



Parent Handbook

A Ministry of NorthPark Community Church
Facility Number: 197417908
Updated: May 2019

Welcome to Noah's Park Preschool

Welcome to Noah's Park Preschool. God conceived a plan by which we would enter the world as babies, grow up through the joys of childhood, learn how to rely on others, and see the world through eyes of simple faith before taking on the world as adults. We at Noah's Park Preschool strive to help you as parents develop this childhood faith. Our mission at Noah's Park Preschool is to reach out to children and their families by providing an environment that nurtures sound spiritual, physical, mental, social, and developmental needs. We hope to help each child build the foundation needed for successful Christian living now and forever.

 Train up a child
in the way he should go,
and when he is old 
he will not turn from it.
Proverbs 22:6

SPIRITUAL: We believe that basic Christian principles are essential in providing children with a sound foundation for their future growth. Through special Christian curriculum, we are able to meet this task. Children are taught that Jesus Christ, the Son of God, is their Lord and Savior, and that the Bible is the written Word of God and the way for their lives to be patterned. Your child will begin to understand the love and acceptance of Jesus towards all people as we endeavor to demonstrate God's love to your child as he/she interacts with other children and teachers. We want the children to recognize that God is the Creator, Jesus is His Son, and that He loves and accepts us as we are.

COGNITIVE: We encourage an enthusiasm for learning and a sense of accomplishment in mastering preparative skills for school. Your child will be encouraged to build skills in listening and language development and understand concepts related to size, shape, space, color, and distance. Reading and math readiness skills will be practiced. Your child will be given the opportunity to reason, discover, remember, experiment, and generalize.

PHYSICAL: We recognize the need to provide an age appropriate physical environment for each child. With that in mind we have designed an environment to meet physical activeness using their large and small motor skills.

MENTAL: We strive to provide children with a safe, secure, learning environment to develop their emerging skills. We recognize that you are your child's first and most important teacher and feel it is important for parents to be part of their child's growth. Therefore, we will keep parents informed of their child's progress and activities and strive to provide ways for parents to be active in the school.

SOCIAL: We provide channels by which children are able to experience positive ways to develop socially through basic Christian concepts. Your child will learn the privileges and limits of group life. Your child will begin to develop a caring attitude toward others and will begin to develop self-discipline through gradually learning to make wise choices

EMOTIONAL: Your child will develop a positive self-concept, learning to love and accept others as he or she is loved and accepted. This preschool will help your child learn to verbally express both positive and negative feelings appropriately.

DEVELOPMENTAL: We believe that the majority of a child's learning foundation is established at a young age. We focus on this concept by providing an accepting, nonthreatening, learning environment that is developmentally age appropriate. We provide a hands-on learning environment that allows exploration and discovery through the use of the five senses.

OUR ENROLLMENT POLICY: Noah's Park Preschool is a fully licensed preschool through the state of California specializing in half-day education for 3 – 5.9 year olds. Our Facility number is 197417908. We are a ministry of NorthPark Community Church, which exists to provide a Christian education that is developmentally age appropriate, as well as a learning environment that will build a sound foundation of Christian values needed for successful Christian living.

PRE-SCHOOL: T/T HALF-DAY PROGRAM FOR 3-4 YR OLDS: September through May, this schedule includes a Fall, Thanksgiving, Christmas, and Easter break. The morning half-day program starts at 8:15 a.m. and ends at 11:15 a.m. The afternoon half-day program starts at 11:45 a.m. and ends at 2:45 p.m. The curriculum includes bible lessons, prayer, letter, number, and color recognition. We will also focus on beginning handwriting, social interaction, and motor skills.

Students must be three years old and potty trained before attending the Tuesday/Thursday Preschool Class. This class learns through physical play and a variety of hands on activities. Each day is a different theme that includes language development, arts and crafts, stories, music, and simple games that provide the child the opportunity for having fun and meeting new friends in a nurturing environment. Through these activities and the sharing of Bible stories, we share God's love.

