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JAN WISE- DIRECTOR
PARENT HANDBOOK
POLICIES & GUIDELINES
2019-2020

School Hours

9:30am - 2:30pm

Tuesday/Wednesday/Thursday

Discovery Club

Mondays

9:30am to 2:30pm

UPDATED: Jan. 18, 2019

**NOAH'S ARK PRESCHOOL
PARENT HANDBOOK
POLICIES AND GUIDELINES
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2019-2020**

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ATTACHMENTS:

- 1. GANG FREE ZONE**
- 2. UNSAFE CHILDREN'S PRODUCTS**
- 3. DISCIPLINE AND GUIDANCE POLICY**
- 4. 2014-15 TEXAS MINIMUM STATE VACCINE REQUIREMENTS**

Parent Handbook 2019-2020
Noah's Ark Preschool
First United Methodist Church of Colleyville
1000 Church Street
Colleyville, TX 76034
817-281-7051
Fax: 817-393-0039
janwise@fumccolleyville.org
www.colleyvillenoahsarkpreschool.com

Welcome to Noah's Ark Preschool! We hope this handbook will provide you with useful information about your child's school.

Noah's Ark Preschool is a non-profit, self-supporting licensed facility that is monitored under the Texas Department of Protective and Regulatory Services. The school does not discriminate on the basis of race, gender, creed or age. At Noah's Ark, we view children as a gift from God and as individuals with individual needs.

Noah's Ark is a State Licensed Preschool. If you would like to review a copy of the state's minimum standards and the most recent Licensing inspections, these reports are located in the Director's office.

Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang - free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Tarrant County Licensing office: 1-817-321-8664
DFPS child abuse hotline: 1-800-252-5400
DFPS website: www.dfps.state.tx.us

Confidentiality: Noah's Ark Preschool maintains confidentiality and respects each family's right to privacy. Families are assured that all individual records, assessments and documents pertaining to their child are kept in a file cabinet. Only staff having direct access to the child and may view the child's records.

Mission

Since 1996, the staff at Noah's Ark has enjoyed working with children (and their families) to ensure they discover the joy of learning about the world around us and about God's love for each of us. We believe that each child is a member of God's family. Our mission is to provide a safe, loving, caring, and Christian environment in which young children can explore and grow in God's love.

Curriculum

Research shows that from birth to age 6 children develop a large part of their personality, character traits, and potential for their entire lives. During these years of molding and shaping, parents and teachers must make sure to be a positive influence on each child. In our program, each child will learn about themselves, develop a good self-concept, build self-esteem, and learn about God's world and their place in it. The children will learn how to judge for themselves what is right and wrong.

A fundamental principle of this Preschool is that play is a normal medium through which children learn. We strive to help each child grow spiritually, emotionally, physically, socially, and intellectually. It is through this play experience that we will prepare the children socially and academically for a smooth transition into their later years of education.

Noah's Ark provides a well rounded, developmentally appropriate curriculum. The teachers work to provide a loving and caring environment where children will develop independence and school readiness by acquiring skills in these areas: Self-esteem, Self-confidence, Responsibility, Social Skills, Listening, Following Directions, Language Development, Recognition of Colors, Shapes, Numbers, and Gross and Fine Motor Skills.

Our low staff to child ratio gives the children the individual attention and care that they need. Classrooms are arranged in a series of "centers" or interest areas. Children choose or are directed to learning centers and activities that the teacher has provided. Some of the centers your child may experience include interactions with blocks, art, housekeeping, rice, sand or water play, puzzles, cooking, science, library, listening centers, and math manipulative. Usually children will work in several centers over the course of the day. Our staff will be observing and documenting the children's work, social development, and motor skills throughout the year. "Me Books" will be kept on all children and given to the parents at the end of the school year.

Circle time is an important part of a student's day and may include singing, finger plays, counting and recording attendance, calendar, weather observation, movement using fine and gross motor skills, games, group reading, and a variety of language activities.

GOALS

Our goal for the child and the parent is to provide a wholesome environment with meaningful, appropriate, and satisfying play experiences that contribute to the developmental needs of the child as well as communicate God's love in terms preschoolers can understand.

Our goal within the community is to be an outreach ministry. We have an opportunity to reach families that may not be involved in any church. Our program is designed to be an extension of Christ's love to families who might not otherwise look to the church for help. We need to express a loving interest through kindness and friendliness to families in the community.

Lastly, our goal is to provide a setting where people of various religious and ethnic backgrounds can work together in Christian love toward common goals in the best interest of all involved.

CLASSES & SCHEDULES OFFERED

Noah's Ark offers programs for children 18 months, two, three, four and five year olds. Classes meet on Tuesday, Wednesday and Thursday of each week from 9:30 am to 2:30 pm. A Science Class is offered on Mondays from 9:30 am to 2:30 pm. This class, Discovery Club, is offered for 4 & 5 year olds only. Noah's Ark Preschool follows the GCISD's calendar for breaks and holidays. A school calendar is provided each year with these dates.

Each Tuesday, Wednesday & Thursday, the children participate in a music class. One day a week, Chapel is offered to all the children led by the Music Director. On Wednesday afternoons, the 4 and 5 year olds will be offered a program called "Happy Feet" in the Family Life Center (FLC). Our Music Director and the 4 & 5-year-old teachers will lead this program. This program is designed to provide large motor skills activities.

