

Owasso First Assembly Noah's Ark Preschool

Parent Handbook 2011-2012

SCHOOL HOURS

Tuesday and Thursday 9:30 am - 2:30 pm

Extended Care:

Before Care 8:00 am - 9:30 am

After Care 2:30 pm - 4:00 pm

OUR PROGRAM

We are a faith based preschool with the intent to demonstrate Christ's love to all who enter our doors. We strive to provide excellent child care and education to our students.

Our preschool has multiple levels of classes for children from birth through Pre-Kindergarten. Children are enrolled in the class that best coincides with their birth date as of September 1.

Our full day Pre-Kindergarten program is offered as an alternative to public school pre-K. It is not mandatory for children to be enrolled in a pre-K program, but we strongly feel that pre-K educated children are better prepared for Kindergarten.

In addition to our full day pre-K program, we offer pre-K enrichment. This program is designed for children who will be attending the half-day pre-K program at Stone Canyon. For students who attend Stone Canyon in the morning, we provide transportation from Stone Canyon to Noah's Ark where the kiddos will have an opportunity to eat their lunch, have play time, and reinforce the concepts they are already learning! Students who attend Stone Canyon in the afternoon will have the same experience, only they will attend Noah's Ark in the morning, and after lunch will be transported to Stone Canyon for pre-K.

EXTENDED CARE OPTIONS

To help serve the needs of our families, we offer before school care and after school care. All of our extended care is billed at \$2.50 per half hour per child. The services may be utilized on a regular basis or as needed. In order to have adequate supervision, we do ask that you sign up in advance to use either of these services. A sign up sheet is always at the check in desk, or you can sign up by sending an e-mail to noahsark@owassofirst.com.

BEFORE CARE

Child care is available before school from 8:00 am—9:30 am. This care takes place in the gym. Drop off for before care is at the double doors under the south overhang (by the playground). All personal items need to be placed in the wagon in the hallway that corresponds with the child's class. It is your responsibility to notify the attending supervisor upon your arrival to ensure your arrival time is documented correctly. If you fail to do this, you will be billed for the full time.

AFTER CARE

Child care is also available after school from 2:30 pm - 4:00 pm in our Lions classroom. All students still present at 2:35 will be placed in after care. Personal items will be placed in the hallway outside the classroom.

OVERTIME CHARGE

Pick up time is 2:30 p.m. If you are not here by 2:35 your child will automatically be moved to our extended care program. If you are not signed up for after care, your account will be charged a \$10 late fee (per child) in addition to the standard \$2.50 per half hour per child fee.

TUITION

We recognize that the needs of infants and toddlers are significantly greater than those of older children. In order to provide the best care possible to our youngest attendees, we choose to have a lower teacher to child ratio in our infant and toddler classrooms. This mandates a slightly higher tuition rate for those classrooms.

Registration fee	\$30 per family
Supply fee	\$30 per child

Tuition per month:

\$150 - 6 weeks - 12 months (as of September 1)

\$140 - 12 months and a day - 24 months (as of September 1)

\$130 - 24 months and a day and up

\$75 - Pre-Kindergarten Enrichment program

Tuition is due the first preschool day of the month. You may drop your check in the tuition box at the preschool check-in desk. Although some months have more preschool days than others, your monthly tuition will be the same each month. **A \$10 late charge will be assessed if tuition is not received by the 15th of the month in which it is due.** If at any time an account becomes more than one month past due, attendance will be prohibited until the account is brought current. At the director's discretion, subsequent months' tuition may be requested in advance in order to maintain enrollment status.

We will do our best to accommodate those families who might be interested in once weekly attendance. However, preference will be given to those who plan to attend both days. Once weekly attendance, if available, is billed at \$50 off full tuition per month.

AVAILABLE DISCOUNTS

Multiple child discount

If multiple children in the same family are attending, there is a \$25 discount per month per additional child.

There are no sibling discounts for one day a week or enrichment.

Advance tuition discount

All months' tuition paid by September 1st will be billed at \$5 off per month.

Referral discount

Any Noah's Ark family who refers a new family to our preschool will receive \$10 off their monthly bill for the 2011-2012 school year.

The following guidelines apply:

- New enrollees must list referring family at the time of original enrollment packet submission.
- New family must be accepted into the program.
- Discount becomes invalid if referred family withdraws for any reason.
- Limit of two referral discounts (totaling \$20 off per month) per family. Once weekly and enrichment attendees can only utilize one referral discount per family.

TODDLERS' DIAPER BAG

The parent of a child in diapers needs to provide their own **diapers**, **baby wipes**, and any lotions or creams. All pacifiers, bottles, sippy cups and eating utensils should also be brought from home. Please label all items and keep in a diaper bag with your child's name on it. *Also include at least one change of clothes for your child.*

PRESCHOOLERS' BACKPACK OR BAG

Please keep at least one change of clothes in a bag to be brought to school each time they come. There will be a rest time for all children. All classes, except for infants and Pre-Kindergarteners, will need to bring a pillow, blanket and mat to rest on.

REST TIME

Although all classes (except the Pre-K) will lay down to rest, this is not a required sleep time. If a class becomes restless after 20-30 minutes, they will be asked to remain quiet, but can read a book, complete a puzzle, or some other quiet activity. All classes are encouraged to sleep, however, for their entire rest time.

