



**CENTRAL CHRISTIAN CHURCH
WACO TX**

PARENT HANDBOOK

Revised August 2017

Welcome to Noah's Ark Preschool & Parent's Day Out program! We are delighted that you have entrusted us with your child. It is a responsibility that we take very seriously. There are so many exciting things awaiting your little one! We hope that this Parent Handbook will answer questions that you might have about our program. Please feel free to contact the Noah's Ark Preschool (NAP) Director with questions.

MISSION STATEMENT

Noah's Ark Preschool & Parent's Day Out provides a Christian environment in an extended family atmosphere. It is the intent of the program to provide a structured learning opportunity that enables children to develop physically, socially, cognitively, and spiritually. As a part of the mission of Central Christian Church to reach out to Waco and the surrounding communities, Noah's Ark Preschool & Parent's Day Out provides families with a safe and nurturing environment for their children.

GOALS OF THE PROGRAM

- To provide the opportunity for children to learn through play.
- To provide a warm and loving environment that makes each child feel special.
- To provide children with opportunities for social interaction with children their own age.
- To build children's self-esteem and self-confidence by providing them opportunities to succeed in age-appropriate problem-solving situations.
- To stimulate each child's creativity and self-expression.
- To provide a learning environment that promotes Christ-centered values and teachings.
- To help children become aware of God's plan for life through changes and cycles that they can observe.
- This program does not discriminate *against* because of race, religion, gender, physical/mental limitations, or national ethnic origin.
- Central Christian Church is a *Gang Free Zone* campus.

TEXAS DEPARTMENT OF FAMILY PROTECTIVE SERVICES LICENSING

Noah's Ark Preschool & Parent's Day Out is licensed by the Texas Department of Family and Protective Services (TDFPS). All regulations and requirements of TDFPS Minimum Standards and Procedures for Child Care Centers are strictly followed. A copy of these procedures is available to families in the center's entryway. To contact TDFPS, visit their website at www.tdfps.state.tx.us.

NOAH'S ARK PRESCHOOL & PARENT'S DAY OUT STEERING COMMITTEE

Noah's Ark Preschool & Parent's Day Out is supervised by a Steering Committee made up of members and staff of Central Christian Church. If you have questions and/or concerns about the

operation of our Preschool program, please contact the Steering Committee chairperson by calling the church office at (254) 776-7768.

HOURS OF OPERATION

Regular Hours: Tuesday – Friday 8:45 - 2:15

Extended Hours: Morning Extended: 7:30 – 8:45

Afternoon Extended: 2:15 – 4:00

ARRIVAL & DEPARTURE PROCEDURES

All children must be accompanied by an adult to their classrooms at the appropriate time. Children must be signed in upon arrival at the classroom and signed out at departure time by an authorized adult. These signature sheets are state mandated. They are located at your child's classroom. If the primary guardian is unable to pick up at the appropriate time, a pre-authorized adult who is listed on the child's registration form may pick up the child. These "pre-authorized adults" must check in through the Director's office where a photocopy of his/her driver's license will be placed in the child's file. He/she will be escorted to the child's classroom to be introduced to the teacher. Staff will not release a child to an adult who is not pre-authorized. For your child's safety, changes in the Registration Form cannot be made via phone.

If there are issues you wish to discuss with your child's teacher, please schedule a conference time through the school office. Extensive conversations between a parent and teacher at drop-off or pick-up time interferes with the teacher's ability to supervise students.

Pick-up time is busy and hectic, with many people coming and going. Once you have signed out your child, please make certain he/she is kept with you as you exit the building.

Visits throughout the day by parents are always welcome. However, we ask that if your child is having difficulty leaving you, please consider the impact you make by coming and then leaving again without him/her.

