

# NOAH'S ARK DAYCARE

## WHAT SETS US APART?

We desire to be used as a ministry not only to care for your child but also to expand your child's knowledge, which in turn will build your child's confidence. This helps secure your child a brighter future! We have designed a program at no extra charge that can do just this! We have scheduled special guests that are experts in their field to come into our daycare and teach your child some fun, educational skills.

Talents that you normally have to pay an extra fee to have your child participate in are already included at Noah's Ark Daycare.

## THESE ARE SOME OF THE ENRICHMENT CLASSES TO BE OFFERED:

Chapel  
Preschool Curriculum  
Preschool Graduation  
Full Size Gym  
Music

Individual classrooms  
Bible Curriculum  
Allie Cat Gymnastics on site  
Frogstreet curriculum for all  
ages



# HANDBOOK



# PARENT HANDBOOK

**Roger Kinion**  
**Pastor**

**Nicole Boyette**  
**Daycare Director**

**Office Phone -317-467-0744**



## DISCIPLINE

Different levels of discipline are necessary for the welfare of the child as well as the entire daycare. Child training and discipline will be handled with kindness, understanding, and Christian principles. Teachers at our center will be given a list of rules and regulations to enforce in classroom and playground activities.

### LEVELS OF DISCIPLINE

- A. Warning appropriate to the situation will be given to stop. To avoid embarrassment, the child will be separated from the group and talked with about his behavior.
- B. If the negative behavior continues, the child will be separated from the group (inside/outside the classroom) for up to one minute for every year of age.
- C. Difficult problems will be handled by the director and will then discuss the problem with the parents if deemed necessary.
- D. When discipline problems continue to disrupt the classroom and/or daily routine of the daycare, the following steps will be taken:
  - 1. Parents will be involved in the situation by way of notes, phone calls, or meetings.
  - 2. Parents will be called and will be expected to come to the school to discipline their child.
  - 3. If extreme problems still continue, parents will be given one weeks-prior notice of the dismissal of their child. This one-week notice may be waived if the behavior continues to be unmanageable. The child will be dismissed for a period of up to three weeks or until the behavior has been corrected, whichever is the longest period of time.



Revised 1/1/2026

## **CLOTHING AND PERSONAL ITEMS**

In order that your child may enter fully into the daycare activities, please observe the following:

1. Dress your child in comfortable play clothes.
2. Do not let your child wear necklaces, rings, bracelets, and other such items that are easily lost.
3. Consult your child's teacher before your child brings anything you think will contribute to enriching experiences. We welcome such contributions, but like to be able to plan for them.
4. Mark clothes with child's name. This should be done before the first day of school.
5. Please do not send toys with your child unless approved by the teacher. The daycare may not be held responsible for lost, broke, or stolen items.
6. Your child must have a complete change of clothes at the daycare at all times.



## **MISSION STATEMENT**

We desire to provide quality Christian care for children in a loving, safe, and clean environment that encourages development in age appropriate activities.

## **SPECIFIC OBJECTIVES**

- Spiritually: We will endeavor to guide the child into an understanding of the basic truths about God, His Son, Jesus, and the Holy Spirit.
- Socially: To develop the art of meeting new friends, and learning how to work and play in a group. To develop an attitude of kindness, cooperation, courtesy, and helpfulness toward others. To accept appropriate individual and social responsibilities in a group.
- Physically: To develop muscular coordination and control. To establish desirable health habits.
- Mentally: To do independent thinking and to accept the results of his decisions. To broaden his range of interests.
- Emotionally: To meet new situations with a reasonable amount of stability. To be able to initiate the follow through of a simple plan of work. To grow in self confidence as he learns to do more things for himself and help to solve his own problems.



Revised 1/1/2026

## ENTRANCE REQUIREMENTS

We accept children ages 6weeks through 5 in our preschool classes and kindergarten through 4th grade in our school aged program. New classes start ~~the same week~~ <sup>the same week</sup> GOCSC begins. Children's placement in preschool classes is determined by the year they will attend kindergarten.



## TUITION

This daycare is self-supporting and is financed by fees paid by the children enrolled. Tuition must be paid each week in order for your child to stay enrolled.

