

NOAH'S ARK HANDBOOK



Noah's Ark Nursery School
St. Paul's Church
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THE NOAH'S ARK CREW

ADMINISTRATIVE DIRECTOR & TREASURER

Cathy Peifer

HEAD TEACHER

Patti Chase

TEACHERS

Bobbi Jo Bland

Ashley Boos

Meghan Cross

Jenn Hreben

Ashley Malloy

Brenda Terry

Jerelyn Tice

SCHOOL COMMITTEE

Patti Chase

Meghan Cross

Andrea Kirk

Bonnie Minnich

Cathy Peifer

ST. PAUL'S CHURCH

PASTOR

Rev. Ken Hash

Noah Ark Mission Statement

Train a child in the way he should go, when he is old he will
not turn from it.

Proverbs 22:6

STAFF

The head teacher of Noah's Ark Nursery school has a degree in Early Childhood and Elementary Education and has more than thirty years' experience working with young children in a nursery school setting.

Our Pre-kindergarten teachers are all college graduates. They work together as a team to ensure that all the needs of all the children are met in classroom learning experiences.

Our nursery and playgroup teachers join our team with varying degrees and experience. They come willing to teach and love the children as they grow through their experiences in school.

Our Administrative Director has worked in the administrative field for thirty years. She handles all the tuition, records, and keeps the teacher and student files up-to-date.

PHILOSOPHY / GOALS

We believe a child is a complete person, designed by God, growing and maturing in every dimension. To enhance the development of well-rounded individuals, our goals are for each child to

- 1) Succeed and enjoy his/her pre-school experience
- 2) Learn to play and work co-operatively in a group,
- 3) Grow to understand and express his/her own feelings and to respect the feelings of others,
- 4) Begin to understand God's love for each of us in His world.

We strive to provide a flexible program with learning experiences designed to meet the needs of each child. The program seeks to enrich and expand the child's emerging speech and language skills, small and large muscle control, social and emotional development, creative expression and spiritual and intellectual growth.

THE PROGRAM

Children learn through play.

Each day, a free choice time allows the children to choose what they would like to play from a variety of activities. Many of the activities are planned by the teacher to correlate with a topic or unit. They allow freedom of time, space and movement. During this time, art, dramatic play, science, large and small muscle, block building and cooking experiences may be available for the children. This time also provides an opportunity to develop friendships and social skills.

Children learn through directed activities.

Each day has a circle time, a period during which children sit together with the teacher for discussions, songs, finger plays, language activities, large muscle activities, and/or directed math or science activities.

Children learn through routine.

Your child will follow a routine each day. Each teacher's schedule varies somewhat, however, each schedule is flexible. It provides each child with the time and security not only to learn basic living and educational skills, but also to develop a healthy self-concept.

CLASS SCHEDULES

PRE-KINDERGARTEN:

We offer 2 or 3-day morning classes with afternoon classes being added as needed. Our 3-day classes meet Monday, Wednesday, and Friday mornings and the 2-day classes meet Tuesday and Thursday mornings. Children in these programs are four years old by September 1st. Our class size limit is sixteen students.

NURSERY*:

We offer 2 class options, 2-day or 3-day at the Nursery level. We offer 2-day classes meeting on Monday-Wednesday and Tuesday-Thursday mornings. Our 3-day class meets Monday, Wednesday, and Friday mornings. This class was designed for the "older" three-year-old students, meaning your students would turn four years old near the beginning of the school year. Children in the Nursery program are three years old by September 1st. Class size is typically twelve students.

PLAYGROUP*:

We offer a 1-day playgroup meeting Wednesday morning or Friday morning. We also offer a 2-day playgroup meeting on Tuesday and Thursday mornings, which was designed for the "older" two-year-old students. Children in the Playgroup must be two by September 1st. Class size limit is 8 students.

*Potty Training: If your child is not completely toilet trained, please remember to send the following items to school in his/her book bag.

- ~ Pull ups/Training pants
- ~ Wipes
- ~ Change of clothing (weather/size appropriate)

TUITION PAYMENTS:

Tuition payments are due by the 10th day of each month.* A \$25.00 late fee will be assessed for any payment made to the child's tuition account after the 10th of the month. Our tuition payments are individualized and families receive payment schedules at the start of the school year. Payments are scheduled for 8 monthly installments - (September through April).**

* Tuition must be paid in cash or by check.

**Other payment plans may be arranged with the Administrative Director.

A returned check fee of \$30.00 will be charged for any returned check.

TUITION DEDUCTION OPPORTUNITIES:

It is our desire at Noah's Ark to open the doors of learning to any child from our surrounding community. We have a tuition deduction program at Noah's Ark to assist families with lower tuition costs.

Families may reduce the cost of tuition by signing up for one of the many jobs available. Jobs include classroom cleaners, bathroom cleaners, classroom teacher aids, snack makers, and laundry helpers, among others. Parents and/or guardians are offered tuition deductions in exchange for the services that they provide to Noah's Ark.

A limited number of scholarships are available based upon financial need and availability of scholarship funds.

All of our in-house helpers are required to complete a PA State Police criminal background check and a child abuse history clearance, and Mandated Reporter Training, as required by law, for the protection of all our children.

ANNUAL EVENTS

OPEN HOUSE:

The first day of school is an open house where your child comes to school with you or another person s/he loves. Together, you may explore the classroom, meet the teacher, and spend time with new friends at a relaxed pace. Spend as long as you like, try everything, find the bathroom, and your child's mailbox. Have a wonderful time!

During this first day you will be asked to pay your child's first month's tuition installment, fill out important paperwork for the office and inform the teacher if there are any special needs for your child.

