAL AND DISMISSAL (continued)

### LATE ARRIVAL

We believe it is very important to your child to arrive on time. At this time, the teacher can give your child individual attention which will help to set the tone for the day. Once circle time has begun, it is impossible for the teacher to greet late arrivals individually so both teacher and child miss out on that important opportunity for one-on-one conversation. Being on time also allows your child the opportunity to transition on their terms and be selected as a helper of the day and to hear about the exciting plans for the day. In addition, it is important to the teachers to minimize disruptions once circle time has begun as children are easily distracted. Please be on time. A child's enrollment may be discontinued for habitual tardiness.

### DISMISSAL

Staff members will meet cars at the same entrance and load the children at afternoon dismissal. Each family is allowed two Noah's Ark Preschool car line hangtags at no charge. To assist in prompt pick up, please display the car line hangtag from your rearview mirror. Any person picking up your child with the hangtag displayed will be allowed to pick up your child without producing identification.

Noah's Ark Preschool staff will not buckle your child. Please pull forward or into front parking lot to do so.

- Please drive carefully adhering to the speed limit when on campus.
- It is the parent's responsibility to insure their child is properly secured in an age appropriate car safety seat.
- Parents must sign-in their child using the Playground app while in car line.

No child will be released to a driver who does not have the Noah's Ark Preschool car line hangtag or has not been authorized in advance to pick up your child. Any driver that does not have the hangtag will be required to provide photo identification (preferably driver's license).

# ABOUT OUR DAY...

## ARRIVAL AND DISMISSAL (continued)

If someone other than those you have authorized to pick up your child will pick them up, you must give a note to staff at morning drop-off or contact the preschool office prior to car line.

If you must walk-up to pick up your child, please bring the hangtag with you, and wait for us to bring your child to you.

If you need to pick up your child early, please notify the office in advance. Come into the office to pick up your child. A staff member will bring your child to the office. Teachers may not release students directly to a parent.

Children not picked up by the end of car line will be taken into the office. You will need to park your car and come into the office to get your child. Late pick up fees apply.

PARENTS MUST SIGN THEIR CHILD IN AND OUT EACH DAY  
USING PLAYGROUND APP

## CLOTHING

Children's clothing should allow easy movement (not too loose nor too tight) and protect children from sun exposure. Shoes should support running and climbing and not come off easily when actively moving. Clothing should be appropriate for the season of the year. Jackets should allow movement and avoid strings or loops that can catch on play equipment. Our children do go outside even on cold winter days so please dress your child appropriately.

# ABOUT OUR DAY...

## CLOTHING (continued)

Play clothes are best. Due to the types of activities we do, clothing may become stained. Washable supplies are used but we cannot guarantee no staining.

- Shorts or bloomers should be worn under dresses.
- Tennis shoes and socks are recommended.
- Boots, smooth-soled dress shoes, flip flops, or jellies are a safety hazard.
- Outer clothing such as sweaters, coats, and gloves should be labeled with the child's name.

Clothing should be free of complicated fasteners so the child can manage by himself. Children often get distracted by play and friends therefore consider elastic waist shorts or pants to make toileting easier for them. This is an excellent opportunity for your child to develop independence skills.

At least one spare outfit should be in your child's backpack at all times. Change the clothes as the seasons change or if your child has a growth spurt.



# ABOUT OUR DAY...

## WHAT TO PACK FOR YOUR CHILD EACH DAY

You can help your child have successful school days by making sure they have all they need in their backpack each day including

Please do not allow your child to bring toys from home. They are easily lost or damaged, and not easily shared. Noah's Ark Preschool has many interesting and fun toys. Your child will be given opportunities by his teacher to bring items from home for Show-n-Tell that relate to the unit of study. Participating in Show-n-Tell is a great confidence builder for preschoolers!

### TODDLERS

All items should be contained in a large tote bag or something similar:

- Communication Folder
- Rest mat/towel labeled with child's name (please have child's name on side of mat that is up when they lay on)
- Lunch kit (labeled with child's name) See lunch guidelines below.
- Sippy Cups labeled with child's name
- Spare change of clothes in a plastic bag—several sets of clothing if child is toilet training
- At least three labeled diapers
- Special comfort items for naptime (favorite toy, blankets, pacifiers, etc.)