The Honeybees, Monkeys, Frogs, Bears, and Elephants will be involved in two Music shows a year- in December and in May. These performances will be conducted in the Church Sanctuary. The Kangaroos will not be involved in the Christmas program but they may be in the Spring Program (parents will be informed in advance). All parents are encouraged to come see their children perform.

The following activities are typically included every day in our preschool program. The order and activities change throughout the year.

Opening Time - Welcome, and small group activities led by teachers.

Center Time - Children choose from a variety of activities including; art, writing, manipulatives, blocks, dramatic play, science, sensory table and reading.

Circle Time - Songs, stories, finger plays, dramatization, and introduction of theme/topic/project. This activity is led by the classroom teacher.

Snack - A snack is provided each day by the parents. During this time children are encouraged to exhibit good manners and talk about their daily activities. Children are encouraged to clean up after themselves.

Outside/Large Motor Play - Children have opportunities for large motor, social development and cognitive development. The children play either indoors in the Family Life Center gymnasium or outdoors daily as weather permits. For the Pre-K and Transitional kindergarten classes (T-K), a gym class is provided on Wednesdays.

Lunch Time - Children bring a nutritional lunch from home. The teachers eat with the children to foster good manners and social skills. Children are encouraged to clean up after themselves.

Nap/Rest Time - All children in the program have rest or quiet time after they eat lunch. Pre-K children and T-K children have a quiet time after outside play.

Children in Pre-K & T-K classes are asked to bring a beach towel to lie on during rest time.

Children in the three-year-old and younger programs need to bring in a nap mat to use during this time.

Chapel/Music - Children have chapel once a week in the Church Sanctuary. Both activities are led by the Music Director.

Water tables- the children will have the opportunity to play by hand in a water table in their classrooms and outside. The state requires parents to give permission for this activity on the initial enrollment form.

ARRIVAL AND DEPARTURE OF CHILDREN

1. Children should be brought into the building between 9:25am and 9:35am each morning. Teachers are preparing for the day and are not ready to accept children before 9:30am.
2. It is important that children are dropped off on time. Arriving late is disruptive to the classroom and hard on the children.
3. Upon arrival you may give any instructions or information the teacher will need to know about the child for the day.
4. Please note: The state requires that parents must sign their children in and out every day on the provided sign-in sheet.
5. Children are to be picked up between 2:25pm and 2:35pm. There is a late policy in effect for children who are picked up after 2:40pm. Parents will be charged a late fee of \$1.00 per each minute they are late after 2:40pm.
6. Children should be brought directly to the classroom and dropped off. Again, security is a very high priority, so all parents need to fill out the sign-in sheet each day before leaving. Please put all cell phone numbers where you or another "available" person can be reached throughout the day in case your child becomes sick or there is an emergency.
7. Parents can check on their children during the day by calling the Director.
8. If another person is to pick up your child at the end of the day, his/her name must appear on the child's authorization list. The person picking up the child must present his/her driver's license to the director before the child is released. There will be no exceptions to this policy.
9. If, due to legal proceedings or custody decrees, there is someone who is not allowed to pick up your child, please notify the Director. The office will need to retain this confidential documentation concerning the matter.
10. Noah's Ark Preschool does not provide transportation for students in an emergency. We will call 911 for transportation to a local hospital. Parents will be notified if this action is necessary.

CLASS PARTIES AND OTHER SPECIAL EVENTS

1. **Fall Festival** - Each student is asked to bring in one bag of wrapped candy for our parade. Children may dress up in costume that day. No plastic or play weapons, witches, or scary masks. If a mask is included in the costume, it will go into your child's cubby until the festivities began. The day will start with the children trick-or-treating through the church office and Family Life Center. Simple games will be set up for the children to play. Parent volunteers are needed to make this day a success. Parties will be held in the classrooms.
2. **Thanksgiving Feast**- This is a school-wide function that takes place in Family Life Center. The preschool will provide the meat and vegetables and the students are to provide the drink, fruit, and dessert. Parent volunteers will not be needed to help serve the food to the children.
3. **Christmas Parties**- Each class will have a party in their classroom. We ask each child to bring a small gift for a gift exchange. This gift theme will be decided among the classes.
4. **Christmas Celebration**- the Bunnies, Monkeys, Frogs, Elephants, and Bears will perform a Christmas Show in the church sanctuary. The Music Director creates this program. This will be performed during the school day.
5. **Rodeo**- Carnival type, western-oriented activities are set up in the children's classrooms. The preschool will provide the meal (hot dogs) and the students are to provide the drink, fruit, and dessert.
6. **Valentines Parties**-Each child will bring a valentine for their classmates and each class will have their own parties.
7. **Easter Parties**- Each child will bring a dozen filled plastic Easter Eggs. The children will have an Easter Egg Hunt on the preschool lawn.
8. **Pancake and PJ day**-. The children will enjoy a lunch consisting of pancakes, sausage, fruit and milk or orange juice.
9. **4 & 5 year old Field Trip**- a day of fun is planned each year in May for the children to go to Main Event. Parent volunteers are needed for drivers and supervision for this day. The parent volunteers must stay for the whole event.