We are so proud of our curriculum! Your child's teacher does an amazing job of planning fun learning activities from the moment the day begins. We find that when children are dropped off much later than 8:45, they miss out on play time and can be "out of sync" when it comes to lunch and nap times. This can disrupt the schedule for your child's other friends in the classroom. All children must arrive before 10:15. This allows your child an opportunity to flow with the schedule and be ready for lunch and nap times with the rest of the class. After 10:15, your child will be considered absent and will be welcomed back on the following scheduled school day. Attempting to pick up a child who is napping can disrupt a classroom that is resting. For this reason, please leave your child at school until 2:00, if at all possible. Please see the Director for questions or comments regarding this policy.

A **late fee** of \$10 after the first five minutes and \$1 per minute thereafter will be charged for each child not picked up promptly by the end of the regular school day (2:15), or 4:00 if your child is enrolled in the extended afternoon session. Any child left longer than one hour after closing must be reported to Child Protective Services for abandonment of a child. *This action is taken in extreme situations with no other alternatives.*

ENROLLMENT AND REGISTRATION

Parents have three enrollment options. We offer a two, three, and four-day program that operates Tuesday through Friday. A child may attend any combination of these four days, contingent upon space availability. Pre-K offers a three and/or four-day program only. Absences are not refundable and days are not interchangeable.

A registration packet must be completed and returned to the office for all students wishing to enroll at Noah's Ark Preschool & Parent's Day Out. The registration form and immunization record must be in our office on the first day of your child's attendance at Noah's Ark Preschool & Parent's Day Out. The physician's health statement must be in our office no later than thirty days after your child begins attending Noah's Ark Preschool & Parent's Day Out. The TDFPS mandates that this information be current and on file in the school's office. The registration form and immunization record must be resubmitted annually.

Registration forms and information are available in the Director's office or may be downloaded from our website, www.cccwaco.org under the Preschool tab in the right-hand corner of the homepage.

DROP IN

Drop-ins will be allowed upon space availability and must meet all the registration requirements listed above.

CANCELLATION OF ENROLLMENT/WITHDRAWAL/CHANGE IN ENROLLMENT

Some children are not ready for group activities at these early ages. If a child shows by participation or development that he/she is not ready for this type of setting, Noah's Ark Preschool & Parent's Day Out reserves the right to request cancellation of enrollment. In this event, any unused tuition will be refunded. If, for other reasons, a parent withdraws a child, Noah's Ark Preschool & Parent's Day Out requires two week's written notice be provided to the Director. This will enable the school to fill the vacancy with a child from the waiting list. *Registration and supply fees are non-refundable.*

During the months of December, May, and July (the concluding months in each semester), tuition must be paid in full for these months regardless of withdrawal or non-attendance. A family must be current with tuition payments at the Christmas Break, at Spring Break, and at the time of Summer/Fall registration to continue child care service.

A **Request for Change in Enrollment** form must be submitted to the Director's office for consideration regarding *any* change in enrollment. This form is located in the school office. All requests will be considered within two weeks of the submission of the form. If a change in enrollment is approved that will decrease the number of days and/or hours in attendance, a \$10 processing fee will be assessed.

The registration period for the Summer and Fall sessions is March for families currently attending Noah's Ark Preschool & Parent's Day Out and April for the community. The days and times you request when you register your child during the registration period will be the days and times for which you are invoiced the first month of the Summer and/or Fall session. You may submit schedule changes prior to the beginning of the sessions for which you have registered, but these changes may or may not be considered or implemented until the second month of the session.

TUITION AND FEE SCHEDULE

Tuition is due in advance on the first school day of each month and is not refundable except as cited under Cancellation of Enrollment/Withdrawal. *Credits will not be issued for missed days and days are not interchangeable.* Payment is accepted in the form of cash and check. Please make all checks payable to Noah's Ark Preschool. Please list your child's name in the "memo" section of your check. You will receive your monthly tuition statement via e-mail. Please be sure that the school office has a current email address. If you do not have email, a hard copy of your statement will be provided to you.

There will be a \$20 fee for all returned checks. All payments should be placed in the locked, reinforced steel drop box on the left-hand side of the Director's office door. Please feel free to speak with the the Director regarding tuition and fee payments.

