

Noah's Ark Christian Learning Center



Parent Handbook

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Mission Statement

As children of the covenant with God, the members, friends, and families of Noah's Ark Christian Learning Center will provide a vessel of safety for all those entrusted into our care.

As recipients of God's love, it is our duty and privilege to share all that we have received with those whom are in need.

Through our ministry, as a mission of Sussex United Methodist Church and as faithful children of Christ, we will:

- Establish a quality learning center environment where the individual needs of each child are met.
- Build upon a foundation of Christian values.
- Provide an environment where children are seen as part of the family within the center.
- Support a nurturing atmosphere where each child is recognized as unique.
- Promote a love of self while growing into a love for God and all his creation.
- Enhance the self-esteem of those entrusted in our care.
- Promote cooperation and community among those responsible for providing care for the children and families attending Noah's Ark Christian Learning Center.
- Provide an enriched learning environment for staff and our families to grow in knowledge and God's love.



Noah's Ark is run by a governing Board of Directors. These members are made up of SUMC congregation. A chain of command is posted on the bulletin board in the hall outside the Adult Room. The chain of command tells the parents who they would go to with questions concerning the daily operations of the center. Parents may also contact the office to make an appointment to see the Program Administrator if necessary

Accreditation

Noah's Ark is committed to the standards of the **National Association of Child Care Professional (NAC)**. An independent group of early childhood specialists and educators, NAC sets child care standards of excellence in the areas of health, safety, staff qualifications, classroom environment, learning programs, faith based curriculum and children's activities. Noah's Ark is a quality education program that meets the accreditation standards. NACLCL received the NAC accreditation in April of 2008. NACLCL strives to provide the highest quality childcare available.

Admission Policy

Noah's Ark Christian Learning Center is open to all children ages 6 weeks through 12 years (or until the end of fifth grade). The center will not discriminate on the basis of race, creed, color, handicap, national origin, or ancestry, against any child or family for enrollment or discharge. Enrollment will be on a first come, first serve basis. However, full-time families will be accepted before part-time families. Part-time families will be at the discretion of the Program Administrator. Children 3 & 4 years of age must be capable of self-toileting prior to enrollment into our 3k & 4k programs.

Upon registering your child, there will be a non-refundable \$50.00 registration fee per family.

- **Full-time:** When a child is present for the morning and afternoon. Infants must be here full time. We ask no more than 10 hours per day. Noah's Ark bases contract hours with staff hours.
- **Part-time:** When a child is present for morning and afternoon on a two day or three day basis. NACLCLC does not have half day rates. No part-time infants will be enrolled unless by the discretion of the Program Administrator. We ask no more than 10 hours per day.
- Please remember that NACLCLC takes full time over part time. If you are part time you may be asked to go full-time or switch your schedule to off set another part time child. If you cannot do so, then you will be given a two week notice to find other child care accommodations.

NACLCLC will post all HFS rules, license, and center violations in the main entry way on the bulletin board near the Adult Room. All parent information, receipts and notices are in the parent folders located near your child's classroom.

Center Hours

Parents should know that the center is licensed for only the hours between **6:00 a.m. to 6:00 p.m.**; therefore, we are insured only for these hours. Anything before or after these hours is in violation of our **DHFS and with our insurance agency.**

- Children will not be accepted before **6:00 a.m.**
- After the center's closing time of **6:00 p.m.**, a late fee will be charged (at the Program Administrator's discretion).
 - For the **first incident**, there will be a \$10.00 charge for each 15 minutes.
 - For the **second incident**, there will be a \$10.00 charge for each 5 minutes.
 - For the **third incident**, there will be a \$ 5.00 charge for each minute.
 - **After three incidents**, a written notice will be given. The parent will have a conference with the Program Administrator and dismissal will be discussed.
 - **All late fees are per family.**

- We ask that parents contact the center if your child is going to be more than 1 hour late or absent from child care. This is in accordance with **HFS 45.04 (2) (e) 3** of licensing rules and regulations.
- If you anticipate arriving later than 6:00 p.m. please call. When a parent calls saying they will be late, the first incident late fees above will apply regardless of the number of incidents. Also, it is easier on the staff to know that you are running late, than for them to sit and worry that something has happened to you. (Please refer to Center Hours) If no parent can be reached the emergency contact person will be contacted. If this person is unreachable then Department of Social Services will be contacted to pick up your child (ren).