### PRESCHOOL

All items should be contained in a backpack:

- Communication Folder
- Full change of clothes (including socks) appropriate for the current season
- Any special items noted on the class calendar such as Show-n-Tell.
- Lunch bag (labeled with child's name). See lunch guidelines below.
- Water bottle labeled with child's name
- Labeled jacket or coat in cold weather
- 3-year-olds should bring a towel that can fit into their backpack for rest time

# ABOUT OUR DAY...

## WHAT TO PACK FOR YOUR CHILD EACH DAY (cont)

### LUNCH

All children should bring a lunch from home. Please follow these guidelines.

- Label lunch kit and all containers.
- Include a napkin.
- Cut food into appropriate size and ready to eat portions. No heating is available.
- Pack food in containers your child can handle that are not made of glass.
- No caffeinated beverages or power-drinks (i.e., Gatorade) are allowed.

It is the parent's responsibility to ensure their child has a healthy nutritional lunch. In an effort to reduce childhood obesity, the State of Texas recommends that lunches contain proteins, fruits, vegetables and other healthy low fat, low sugar foods and drinks. Please visit <http://www.myplate.gov> for suggestions.



# ABOUT OUR DAY...

## TOILET TRAINING & BATHROOM GUIDELINES

### TODDLERS

If you are in the process of toilet training your child, please communicate this to your child's teachers. We would like to help you accomplish this task. Being on the same page will help your child be successful.

- Pull-ups must be worn while transitioning from diaper to toilet.
- No training underwear are allowed for sanitary conditions and the safety of our students and staff.

### PRESCHOOL

Children in preschool classes (3s, 4s and Bridge) must be completely toilet trained. Preschool classrooms are not equipped with diaper changing stations. Teachers are also unable to supervise the class while changing diapers. (Students not fully toilet trained who are three can be placed in our oldest toddler class provided space exists.)

- Pull-Ups may not be worn in preschool.
- Children must be able to communicate and take care of their own needs in the bathroom.
- Keep at least one change of clothes (including socks) in your child's backpack.
- A reassessment to determine if your child is ready for preschool may be needed if frequent accidents occur.

## SNACKS

Each school day the children will be served a simple morning snack such as crackers and water. The parents of each child will be asked to contribute snacks once during the year. Snack donations should include 3 large boxes of crackers or cookies. The monthly calendar will be your reminder. Noah's Ark Preschool is not responsible for the nutritional value or for meeting your child's daily food requirements.

# ABOUT OUR DAY...

## SNACKS (continued)

Occasionally children will prepare special foods in class. Please discuss with the teacher and Director any dietary concerns or preferences you have.

## BIRTHDAYS

### TODDLERS

We would love to help you celebrate your child's birthday. Please let your child's teachers know in advance if you would like a special snack-time celebration. Parents are welcome to provide donut holes, rice crispy treats or cookies.

Respectfully, we ask that parents not attend the celebration due to the disruption it causes the children at this developmental stage. The teachers will be certain to take pictures of the celebration.

### PRESCHOOL

The monthly calendar will indicate the date the teacher has designated for your child's birthday celebration. You and your child may bring a special snack to share with classmates. Cookies and doughnuts are always well received by the children. Those with a summer birthday may celebrate their "1/2 birthday".

Parents should let the teacher know if you plan to attend the celebration.

Birthday invitations for your child will be passed out only if all the children in the class are being invited. A mailing list of classmates may be obtained from the teacher.

Birthday gifts should not be delivered via the preschool.



# ABOUT OUR DAY...

## FIELD TRIPS

Field trips are not taken given the challenges of transporting toddlers and preschoolers. The State of Texas requires a car seats for every child. Rather than leaving the preschool, we schedule several special programs and events each year at the preschool. Parents and siblings may be invited to some of those events, and any costs involved will be passed along to our students through their monthly invoices.

## DISCIPLINE

A well-organized, interesting classroom along with positive reinforcements will be used to avoid discipline problems at the preschool. If the need arises, discipline will be consistent, based on an understanding of children's needs and development, providing positive ways to handle situations and promote self-discipline. Corporal punishment is never permitted at Noah's Ark Preschool.