Tuition:

Tuition is a flat, prorated, monthly fee. We believe that this will help our young families budget more precisely throughout the year. Calendared school days have been counted and scheduled closings have been accounted for. These calendared school days have been added, multiplied by the daily tuition rate (\$20.00) and then divided by the ten months of our fall and spring semesters (August – May). A sibling discount of \$1/day will be applied to a family's additional children.

In order to provide this flat, prorated monthly tuition, each family that begins the school year in August is billed for the entire month of August even though school does not begin until the last week of the month. If a child does not register for school until September, October, November, or December, the tuition is calculated by multiplying the number of months school has been in session by the monthly tuition rate for the number of days the child is registering to attend, minus the sum of the number of days the child did not attend during those months he was not registered, multiplied by the daily tuition rate (\$20). The amount that results is the adjusted prepaid tuition amount for that child.

Monthly Tuition:

2 day/week attendance	\$144 / \$137 (sibling)
3 day/week attendance	\$216 / \$205 (sibling)
4 day/week attendance	\$286 / \$272 (sibling)

Registration/Supply Fees/Late Fees:

A \$70 registration fee is payable at the time of registration. The sibling's registration fee is \$60. The registration fee helps fund the twenty-four hours of annual teacher training required by the TDFPS.

Supply Fees:

The supply fee is used to offset the costs of snacks, art supplies, curriculum, and cleaning/maintenance.

2 day/week attendance	\$50
3 day/week attendance	\$70
4 day/week attendance	\$90
Pre-K	\$90

A late fee of \$10 will be assessed for tuition payment received later than one week from the first day tuition was due for that month.

EXTENDED SESSION

Children enrolled for our regular program (8:45 – 2:15) may also enroll in our extended sessions. Extended session fees are also flat, prorated, monthly fees. Parents may choose morning extended, afternoon extended, or both extended sessions. *Space is limited.* Days are not interchangeable. Drop-ins will only be accepted on a case-by-case basis and only if there is available space. There is no sibling discount for the extended session.

Extended Morning Fee Schedule (\$6/day):

7:30 – 8:45	1 day/week - \$22/month
	2 day/week - \$43/month
	3 day/week - \$65/month
	4 day/week - \$86/month

Extended Afternoon Fee Schedule (\$7/day):

2:15 – 4:00	1 day/week - \$23/month
	2 day/week - \$50/month
	3 day/week - \$76/month
	4 day/week - \$100/month

ARRIVAL & DEPARTURE PROCEDURES FOR EXTENDED SESSIONS

Upon arriving for morning extended, parents should use the side entrance through the small playground. The Bumblebees classroom will be used as the play area for those children arriving for morning extended. Parents bringing infants (under 12 months) will use the same entrance, but will drop off babies in the infant room. Parents will sign in on their child's classroom sheet located on the podium outside the Bumblebees classroom. In addition, parents of infants under 12 months of age, according to TDFPS minimum standards, must complete an infant care form each day attended. Diaper bags, lunchboxes, jackets, and all other personal items belonging to your child need to be placed on hooks/cubbies located outside his/her regular classroom.

A child in the afternoon extended session must be picked up no later than 4:00 p.m. by an authorized guardian (see "Arrival/Departure Procedures" on page 2) who has signed the child out on the appropriate classroom sheet. We stay busy until the very end of the day! Depending on the weather, children may be enjoying the playground, eating a snack in the lunchroom, watching a movie or playing in the gym upstairs. Please check your child's afternoon extended classroom at the time of pick-up. If the class is not there, the teacher will post their location on the door. Children's belongings will need to be gathered at their original classroom.

SUMMER PROGRAM HOURS OF OPERATION AND TUITION/FEE SCHEDULE

Noah's Ark Preschool & Parent's Day Out's summer session begins the second full week of June and will conclude at the end of the last week of July. During the summer session, we serve families with children from 6 weeks through kindergarten on Tuesdays, Wednesdays, and Thursdays. A family must register for all three days for the entire summer session.

Children enrolled for our regular summer program (8:45 – 2:15) may also enroll in our extended sessions. Parents may choose morning extended, afternoon extended, or both extended sessions, but must register for all three days of morning extended, afternoon extended, or both extended sessions for the entire summer session.

