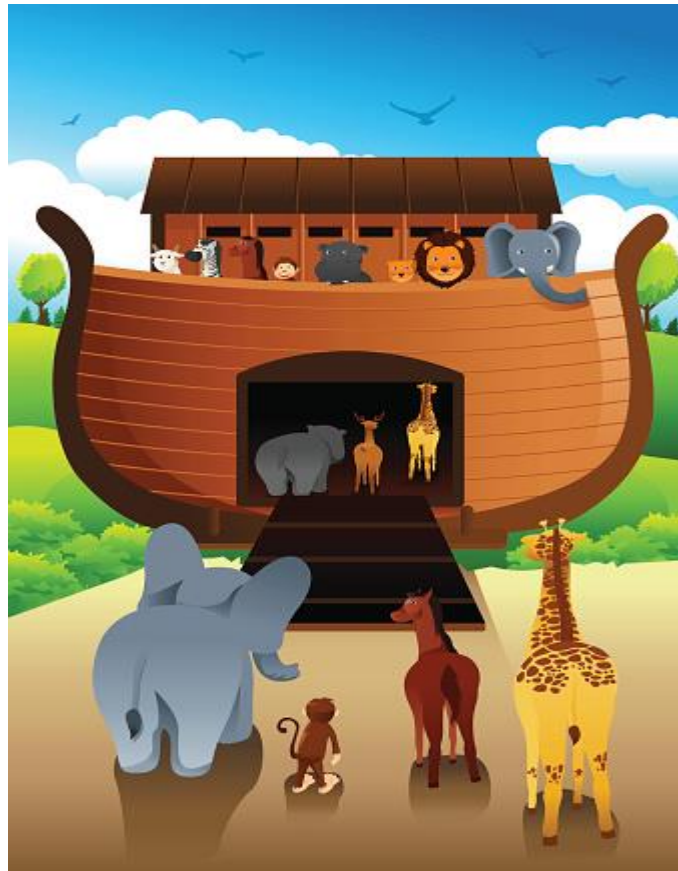


# Noah's Ark Preschool

## Parent Handbook



*9185 Lexington Avenue North*

*Circle Pines, MN 55014*

*763-784-5928*

<http://oslcnoahsark.com>





Dear Parents,

I am happy that you have found *Noah's Ark Preschool*, one of the treasures of our church and community. For over 50 years, this school's committed staff has nurtured the educational, social, and faith development of its students.

Parents want to know not only that their children are safe, but also that they are loved. My family and I moved up to Circle Pines from Texas in January of 2007. I have spent a good deal of time in the community asking people what they know about our congregation. More than half of the persons I have talked to have or have had contact with *Noah's Ark*, and each of them has told me what a wonderful place it is. That says a great deal to me. Equally revealing is the fact that the majority of the staff at *Noah's Ark* has been there for a number of years, some for decades, and something that is certainly not typical of preschools and childcare centers. I have every confidence that you and your children will be blessed by your relationship with *Noah's Ark*.

Our Savior's invests in this ministry because we feel that we are called to contribute to the health and vitality of this community. If you do not have a church home, I invite you to worship at Our Saviors and to participate in our ministries. Our Sunday worship services during the school year are at 8:45 am and 10:45 am. A nursery is available during each service for children up to three years. Sunday School is offered at 9:45 and again during the 10:45 worship hour for children ages 3 years through fifth grade.

If a pastoral need develops in your family, please feel free to contact me or one of our other pastors. If Our Savior's feels like a good fit for you, we would love to have you become a part of our church family.

Peace,

The Rev. Stephen Sylvester  
763-784-1971  
[ssylvester@oursaviorsonline.org](mailto:ssylvester@oursaviorsonline.org)

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## OUR BEGINNINGS...

Noah's Ark Preschool opened its doors in the spring of 1971. Our mission is to provide a safe, developmentally appropriate early childhood program for children 3 through 5 years of age. We provide a variety of activities that promote the intellectual, social, emotional, physical, and spiritual growth of each child.