The focus for all the parties will be on fun activities, games, art activities, and snacks appropriate for each age group. The teacher will have a sign-up sheet asking for donations for all parties. We also have community helpers come and talk with the children. If you as parents would like to talk to the children about your profession, please contact the director.

FINANCIAL ARRANGEMENTS

Tuition is based upon a set number of school days.

1. A non-refundable registration /supply fee is payable when you enroll your child.
2. No credit on tuition is given for scheduled school holidays and vacation periods.
3. There is no refund or reduction in tuition in the event of withdrawal, dismissal, or absences.
4. A fee will be charged for past due tuition payments and checks returned for insufficient funds.
5. Withdrawal of a child requires a written thirty-day notice. Please know that tuition is still owed during the thirty-day notice period.

REGISTRATION, TUITION AND FEES

Registration for the following school year takes place in February. Parents will be notified of any policy changes for the coming fall school year at this time. If any policy changes occur during the school year, parents will be notified through the school newsletter. In-school parents are given first enrollment priority. Church members and wait list parents are contacted next. The non-refundable registration/supply fee will be collected at this time. This fee is used for reusable curriculum materials, expendable supplies, and major equipment used by each child. At registration the following forms will need to be completed:

- A registration/enrollment form completely filled out to include: emergency addresses and phone numbers in case of sickness or injury, health insurance information, emergency pick up names and phone numbers, allergy information. These numbers must be current so that we can contact you in the event of an emergency.
- Immunization/Health record signed by a physician, indicating that shot records are up to date and the child is in good health to attend preschool. The shot record is to be turned in by the first day of school. An immunizations chart is in the back of the handbook.
- A signed parent acknowledgement form showing that the parent read and understood the rules and regulations that the Preschool must follow and how to report any infractions that may occur at the Preschool to the state.
- A signed permission slip giving the Preschool permission to take photos of your child and to release the child's name, address and phone number to the other students in the classroom.
- Financial agreement is to be signed by the parent indicating they know and understand their responsibility for payment and fees if they should withdraw their child from the preschool.
- Permission must be given for water activities and field trips by the parents.

Tuition is payable on the first of each month, one month in advance, and is to be paid in the Preschool office. If tuition has not been paid by the 10th of the month and

arrangements have not been made in the Preschool office, a late fee of \$10.00 will be added. In order to hold a child's place, tuition must continue to be paid during an absence. If you wish to withdraw your child from the Preschool, a written notice must be given 30 days before the next tuition date.

There is a \$25.00 charge for any returned checks. Please contact the office immediately if a financial emergency will delay your payment so that satisfactory arrangements may be made. You may choose to mail your payment, or drop it by the office personally. Your tuition can be made in annual, semi-annual, or monthly payments.

IMMUNIZATIONS

Immunizations are required of all children attending child care in the state of Texas. We understand that there may sometimes be a medical reason not to give an immunization on the scheduled time. However, unless we have a written note signed by your child's physician or an Affidavit signed and notarized, we are not allowed to make any exceptions. If we do not comply with this requirement, we could lose our state license. Please talk to Ms. Jan if you have any concerns. **IMPORTANT:** You must show proof of the appropriate immunizations **BEFORE** your child can attend the Preschool. Your physician must sign an Immunization Form. You may have your child's Pediatrician fax it to us @ 817-393-0039. You also must have a note from the doctor saying your child is in good health to attend school.

DISCIPLINE

All staff members must ensure that discipline and guidance are consistent and based on an understanding of individual needs and development. There will be no physical or emotional punishment of the children.

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding;
- (3) Directed toward teaching the child acceptable behavior and self-control; and
- (4) A caregiver may only use positive method methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, including at least the following:

(1A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;

(2B) Reminding a child of behavior expectations daily by using clear, positive statements;

(3C) Redirecting behavior using positive statements; and

(4D) Using brief supervised separation or time-out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited: Placing a child in a locked or dark room, bathroom, or closet with the door closed; and requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device. The Texas Department of Family and Protective Services provide guidelines for licensed preschools to follow. These guidelines are provided at the back of this handbook. The biting of another child will not be tolerated. A written report will be sent home with the child when a biting takes place. If a child is written up three times for biting another student, that child will be asked to leave the preschool for a minimum of 3 weeks. This should allow enough time for the parent to work with the child and teach him/her that this behavior is not acceptable.

If a child is sent to the director's office twice in one day, they will be sent home for the remainder of the day. Misbehavior will be discussed with the parents. If aggressive behavior becomes a chronic problem in the classroom, suspension from the program may be necessary. Parents will be informed by the director if this is a possibility. Aggressive behavior is defined as biting, hitting, kicking, pushing or other abusive behavior that is directed toward other children or staff.

MEDICATION AT SCHOOL

We do not administer any medication to the children in our care. Exception: If a child has a recurring medical condition, such as asthma or allergic reactions, the child's parent or health care provider may sign a medication authorization form allowing Noah's Ark Preschool to administer the medication when symptoms occur. The authorization must include information on symptoms to watch for. Prescription medication must be in the original container labeled with the child's name, date, directions, and the physician's name. All medications are given in the office. Medications need to be picked up by parents on the last day of school. Any medications not picked up will be properly disposed of.