Center Closing

If for any reason Noah's Ark would have to close, please note the following:

- Severe Weather such as: Ice Storm, Blizzard conditions, White out conditions. No electricity or water in building, fire damage.
- In the event of a closing, the Program Administrator or the Board President will call the television stations to alert the community. For any type of NACLCL closing, watch WTMJ 4 for center closing. Noah's Ark will make every effort to be open when area schools are closed. Parents must understand that NACLCL may have a skeleton crew on site but we must still maintain child/teacher ratios for state licensing. If your child (ren) must be turned away due to child/teacher ratios, you will be given a voucher for a credit day. Again, Noah's Ark will make every opportunity to have the center open and staff available.

Daily Arrival and Departure Procedures

According to state licensing: **HFS 46.04(6) (a) 7. (b)**, "You must sign your child in and out every day". For safety reasons, please do not leave your vehicle running in the parking lot. Please understand that you may be stopped upon entering by a new staff member to show photo id upon pick up. This is for the safety of our children. Parents will also be called if your child is absent. This will only be done if NACLCL does not receive a phone call. Please expect a call from your child's teacher by 9:00 a.m.

Arrival

- Parents will personally bring his/her child into the center.
- Parents should assist but encourage independence in taking outer clothing off and placing in cubby area.
- Please make sure you have contact with the teacher on arrival. Give any instructions for the day. Infant/Toddler/Twos parents need to fill out the top part of the Parent Report, daily. Teachers will fill out the remainder of the report only if the top portion is filled out.
- Parents are to sign their child (ren) in and out on the sign in and out sheet that is located on the entry way of your child's room or on the clip board on the table/cart upon entering the room.
- Children are not allowed to sign themselves in or out.

Departure

- Notify the teacher that you are leaving. Release of the child is only allowed to authorized people as noted on the emergency card. **HFS 46.05(3) (g)** states, “A child may not be released to any person who is not been previously authorized by the parent”.
- All authorized emergency persons that are on your child’s emergency card must show a photo ID to the staff. If no ID is shown than your child will not be released to that person.
- A staff person will then contact you by phone for a code word or a detail description. Otherwise your child will not be released.
- Your child will not be release to **ANY** person who shows signs of impaired state (including a parent). Instead, the person on your emergency card will be called to pick up the child.
- Check your parent folder daily for important information, receipts from the office.
- Make sure you take your child’s daily sheets home each night.
- Check your child’s cubby/mailbox daily for art projects, dirty clothes, or important information from your child’s teacher.
- Only parents and authorized personnel are permitted in the center and on center grounds.
- Please remember that once you sign your child out for the day, you are responsible for your child.

Parent Communication

Parents and staff will communicate through verbal, written, e-mails or telephone conversations. Teachers of all classrooms (except for school age) will fill out a Daily Report Sheet on each child that they are responsible for. Teachers will also verbally communicate with the parents about various routines that happen through out the day in the Infant/Toddler room. Teachers will only fill out the Daily Sheets if parents have filled out the top portion. (It is difficult for a teacher to know where “you left off” and where they should “begin” in terms of diaper changes and feedings. Thank you for your cooperation with this.)

The teachers in Infant/Toddler room are responsible for providing the parents with proper Intake forms and updated evaluation forms. In addition to being a licensing requirement (DCF 250.09(1)(c)1.), it will also help maintain a better evaluation of the developmental needs of the child. Notes or verbal messages can be given to the parents, also.



Teachers will record and initial on the daily sheets the following:

- How much of formula was given to the infant, time and initial by staff.
- How much food was eaten, the time of the feeding and initial by staff.
- Time of diaper changes and initial by staff.
- The disposition of the child for the day.
- Any medication given will have the time and date.
- Any other special concerns will be listed on Daily Report Sheets.

Parents of children who are enrolled in the Toddler room, 3-k and 4-k room children will have conferences for children that will be scheduled in January and June. Parents are encouraged to set up conferences with their child's teacher to discuss their child's progress when needed. A mid-year conference call also may be set up in the month of March if the need arises.