Summer Days & Hours of Operation:

Tuesday, Wednesday, and Thursday
8:45 - 2:15

Extended Session Hours:

7:30 - 8:45 (Morning)
2:15 - 4:00 (Afternoon)

Summer Tuition/Fee Schedule:

\$20.00/day (sibling discount of \$1/day)

Summer session tuition is billed at a daily rate. Tuition is due by the first school Tuesday of each summer session month.

Summer Extended Fee Schedule:

Morning - \$6.00/day

Afternoon - \$7.00/day

Summer Registration Fee:

\$50 – Due at the time of registration

A sibling discount of \$10 will be applied to the older sibling.

Summer Supply Fee:

\$20

CALENDAR, CLOSINGS, AND OTHER COMMUNICATIONS

A school calendar is available from the Noah's Ark Preschool & Parent's Day Out Director or online at cccwaco.org.

In the event of bad weather, Noah's Ark Preschool & Parent's Day Out will follow the Waco ISD schedule for school closings. This information is available on any major news stations, on Waco ISD's website, or on our Facebook page. We will adhere to all notices including delayed starting times. If Waco ISD has a two-hour delayed start time, Noah's Ark Preschool & Parent's Day Out will have a two-hour delayed start time, meaning we will begin our day at 10:45. Tuition and fees for bad weather day closings or delayed start times are not refundable.

A file folder system is located outside of every classroom door. This is our line of communication from school to home. Inside this system, your child will have his/her own file folder. Art work, parent letters, and other important information will be placed inside your child's folder for you to enjoy and to keep you informed. You are responsible for all items and information placed in this folder.

HEALTH

Each child's health and safety is our highest priority. Healthy kids are happy kids! If, at any time, there is a concern or a question regarding this important matter, please feel free to speak to the Noah's Ark Preschool & Parent's Day Out Director.

Noah's Ark Preschool & Parent's Day Out is a peanut-free campus. For further explanation of this policy, please see the "Lunch and Snacks" section below.

Noah's Ark Preschool & Parent's Day Out wants to encourage breastfeeding by providing a safe and relaxing place to nurse your baby. In addition to the infant room, the Bride's Room is available.

Immunization Record and Physician Health Statement:

Noah's Ark Preschool does not accept affidavits for immunization exemptions. All families must provide current immunization records for each child enrolled no later than the first day of attendance at Noah's Ark Preschool to satisfy admission requirements. As your child receives additional immunizations, please provide us with an updated copy of the immunization records.

A physician's health statement must be in our office no later than thirty days after your child begins attending Noah's Ark Preschool. This statement must be signed by your child's physician, indicating that your child has been examined and that your child is physically able to attend a public childcare facility.

Both the immunization record and the physician's health statement are requirements of the Texas Department of Family and Protective Services. (TDFPS). Failure to produce either document within the allotted time frames will result in termination of enrollment.

Illnesses and Injury:

Noah's Ark Preschool & Parent's Day Out must have a current parent phone number at all times while the child is at school. Please provide that phone number every morning on the child's classroom sign-in sheet.

If, in the opinion of a teacher, a child shows signs of illness, parents will be notified. In accordance with TDFPS, parents will be asked to pick up a child if there is fever that measures 100 degrees or above with a temperature taken under the arm. Other symptoms and signs of possible illness that could require a child to be removed by the parent are lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, or other signs that the child may be severely ill.

TDFPS requires that a child must be fever-free without the help of fever reducing medicines for twenty-four hours before returning to school. Noah's Ark Preschool & Parent's Day Out requires that a child not attend school for twenty-four hours after he/she has vomited.

If a health-care professional has diagnosed a child with a communicable disease, the child must have medical documentation to indicate that the child is no longer contagious before he/she can return to school. All communicable diseases must be reported to the Noah's Ark Preschool & Parent's Day Out Director so that other parents and/or the Health Department can be notified. These include lice; chicken pox; influenza; hand, foot, and mouth; and other such diseases. As in every situation, the child's anonymity will be protected.