If a parent wishes their child to have Diaper Ointment, Sun Screen, or Bug Repellent put on their child, it must be supplied by the parent and labeled with the child's name as well as a parent's signature on the container in order for Noah's Ark to administer the product.

NOTIFYING PARENTS OF MEDICAL EMERGENCIES

The staff makes every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. Teachers and Noah's Ark Staff are trained in CPR and basic first aid procedures. We have implemented the following procedures, should your child experience an injury while at Noah's Ark. The teacher will immediately advise the administrative staff. The administrative staff will determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) We will administer first aid and send an accident report home with the person that picks up your child at the end of the day. In case of a serious accident or injury, EMS (911) will be contacted first. Within the limits of their ability, the staff will administer first aid. We will make every attempt to contact you immediately. If we cannot reach you, we will call the person you have indicated on the forms to make medical decisions for your child. If we cannot reach you, we will release your child into the custody of the emergency paramedics to transport your child for immediate medical care. Staff is prohibited from transporting an injured child. A staff member will remain with your child until you arrive. Any medical bills that may arise from an accident are the responsibility of the parent.

THE HEALTH AND SAFETY OF YOUR CHILD

Your child's health is a matter of major importance to all of us. Upon enrollment, you must provide Noah's Ark with a current health form signed by a physician. The child's physical examination must have been within the year. The State of Texas requires that the child have all standard immunizations. Current immunization's requirements are attached in the back of the handbook.

If your child will be unable to attend school or has contracted a communicable disease, please notify the school office. (817-281-7051 or email janwise@fumccolleyville.org)

Noah's Ark Preschool has a 24 hour illness policy. This means children must be fever free, without the use of medications for 24 hours. You must obtain a health care professional's statement that the child no longer has an excludable disease or condition. If your child has anything that prevents the child from participating comfortably in activities (including outdoor play), we ask that you keep your child home for the day. During the course of each day a health check will be conducted, any child exhibiting any signs of potential illness will be removed from the classroom and the parent will be called for prompt pick up. Every effort is made by Noah's Ark Preschool staff to prevent the spread of disease. Even with precautions, children entering care are likely to experience an increase in mild illnesses. The frequency and severity of these will vary from child to child. When a child is ill, they need a special level of attention and care, and we are not able to provide that care for one child, because we must also consider the rest of the children. Also, when ill children are at Noah's Ark, they are potentially spreading germs to other children and to staff. In addition, an ill child is vulnerable to catching a second illness while their immune system is overworked.

The Noah's Ark staff is the final judge of the severity of illness. The following conditions are causes for exclusion from the Preschool:

- Fever over 100 degrees. Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications. For example, if your child goes home on Monday with a fever, they may come back to the Preschool on Wednesday, if their temperature was normal on Tuesday. The 24hour waiting period allows your child's immune system to regain strength.
- Diarrhea (watery, bad-smelling stools more than once in succession). Children may return when normal function returns.
- Vomiting (two or more episodes in the last 24 hours). Children may return when they can retain a light meal.
- Persistent hacking or congested cough with sore throat (very red or blistered throat). Children may return with doctor's written permission.
- Green nasal discharge (indicates a respiratory infection which requires treatment). Children may return with doctor's written permission.
- Difficulty in breathing to the point where child is very uncomfortable or unable to sleep normally.
- Convulsions.
- Persistent pain in abdomen.
- Swelling, redness, or throbbing in an injured part of the body.
- Undiagnosed profuse rash or blisters on parts of the body.
- Unexpected profuse sweating.
- Head lice. Children may return after treatment and removal of all nits. A 24 hour waiting period will be in affect after treatment has been done.
- Infectious skin or eye conditions (such as ringworm, impetigo, or pink eye).
- Children may return 24 hours after treatment with an antibiotic has begun.

COMMUNICATION MEANS SUCCESS

When you enroll your child in our school, we will assist you with helping your child adjust to the school environment and tracking your child's development.

- Conferences are held annually if needed in our Threes, Fours, and Pre-K programs or can be arranged upon request.
- The Parent Bulletin Board is located outside the office. Important policies, issues and articles of interest are posted.
- Please contact the Director anytime you have a question or concern about your child or the school.

It is important that parents communicate to teachers any significant changes in a child's life or the life of the family that might affect the child's behavior at school. It will help the teacher to understand the reasons behind a change in behavior and help the child cope with the changes. These changes include illness or death of a family member or pet, separation or divorce of the parents or other changes in the family structure, an impending move, etc. Please be assured that whatever information you relay will be

confidential. Please feel free to call the school during the day and leave a message for your child's teacher. They will contact you after their students are dismissed.

WHAT TO BRING

Please provide your child with a complete set of extra clothing to leave in his/her cubby. Remember to change the clothing to fit the season. Each child needs to bring a blanket and pillow for rest time. These items remain at school throughout the year. We will send them home occasionally for laundering.

The children will need to bring a nutritious lunch to school. This can consist of a sandwich, chips, fruit, dessert and drink. Please do not send a lot of candy in your child's lunch. We cannot break/cut, heat or refrigerate any food item. Please pack into a lunch sack or lunch box labeled with your child's name. The children will eat in the classroom with their teacher.