POTTY TRAINING: Children entering the Preschool Class must be fully potty trained and be able to communicate their potty needs to the teacher. Accidents are handled matter-of-factly and the child cleans him/herself and changes his/her own clothes. The parent will be called if it is a bowel movement to come change their child. Children having an accident one or two more times per week are not considered completely potty trained. The child will need to be dis-enrolled until completely potty trained. Tuition will need to be paid if you want to hold your spot during the time they are working on their potty training.

PRE-K: MWF HALF DAY PROGRAM FOR 4-5.9 YRS. OLDS: September through May, this schedule includes a Fall, Thanksgiving, Christmas, and Easter break. The morning half-day program starts at 8:15 a.m. and ends at 11:15 a.m. The afternoon half-day program starts at 11:45 a.m. and ends at 2:45 p.m. The curriculum includes bible lessons, prayer and scripture memorization. It has high expectations for reading, math skills, science and penmanship. We focus on social skills and kindergarten preparation.

The Monday, Wednesday, Friday Pre-K class is intended for students attending Kindergarten or TK the following year. The class incorporates various developmental skills through weekly study units. Kindergarten readiness is fostered by centers and circle times that introduce alphabet, phonics, handwriting, number concepts, simple patterns, sorting, cutting, and drawing. Curiosity is enhanced through science and discovery activities and through a number of field trips throughout the year. The child is given opportunities to develop his/her social and emotional skills through imaginative play, sharing, and interactive participation. An awareness of God is developed through Bible stories and truths.

ACADEMIC ENRICHMENT: M THROUGH F HALF DAY PROGRAM FOR 4-5.9 YRS. OLDS: September through May, this schedule includes a Fall, Thanksgiving, Christmas, and Easter break. Currently only offered in the afternoon, half-day program starts at 11:45 a.m. and ends at 2:45 p.m. The curriculum includes bible lessons, prayer and scripture memorization. It has high expectations for reading, math skills, science and penmanship, with extra time to practice these skills at a quicker pace. We focus on social skills and kindergarten preparation.

Students must be four years old before attending the Monday through Friday Class Academic Enrichment class. This class is intended for students attending Kindergarten the following year. The class incorporates various developmental skills through weekly study units. Kindergarten readiness is fostered by centers and circle times that introduce alphabet, phonics, handwriting, number concepts, simple patterns, sorting, cutting, and drawing. Curiosity is enhanced through science and discovery activities and through a number of field trips throughout the year. The child is given opportunities to develop his/her social and emotional skills through imaginative play, sharing, and interactive participation. An awareness of God is developed through Bible stories and truths.

WAIT LIST: If there are no openings, we provide a waiting list for future enrollment. Openings are filled on a first come, first serve basis.

PARENT INVOLVEMENT: Parents are always welcome to volunteer in the classroom. We will have opportunities during the year where we will ask for parents to come in for special events, reading stories, talking about your job, special craft projects and any way you want to bless the preschool. The parents are not allowed to volunteer more than 16 hours in the classroom without being fingerprinted. We will have you sign in on the parent helper sign in sheet so we can track your hours helping in the classroom for the state. You will sign-in each time you help in the classroom in our volunteer binder located in the preschool office. ***Parents who want to help in the classroom are required by the state to show proof that they have been vaccinated against measles, pertussis, and influenza, and have a TB test on file in the office prior to helping in the class.***

SAMPLE DAILY CLASS SCHEDULE:

8:15/11:45	Welcome Open Play
8:30/12:00	Good Morning Circle (Prayer, Phonics)
8:50/12:20	Learning Centers (Writing, Math, Science, Art)
9:30/1:00	Circle Time (Literature/Superstar)
9:45/1:15	Snack/Recess
10:15/1:45	Circle Time (Bible/Math)
10:30/2:00	Learning Centers (Writing, Math, Science, Dramatic Play)
11:00/2:30	Closing Circle (Review, Calendar, Weather)
11:15/2:45	Closing Routine/Pick-up in classroom

ENROLLMENT FORMS: When you enroll your child at Noah's Park Preschool, you will be asked to fill out a number of forms.