Registration	\$25 .00/family – One-time fee
Activity/Education	\$60.00/child/ year Due Sept. 1st
School age field trip	\$80.00/child/year - Due June 1st

Tuition infant-Pre-K	\$185.00/week for infants
<b>Tiered by Age</b>	\$180.00/week for 12-24months
	\$175.00/week for 2yr-3yr classes
	\$170/Preschool age 4-5yrs

A 10% discount for 2nd or more siblings

Breakfast	\$5.00/week or \$1.00 per day – optional
Late Charge	\$5.00 if paid after Friday @ 6pm
Late Pickup	\$1.00 per minute/child

**A 2 week notice is required to withdraw your child from the center.**

Tuition is due each week on Friday by 6:00p.m. Tuition must be on Autopay. If and Autopay payment is returned there will a nonrefundable \$30 fee applied to that weeks tuition. Non-payment of 4 weeks or 30 days results in automatic dismissal and will be notified the Friday before dismissal.



## PROGRAMS AND PARTIES

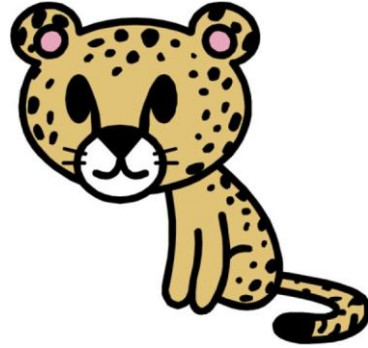
The classes will hold the following parties :

Valentine's Day  
St. Patrick's Day  
Easter with egg hunt  
PJ Day - October  
Christmas

Other special events are held throughout the year.

No off site field trips are taken by preschool students, however we bring in many special programs throughout the year.

Our School aged program will take field trips on breaks and during the summer. Please consult the School age handbook for other policies and procedures that differ from the preschool program



## **ACCIDENTS AND ILLNESS**

In the event that your child becomes ill while at the center it is the parent's responsibility to pick up the child. An ill child **CAN NOT** be left at the daycare. A child, who is vomiting, has diarrhea, or a fever over 101F will be considered too ill to remain at the daycare. Children must be fever free for 24 hrs before returning to the center. In the event that the child has a contagious illness, the parent will notify the daycare. The child will not be allowed to return until all danger of contagion is gone. You will receive an illness form at time of pick-up with the policy.

In all emergencies, the daycare has permission to take such reasonable measures as are, in the judgment of the staff, necessary to the welfare and safety of the child.

The daycare is not liable for accidents or illnesses occurring to the child while he is in its care; unless it can be proved that the accident or illness was the direct result of a staff member's negligence.

## **MATERNITY LEAVE**

Six weeks of maternity leave is given to each family. This is optional and any portion of the six weeks may be used. There is no charge for these weeks. After six weeks your child must return to the center or you must begin paying tuition to retain class placement.

## **SIGN IN/OUT PROCEDURES**

Each child must be signed in and out of the center each day. This is a safety policy. We use a computerized system with passwords for this process. This will be the official records of attendance if the building needs to be evacuated for any reason. Written sign out procedures are in place for those that are not assigned passwords.





## **CHAPEL**

Once a week your child (in classes 4 and Pre-K) will experience a chapel service that is geared toward teaching basic Bible Truths. We will be bringing Bible stories to your child at his level of understanding. School aged children will have a weekly chapel time. You are welcome to stop in anytime and participate.

## **FIRE AND SAFETY DRILLS**

This Daycare conducts monthly fire drills and yearly tornado drills. Each room has a fire evacuation plan posted

## **MEDICINES**

Prescription medicine will be given to the child upon written request. All medicine must be labeled with the child's name, amount, and time to be given. It must be in the original container with the doctor's name on the label. Please give the medicine to your child's teacher or place it in the kitchen and fill out the medicine form each day it is to be given. A medicine chart will be posted in the kitchen and a staff member will sign the chart when the medicine is given . Non-prescription medicine will be given only with the parent's consent using the same procedures.