Children are encouraged with re-direction of behavior and positive commands. Brief, supervised separation from the group may be used. This may include a time-out space or calming corner. The teacher will help the child understand the reason for his separation and offer a more appropriate behavior given the situation and according to the classroom rules and Christian principles.

Our desire is for every student to have a successful and safe preschool experience. We believe that it is vital that children master age- appropriate social/emotional skills so that they are able to successfully navigate their world. From time-to-time, children may experience difficulty in managing their emotions or behaviors.

Children are very sensitive to changes, even minor ones. When parents inform us of behavioral or environmental changes that are occurring outside of school, we are better able to predict, prevent or deal with changes in a child's behavior at school. Communication with parents is vital.

# ABOUT OUR DAY...

## DISCIPLINE (continued)

If behaviors continue and cause a disruption or safety concern to himself, classmates or staff, the teacher will work with the parent and Director to develop a mutually agreed upon plan for dealing with the particular issue.

### TODDLERS

When a child is involved in a biting, scratching or pushing interaction, our goal is to help the child begin to gain new ways to express their feelings. The emphasis is teaching, not punishing. Our aim is to reinforce appropriate behaviors and minimize the attention given to negative behaviors.

Parents will be notified by phone of any unacceptable social behaviors that pose risks to other children or staff directly and immediately. If the behavior persists, parents will participate in a conference with the Director to determine actions needed and a written agreement will be decided on and signed by both parents and the Director. These next steps may include any or all of the following:

- An early childhood professional may be asked to observe the child's classroom behavior in an attempt to identify any triggers that may be occurring or provide classroom management suggestions.
- Classroom modifications may be made, including not allowing the child to participate in certain activities,. Snacks, lunch and outside play will never be denied.
- Parents may be required to shadow their child in class to understand and help curb the unacceptable social behavior.
- Parents may be asked to keep the child home for several weeks. This time away is intended for parents to work closely with their child on the behavior and perhaps break a pattern of behavior, so the child can return to class successfully. In order to hold spot for child, tuition will be billed during this time at home.

This policy is an attempt to keep your child, as well as other children, safe in their school environment. Our hope is that any issues will be quickly resolved. If there are further complications with behaviors, parents can

# ABOUT OUR DAY...

## DISCIPLINE (continued)

choose to withdraw their child from the program. Dismissal from the program is viewed as the last resort if other interventions do not correct the behavior.

## PRESCHOOL

When behavioral issues interfere with the teacher's ability to instruct the class or cause concern for the safety of themselves, classmates or staff, we will adhere to the following plan:

- Outline issues with parents.
- Seek ideas to address behaviors that work at home.
- Determine efforts made on parents' part to address behaviors.
- Have parent observe the classroom interactions by direct observation or videotape
- Plan for graduated attendance, allowing a child to adjust to the length of day and transitions.
- Develop a plan for feedback to and from parents.
- Develop a time frame to check progress.

## SUSPENSION/EXPULSION

Should the Director determine that Noah's Ark Preschool cannot properly meet the needs of any student or that the student is unable to adjust to and participate in the program in such a way to allow for a successful and safe experience for all students, Noah's Ark Preschool reserves the right to dismiss the student. In such a case, any unused tuition will be refunded. Dismissal from the program is viewed as the last resort if other interventions are not successful.

## PHYSICAL ACTIVITY – INDOOR/OUTDOOR

Noah's Ark Preschool believes strongly in the benefits of physical activity, including outdoor play, for toddlers and preschoolers. Daily physical activity helps build healthy bones, muscle strength and endurance and reduces the chance of developing chronic disease risk factors. The benefits go well beyond the physical - improving self-esteem, reducing

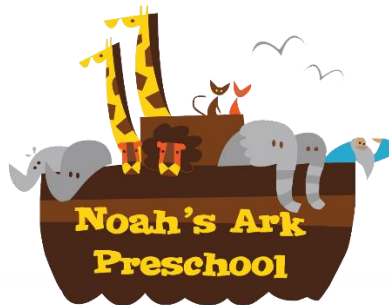
# ABOUT OUR DAY...

## PHYSICAL ACTIVITY – INDOOR/OUTDOOR (cont)

stress and anxiety, developing cognitive and motor skills all which help children succeed academically.