The following information is required by the State of California licensing and must be on file before your child may attend Noah's Park Preschool:

- Copy of Admissions agreement
- Notification of Parent's Rights
- Personal Rights
- Identification and Emergency Information
- Consent for Emergency Medical Treatment
- Child's Preadmission Health History - Parent's Report
- Physician's Report – Child Care Centers
- Copy of Immunization Record

Please make sure that your doctor's signature is on all forms where required. Immunization information must be included and current. **The California School Immunization Law requires that children be up to date on their immunizations to attend a licensed center.** If a licensed physician determines a vaccine should not be given to your child because of medical reasons, you must submit a written statement from the physician for a medical exemption for the missing shots, including the duration of the exemption. A statement of special needs, including known allergies or existing illnesses, needs to be submitted before your child starts school. In addition to the enrollment forms, we require a signed acknowledgment of receipt of the following:

- Parent Handbook
- Current Enrollment Agreement

Please make sure all forms in our enrollment packet are filled out and turned in to the Director. If you have any questions, please feel free to call or schedule a time to go over the forms.

REGISTRATION FEES: Registrations are received on first-come, first-served basis. Any registrations received after classes are full will be placed on a waiting list. Return completed registration forms with a non-refundable \$50.00 registration fee and \$99.00 supply fee paid online, or by check made out to NorthPark Community Church. Please note your child's name on your check. Cash payments are to be given directly to the director only.

TUITION FOR THE SCHOOL YEAR: Fees are based on a 9 month school year broken down into equal payments, even though the number of school days per month may vary. Tuition fees are due monthly, on or before the 1st of each month.

A late charge of \$25 will be charged for payments received after the 10th of each month. A service fee of \$35 is charged for any payment returned by the bank. After two returned checks in any one school year, fees are due in cash, money order or certified check from that point forward. Students will not be permitted to attend class when their fee is four weeks past due.

Please note that fees must be received in full without deduction for absences or holidays. Our staffing and other operation expenses are arranged on the basis of fixed enrollment levels. Obligations must be met on a continuing basis. We are confident that you will understand our need for financial stability and we appreciate your cooperation.

WITHDRAWAL POLICY: We require a two week notice prior to removing your child from our program (no refunds are given on any fees if a student withdraws).

STATES RIGHTS: The California state child care regulatory enforcement and administration agency and the local department of social services or child protective services has the authority to interview children or staff, to inspect and audit child or facility records, to interview children privately, to observe the physical condition of the children in the school, to make provisions for the independent medical examination by a licensed physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by parental guardians or by the school.

STUDENT BEHAVIOR MANAGEMENT POLICY: Discipline is designed to promote the development of self-direction, self-control, and socially acceptable behavior. This is accomplished through sensitivity, consistency, firmness, fairness, and follow-through. Any form of discipline action involving a teacher or director working with an individual student will be clearly communicated with the child's parents. We must be very certain that the child perceives a positive rather than a negative picture of himself/herself as an acceptable person and that only his/her actions are criticized. Discipline must be individualized and consistent for each child's appropriate level of understanding and directed toward teaching the child acceptable behavior and self-control. Our caregivers focus on positive methods of discipline and guidance, which include the following: using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; consistent expectations by using clear, positive statements; redirecting behavior using positive reinforcement; and using brief supervised separation from the group. We believe children thrive with consistency, so we will ask parents to partner with us in overcoming any challenging behavior that a child may present during the school year.

CHILDREN'S RIGHTS: In our programs, each child shall have personal rights, which include, but are not limited to, the following. 1) To be accorded dignity in his/her personal relationships with staff and other persons. 2) To be accorded safe, healthy, and comfortable accommodations, furnishings and equipment to meet his/her needs. 3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with the daily living functions, including eating, sleeping, and toileting; or withholding of shelter, clothing, medication or aid to physical functioning. 4) To be informed and to have his/her authorized representative, if any, informed, by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency, and of information regarding confidentiality. 5) To leave or depart the facility at any time under the supervision of recognized guardian or designated individual.