## OBJECTIVES

The objectives of our preschool program are to provide children with an opportunity to:

- Work and play in a Christian atmosphere with children their age.
- Express themselves freely and constructively through art and play materials.
- Learn to be tolerant, creative, cooperative, imaginative, and considerate.
- Learn to be independent ~ to solve their own problems and do things for themselves.
- Learn to establish relationships with adults outside of their family.
- Learn limits of behavior regarding safety, health, and respect for other's rights.
- Build feelings of self-confidence and security and an acceptance of reality.
- Enjoy a preschool program experience that will prepare them for kindergarten.
- HAVE FUN.



## LICENSE

The preschool is licensed by and complies with the standards set forth by the State of Minnesota, Department of Human Services (DHS), 651-296-3971. Each class is licensed with a 10 to 1 student to teacher ratio. A maximum of 76 children (4 classes) may attend at any given time.

## STAFF

Director:

+Charlotte Todd                      763-784-5928 (office) 612-414-1939 (cell)

Teachers

Michelle Hoover - 763-843-7820  
Nancy Hernandez - 612-978-6956  
Heidi May - 612-408-1851  
Heidi Hansen - 612-965-8801  
Katie Panning  
Katelyn Hoover  
Christy Strawn - 651-210-773  
Kathy Peterson - 651-592-1987  
Sarah Falck - 763-496-8562

Aids:

Taylor Nelson-Miller  
Ben Peterson  
Emma Partington  
Sophie Johnson

You may reach our treasurer at 612-414-6550.

## **FULL DAY PRESCHOOL OPTIONS**

Noah's Ark Preschool is a preschool program for children 3, 4, and 5 years of age. We provide a structured preschool program throughout the day.

Our "full day" program runs from 9:00 a.m. to 3:30 p.m. with an option for extended care beginning at 6:00 AM and ending at 5:30 PM.

You can opt for a full five-day week, or you may choose the days you child will attend.



## **HALF DAY OPTIONS**

**Half Day Class times are 9:00 AM to 12:30 PM.**

You can opt for a full five-day week, or you may choose the days you child will attend.

Before care may be added to our half day program.

## **SCHOOL AGE (K-5)**

### *(BEFORE & AFTERCARE OPTIONS)*

Noah's Ark offers school age before and/or aftercare. Bussing is available to and from Blue Heron Elementary, Centennial Elementary, Golden Lake Elementary and Rice Lake Elementary Schools. Bussing is provided by Rehbein Transit.

If families have a child enrolled in our preschool program, there is no charge for their school age child to attend before and or aftercare.

## PROGRAM

Our curriculum is based on **Creative Curriculum**, which balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. Resting on a firm foundation of research, Creative Curriculum has an environmentally based approach that defines the vital role of the teacher in connecting content, teaching, and learning for preschool children and offers a practical, easy-to-understand approach to working with children and their families. It is a comprehensive curriculum with a clear organizational structure and a particular focus on interest areas.



### ***Dramatic Play or Role-Play***

Dramatic or role-play is particularly suitable to the developing needs of preschoolers. By pretending, children can be in control of a situation and can act out their feelings, which develops social skills. This kind of play changes often and can be teacher or child directed. Our thematic approach allows us to make different dramatic play situations available to children each week. Example: children might act out a situation in a dentist's office, a grocery store, a post office, a campsite, an airport terminal, or a train station; they might be construction workers, fire fighters, doctors, or astronauts.

### ***Block Play***

Construction play provides skill in manipulation, imagination, problem solving and promotes understanding of math concepts. Because there is no "right way" to use blocks, blocks stimulate creativity and provide a sense of achievement. Children also learn to work cooperatively at a task while building with blocks.



### ***Large and small muscle activities***

Creative movement and play activities, both indoor and on the playground, give children the opportunity to refine large muscle skills through jumping, hopping, climbing, balancing, and crawling. These movements are coordinated with seeing, hearing, and touching stimulation that increases the child's perception of the world around him/her.

The development of small muscle skills develops more slowly and is an outgrowth of large muscle control. Manipulative experiences such as cutting and pasting, connecting toys, puzzles, water play, and play dough or clay encourage exploration with hands and fingers, which in turn increase visual-motor skills and small muscle control.

### ***Listening and Learning Activities***

Storytelling, poetry, finger plays, physical and natural science, and cognitive games are provided as learning activities. They are designed to stimulate a desire in children to develop language skills, think with numbers, and learn to write.