Each child will have an “Emergency Medical Treatment” form on file. This is filled out at the time of registration. This form gives parental consent for medical treatment. In the event of a critical illness or injury, when a parent cannot be reached immediately, the child’s designated physician and/or EMS will be contacted and the child, if needed, will be transported to the hospital designated on the Emergency Medical Treatment form.

In accordance with the TDFPS Minimum Standards §746.361, a written policy for immunizing employees against vaccine-preventable diseases must be designed. At this time, Noah’s Ark Preschool & Parent’s Day Out will require all staff members to receive the flu vaccine and all staff members caring for infants must receive the booster vaccine for pertussis (whooping cough).

Medication:

Noah’s Ark Preschool & Parent’s Day Out does not keep any medication on hand except for topical first-aid medication. We can only administer medication to a child when a “Medication Authorization” form, available in the Director’s office, is signed by a parent. Medication will be administered by a teacher with a witness, both of whom will sign-off on the original authorization form.

Prescription medication is to be in the original container, labeled with the child’s name, expiration date, directions for proper administration (including times), and the physician’s name and phone number.

Non-prescription medicine must be in its original container labeled with the child’s name and expiration date. Dosage instructions must be included on the container. If the manufacturer’s directions do not include your child’s age group or weight, we must have a signed written order from your child’s physician providing the dosage for your child.

If you have given your child any medication prior to arrival at Noah’s Ark Preschool & Parent’s Day Out, please inform your child’s teacher. Medication often affects the way a child behaves in class.

DISCIPLINE

We believe that every situation is an opportunity for learning and growing! In most instances, a child simply needs to be redirected to an appropriate activity. In more extreme cases, we find that removing the child from a situation for a few minutes of supervised quiet time allows him/her to regroup, problem-solve with the teacher, and return to the group with a renewed spirit. Our goal in every situation is to teach all children to treat each other with Christ-like kindness and acceptance. Safety of the whole group is our highest priority.

Biting:

Children biting other children is one of the most common and most difficult behaviors in group child care. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, and the parents involved. Biting can occur for many reasons. The Noah's Ark Preschool & Parent's Day Out staff is dedicated to awareness of this potential problem before it happens, and to form a plan of action if it does occur.

For the biter – he/she is immediately removed from the situation with no emotion from the caregiver, who may say, "Biting is not okay", while being careful not to call any attention that may reinforce the biter's action.

For the victim – he/she is separated from the biter and is comforted. First aid is administered and an accident report is written to notify parents of the victim and the biter. At no time will names of the other party be released to parents.

After the initial incident, staff will "shadow" the biter and the victim to see if there are instances when biting may reoccur. Simple things like adding another type of toy to a center, giving plenty of warning before scheduled transitions, and making sure a child isn't over stimulated are easy ways to remedy the situation.

If biting continues, partnerships between Director, staff, and parents of both biter and victim will help ensure the best possible outcome. A full copy of our biting policy will be given to all involved parties. Conferences, phone calls, and other reports will help to follow-up on progress in solving the situation.

Most of the time, biting is a transient problem. In some cases, an interruption in child care services until the problem has remedied itself may be necessary and will be decided upon with input from staff, parents, and the Director.

Accident/Incident Reports:

In the event a child sustains a mild/moderate injury at school, in addition to first aid and tender, loving care, an accident report will be written and sent home in the child's file folder. An incident report detailing a specific concern may also be sent home in the child's file folder. Please feel free to call or schedule a conference with the Director with any unanswered questions regarding these reports.

A TYPICAL DAY AT NOAH'S ARK PRESCHOOL & PARENT'S DAY OUT

We believe that children learn through all kinds of different experiences at Noah's Ark Preschool & Parent's Day Out. We are proud to offer many learning opportunities through our daily activities! Please see your child's teacher for details of the week's lesson plan that is posted at your child's classroom.

CURRICULUM

Noah's Ark Preschool & Parent's Day Out utilizes the *Active Learning Series* curriculum. This curriculum is used center-wide from our infants to our Pre-K room and is divided into physical and developmental age groups.