Toddlers will participate in a minimum of 40 minutes of moderate to vigorous active play each day. Preschool children will participate in no less than one hour of moderate to vigorous active play each day. Such activities will occur daily both indoor and outdoor as weather permits.

Teachers incorporate opportunities for children to practice gross motor and movement skills throughout the day. Weekly PE classes are held to help students practice gross motor skills. Children have outdoor play two times per day. In inclement weather, children play in large indoor spaces that allow them to run, jump, dance, skip, etc.



# THE STATE OF TEXAS WANTS YOU TO KNOW...

## MINIMUM STANDARDS FOR CHILD CARE CENTERS

Noah's Ark Preschool is licensed and regulated by the Texas Health and Human Services Commission and we follow the Texas Minimum Standards for Child-Care Centers. Parents may review a copy of these standards in our office or view the standards online at <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

## COMPLIANCE HISTORY

Noah's Ark Preschool encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted in our preschool office or you may view this at [https://childcare.hhs.texas.gov/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](https://childcare.hhs.texas.gov/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp) Parents may also contact our local child care licensing office at 713-940-3009.

## BREASTFEEDING

Parents have the right to breastfeed their child or to provide breast milk to their child while at the Noah's Ark Preschool. A comfortable place with a seat will be provided for those breastfeeding.

## CHILD ABUSE REPORTING LAW REQUIREMENTS

Noah's Ark Preschool staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse.

Texas Health and Human Services Commission offers the following description of the types of abuse and possible signs of such abuse:

# THE STATE OF TEXAS WANTS YOU TO KNOW...

## NEGLECT

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

### Suspect Neglect When You See:

- Obvious malnourishment
- Child unattended for long periods of time
- Lack of personal cleanliness
- Frequent tardiness or absence from school
- Torn or dirty clothing
- Stealing or begging for food
- Need for glasses, dental care, or other medical attention

## PHYSICAL ABUSE

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

### Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite, cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents

# THE STATE OF TEXAS WANTS YOU TO KNOW...

- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

## SEXUAL ABUSE

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

### Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

## EMOTIONAL ABUSE

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment of a child.

### Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children

# THE STATE OF TEXAS WANTS YOU TO KNOW...

- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

Child abuse is a community issue. An excellent resource for strategies to reduce and prevent child abuse is [www.getparentingtips.com](http://www.getparentingtips.com) and include:

- Getting to know your neighbors (Let them know support is nearby)
- Helping families in stressful times (Offer help with babysitting, chores, errands)
- Reaching out to children in your community (Offer words of encouragement)
- Being an active community leader (Volunteer at organizations where families and children are supported)
- Keeping your neighborhood safe (Plan a National Night Out or Neighborhood Watch) Recognizing and reporting signs of child abuse

The staff of Noah's Ark Preschool may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help.

Please call the National Parent Hotline at 1-855-427-2736 or visit [www.getparentingtips.com](http://www.getparentingtips.com). The statewide Abuse & Neglect phone number is 1-800-252-5400.

## NOTICE OF PROHIBITED FIREARMS

Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

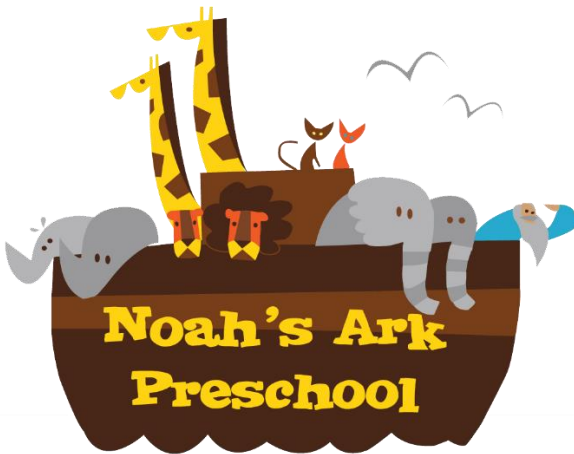


# THE STATE OF TEXAS WANTS YOU TO KNOW...

Pursuant to Section 30.07, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

## GANG-FREE ZONE

As a licensed preschool, our campus is considered to be in a gang-free zone, where criminal offenses related to organized criminal activity within 1,000 feet of the Preschool are subject to a harsher penalty.



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