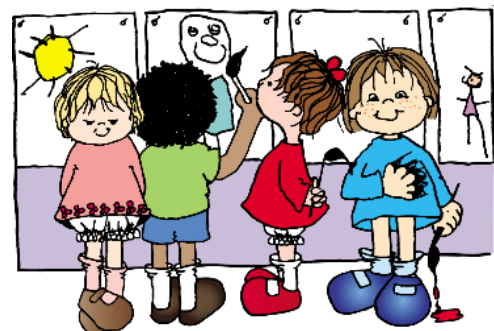
### ***Music***

Listening to and producing music helps a child to identify sounds, rhythms, and tunes. Moving to music, painting to music, and playing to music helps children express their feelings and moods. Above all, music is a fun experience that can be shared later at home.

### ***Arts and Crafts***

At Noah's Ark, children are given an opportunity to explore and use a wide variety of traditional and non-traditional art materials. We may paint with brushes, sponges, marbles, feathers, flowers, pine branches, vegetables, fruits, our hands, and even our feet! We will use a variety of materials in our art projects and recycling materials is of the utmost importance to us!

Don't measure the value of the day by the amount or "quality" of projects brought home. Unfortunately for parents, our young artists sometimes produce an end



result that is unimpressive. We suggest that parents allow the child to speak freely about what was done. "Tell me about it," is a parent opener that allows a child to elaborate. Comments like, "I liked the colors you used," "That must have been fun to do," and "Tell me how you did that," are more honest than "That is a beautiful picture." Your child may feel it was their worst!

### ***Science***

Children are given the opportunity to examine plants, observe bugs, discover the properties of magnets, mix colors, and explore the properties of sand, water, and sound in addition to other science related activities.

Cooking with children promotes an awareness of nutrition, emotional and social development, language skills, introduces science and mathematical concepts, and can awaken the artist or creative genius in a child. For these reasons we include food related projects in our curriculum.

### ***Ponder Play and Books***

Materials that aid cognitive development are available for children during their free time. These materials include puzzles, number, and letter games, learning toys, and flannel and magnetic boards. In addition to everyday exposure to numbers, letters, and shapes, teachers have designed units to use during the year that emphasize these areas. Noah's Ark has a collection of over 1800 books for children to enjoy at their leisure or have read to them by a teacher.

### ***Field Trips***

Well-planned field trips greatly enhance and provide a very positive learning experience for the preschool child. Prior to a field trip you will receive information regarding the destination and purpose of the field trip. You will also receive a permission form that you must sign and return in order for your child to participate. Bus transportation is secured through Rehbein Transit. Parents may be invited to accompany us on our field trips. The cost for field trips IS NOT included in your monthly tuition payments.

### ***Special Guests***

Guests are also an important resource for learning. Musicians, artists, persons with different cultural backgrounds, police officers, doctors, nurses, and people with hobbies are all welcome. We are eager for volunteers who will share with us, and for help in finding people who can add to the young child's experience and growth. Parents, share your stories with us!

### ***Sharing Time***

Sharing time ("show and tell") is directed by individual teachers. This is a valuable part of our program. It encourages children to express themselves. We encourage you to guide your



child in selecting their "sharing" material. We ask that your children bring toys or other items only on their sharing day.

### ***Spiritual Development***

Noah's Ark Preschool provides a Christian environment in which children can grow mentally, physically, socially, emotionally, and spiritually. God's love for all of us is emphasized through our love and consideration for each other, by prayers before snack time, Bible stories.

### ***Pets***

Individual classrooms may opt for having a classroom pet. Often times teachers may choose to have fish in the classroom. Each spring we observe larva emerge to butterflies. We may enjoy tadpoles, ladybugs, or worms, too. Parents are always notified in advance when pets join the class.



## CURRICULUM GOALS for 3 YEAR OLDS

In collaboration with kindergarten teachers in the school district, we have identified the following goals for our 3 year olds.