Other ways of communication from NACLCLC are:

- Parents receive a newsletter by e-mail address.
- Parents and children are greeted upon arrival.
- NACLCLC Parent Communication Log Books are in every classroom so parents and teachers can write information back and forth if needed. This is used for example: if someone else is picking up other than parent.
- We have several planned get-togethers throughout the year. They include a Noah's Ark Appreciation Day (where the center puts out a sheet cake and coffee and juice for parents and children) and a Thanksgiving Feast. These dates will be announced in the center's monthly newsletter.
- Parents are encouraged to help with field trips.
- Parents can offer any special skills they may have to help around NACLCLC.
- Parents can come in and have lunch with their children. (Don't forget to bring a bag lunch and let your child's teacher know that you will be joining the classroom).



Discounts

NACLCLC allows a 10% discount on the **oldest** child's fee when more than one child from the same family is attending the center. If more than one child attends only part of the year, the discount will only be given during the time that more than one child is in attendance.

We also offer a special discount for active members of SUMC (Sussex United Methodist Church). Active church members will receive a 10% off their entire tuition bill, regardless of the number of children attending. This discount cannot be used in addition to the multiple tuition discounts.

NACLCLC has a limited number of spaces for each classroom. Therefore, it is necessary that your child only attend on the days that they are scheduled. Additional days may be added depending on space availability in the classroom. There is no refund for days absent.

Payments

Payments must be paid the Friday prior to care (whether the child attends or not). There are no credit days given if your child is absent from the center. A late fee will be charged if the tuition is not paid on time.

- The first offense is \$10.00 for week one;
- The second offense is \$25.00 for week two, and your account will be brought to the NACLCL Board.
- On the third offense there will be a \$50.00 late fee. At this time a decision will be made on termination from NACLCL. If your account is more than 2 weeks behind, you may be denied child care until the balance is paid in full or by making arrangements with the program administrator.

We will accept the following: cash, check, money order, employer voucher or cashier's check for payment. (See fee schedule) Checks should be made out to Noah's Ark Christian Learning Center or NACLCL. Tuition may be mailed or placed in the tuition box in the office. A \$35.00 NSF fee will be charged for any NSF checks. After 2 NSF checks, NACLCL will only accept a cashier's check or money order.

Holiday Closings: Parents DO have to pay for holidays that the center is closed.

NACLCL will be closed on the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve
- Christmas Day

Vacation vouchers *may* be used for these days.

Visitor Policy

Anyone visiting the center that is not a current parent or guardian, or a scheduled tour for upcoming enrollment at NACLCL, must sign the Visitor book that is on the table near the office door. After signing the book, visitors must wear a visitor button while in the building. Before leaving, visitors must return the button to the office and sign out.

NACLCL Outside Time:

According to the DFHS Licensing rule 46.06(14r), "inclement weather" means stormy or severe weather. Children are required to go outside everyday. The following conditions will limit that time:

- 46.03 14r) (a) Heavy rain
- 46.03 (14r) (b) Temperatures above 90 degrees Fahrenheit
- 46.03 (14r) (c) Wind chills of 0 degrees Fahrenheit or below children age 2 and above
- 46.03 (14r) (d) Wind chills of 20 degrees Fahrenheit or below for children under 2 years of age

Fire & Tornado Emergencies:

All emergencies for fire or tornado emergency the center will do the following:

- All emergency plans are posted by each classroom entry way.
- Every month the fire drill is practiced. The drills are practiced at various times in the day.
- Tornado drills are also practiced starting in April all the way through September.
- All staff will be trained in emergency plans so that everyone knows what their duties are. This is done by a yearly staff meeting.
- Each staff will make sure that they know where their children are at all times and get the children to line up quickly and quietly and move to their area of safety. They take the sign in/out board and emergency cards & emergency bag with them. The center administrator goes through the building to make sure everyone is out of their rooms safely and no is left behind. When doing a fire drill, the infant teachers transport the infants in the two evacuation cribs and cover the children with blankets. They then move to their assigned secure area outside. All staff are trained/orientated in supervision of children on a yearly basis.
- In the event we are unable to enter the building due to the state of the emergency, the staff will lead the children to Pauline Haas Library down the street, located at: *N64 W23820 Main Street, Sussex*. Parents will be notified of the emergency, and will be asked to pick their child(ren) up from the library.