SCHOOL RULES AND DISCIPLINE: Ensuring the safety of everyone is the most important priority at our school. Behavior that causes or threatens harm to self, others, or any property is not permitted.

We feel that all our students are in the process of learning appropriate behavior, and it is our responsibility to guide them on the right path. The teachers use children's mistakes as learning opportunities, encouraging the child to find their own solutions, rather than having the adults force a solution upon the children. We encourage appropriate behavior and remind the children often of our school rules and the reasons behind them.

The staff members guide children toward age-appropriate behavior using positive techniques, such as logical or natural consequences, redirection, and anticipation or avoidance of problems. We use encouragement of appropriate behavior rather than competition, comparison, or criticism. **Staff members never use corporal punishment.** Your child's teacher will have more detail as to how discipline is handled in their class.

If a problem continues, parents will be notified. The teacher and the director, if necessary, will work with parents to develop a plan of action. Parental cooperation is expected, and lack thereof could be grounds for dis-enrolling the child from school. If at any time we feel a child has behavior problems so serious that we are not equipped to help, or feel other students are being negatively affected, the child may be dis-enrolled.

CONFLICT RESOLUTION: Learning to manage conflict is an important part of preschool. All children need to understand how to resolve conflict on their own and ask for help when they need it. As we guide children toward their independence, we keep in mind that children need to learn to repair their relationships on their own, without forcing them to be insincere.

- We help children verbalize their feelings and desires and listen to one another.
- We give children the opportunity to suggest their own solutions to the conflict.
- We assist children in finding a solution if needed.
- We help children recognize and take responsibility for their own behavior.

COMMUNICATION: Communication between the family and the school is vital. We have an open door policy, and welcome you to visit or observe your child at any time. Parents and teachers are encouraged to communicate immediately with each other when concerns or problems arise. To help facilitate communication, Noah's Park Preschool will:

- Hold parent/teacher conferences
- Post on our parent board: licensing information, snack menu, and upcoming events.
- Place "What We Did Today" boards inside your child's room.
- Place all letters of communication from management in each child's classroom.
- Mailchimp weekly newsletters, fliers, email, FaceBook Parent Site, and Noah's Park Website all are ways we reach out to communicate with parents.

SIGN IN/SIGN OUT: We are required by the state to have a sign in and sign out sheet. Please use your full signature when signing in and out. You will need to sign your child in and out each day on the sign in/out sheet located in your child's classroom. When you pick your child up, please make sure the teacher is aware that you are taking your child (do not forget to sign them out.)

DROP OFF: Please wait outside the classroom until the teacher opens the doors to begin class. An adult must accompany all children inside the building and to their classroom once class has started. Once in the classroom, please make sure the teacher is aware your child has arrived and you have signed your child in on the sign in/sign out sheet.

PICKUP: Please wait outside the classroom until the teacher opens the doors to release the children. You will then sign your child out on the sign out sheet and get your child. Please make sure you get all belongings and class work before leaving. PM classes pick up using our valet system. Please see your child's teacher for valet instructions.

CAR POOLS/PICK-UP AUTHORIZATION: Teachers must be informed of carpool arrangements. If anyone other than a parent is picking up your child, please make sure his or her name is on file. They must be on your child's emergency contact. If not please see director to add them to the list. It is also very important that you inform that person that they will need to show proper identification. ***We will not allow anyone that is not listed on your emergency form or that doesn't have proper identification to pick up your child. In this event we will call you to pick up your child.***

SPECIAL CUSTODIAL ISSUES: The school recognizes that in some cases special visitation and custody agreements exist related to parent/guardian rights. The school does not accept responsibility for the enforcement of these agreements (e.g., If an individual is authorized to pick up a child, the school will not attempt to determine if it is "his/her visitation night.") It is expected that all parties will abide by any agreements pertaining to custody and visitation rights. Please notify in writing to be kept in the child's file any legal paperwork regarding custody agreements.