### Reading

#### *ABC's*

- Begin to know the sequence of the alphabet
- Begin to recognize & name some upper-case letters
- Begin to write letters
- Begin to recognize own name

#### *Children's Literature*

- Understand that print represents spoken language & conveys meaning
- Actively participate (clapping, rhyming, etc.) in stories read aloud
- Use picture cues for understanding stories

### Language Arts

- Begin to use props to retell stories
- Identify roles of family members
- Begin to know various jobs in the community
- Understand concept of exchanging money for goods

### Math

- Begin to sort, group and classify objects by size, color or other properties
- Begin to identify some geometric shapes
- Count 1 through 10

### Science

- Learn about the natural world through investigations provided by the teachers
- Know that stories may give animals characteristics they do not really have
- Use charts to show daily changes in the weather
- Become acquainted with days of the week & months of the year
- Identify some parts of the body

- Practice healthy habits

### Social Studies

- Identify various roles of family members
- Identify some names of jobs

### Small and Large Muscle Skills

- Begin to gain control of small hand muscles so as to hold pencil properly
- Begin stringing and cutting,

### Listening, Participating, Following Directions & Communication

- Listen for specific information
- Follow multi-step directions
- Begin to retell stories, describe events
- Actively participate in simple rhymes & songs
- Communicate & represent thoughts, feelings & experiences

### Self-Care

- Begin to take care of belongs
- Toilet on own

### Social Skills

- Begin to interact with others
- Play independently
- Begin to interact with the group
- Learn to take turns
- Make new friends
- Show respect and responsibility
- Begin to understand others personal space



## CURRICULUM COMPONENTS for 4 & 5 Year Olds (Pre-K)

In collaboration with kindergarten teachers in the school district, we have identified the following goals for students in our pre-k classrooms.

### Reading

#### *ABC's*

- Know the sequence of the alphabet
- Recognize & name each upper-case letter
- Begin to know sounds of each letter
- Begin to write letters

#### *Beginning Sounds*

- Identify & Create rhyming sounds

#### *Children's Literature*

- Understand that print represents spoken language & conveys meaning
- Know that print moves left to right across the page & top to bottom
- Actively participate (clapping, rhyming, etc.) in stories read aloud
- Use picture cues for understanding stories

### Language Arts

- Use props to retell stories
- Identify roles of family members
- Know various jobs in the community
- Understand concept of exchanging money for goods

### Math

- Sort, group and classify objects by size, color, or other properties
- Identify geometric shapes
- Count & represent 'how many'

### Science

- Learn about the natural world through investigations provided by the teachers
- Know that stories may give animals characteristics they do not really have
- Use charts to show daily changes in the weather

- Describe characteristics of the seasons
- Become acquainted with days of the week & months of the year
- Identify parts of the body
- Practice healthy habits

### Social Studies

- Identify various roles of family members
- Identify names of jobs & the work people do in the home, school & community

### Small and Large Muscle Skills

- Gain control of small hand muscles so as to hold pencil properly
- Write own name
- Write from left to right, top to bottom
- Stringing, cutting,

### Listening, Participating, Following Directions & Communication

- Listen for specific information
- Follow multi-step directions
- Retell stories, describe events
- Actively participate in simple rhymes & songs
- Communicate & represent thoughts, feelings & experiences

### Self-Care

- Button/zip/snap
- Take care of belongs (e.g.: tote bag)
- Toilet on own

### Social Skills

- Interact with others
- Play independently
- Interact with the group
- Take turns
- Make new friends
- Show respect and responsibility
- Understand others personal space

## DAILY CLASS SCHEDULE

All of our classes include the following:

- Opening Circle (welcome, story time, calendar, weather)
- Free Choice (small group activities, interest centers open for learning, creative activities, math and science experiences, small muscle activities)
- Arts and Crafts
- Sharing (show and tell, special person)
- Outdoor Time (in winter large muscle activities may be inside)
- Bathroom/Hand washing, Breakfast, Lunch, Snack, Birthday Celebrations
- Music and Movement

Schedules are posted outside each classroom door or available from the teachers.

## LUNCHES & SNACKS

We provide breakfast and lunch to all children in our program. Full time students also receive an afternoon snack. A copy of the menu is emailed to parents each month. Menus are posted on the bulletin boards by the classroom doors.

Noah's Ark Preschool participates in the U.S.D.A. Food Program (CACFP) and as such, regardless of eligibility, all parents are required to fill out the USDA Eligibility Form. All meals and snacks are provided at no cost to parents.

If your child has allergies, and requires a modified diet, we must be notified of this in writing. **You will need to provide a physician's written instructions describing any foods the child is not permitted to eat.** If needed, Noah's Ark will provide a form for your physician to complete and return to preschool. An appropriate substitution will be made. If a child has so many allergies that we cannot provide the appropriate food, we may ask parents to provide their child's lunch and snacks.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes children are surprised by what they like!