Each age group focuses on the following four developmental areas:

- Physical Development (emphasizing small and large muscle groups)
- Creative Activities (Art, Music, and Dramatic Play)
- Listening and Speaking (Daily Circle Share and Story Time)
- Learning From the World Around Them (Shapes, Numbers, Letters, and Sensory Activities)

Every week, your child's teacher will post a lesson plan detailing activities that will promote these four areas of development.

In addition to our Active Learning Series curriculum, the three- & four-year-old and Pre-K classrooms utilize the *TEA (Texas Education Agency) Pre-K Guidelines*. The TEA is the regulating agency for all public schools in Texas. This is just one more way that we can help our families prepare to move forward and succeed in kindergarten.

Montessori:

While we are not a Montessori certified school, we subscribe to many Montessori methodologies. We emphasize self-regulation and independence through "works". A child in three- & four-year-old classrooms and Pre-K classroom will select an activity from a shelf, complete the activity at a table or on a floor mat, restore the activity to pre-use, and return the activity to the shelf for someone else to use. "Works" activities will include things like transferring beans from one bowl to the other with a spoon or tongs, stringing beads, pouring liquid from one container to another, cutting with scissors, weaving, and much more. All of these activities are designed to strengthen small muscle groups in order to prepare for handwriting in kindergarten. Letters, numbers, science (cause/effect principles and observation/prediction) and simple math is also learned through these various activities. More information on the Montessori Method can be found at montessori.org.

Center time:

Center time is designed to provide children an opportunity to choose from a variety of activities that will provide the child with problem-solving situations that are equal to his/her development stage; teach the child Christian attitudes in cooperation; allow the child to express creativity through art, dramatic play and other activities; teach the child responsibility; and build self-esteem through the satisfaction of achievement.

Circle and Story Time:

Circle time provides an opportunity for the child to learn in a group setting; develop listening and speaking skills; learn to value other opinions; gain knowledge from the world around them (such as calendar and weather); and learn courteous conversational skills.

Story time provides an opportunity for the child to express personal interpretation of the story; develop an interest and respect for books; develop skills for using and handling books; and develop crucial language arts skills essential for learning and loving to read.

Outside Time:

From infants to Pre-K, outside time is an opportunity for all children to develop large motor muscles; discover nature; learn cooperation and informal socialization skills; and just get some fresh air! Our center has two age appropriate play areas for outside play with one designated for children under 2 ½ years of age and a larger play area for our older students. Infants will take nature walks in the stroller around campus. TDFPS requires daily outside time when weather permits. Please dress your child appropriately in sturdy shoes and outer wear when appropriate.

Chapel Time:

Children love chapel time with Ms. Kristin! Rev. Kristin Jack is the Minister to Families at Central Christian Church. Once a week, Noah's Ark Preschool & Parent's Day Out students from 2-½ years of age through Pre-K attend chapel where they hear a Bible story and sing songs of praise. We believe this emphasizes the Christian principles we teach in our classroom every day. We would love for you to stop by during chapel time. Please see the Director for an exact day and time.

LUNCH AND SNACKS

As of August 2015, Noah's Ark Preschool & Parent's Day Out will be a peanut-free campus. With young children developing food allergies at any time, and without the ability to educate non-verbal children against sharing food, a peanut-free campus is the best way to protect all of our children. Peanuts are an airborne allergen, with particles able to be ingested just by breathing. A safe alternative to peanut butter is sunflower seed butter (Sun Butter) found at many local grocery

stores. We are committed to your child's safety and to teaching compassion as your children learn to care for and look out for one another.

Notifications of any food allergies must be submitted to the Director.

Each child will need to bring a lunch with a drink each day. Please send nutritious foods that are desirable, easily eaten, and will encourage self-help (bite-sized, finger foods are perfect). We can microwave foods that require less than one minute of heating. All children will be encouraged, but not forced, to eat. Please label all sippy cups, food containers, and utensils. With infants, a week's supply of powdered formula can be left in the classroom. Breast milk can be stored and appropriately heated daily.