## **CURRICULUM**

Each preschooler will be taught 2 separate curriculums. The first is a Bible curriculum which covers the major stories and topics in the Bible. Each class uses the NIV children's Bible. A kindergarten preparedness curriculum is also taught to each class. These curriculums are designed to prepare the student for entrance into kindergarten. They are comprehensive, including small and large motor skills, art, music, and educational skills. New skills are added each year. The curriculums can be reviewed at any time by contacting your child's teacher or the director. We use the Frogstreet curriculum in all classrooms.





## **RELEASE OF CHILD**

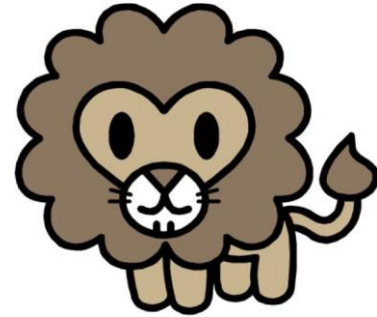
NO Child shall be allowed to leave with anyone other than who is permitted on the release form on file without written permission from parent. There will be NO exceptions to this rule. Not even phone calls giving permission for another person to pick up will be permitted. This is for the protection of the child and the daycare. Parents who are separated or divorced must supply the center with the proper information concerning which parents can pick up the child. If any legal documents are needed, please supply them.

## **FOODS**

The daycare will serve a morning and afternoon snack and a hot lunch. Menus will be posted in advanced. Food exceptions cannot be made for individual children except in the case of allergies. If there is an allergy, a doctor's diagnosis sheet must be on file at the center. Only food designated by the doctor can be brought in. All foods must be in their original containers.

Breakfast is optional and is \$1.00 extra per day. It will be served between 7-7:45 a.m. daily. No food may be brought in from home to eat for breakfast.

Birthdays: You may send cupcakes or cookies on your child's birthday if you wish. We will sing "Happy Birthday" and serve them during snack time. Please do not send favors or gifts. Since we sometimes have more than one birthday on the same day, please advise the teacher in advance of your plans.



## **SAFETY**

No child shall ever be left alone or unsupervised.

A staff member should be made aware of your child's presence at arrival and dismissal. You must sign in and out each day when you drop off and pick up your child.

A plan is posted in each room, which explains actions to be taken and staff responsibilities in case of fire emergency and weather alerts.

## **HOLIDAYS**

The center will be closed on the following days:

Labor Day  
Thanksgiving (Thursday and Friday)  
Christmas Eve and Christmas Day  
(or the Friday before or the Monday after)  
New Year's Eve and New Year's Day  
(or the Friday before or the Monday after)  
Good Friday  
Memorial Day  
Independence Day (unless  
on weekend)  
(Coupons are invalid if holiday falls on weekend)

## **VACATIONS AND ABSENCES**

Each family will be given 12 vacation days per year. The days are pro-rated for mid-year enrollments. Days may be used in advance and may be accumulated for one calendar year only. All days taken over this amount must be paid for. Thanksgiving Day, Christmas Day, New Year's Day and Good Friday are also given as vacation time. July 4<sup>th</sup> will be given if falls on Monday through Friday. All other holidays must be paid as a full week tuition. A coupon booklet is given to each family at enrollment. In it are 12 white coupons plus 5 coupons for holidays. There is only 4 holidays if July 4<sup>th</sup> falls on the weekend. In order to use a vacation day, you must include a coupon with that week's tuition. You will pro-rate your tuition for that week by taking your tuition total and dividing it by 5 and then multiplying it by the number of days in attendance (including holidays not previously mentioned).

If a child is withdrawn for the summer or any extended time, arrangements must be made with the director.



## **NAPS**

Each preschool child will nap each day from 12:00-2:00. No child will be forced to sleep however all children must lie quietly on their cots and not disturb those around them. Each child will have their own cot that is not shared. A small travel size pillow and blanket should be brought in each Monday and taken home each Friday. Please wash the pillow or pillow case and blanket each week to help us cut down on the spread of germs. Children may bring in a small stuffed animal to sleep with if desired. Also special blankets may be brought in however if it must go home EACH night please notify the teacher.



## **CUBBIES**

Each child will have his own assigned cubby . Also this is where the extra change of clothes is kept and any other item belonging to your child except medicine.

Revised 1/1/2026