### **Noah's Ark is a PEANUT & TREE NUT FREE AWARENESS ZONE.**

Due to the rising number of children who have life threatening peanut and tree nut allergies, Noah's Ark is a peanut & tree nut free awareness zone. **We make every effort to avoid peanuts, peanut products, or products containing traces of peanuts or tree nuts; however, we cannot guarantee that we are completely peanut or tree nut free.**

## TUITION

A tuition chart can be found on Noah's Ark's website, [www.oslcnoahsark.com](http://www.oslcnoahsark.com). There is no tuition reduction for illness, personal vacation, inclement weather, or Covid-19 closures.

## FUND RAISING

In order to keep the cost of preschool tuition as low as possible, Noah's Ark Preschool supplements tuition payments with fund-raising projects during the preschool year.

## ARRIVAL/DISMISSAL

Parents or guardians must bring their child to their classroom for drop-off each day. Teachers will take your child's temperature with a non-contact thermometer. Children with the following symptoms will be NOT allowed to attend:

- |                                   |  |
|-----------------------------------|--|
| a. A temperature of 100°F or more | i. Lack of appetite  |
| b. Chills                         | j. Headache  |
| c. A visible cough                | k. Vomiting  |
| d. Sore throat                    | l. Diarrhea  |
| e. Shortness of breath            | m. Body rashes   |
| f. Loss of taste or smell         | n. Close contact with someone with COVID-19 or symptoms of COVID |
| g. Muscle aches                   |  |
| h. Abdominal pain                 |  |

Your child's teachers will give you information on how to pick up your child at the end of their school day. Children will be released only to those individuals authorized by the parent. Any changes in who will be picking up a child should be promptly reported to the child's teacher or the director. No child will be released to an unknown person without prior arrangement by the parent and the preschool staff. Persons who do not normally pick up a child must show the staff their driver's license or ID card.

Please be respectful of the designated traffic flow in and out of the parking lot. This is done for your safety! DO NOT ENTER THE "EXIT ONLY" DRIVEWAY and do not park in the handicapped zone or along the side of the "exit only" driveway. Also, never leave siblings unattended in a vehicle during arrival or pick up.

## ATTENDANCE

Please notify the preschool (763-784-5928 or [director@oslcnoahsark.com](mailto:director@oslcnoahsark.com)) when your child will not be in attendance, especially if the cause of absence is a contagious illness.

## **BACKGROUND STUDIES**

Minnesota Statutes, Chapter 245A, and Minnesota Rule 11 requires that background studies must be made of all individuals working in positions allowing direct contact with children receiving services from a program licensed by DHS. All Noah's Ark staff have had the background study performed and are qualified to work with children.

## **BIRTHDAYS**

Birthdays or ½ year birthdays are celebrated at Noah's Ark. Some families like to give a gift to the preschool in honor of the child's birthday. If you wish to do so, we suggest a book, quiet game, puppet, puzzle, or other item that could be used at preschool. Teachers have a list of needs for their classroom. If you wish you may bring a small 'treat' for each child in the classroom (e.g., pencil, sticker) NO BALLOONS, however.

## **BOOK CLUBS**

Periodically we will send home Scholastic book order fliers or a link via email to the flyer. Orders can be tuned in to teachers or ordered on-line at [www.scholastic.com/bookclubs](http://www.scholastic.com/bookclubs). You may have your child's book club order delivered to Noah's Ark or to your home.

## **CHILD ABUSE**

Teachers are required, under penalty of law, to report suspected child abuse or neglect to the police department. All families enrolled at Noah's Ark will be given the mandated reporting policy for programs providing services to children. (Laws of Minnesota 2002, chapter 248, Minnesota Statutes, section 245AAA.145). Complete Child Abuse reporting policies are available in the preschool office.

## **CLOSINGS**

Noah's Ark Preschool will close if School District 12 (Centennial) closes for heavy snow, ice, other road related conditions. We want you and our staff to be safe! Please Watch a network TV station or listen to radio for Centennial school district closing (you will not be called). These closings will not be made up.

If an emergency occurring in our building (loss of power, water main break, etc.) that would cause us to have to close, you will receive an email or a text. We recommend that you check your emails frequently.