For the toddler class, we ask each parent to provide a sippy cup with lid, a bag of diapers, and a box of wipes. For the three year olds and up, all children must be potty trained. Please do not send your child in pull-ups or diapers.

POLICY MAKING

The Preschool Board, consisting of 4 lay members and six parent representatives, provide leadership in developing policies and procedures of operation and approval of staff. The Preschool Director, teacher representative, and the Associate Pastor will serve on the board as non-voting members.

CLASSROOM VISITS

Parents are welcome to visit their children's classrooms at any time. To minimize disruption, we do ask that these guidelines be followed:

- Check in with the school office prior to visiting the classroom
- Siblings are not allowed to visit the classrooms.
- Please refrain from visiting the class for the first two weeks of school to allow the children to settle into their routines.
- Please limit your visit to 10 minutes or less.

MOTHERS OF INFANTS

If needed, a room has been provided that will enable you to breastfeed your child. This room is located next to the church sanctuary. You have the right to breastfeed or provide breast milk for your child while they are in our care.

POTTY TRAINING

Twos Classes - Children in these classes do not have to be potty trained. If your child is in the middle of potty training please share this with your teacher so that she can promote potty training as well.

Threes, Fours, and TK Classes - All children in these classes need to be fully potty trained. This includes being able to “pee” and “poop”, wipe and wash their hands without assistance.

SNACKS

All children will bring snacks to share with the classroom. Teachers will have a snack calendar posted monthly for parents to sign up. Please avoid sweet things (candy, iced cupcakes, etc.). Cookies, dry cereal, crackers, raisins and popcorn, etc. are good choices. It is important that you bring pre-package, unopened snacks. If an opened package is sent to school, the teacher will send the snack home.

PARENT NOTIFICATION

If a child needs to be picked up because of illness, injury or any other reason, parents contact numbers will be called first. If a parent can't be reached emergency contact numbers will be used. It is important that the Director and Teachers always have the current phone numbers.

PARENT CONCERNS

If you have questions or concerns about the program please be sure to talk with your child's teacher first. If questions or concerns are not answered, please contact the director. The director is available to meet with you to discuss your concerns. To provide for a timely manner to discuss any concerns you have, please make an appointment with the director. Some policies or questions may need to be directed to the Preschool Board. Please feel free to call on them whenever you have a concern, when the teacher or the director is unable to fully answer. If you wish to look at the most recent Licensing Inspection report, the director has the report in her office. If you wish to look at the Minimum Standards for Child-Care Centers you can go to Texas Department of Family and Protective Services at: www.dfps.state.tx.us/. The local DFPS is located at:

1501 Circle Drive, Suite 310
Fort Worth, Texas 76119
(800) 582-8286 or (8147) 321-8604

REPORTING ABUSE OR NEGLECT OF CHILDREN

Noah's Ark Preschool director and caregivers upon hiring and annually thereafter receive one hour or more of training in prevention techniques for and the recognition of symptoms of abuse and neglect and the responsibility and procedure for reporting suspected abuse and neglect. In order to increase employee and parent awareness of issues regarding child abuse or neglect, including warning signs and prevention techniques, go to the DFPS website "It's Up to You! Preventing Child Abuse & Neglect" and urge staff, parents and others to visit the site also.
(www.dfps.state.tx.us/itsuptoyou/default.asp)

The strategy for coordination between Noah's Ark Preschool and appropriate community organizations will always be through and upon advisement of the Department of Family and Protective Services and our current Child Care Licensing Representative.

For assistance and intervention, parents and others can contact DFPS 1-800-252-5400 or 1-800-4-A-CHILD or online www.txabusehotline.org.

Our staff is screened before they are employed at the Center. If there is an incident of suspected in-house child abuse/neglect, we will ensure that further incidents cannot re-occur. Upon results of investigation, the employability of any staff member involved will be evaluated.

TERMINATION OF ENROLLMENT

In certain circumstances, it may be necessary for the Director to decide to discontinue a child's attendance. Such a decision would be based on what is in the best interest of that child as well as his/her classmates. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be a result of the following:

- Abuse of other children, staff, or property
- Disruptive or dangerous behavior
- The school's inability to meet the child's needs
- Non-payment of tuition
- The director may remove a child from the program if the tuition is late by 15 days

ENVIRONMENTAL HEALTH AND PEST CONTROL POLICY

The Preschool facility and outdoor play areas are entirely smoke-free. The program maintains facilities so they are free from harmful animals, insect pests and poisonous plants. In the event pesticides and herbicides are used they are applied according to the manufacturer's instructions. They are used when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

The preschool does not supply insect repellent, diaper cream or sunscreen. If a parent wishes for this to be applied, the director needs a written permission note from a parent

BIRTHDAYS

We celebrate each child's birthday. You may bring in cupcakes and festive napkins for the occasion. We will try to make it a special day for them at school. Teachers will also celebrate birthdays for those students who have summer birthdays. If you are going to have a birthday party, you may put birthday invitations in the children's boxes as long as all are being invited. Soft drinks are only allowed at school at party times.

TOYS FROM HOME

Except for toys that are needed in the very opening days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car. If an item is brought, it must remain in your child's cubby. The child may bring special stuffed animals to sleep with at rest time. A child may not bring any type of toy or equipment that explodes or that shoots things, such as caps, BB guns, darts or fireworks.