A morning snack and drink (100% fruit juice, milk, or water) will be provided to all children twelve months to four-years-old. Parents of the children in the Pre-K class will take turns providing classroom snacks that can be used in the morning learning center.

An afternoon snack and drink (100% fruit juice, milk, or water) will be provided to all students in the extended afternoon session.

Birthdays are a special occasion and we want to be in on the celebration! Parents, if they wish, may bring a treat to help celebrate. As a peanut-free campus, your goodies will need to be peanut-free, but since we also have several children with tree nut allergies, please make certain all goodies are completely nut-free.

REST TIME

Children will have rest time daily after lunch. Each child (once he/she begins walking) will need to bring a nap mat at least one inch in thickness. If your child is over twelve months, a blanket, pillow, and one other soothie (a special stuffed animal) may be sent to help your child feel comfortable. ***Per TDFPS, no items are allowed in the infant cribs.*** Infants are not allowed to be swaddled without written permission from the child's physician. Please label all items. Children will be encouraged, but not forced, to nap. Children will be asked to remain quiet should he/she awake before the other children.

APPROPRIATE DRESS

Children should be comfortably dressed and ready to learn and play. We strongly suggest athletic shoes for climbing and running during outdoor play in our graveled play areas.

If your child is potty training, please dress him/her in clothing easily removed to aid in self-help success. Please also provide a labeled change of clothing should an "accident" occur.

Please dress children who are not potty trained in clothing that will easily accommodate diaper changing.

Please remember that all classes are encouraged to engage in some outdoor time every day, except in extreme weather conditions. Please dress your child according to weather conditions. All outerwear must be clearly marked with the child's name. We will do our best to keep your child's clothing with your child. However, Noah's Ark Preschool & Parent's Day Out cannot be responsible for lost or damaged clothing.

Infants – it is especially important for you to mark each item in the diaper bag with your child's name. (i.e. every diaper, tube of diaper cream, pacifier, bottle, blanket, etc.) This is important since many infants use items that are alike.

EMERGENCY PREPAREDNESS PLAN

Fire/Severe Weather:

All classrooms participate in a fire drill once a month. This allows the teachers to practice evacuating the building, and the children to become comfortable with evacuation procedures. Every quarter we conduct a severe weather drill where classrooms move to the lowest interior of the building. This is in accordance with our licensing standards.

Campus Evacuation:

In the event that an evacuation occurs at Noah's Ark Preschool & Parent's Day Out and children cannot return inside the building, children will be relocated to Christ the King Baptist Church (5001 Hillcrest Dr. Waco, TX 76710). In the relocation process, children will be escorted on foot by Noah's Ark Preschool & Parent's Day Out staff. Non-walking infants will be wheeled in the metal evacuation cribs. Noah's Ark Preschool & Parent's Day Out's Director will carry the green student information binder and teachers will carry their rosters for their classrooms. These binders are equipped with medical and contact information for each student. All Noah's Ark Preschool & Parent's Day Out students and staff will be placed in the Fellowship Hall at Christ the King. Once there, the Director will begin contacting families and organizing parent pick-up. The phone number for Christ the King Baptist Church is (254) 754-1202.

CONTACT US

We love to hear from you! There are several ways to ask questions, make suggestions, commend our efforts, or let us know what we need to strengthen. You are welcome to call the school office or drop us an e-mail at any time. Please feel free to stop by the school office during normal business hours. The chairperson of Noah's Ark Steering Committee can also be reached during Central Christian Church's normal hours of operation (Monday-Thursday from 9 a.m. - 4 p.m. and Friday from 9 a.m. - 12 noon). Please visit us at our website www.cccwaco.org. You can also "Like Us" to follow us on Facebook. We look forward to hearing from you and working with your family.

Trisha Lapierre
Noah's Ark Preschool Director
Central Christian Church
4901 Lakeshore Dr.
Waco, TX 76710
(254) 776-6310
noahsark@cccwaco.org
Central Christian Church office - (254) 776-7768
Central Christian Church fax - (254) 776-2590