## CLOTHING

DRESS YOUR CHILD FOR PLAY! Your child should wear simple, washable clothing. Some activities are messy! Do not allow your child to wear jewelry or items of sentimental value. These items are often removed and could become lost. Noah's Ark will not be responsible for lost items.

Dress for outdoor play all year around. Our playground is "cushioned" with rubber mulch, making it uncomfortable wearing sandals or other "open type" of shoes, therefore, we ask that all children wear tennis shoes (or other closed-toed shoes) to preschool. All outerwear should be marked with your child's name.

### Dress for the Weather (Suggested Guidelines)

<30°	Jacket, headwear, mittens/gloves, boots & snow pants
30° - 40°	Jacket, headwear, & mittens/gloves
41° - 65°	Jackets and parent's choice of anything else
>65°	Parent's choice

## CONFERENCES

Conferences regarding a child's intellectual, physical, social, and emotional development are held in the fall and spring. Notices will be sent home prior to these conferences. We encourage you to participate in our parent-teacher conferences. Other conferences with regard to your child's progress may be arranged upon request of the parent or teacher.

## DATA PRACTICES PROCEDURES

All children attending Noah's Ark must have a completed registration form which includes emergency information. This information is kept locked in the director's office. The only people with access to these files are the preschool staff, DHS Licensing Consultant, and the child's parent(s). Note: Parental permission will be obtained (in writing) before any occasion of research, or public relations activity involving children at Noah's Ark Preschool.

## DISCIPLINE

The safety of children and staff is of utmost concern at all times. Teachers will redirect any unacceptable behavior toward constructive activity. The teacher will talk about the situation with the child(ren) involved.

- No child will be handled roughly, (e.g.: shoving, hair pulling, or shaking).
- No child will be hit in any way, (e.g.: slapping or spanking).
- No child will be humiliated, shamed, or labeled.
- No discipline will be delegated to another child.
- If exclusion time becomes necessary, it will be geared to the age of the child. The child will always be within sight and hearing of an adult.

Our Behavior Guidance and Discipline Policy is given to each preschool family.

### **FIRE, TORNADO, & LOCK DOWN DRILLS**

For the safety of the children, fire drills are held monthly throughout the year. Tornado drills are held April through September. Lock-down drills are also held during the school year. Discussing these drills with your children will help to ease any anxiety that may occur.

### **GRIEVANCE PROCEDURE**

The staff of Noah's Ark Preschool is eager to meet the needs of all of our student's. We welcome comments and suggestions to improve the quality of programming and care for your child. When areas of concern arise, the problem should be brought to the attention of the classroom teacher who will hear your suggestions and/or grievance and attempt to work through the problem. If additional communication is necessary, the problem should be taken to the Director. If necessary, a Pastor can be called upon for guidance. Our goal is to work with parents until an understanding can be reached. All policies, procedures, and licensing regulations are available in the preschool office.

### **HEALTH REGULATIONS**

An up-to-date Health Care Summary must be turned in on or before the child's first day of school. Your doctor or clinic must stamp the Health Care Summary. This form can be found on our website, [www.oslcnoahsark.com](http://www.oslcnoahsark.com).

Minnesota law requires children enrolled in childcare, early childhood education, or school to be immunized against certain diseases, unless the child is medically or non-medically exempt. Immunizations include Measles, Mumps, Rubella MMR (1), Diphtheria, Tetanus, Pertussis (DTaP (4), Polio (3), Haemophilus Influenzae type b HIB (4), Hepatitis A (2), Hepatitis B (3), Pneumococcal (PCV) (4), Varicella (1).

Parents are required to inform the preschool within 24 hours, exclusive of weekends and holidays, when a child has a contagious and/or reportable disease; (example: Covid-19, lice, scabies, impetigo, ringworm, chicken pox) so that we may inform other parents of exposure (specific names will NOT be released).

We are a smoke free facility. Smoking is not allowed in the building or on the playground.

Noah's Ark Preschool Health Policies and Procedures are reviewed annually by MN Child Care Health Consultants, Inc. 2474 Keller Road, Long Lake, MN 55356. The phone number is 612-508-4683.