Building Temperature Inside:

HSF standards 46.05(1) (b) (2&3) the inside temperature may not be less than 67 degrees Fahrenheit. If the inside temperature exceeds 80 degrees Fahrenheit, the licensee shall provide for air circulation with fans or by other means. NACLCL does regulate a safe and regulated climate for the children at the center. During summer months, central air and air conditioning window units are used to keep the rooms comfortable.

Supervision:

NACLCL staff will supervise children; by means of guidance of the behavior and activities of children for their health, safety, and well being. Supervision will be by NACLCL staff that will be with in sight and sound of children. This is in accordance with HFS rules and regulation standards.

Education Policy

Noah's Ark will provide the bases with the Wisconsin Model of Early Learning Standards and Creative Curriculum in our educational program. This will give a common language and guidance for families, professionals to help in the development of children from birth through first grade in order to meet their goals of development. The foundation of creative curriculum is based on how children learn and develop, learn through their environment that helps to support and encourage exploration, to develop partnerships with families and observer and document children's development of learning. Children will move to the next age level if the child has developed the skills for the upcoming room. Children will move to the next room if and only if space is available. Both programs develop in the following categories:

- **Self-Esteem and Self-Image**
 - Developing lesson plans and activities suitable to the child's interest, ethnic and cultural backgrounds.
 - Providing a constant and predictable daily routine.
 - Maintain caring and nurturing staff/child interactions.
- **Social Development**
 - Providing opportunities for each child to:
 - Interact with children
 - Interact with adults of all ages
 - Learn about individual, cultural and ethnic differences
- **Emotional Differences**
 - Providing each child with experiences to:
 - Help in understanding and identifying his/her and others' feelings
 - Demonstrate responsible behavior
 - Staff will use encouragement as a tool to develop positive self-esteem
- **Physical Development**
 - Encouraging small and large muscle development through the use of developmentally appropriate activities such as:
 - Puzzles, water play, cutting, etc
 - Balancing beam, running, jumping, etc.

To better understand the basis of creative curriculum, turn to pages 9 & 10 for more of an explanation on the goals and objectives of this program.

If your child's teacher has concerns on your child's development issues, a referral to a Birth to Three agency or local public school will be given to determine if they are eligible for special services. If you as the parent have concerns about your child's development you can call First Step at 1-800-642-7837, where you will learn how to get services in the area.

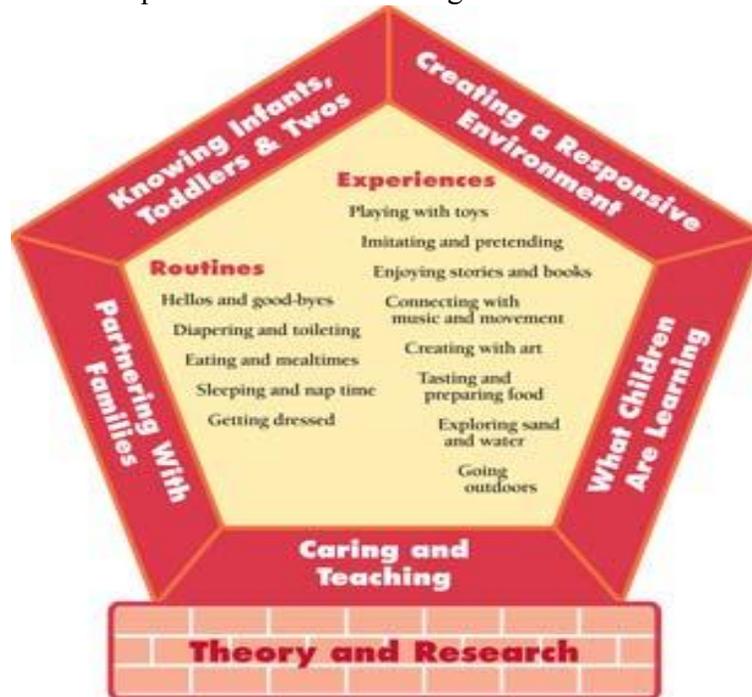
Sign Language:

At NACLCLC our infant and toddler teachers are Baby Sign Certified through the "Baby Signs Institute". All of our teachers incorporate "baby signs" into daily communication with the children through lessons and **BE-BO the BEAR**. Your child will be developing language skills through the teaching of sign language. This will help to relieve the frustration that a lot of older infants and toddlers show while developing basic communication skills. We also have available a parent pack that can be checked out from your child's teacher, so you can take Be-Bo home and practice with your child. The pack includes: reading materials, DVD's, poster and story books.