SMOKING

People must not smoke any e-cigarette, vaporizer, or tobacco products or otherwise use any tobacco product at Noah's Ark Preschool, on the premises, on the playground, in transportation vehicles, or during field trips.

FIREARMS OR OTHER WEAPONS

Peace officers as listed in §2.12 of the Code of Criminal Procedure and security officers commissioned by the Texas Private Security Board are law enforcement officials who are trained and certified to carry a firearm on duty. They may have firearms and or ammunition on the premises of Noah's Ark Preschool. (b) For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises. This prohibition does not apply to personal vehicles.

SNOW DAY/BAD WEATHER DAY POLICY

Please watch the news for any school closings for Grapevine/Colleyville Independent School District (GCISD). If GCISD is closed the Preschool will be closed as well. If GCISD schools are dismissed early because of bad weather, you should pick up your child from the preschool IMMEDIATELY as many of our staff members have their own children that they will need to pick up from other schools. Days missed for severe weather closings will not be made up. If GCISD is delayed for 2 hours, the Preschool will have a 1 hour delay; we will open at 10:30am.

SECURITY

Noah's Ark Preschool operates on an open door policy and parents of children enrolled in the program are welcome to visit, or to observe their child at any time. Please check in at the Director's office first. The faculty and staff maintain a tight three-point security system for the children. Non-parents who arrive to pick up children are carefully screened, and no child will be released until the staff is satisfied as to their safety. A registration/enrollment form must be completely filled out with information regarding anyone allowed to pick up the child. The only entrance to the Preschool is through the door outside the Director's office. This door will remain locked during the day. A door bell has been attached to the door for parents to ring announcing their arrival. The fire doors leading to the church office will also be locked during the day. The Preschool has an Emergency Preparedness Plan explained at the end of the handbook.

FIRE DRILLS/ BAD WEATHER DRILLS/LOCK DOWNS/SHELTERING

The Texas Department of Protective and Regulatory Services requires each school to conduct monthly fire drills. Please refer to the emergency procedures listed in each classroom for details. We will evacuate to the far north side of the parking lot. The school is also required to conduct severe weather drills/lock down drills/sheltering four times a year.

Fire Prevention and Procedures:

1. Monthly fire drills will be conducted; a log is kept for licensing
2. The primary exit of the building is out the preschool door (#6). The second exit is the Church Office door (#2). The third exit is through the windows.
3. 911 will be called if needed.
4. Fire extinguishers are strategically located throughout the preschool.
5. All staff is trained in fire procedures during their orientation.

Severe Weather:

In the event of a tornado or other disaster, the tornado evacuation route posted inside all preschool classrooms will be used; all children and teachers will go to the bathrooms located outside their classrooms. A tornado drill is conducted 4 times a school year and a log is kept.

Sheltering (protecting the children from an endangering person that is in the area but not on the Preschool premises):

The children will be kept in locked classrooms until the danger has passed and verified by Police officers.

Lock-Down Drills:

Keeping children and staff in place to protect them from a volatile person on the premises. This drill is practiced 4 times in the calendar year. A log will be kept.

In the event that the preschool experiences a severe weather, sheltering or lock-down during school hours, your child's teacher will implement shelter and place procedures to ensure your child's safety, in which all students, faculty and staff will take shelter. Therefore, we will not allow any visitors into the building and will not be able to answer any phone calls or emails, until the storm or threat has passed. Stay tuned to our local news and forecast for updated information. Once the storm or threat has passed, shelter and place procedures will be lifted and parents may pick up their children at that time. Please read the Emergency Preparedness Plan attached at the end of this handbook.

TRANSPORTATION, FIELD TRIPS, AND WATER ACTIVITIES

Noah's Ark does not provide transportation to outside activities. The Pre-K and Transitional Kindergarten classes will go on a field trip at the end of the year to Main Event located in Grapevine. Parents will be asked to drive the children to and from the activity and stay to assist with supervision of the children. Each child must wear a shirt, nametag, or other identification showing they are from Noah's Ark Preschool along with the preschool phone number. Each caregiver must be easily identifiable by all children on the field trip by wearing a hat, preschool t-shirt, brightly colored clothes or other easily spotted identification. Caregivers must be trained in First Aid and CPR. Discovery Club that meets on Mondays also will be going on field trips but parent drivers will be needed. Water tables will be used in the classrooms. When filling out the enrollment form, the parent will give permission for their child to participate in this activity.

CLASS LIST/SCHOOL DIRECTORY

A class list and school directory will be distributed to all children. All parents must sign a permission slip if they desire allowing their child's name, address and phone number to be given out on the school roster. This is solely for teachers and parents use. We never furnish this information to anyone else, unless lawfully required to do so. All parents will also be asked to sign a photo permission slip. Teachers will be taking pictures of students each week. These pictures will be used for "ME Books" distributed at the end of the year, to post pictures of the students in the hallway and for the graduation power point display.

HEARING AND VISION SCREENING

The Vision and Hearing Screening Program, Chapter 36 of Texas Health and Safety Code, requires that all four and five year old children enrolled in a Texas Department of Family and Protective Services licensed child care center in Texas be provided with a vision and hearing screening. Noah's Ark has on staff a teacher who is certified to do this screening. This service is provided to the children either in late fall or early spring session.