## ILLNESS/ACCIDENTS/EMERGENCIES

### Illness

Your child's health is a matter of importance to us. Children's emergency information is readily available in the office and in the child's classroom. A child who shows symptoms of illness during preschool hours will lie down on a mat in the classroom while the director or a teacher calls a parent or authorized person. The child will be made as comfortable as possible and will be supervised at all times.

Children with the following symptoms will be NOT allowed to attend:

- |                                      |  |
|--------------------------------------|--|
| a. A temperature of 100°F<br>or more | i. Lack of appetite  |
| b. Chills                            | j. Headache  |
| c. A visible cough                   | k. Vomiting  |
| d. Sore throat                       | l. Diarrhea  |
| e. Shortness of breath               | m. Body rashes   |
| f. Loss of taste or smell            | n. Close contact with<br>someone with COVID-19<br>or symptoms of COVID-<br>19. |
| g. Muscle aches                      |  |
| h. Abdominal pain                    |  |

Keep him/her home even if he/she is just tired. Rest at such times may prevent the development of serious illness.

### Accidents/Emergencies



Accidents are situations that require medical attention\*. In the event of a medical emergency, staff will call 911 and the parent. Another staff member will stay with the child and administer the necessary first aid. If it is deemed necessary by the emergency responders that transport to a hospital is required, and time is NOT an issue, the parent's choice of hospital will be honored. If time is critical the child (or adult) will be transported to the closest hospital which is UNITY HOSPITAL, 550 Osborn Road, Fridley, MN (763-236-5000).

In the event that a visit to the child's clinic is in order, the parent will be expected to transport the child.

In the event of a dental emergency parents will be called. Our source for dental emergencies is Circle Pines Dental, 640 Civic Heights Drive, Circle Pines (763-786-3432).

Detailed accident procedures are available from the director.

Parents are required to provide the preschool with the following information related to health and safety:

- Name, address, and phone number of doctor or clinic
- Name, address, and phone number of dental clinic (if family has one)
- Name, address, and phone number of preferred hospital.

In accordance with current medical practices, Syrup of Ipecac will no longer be administered by the preschool staff. Instead, in the event that a child ingests a toxic substance, the advice of the poison center will be followed. Transportation to Unity Hospital Emergency Room (or other designated hospital) will be arranged if necessary.

Note: A telephone for emergency use is available in all classrooms, as well as the preschool office. Staff members carry a cell phone to the playground and anytime they are away from the preschool landline.

### **LIABILITY INSURANCE**

Comprehensive general liability insurance (1 million) is carried by the church. First America Insurance Services is the provider.

### **ORIENTATION & CLASSROOM VISITS**

Parents are required to attend a parent orientation prior to the start of preschool in September. Also, you and your child will be invited to a time to meet the teacher before the first day of class. You are notified by email of these events.

### **PARENT CLASSES**

Periodically classes or speakers on subjects of interest to parents will be offered by the preschool. Watch for information in your emails from the director. We encourage you to let us know what we can offer that would be of interest to you.

### **OPEN DOOR POLICY**

Noah's Ark Preschool maintains an open-door policy with all parents/guardians of enrolled children. Parents/guardians are not only welcomed, but also highly encouraged to volunteer and visit their child's classroom. Parents/guardians are encouraged come into the classroom to read to children. The teacher will always remain responsible for the student's health and safety. Parents/guardians will have immediate access without prior notice to the center. In situations where there is custody or domestic issues the center's Standards of Conduct will apply at all times.

## PARENTAL INVOLVEMENT

Parents are an integral part of the educational process. In recognition of this important role, parent involvement is actively sought, encouraged, and welcomed.

- We have scheduled events that parents are asked to attend with their child:
  - Meet the Teacher (in August, prior to the start of the school year)
  - "Falloween" Family Fun Night (October)
  - Breakfast with Santa (Saturday morning early December)
  - Birthday Party for Jesus (evening in December)
  - Winter Sock Hop (for the whole family)
  - Spring Art Fair (after Easter)
  - Spring or Mom's party (May)
- Visit your child's classroom. We have an open-door policy. You are welcome to spend time with your child and his/her classmates. Please remember that teachers must be attentive to the children during class but will be happy to talk with you before or after class, or by phone or appointment.
- Parents are encouraged to offer their services and talents for preschool projects. Perhaps you would be willing to get involved in a cooking project, accompany us on a field trip or share something that would interest our children. We are always looking for someone willing to sew, or work on a fund-raising project. Let the director know how you would like to help!