LATE FEE: A late fee of \$1.00 per minute will be charge after you are 5 minutes late. If this situation occurs frequently, **Noah's Park Preschool reserves the right to terminate your enrollment in our program.**

Below is an example of the late pick-up form:

Date: _____
 Today, _____ was unable to be picked up by
 11:15 or 2:45pm. Instead, he/she was picked up at _____
 by _____ (please print name).
 There will be a late charge of \$ _____. This fee will be applied to the account for this
 child.

Thank you for your understanding.
 Noah's Park Preschool

HEALTHY SCHOOLS ACT: In order to keep our campus pest free, we contract with All Pro Pest Control to spray registered and approved products around the entire campus bi-monthly after school ends on scheduled Fridays. The Integrated Pest Management Plan is available to view in the office. If a different pest control product becomes necessary to use, we will notify you at least 72 hours before application.

List of products we commonly apply in and around the above named premises:

Name	Active Ingredient	Name	Active Ingredient
Masterline .6%	Bifenthrin	Nuvan Prostrips	Dichlorovos
Alpine WSG .2%	Dinotefuran	Tarus SC .8 oz/Gal	Fipronil 9.1%
Cy-Kick .05%	Cyfluthrin	Vendetta Plus	Abemectin .5% Nylar.5%
Cyzmic .03%	Lambda-cyhalothrin	Quantum Ant Bait	
Delta Dust	Deltamethrin .05%	Gentrol IGR	Hydropene
Firststrike Bait	Difethialone .025%	Vendetta Nitro	Clothianidin .5% Pyriproxyfen .5%
Phantom	Chlorenapyr .5%	Temprid SC	Imidacloprid,Cyfluthrin
BP300	Pipernol Butoxide	Suspend Ployzone	Deltamethrin 4.75%

SICK POLICY: When a child becomes ill at school, they will be separated from other children and supervised by a staff member until they can be taken home. If a child exhibits symptoms of illness, a parent or emergency contact listed on the child's registration form will be asked to pick up the child as soon as possible. The child may return if free of fever or symptoms for 24 hours (**without the aid of fever reducing medicines**) or a note from a physician stating they are no longer contagious and no longer have a fever. If your child shows any of the following symptoms at school, you will be asked to pick them up immediately:

- A temperature of 100.4 or higher
- Excessive runny nose or colored discharge
- Vomiting or uncontrolled diarrhea
- Unexplained rashes or open sores on body or in mouth
- Obvious symptoms of communicable disease
- Red, watery eyes
- Any sign of lice, including nits

WHEN TO KEEP YOUR CHILD HOME: Please keep your child home if feverish, fresh cold, excessive coughing, chilled, nausea, vomiting, diarrhea, rash or too tired. Please notify the school of any communicable diseases. We will follow the guidelines set by the California Department of Protection and Regulatory Services. Our goal is to keep our school as free from illness as possible. If you have a question as to whether your child should attend school, please call before bringing them in, and we can assess the situation.

MEDICATION POLICIES AND PROCEDURES: We will only be keeping allergy and/or rescue asthma medicine in the facility to be dispensed during an allergic reaction or asthma attack. Please have your medicine clearly labeled with your child's name and fill out our medication information form, available in the office. If medication is administered, we will call you and 911 if necessary.

EMERGENCIES AND ACCIDENTS: If an accident occurs while your child is in the care of Noah's Park Preschool, and your child requires immediate medical attention, the proper authorities will be called, first aid and/or CPR will be started, and you will be notified. An emergency medical release is included in your enrollment packet. If the accident or injury is minor, first aid will be administered, and you will be called immediately. Illness and injury reports are filled out for every occurrence. You will receive a copy of the report and a copy will be kept in your child's file.

Our staff members at Noah's Park Preschool are trained and certified in CPR and first aid.

It is very important that you keep all phone numbers and contacts current. If we cannot reach you, or any of the contacts you have listed, and there is a question of whether the child should have medical attention your child will be transported to the nearest medical facility.