PARENT'S GUIDE TO DAY CARE

www.dfps.state.tx.us/child_care/other_Child_Care.../parent-d.asp

The Parent's Guide to Day Care can be down loaded from the above email address. Addresses and a phone number are provided if you ever had any questions concerning how to contact the local Licensing office.

IMMUNIZATIONS FOR TEACHERS

Updated: March 2017

As of March 2017, The State of Texas recommends that all adults be up-to-date on vaccines in school settings. An immunization chart has been given to teachers that outline the recommendations.

Student Health Checks

Updated: March 2017

The State of Texas requires all childcare/preschool facilities to conduct daily health/injury checks of each student prior to entering the classroom each day. Teachers are required to greet each child at the door at eye level. During this time the teacher will assess each student's overall wellness and look for any possible injuries.

EMERGENCY PREPAREDNESS PLAN

The word “parent” will be used to describe families, guardian and authorized adults. Alternate location could refer to the Youth Building across from the preschool door or to another part of the church.

Our emergency phone number is (817) 281-7051, and we will use this number to contact local authorities, parents and the State of Texas licensing office. Should the need arise, children will be taken to an alternate location. The children and teachers will remain there until the director gives the all clear. The staff at Noah’s Ark Preschool (NAP) understands that if an unforeseen crisis situation were to arise, parents will certainly come to pick up their children as quickly as possible. With that in mind, it is important to have some simple procedures outlined.

GOALS OF THE CRISIS PLAN

- To keep our children safe until the crisis situation is over, or until help or responsible adults have arrived.
- To facilitate communication in an emergency situation between staff, families and emergency crews.
- To keep emergency procedures simple, so they are clear and easy to follow.

COMMUNICATION PROCEDURES

We will use the phone numbers and information on the children’s enrollment form. Contact information is updated on a monthly basis.

ROLL OF PARTICIPANTS IN EMERGENCY SITUATIONS

- *School* – The school will retain responsibility for all children on the premises until they are released to a parent, or until they have been transported to an official evacuation center, in which case selected staff will remain with the children until they are reunited with their families.
- *Employees* – All employees will remain on the premises and will perform whatever tasks are assigned by the person or persons in charge, and may not leave the premises until the same person or persons in charge gives them official permission to do so.
- *Parents* – Parents should not telephone the school; they should listen to the radio for progress reports on whatever disaster is taking place. Parents should follow official instructions relayed by officials via the radio. If parents are able to reach the school without danger to them or without interfering with disaster workers, they should come to pick up their child(ren). Children will be released only to parents.

EMERGENCY PROCEDURES

The classroom emergency backpack will accompany the class upon evacuation. This backpack will include an updated class roster with emergency contact information and authorization for emergency care for each child in the class.

- The teacher will take attendance and determine the status of the class:
- GREEN CARD – All clear/everyone accounted for,
- YELLOW CARD – Non-life threatening injury present,
- RED CARD – Missing students/life threatening situation.
- At least one teacher will remain with their class at all times.
- The building can be re-entered once the building has been declared safe by the director, assistant director or emergency personnel.
- Students will remain with school personnel until it is safe to re-enter the building or until the child(ren) are picked up by a parent.

Children younger than 24 months of age, children who have limited mobility or who otherwise may need assistance will be evacuated and relocated to a designated safe area or alternate shelter in the event of any emergency with the help of the two teachers in the classroom along with the music teacher. Children who are in the infant class will be placed in pack n plays that are on rollers and will receive help from church office personal.

EXTENDED EMERGENCY EVACUATION

The administration and staff will follow the Emergency Response Procedures:

- The administration staff will establish a command post at the front doors of Noah's Ark Preschool.
- Parents arriving to pick-up a child should only report to the command post area. Parents will be required to show identification and sign the child out.
- The command center will verify the information and then send a "runner" to pick up the child from their classroom teacher.
- Parents must stay in the command center area until their child is released to them.
- The classroom teacher will verify the information before releasing the child.
- Room E107 will be designated as a medical area for CPR/first aid treatment.
- Students will remain at school until they are released to the parent.

EMERGENCY CLOSURE PROCEDURES DURING THE SCHOOL DAY

In the event it becomes necessary to send children home early from school, the following Emergency Closure Procedures will be followed:

- Parents will be sent an email notification, and they will receive a phone call from the school.
- The normal learning environment will continue until the dismissal of students is announced.
- A parent pick-up area will be set up in the front entrance hallway at door #6.

GENERAL EMERGENCY EVACUATION PROCEDURES

Fire/Flood/Evacuation – In the event of a fire, flood or other emergency requiring evacuation from the building, staff and children will be evacuated to the parking lot, a safe distance from the building. Should the need arise, children will be taken to an alternate location. Evacuation routes are posted in each room. Parents will be called to pick children up if it is determined that it is not safe to return to the building.