Some ways that parents can help their child's preschool include:

- Picture Day Helper
- 'Falloween' Family Fun Night Helper
- Breakfast with Santa Helper
- Art Fair Helper
- Toy Washer

## TRANSLATION SERVICE

If English is not your first language, and you feel you need a translator for parent orientation, meet the teacher, fall, and spring conferences (or any other time), please let us know and we will find someone who can help us out.

## PICTURES

A professional photographer will take individual and class photos during preschool hours in the fall. Purchase of these photos is optional.

## **SPECIAL NEEDS**

We invite all children to participate in our preschool program. If your child has special needs, please contact the director.



## **TERMINATION**

It is expected that when you register a child in preschool, it will be for the full school year. If permanent withdrawal from preschool is necessary, a two-week written advance notice is requested. If withdrawn without notice, 4 week's tuition will be charged.

Noah's Ark Preschool may terminate enrollment of a child for the following if:

- Families are not in compliance with the policies of the school.
- Tuition payments are delinquent, and no effort has been made to make payment arrangements.
- It is determined that the preschool is not reasonably able to meet the needs of the child. The teachers and director will be in communication with parents in an effort to solve any concerns.

## **TRANSPORTATION**

The preschool staff cannot provide transportation to and from preschool. We will, however, make suggestions, which might facilitate the arrangement of carpools.

## **RESOURCES FOR FAMILIES**

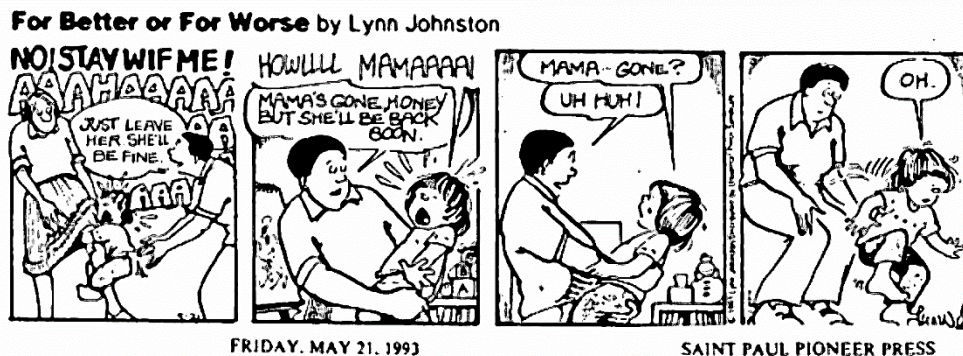
A list of child and family support services in this area (e.g., health, mental health, oral health nutrition, and child welfare, parenting programs, early intervention-special education screening and assessment services, housing, and childcare subsidies) is available in the Family Resource Binder in the preschool office.

*A Note about...SEPARATION ANXIETY...from Bethel University Child Development Center*

Most of us have had to deal with separation anxiety at some time. It affects children and parents at all ages and stages. It is normal. It may not feel good; but it is normal! Be careful to identify your own feelings about leaving your child at preschool. You have chosen a quality program. Our teachers are professionally trained to care for your child. We are parents too. We care about your child and about you. Why then do you have a lump in your throat when it is time to say, "Good-bye?" Because you are normal!

If your child becomes clingy, teary, manipulative, or shy about coming into class, here's what we can do together. Bring your child into the classroom and to a teacher. Tell the teacher, "I have to go home (work) now." Here is the hard part. Guide your child to the teacher. Say, "good-bye", put on you most confident and cheerful face. Turn around and leave. Do not linger. Do not hide in the hallway to see if everything is going okay. Go to your car and drive away. Your actions will demonstrate to your child that you trust the teachers and you trust your child to handle whatever comes up. Sneaking off may be easier for you, but it may leave your child surprised, hurt, and angry.

Your child's teacher will comfort your child and help him/her find activities that will help them ease or forget their anxiety. When a parent has left, and as children become interested in an activity or see other children at play, they will become comfortable in the classroom environment. This procedure works! On very rare occasions, you may need to repeat the procedure for more than a day or two. Thank you for helping us make this a great experience for you and your child.





## Noah's Ark Preschool

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612-414-1939 (director's cell)

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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 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).

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Updated 7/8/2022