SNACK PROGRAM: We are a nut free preschool due to many student allergies. The preschool will provide snack and will have a menu posted on our parent board for the month. We will provide state approve food including: Drink (Milk, 100% Juice, Water), and two/three food groups. We never force a child to eat, but we do encourage children to try different foods. If a child has continual difficulty eating, we will contact the parent, and at that time, discuss other options for mealtime. We always encourage self-help skills. Teachers sit with the children at every meal to help encourage good manners and to offer assistance wherever needed.

There is a fruit and veggie parent sign-up sheet in each classroom to provide fresh fruit and/or veggies each day. This is optional and parents may sign up as much or as little as they like.

SNACK SAMPLE MENU: (Drink: Water)

- Monday: Cheese Stick and Gold Fish
- Tuesday: Veggie Straws and Guacamole
- Wednesday: Pretzels and Hummus
- Thursday: Bagels and Cream Cheese
- Friday: Craisins and Whole Grain Crackers

If your child requires a special diet due to health or food allergies please send a statement to be included in your child's file. ***It is a State requirement that we have a physician's statement on file.*** We are not equipped to provide individual menus for children with special diet needs. ***You will be required to provide substitute foods for your child.*** Always make sure you have informed the teacher in your child's class of any special needs.

ABSENCES: Regular attendance is encouraged; however, if you are planning a vacation or if you know in advance when your child will not be attending preschool, kindly let your child's teacher know. If your child is sick, please call or e-mail the teacher or director.

SCHOOL CLOTHES AND SHOES: Our Preschool is creative, hands-on and sometimes can be messy. Please dress your child in play clothes at school. Clothes should be easy to get in and out of to encourage independence in using the potty. We will play outdoors whenever possible. Each child needs to have weather appropriate clothing and outerwear. **Please be sure to label all outerwear. For their safety and comfort, children must wear close-toed shoes.**

BIRTHDAY PARTIES: A child's birthday is a day of celebration and we will be happy to help make this a special occasion at the school. Parents may bring simple things like cupcakes or muffins on the day of celebration (please read labels to make sure they are nut free and not made in a facility with nuts). In the preschool, goodie bags/party favors are welcome but all the children in the class must be included in the celebration. Please make sure you discuss the time and arrangements with the child's teacher. If you are having an outside class party, please use the class roster to send/give out invitations. Please do not give invitations to teachers to hand out in class.

CLASS PARTIES: We will also have other occasions for celebrations. These include Pretend Day, Thanksgiving, Christmas, Valentine's Day, Easter, Spring Tea, and the last day of school/graduation. **School will end early on party days.** Please arrange to be present and sign your child out at the **early release time.** Parents are always welcome to help in the preparations for our parties and should let their child's teacher know they want to be involved.

COMMUNITY RESOURCES: During the school year, the preschool may invite local firefighters, representatives of local law enforcement, a local librarian, or other community workers to talk with the children. In addition, we may have a professional on campus to provide entertainment for the children.

FIELD TRIPS: Field trips for the preschool are an integral part of our program and your child is encouraged to participate in them. You will be notified in advance of each field trip. **Parents are required to attend field trips** and siblings are welcome to attend as well. We will meet directly at the field trip site and the day will end at the field trip site. We will not be in the classroom at all on these days.

PHOTOGRAPHS AND PUBLICITY: Photographs and videos of your children participating in our programs may be taken from time to time and may appear in Noah's Park website, newspapers, magazines, Parent's Facebook page, brochures or other publicity materials. Your participation for this is assumed unless we hear otherwise from you. There will be no compensation given for the use of these pictures.



Noah's Park Preschool Parent Handbook Agreement

I, _____ have reviewed a copy of the Noah's Park Preschool Parent Handbook and Discipline Policy. I have read, understood, and will abide by the policies set forth in this document. I understand that failure to follow these policies may lead to termination of services.

Print Student Name

Print Parents Names

Signature _____ Date _____

PLEASE RETURN THIS PAGE TO THE PRESCHOOL DIRECTOR.

While every effort is made to ensure the accuracy of the information prepared for this handbook, Noah's Park Preschool reserves the right to make changes at any time without prior notice. When changes are made you will receive a copy of the amendment to the handbook to sign.