Severe Weather/Tornado/Hurricane/Earthquake/Power Outage –

If the facility is threatened with:

- Imminent severe weather such as a tornado- staff and children will remain indoors and away from windows. The children will be moved to either the men's or women's bathroom. Doors will remain locked and no one will be allowed to go outdoors or leave the facility until local media or police/fire departments have reported that the threat of danger has subsided. Should the need arise, children will be taken to an alternate location. The children and teachers will remain there until the director gives the all clear.
- Earthquake- teachers will direct students to get as close to the doorway as possible and wait until the shaking has stopped, then evacuate the students immediately if necessary.
- Power outage- teachers will remain with their students until a decision is made concerning the remainder of the school day. Students will not be released unaccompanied from classrooms to use the bathrooms.
- The school day will continue as normal as possible. If a decision is made to send children home, the Emergency Closure Procedures will be followed.

OTHER EMERGENCIES

Other situations, including but not limited to: severe weather, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which may endanger the safety or health of the children and employees, may result in Noah's Ark Preschool being closed. Parents will be notified by telephone when these conditions occur. If the closing is during the program day and we are required to relocate the children, you will be advised as to where your child can be picked up.

Exterior Lock-Down

1. Lock all exterior doors and do not open for any reason.
2. Post yellow or red signage on door instructing the public to the situation at hand.
3. Maintain normal routine inside building.
4. Wait for further instructions.
5. Post preprinted signage on all exterior doors. This signage will instruct all that the school is in a lock down stage.

Reverse Evacuation

1. Move students and staff inside as quickly as possible.
2. At this time you will be given further instructions to Lock-Down or Exterior lock-down.
3. Take attendance and report results.
4. Wait for further instructions

INTRUDER

In the event of a threat to the student body and/or staff regarding an intruder and/or any dangerous activity on or in close proximity to the church property, the Preschool will proceed with lockdown procedures. The procedures will also take place in the case of a missing child. The procedures will be practiced every three months.

- 911 will be called.
 - Stop all instructions
 - Clear Students from the halls, then close and lock your door immediately. Be quiet, move students to interior walls and sit on the floor out of sight. Stay away from all doors and windows
 - Designated staff, preschool director, will be responsible to lock internal and external doors to the building.
 - Cover windows on classroom door and close all blinds, if safe to do so.
 - Turn off or mute all phones and cell phones. They should not be used unless communicating critical information to the front office. (Jan's cell 817-909-7668)
 - Shut OFF all lights.
 - Wait in your rooms for further instructions,
 - Do not open the door for ANYONE
 - Wait for the call to stand down by Jan
-
- The "lockdown" will remain in effect until law enforcement officers verify that it is safe to resume school.
 - In the event that the school needs to dismiss students, the "Emergency Closure Procedures" will be in effect.
 - During a lockdown situation, parents must not attempt to enter the building until the area has been secured by local law enforcement officers.
 - Once the lockdown has been lifted, parents waiting to pick-up their child(ren) will be directed to the command center at the preschool entrance where the children will be called from the classroom and escorted to the command center by a school employee.

**Amendment to Parent Handbook
Effective 3/1/2010**

Gang Free Zone

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties

Unsafe Children's Products

There will be no unsafe products at Noah's Ark Preschool. Children's products are products that are designed or intended for use by a child under 13 years of age or used by a caregiver during the care of a child under 13 years of age. A children's product is considered to be unsafe after it has been recalled for any reason by the United States Consumer Product Safety Commission. Recalls of unsafe consumer products, including children's products, can be found at the United States Consumer Product Safety Commission web site at www.cpsc.gov or you may access the recall information at the Texas Department of Family and Protective Services web site at www.dfps.state.tx.us. Any unsafe children's products that have been recalled will not be used at Noah's Ark Preschool.

Discipline and Guidance Policy for Noah's Ark Preschool

☐ Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

☐ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

☐ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date parent ☐

2014-2015 Texas Minimum State Vaccine Requirements For Child-Care Facilities

This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code (TAC). This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services is granted authority to set immunization requirements by the Human Resources Code, Chapter 42.

Age ☐ Vaccine ☐	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA			
0 thru 3 months	None	None	None	None	None	None	None	None			
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	None	None	None			
By 7 months	3 Doses	2 Doses	2 Doses	2** Doses	3*** Doses	None	None	None			
By 16 months	3 Doses	2 Doses	2 Doses	3** Doses	4*** Dose	1*Dose	1* Dose	None			
By 19 months	4 doses	3 Does	3 Does	3** Doses	4*** Doses	1*Dose	1*Dose	None			
By 25 months	4 doses	3 Does	3 Does	3** Doses	4*** Doses	1*Dose	1*Dose	1* Dose			
By 43 months	4 doses	3 Does	3 Does	3** Doses	4*** Doses	1*Dose	1*Dose	2* Dose s			

** A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12-14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 months of age is in compliance with these specified vaccine requirements.

* For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday.

*** If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance: § For children seven through 11 months of age, two doses are required. § For children 12-23 months of age: if three doses have

been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age. § Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required.

Vaccines:

DTaP: Diphtheria, tetanus, and pertussis (whooping cough); record may show DT or DTP IPV: Inactivated Polio virus Hib: Haemophilus influenza type b vaccine MMR: Measles, mumps, and rubella vaccines combined HepB: Hepatitis B vaccine HepA: Hepatitis A vaccine Varicella: Chickenpox vaccine PCV: Pneumococcal conjugate vaccine