Remember if this is the first time your child will be "away" from you there may be some separation anxiety for your child; we are willing to help you and your child through this milestone together.

HALLOWEEN:

All Pre-Kindergarten classes will be parading to local retirement homes for a visit with the grandmas and grandpas. It is a great way to share our tricks and treats!

Our Nursery classes walk to visit a home near by to share some singing, maybe a story and to be a real treat for one of our senior neighbors.

THANKSGIVING:

Our Pre-Kindergarten Pilgrims gather for a feast with the Nursery Indians. This is a time of celebration with lots of games and activities; this day ends with a feast they have prepared. We are always grateful for extra hands on this day so plan to come and have fun with us!

CHRISTMAS:

We emphasize the spirit of giving as our Lord gave His only Son for all of us. To this end, children bring a toy they have outgrown to share with some less fortunate children. Santa has come to collect them every year, but we've never caught him. We also have a giving tree; in the past we've collected teddy bears, hats, mittens, pajamas and blankets for those less fortunate.

BIG WHEEL DAY:

This is a celebration of Spring. All the children wear their helmets and bring a three-wheeled, child-powered vehicle for a great day of riding all over our parking lot.

MOTHER'S DAY TEAS:

Our playgroup and Nursery classes honor Mom (or Grandmom or Dad) near Mother's Day with a special snack, some favorite songs, and a story time together.

GRADUATION:

The Pre-kindergarten classes end their time at Noah's Ark with a play and graduation ceremony for family and friends. All the pomp and circumstance you'll ever need!

ALL SCHOOL PICNIC:

We complete our year together with a great day at Legion Memorial Park. Good food, good folks, and good fun!

SPECIAL NOTES

ARRIVAL/DISMISSAL:

Children should arrive no more than ten minutes before the session's starting time, and should be picked up no later than ten minutes after dismissal time. Accompany your child each morning to his/her classroom. Please do not drop your child off at the street and let him/her find his/her own way into school.

Your child will only be released to the ADULT listed in your child's information sheet. If your child will be traveling home with someone NOT on the list, please write a note to the teacher and sign and date it.

The school entrance doors will be locked at 9:15 a.m. and reopened at 11:15 a.m. daily. The double glass doors (entrance to the school) should NEVER be propped open under any circumstance. If you need to enter the school during these hours please use the door to the right of the overhang. Go up the stairs, across the overflow room to the double doors, pick up the walkie-talkie on the table next to the wooden doors and call "Miss Cathy" for admittance.

PARKING LOT SAFETY:

The safety barriers are placed across the entrance area of the school to prohibit vehicles from entering. DO NOT PARK OR DRIVE INTO THIS AREA. DO NOT PARK OR ENTER USING THE ONE WAY DRIVEWAY BESIDE THE CHURCH. Moving the safety barriers is to be done by Noah's Ark Staff ONLY!!

Please remember to PARK IN THE LARGE LOT next to the playground area. The small parking lot next to the church is to be left open for church business. Never leave your child unattended in your vehicle and always remember to hold your child's hand while walking in the parking lot.

CLOTHING:

Children should attend school in comfortable clothing, which will allow for movement and some "messy" activities. All removable clothing should be labeled with the child's name.

Please do not bring blankets, sippy cups, gum/candy, toys or pacifiers, etc...from home! These items often cause a problem in the classroom, therefore, they will be sent home with you.

TOYS/ITEMS FROM HOME:

Please do not allow your child to bring toys, money, expensive items, or weapons (guns, swords, etc.) to school. This is a necessary school policy, which eliminates children's tears and distress caused by possessiveness, breakage, or loss. For special sharing days, please follow the guidelines suggested by the teacher.

SNACKS:

Mid-morning snacks are a part of each program. Typical snacks include such things as fruit, popcorn, pretzels, peanut butter crackers, or cookies and milk or fruit juice. Please inform us if we should be aware of any food allergies or diet restrictions. Special treats for birthdays may be brought in to share with the child's class with teacher approval.

IMMUNIZATIONS:

Pennsylvania Department of Health requires the following immunizations of all students prior to entry into school:

DPT vaccine three or more doses
MMR vaccine two doses,
Polio vaccine three doses,
Hepatitis B vaccine three doses,
HIB vaccine,
Varicelli two doses or history of disease and 1 dose.
Some doctors feel it necessary to add a TB test and a Pnemovax.
Check with your family doctor.

WEATHER

Noah's Ark closings will not be announced on the radio or TV.
Because of our location we follow the
Solanco School District announcements.

If Solanco is delayed two hours we will open at 11:00 a.m. & dismiss at 12:30 p.m.

If Solanco is closed - Noah's Ark will be closed.

**We recommend that you use your best judgement
about driving conditions during inclement weather**

ILLNESS

Please do not send your child to school if he/she has experienced any of the following
within
24 hours of arriving at school.

- | | | | |
|---|-----------------------------|---|-------------------|
| ~ | Fever | ~ | Unidentified rash |
| ~ | Diarrhea | ~ | Barking cough |
| ~ | Vomiting | ~ | Impetigo |
| ~ | Pink Eye/eyes pasted shut ~ | ~ | Etc ... |

We love to share many things at Noah's Ark,
but germs are not one of the things we like to share.

CYBER BULLYING

We are a family here at Noah's Ark if you have a concern about the school, a teacher or student please either speak to your child's teacher, see Miss Cathy, or contact your parent representative, Meghan Cross. It is **inappropriate** to place negative comments and posts on the Internet regarding the school, staff or students. Cyber bullying will not be tolerated.

NO SMOKING POLICY

Please remember that St. Paul's Church is a smoke-free facility. **SMOKING**
is NOT permitted on the grounds of the Church and/or Nursery School!