

Eligibility: Enrollment is open for all Greenfield-Central Community School Students (except Eden) in grades K-4.

Hours and Dates: We offer care year round (SUMMER CARE SCHEDULE IS LISTED SEPARATELY). We are open for 2 hr delay days, school closing, care on holidays not listed below, and snow days.

We are closed on the following holidays: New Year's Eve and New Year's day (or the Friday before or Mon after), Good Friday, Memorial Day, Independence Day, (or the Friday before or Mon after), Labor Day, Thanksgiving Day and Friday after, Christmas Eve and Christmas Day (or the Friday before or Mon after).

Each family will have 10 vacation/ sick days plus holiday days of New Year's Day, Good Friday, Thanksgiving Day and Christmas day that are not paid. All other days not in attendance must be paid. If your child will not be enrolled for the summer only 5 vacation/sick days will be given.

Each family is making a commitment to be enrolled for the entire school year. No part time positions are available.

Staff: State ratios of 1:15 will be observed at all times. All staff will be trained in CPR, First Aid, Universal Health, and Fire Safety. Criminal History checks and fingerprints are done on all staff. Bus drivers and substitute teachers will have the same.

Students: We expect our students to be respectful of our teachers, other students, and parents. We expect our students to be respectful of the church's property and that of other students. No foul language or gestures. No electronic devices except those provided by the daycare. Students who are ill with a fever of 101 or higher, vomiting, pink eye, lice, etc. will be sent home or may not attend.

Parents: We expect payment to be made on time. We expect you to notify us if your child will not be attending or is sent home from school ill. We expect your support and cooperation in matters of discipline. We expect that if homework is done here that you have the final check for its correctness. An emergency

number is provided that will be available to be answered at ALL times. In the case of an emergency or illness your child will be picked up within one hour of notification.

Food: An afternoon snack will be provided each day. If you wish to provide your own snack please have it in an individual package and send in daily. Lunch will NOT be provided. On days when there is no school each student is responsible for bringing in their own lunch. No kitchen services will be available. A morning snack will be provided on these days. Breakfast is available each day for \$1.00.

Sign In/Out Procedures: Each student must be signed in and or out each day using our door keypad. Entrance into the building is given through this system.

Tuition and Fees: Please make checks out to Noah's Ark Daycare. Tuition is to be paid by 6:00pm each Tuesday for the current week of care. There are no part time options; you agree to pay even if your child is not attending any time during the week. If you get behind in payments, we may be forced to ask your student to leave our program—you will still be required to make all back payments.

There is a non refundable \$25.00 registration fee.

There is a charge of \$1.00/minutes after the pickup time of 6:00 p.m.

There may be extra costs if field trips are taken during school breaks.

A \$50.00 summer field trip activity fee will be assessed.

If you attend extra hours for early release OR delay start days the daily rate of \$15.00 will be charged.

Discipline:

GUIDELINES: Our approach to discipline focuses on self control. Rules are developed and limits are set for four mains reasons: possible harm to self; possible harm to others; damage to property; and infringement on the rights of

others. We feel our goal is best accomplished by utilizing the following guidelines: staff are to act as limit setters to clarify and support choice making; positive language and manners will be used to communicate limits and provide consistent explanations; an environment structured to help students remember limits will be provided; students are recognized with praise for respecting limits; and students are expected to follow the established rules of conduct for the building.

PROCEDURES: The following procedures for handling discipline problems have been established for the program. These procedures are to ensure the safety and welfare of all participating children and staff. Certain behavior may be considered so serious that exclusion from the program is necessary. The student may be excluded from the program for up to 5 days. Some examples of such behaviors are fighting, student or teacher abuse, disruption of program procedures, destruction of property, stealing, refusal to follow directions. Further or repeated violations could result in exclusion from the program for the remainder of the school year.

SUMMER

Summer hours will be 6AM-6PM. The weekly rate will be \$75.00.

Parents are responsible for providing AM and PM snack and lunch. No kitchen facilities will be available so please do not send in food that needs to be heated or refrigerated.

Water will be provided at all times for the students so please but you may send in a water bottle that the student may keep with them throughout the day.

We will be going on 2 field trips per week. We will attend the movies on Wednesdays and schedule one other day each week. All field trips will be local and a list will be posted with dates and times.

All of our students will be enrolled in the library's summer reading program and a librarian will come to the center in June and July to bring prizes and do a short program.

We will be having on site water days throughout the summer.

Because we will be using a hook system –not cubbies- we ask that your child bring all personal items in a back pack that can be hung up. All personal items **MUST** be taken home each Friday.

If your child is only enrolled for the summer only-- 5 vacation/sick days may be used.