LUNCHES AND SNACKS

We serve a mid-morning snack each day. Lunches should be brought from home in a lunchbox or sack with your child's name on it. Lunches that should remain cold should be packed with an icepack, or arrangements made with the teacher to take it to the refrigerator. **We prefer that you do not pack any items that need to be heated**, however if you must, please make arrangements with your child's teacher. Please pack all necessary items for your child's lunch, i.e. juice box or sippy cup, throw away utensils, bibs etc. We ask that you not send soda or bright colored fruit drinks as they stain the carpet.

ILLNESSES AND ABSENCES

If we deem it necessary for a child to go home due to an illness, please remember that it is for the safety of all our children. No child should attend when visibly ill.

Keep your child home if:

He/she has a fever or has had one during the previous 24 hours.

He/she has a rash (not including diaper rash)

He/she has diarrhea.

He/she has a heavy nasal discharge.

He/she has a constant cough.

He/she is fussy, cranky and generally not himself/herself.

We need to know about illness, especially contagious illnesses. Please notify the director at once if the child has a communicable disease, so that we may notify the parents of the other children in his/her class. We do not administer medication to any child, under any circumstance. If your child should become ill during the day, we will try to contact you. If we cannot contact you, the child will be isolated and cared for until you come at pickup time. If we deem it an emergency, we will pursue the emergency numbers you have provided for us on the registration form.

TOYS AT SCHOOL

We ask that you leave your child's toys at home or in the car. If the child has a book or toy that might be of interest to all the children, it can be brought in for Show and Tell. The item will be placed in your child's cubby until the appointed time, brought out for Show and Tell, then put back in the box until the child goes home.

ARRIVAL TIME

Classes begin at 9:30 a.m. The front doors will remain locked until 9:25. In order for your child's teacher to get the final touches on the day's lessons, they must have the freedom to leave the classroom. It is important that each child be checked in every morning at our security desk. Please notify the director if there is a change of where you will be for the day or who is responsible for that day. We may need to contact you, in case of illness or other problems.

PARKING

Please watch your speed, do not double park, or park under the overhang.

SAFETY AND SECURITY

For your child's safety, children will not be dismissed to anyone not authorized by a parent. A driver's license or ID is needed for anyone the Director may not recognize. It is best to notify the director at drop-off time if someone new is picking up your child that day. All of our classrooms, hallways, and the parking lot are monitored by closed circuit security cameras.

CONTACT INFORMATION

Your questions, comments, concerns, etc. are always welcome! Below are the many ways in which you can reach the preschool. Please be aware that we are busy serving your kiddos during school hours, and except in the case of an emergency, we will likely need to return your call or e-mail after the day has concluded.

918-272-5219 noahsark@owassofirst.com

PROCEDURES FOR SPECIAL NEEDS

We recognize that each child has unique needs. However, our directors, teachers and the child's parents must determine whether a child can benefit from our program. Specific guidelines concerning the enrollment of children are available from the director. We are not staffed to give continuous one-on-one care to a single child. Therefore, if this need arises, parents of said child will be asked to confer with the director and/or staff in an effort to correct this situation.

INCLEMENT WEATHER

We follow the Owasso Public Schools schedule. If they are closed, we will close, too. If in doubt, please call the church at 272-5219. Days missed due to bad weather will not be rescheduled. If at all possible, we want the children to play outside on cool weather days. Please be sure to send a jacket or warm coat (labeled with your child's name) and appropriate clothing for cool or cold weather.

HOLIDAYS

In most cases, our holiday schedule coincides with the Owasso Public School holiday calendar. There may be changes in this calendar during the year. You will be notified of any changes.

WITHDRAWALS

In order to withdraw, a one month notice is required or a withdrawal penalty equal to one month's tuition will be assessed. In the case of advance paid tuition, all monies will be refunded minus a 10% convenience fee and the one month withdrawal penalty, if applicable.

BIRTHDAYS

Please do not pass out birthday invitations in the church building, unless they are for the entire class. If you would like to celebrate your child's birthday at school, please let your teacher know at least a week in advance. Also make sure all treats are individually wrapped. If there are multiple birthdays that week, we may need to send some treats home.

CONFERENCES

The children are always our first priority, so if you feel the need to visit with your child's teacher for a long length of time, please schedule a conference with the teacher through the Director. Please feel free to drop in and check on your child at any time during the day. We only ask that if your child sees you and becomes upset that you take him/her with you when you leave.

Notice of Nondiscriminatory Policy As To Students

Owasso First Assembly's Noah's Ark Preschool and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and any other school-administered programs.

ENROLLMENT

To complete your enrollment process, you must turn in a complete enrollment packet. A complete enrollment packet includes the following :

- 2011-2012 Enrollment Card for each child
- Statement of Comprehension and Agreement for each family (opposite page)
- shot record for each child
- A check for the total amount of enrollment fees:
 - \$30 Registration Fee per family
 - \$30 Supply Fee **per child**
- Child History Form (if applicable)

Only complete packets will be accepted. If your packet is turned in incomplete, the packet will be returned to you.

Statement of Comprehension and Agreement

We, the undersigned, have read the parent handbook and agree to comply with all regulations.

I know that all fees are **non-refundable** and will secure my child's spot in Noah's Ark Preschool for the school year 2011-2012.

Please check:

We are enrolling on Tuesdays & Thursdays
 We would like to enroll one day per week
 Tuesdays Only Thursdays Only
 We are enrolling in Pre-K Enrichment

We plan to utilize Extended Care
 Before Care After Care
 Regularly Regularly
 Occasionally Occasionally

Comments:

Parent/Guardian's name (please print)

Parent/Guardian's Signature

Date