Creative Curriculum:

The Creative Curriculum rests on a solid foundation of research that responds to the National Association for the Education of Young Children, (NAEYC) and the Wisconsin Model Early Learning Standards' new requirements for addressing academic content.

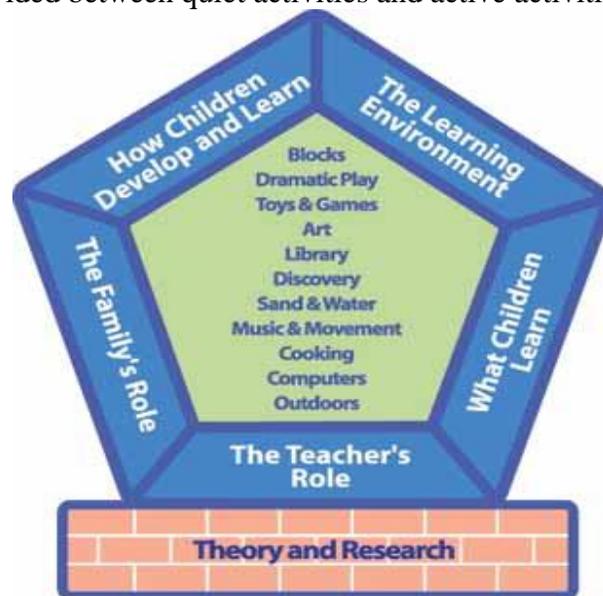


Infants and toddlers:

- Building a trusting relationship with each child
- Providing responsive individualized care
- Creating environments that support and encourage exploration
- Ensuring children's health and safety
- Developing partnerships with families
- Observing and documenting children's development in order to plan for each child and the group
- Recognizing the importance of social/emotional development
- Appreciating cultural, family, and individual differences
- Supporting dual language learners
- Including children with special needs in all aspects of the program
- Taking advantage of every opportunity to build a foundation for lifelong learning

Preschool:

- The Curriculum addresses how children learn and develop
- The learning environment
- What children learn
- The role of the teacher and
- The role of the family
- The core mechanism for children's learning is through the interest centers.
- The organizational structure of the curriculum rests on a foundation based on evidence-based research and theory.
- A physical space divided into interest areas is an ideal setting for preschool who want to explore, make things, experiment, and pursue their own interest.
- Separate interest areas with varied materials offer children a range of clear choices.
- The space is divided between quiet activities and active activities.



Christian Teachings:

The staff at NACLCL will incorporate basic Christian teachings to the children of NACLCL. Our staff uses the SPARK curriculum as well as the Veggie Tales series and other appropriate resources, which include teaching right and wrong, being good neighbors, showing that Jesus loves everyone and how we can show kindness and love to others. Once a week our Pastor may meet with the children for a half hour for Christian education activities such as singing songs and sharing bible stories with the children.



Discipline

NACLC employees are the only ones allowed to use proper discipline for children at Noah's Ark. During an annual staff in-service, rules and policies of the center regarding discipline are discussed. HFS 46.07(2) (e) (intro) States those actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited: spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.

All of our employees are encouraged to discuss methods and suggestions for positive discipline with regards to particular children and problems. We encourage positive discipline and healthy development of a child's self-esteem. We also do not use "time out" with any our children.

Our staff will practice the following:

- The staff person talks with the children involved in the confrontation on how to make the negative into a positive.
- NACLC staff will only redirect a child when the behaviors are not appropriate and the children involved have a low concept of finding a resolution.
- When a problem does occur and verbal redirection does not work, the staff person will redirect the child into another activity. The staff person will also discuss the inappropriate behavior with the child.
- In the event that a child causes physical or emotional harm to him/her self or any other, or continually misuses equipment, he/she will be removed from the group/situation in order to calm down and discuss with the teacher an alternative and appropriate behavior.
- We will try to find out why the child's feelings are angry and why they are sad. We will also try to have them express what made them react negatively. We will then go from there. We do not, however, make children apologize for their behavior. We encourage children to make every effort to do something to make the child who feels bad, feel better.
- A positive approach will be used with children at all times.
- All staff are trained to keep behavior logs for two weeks before a meeting with the child's parents.
- After the meeting, a probationary period will follow. All documentation will continue during this time.
- Following the probationary period a second meeting will follow. At this meeting it will be the discretion of the Program Administrator to refer the family to an agency if so needed to determine the child's eligibility of special services.
- A child's meal or naps will not be used as a punishment (taking food away or sleeping items).
- If the staff is using inappropriate discipline, the Program Administrator will verbally reprimand the staff person and place a formal warning in staff files with probable cause to termination of employment.
- If continuous disruption to other children in the classroom and constant staff attention is required, enrollment may be terminated. Every effort will be made to avoid this.

Biting Policy

NACLC staff will notify the parents involved, through an incident/accident report. A parent from each family will sign and date the form. After the staff person, parent and program administrator/person in charge have signed, the parent will then receive the yellow copy of the form. The white copy will go into the child's file.

- NACLC will be record the bite in the Medical Log.
- Each parent with a child involved will receive an accident report concerning the bite.
- Teachers and/or Program Administrator will keep up a daily dialogue with both parents of the biter and of the child bitten about the incident(s).
- A meeting between parents of children involved may also be set up.
- Parents will receive a fact sheet on the biting.
- Children who bite will be separated from other children up to five minutes as allowed by licensing code.
- A staff person will shadow the child who bites for up to two weeks.
- If the situation does not improve, it will be the discretion of the Program Administrator to have the child leave for two weeks. This will be a cooling off period for the child (ren) who has been bitten before resuming childcare.
- NACLC staff understands that it is the behavior of the child that is disruptive, and the staff of NACLC will not blame the child for this behavior. It is not our intention to punish the family of the child, who bites, but rather to try and maintain a safe and developmentally appropriate environment for all children in the center.
- After two meetings, then the final meeting will take place. All documentation and findings will determine if the child will be allowed to stay at NACLC.

Reporting Child Abuse and Neglect:

HFS 46.04 (3) (j) any suspected abuse and neglect of a child by a staff member will be reported. All actions will be taken care of by means of termination and reporting to DCFS and local authorities.

HFS46.04 (8) (a) A licensee employee or volunteer at a child care center who knows or has reasonable cause to suspect a child has been abused or neglected shall contact the county department of social services or local law enforcement agency. All employees will be annually trained in child abuse and neglect laws and proper procedures. The training will be done by a certified individual who is knowledgeable and has training in this field of expertise.

Physical Examination

- Each child shall have an initial physical examination no more than six months prior to or one month later than admission to NACLCLC.
- Evidence of a current physical examination shall be provided by a report, signed and dated, by a physician. A subsequent physical examination must be obtained:
 - Every six months for children under the age of 2.
 - Every two years for children over 2 years of age until kindergarten.
 - School-age children are not required to have a health exam (except upon first time enrollment).
- Parents will be notified between 60 to 30 days in advance of expiration.
- Should a child's physical form not be returned within the allowed time, it would be considered grounds for being discharged from NACLCLC.
- After two notices given to parents it will be up to the discrepancy of the Director to inform the child's family that their child cannot return until form updates have been turned into the office.
- All documentation that is received from the parent(s) is kept in strict confidentiality. Only those in charge of the children may have access to these files. These files are kept in the office at all times. This is according to HIPPA federal regulations. No will be given any information out over the phone. All requests must be in writing by the parent/guardian of the child in question.

Immunization Records

Each child must have an immunization history, with the month, date and year of each dosage administered. It must be on file at the center within 30 days of enrollment or one of the following alternatives must be met:

- Immunization requirements are waived (upon signature of a parent) that the child should not be immunized for personal or religious reasons.
- Immunization requirements are waived (upon signature of a physician) that the child should not be immunized for health reasons.

Children who have not received subsequent doses of vaccine appropriate to their age must receive such doses within one year of the first day of attendance and must notify the center in writing as each dose is received. It is the parent's responsibility to keep the office informed of new shots given to their child.

HFS 46.07(6) (l) Note: (The Department's form DPH-4192 or DPH-4192s, Day Care Immunization Record, is used to record information. *An electronic printout from the Wisconsin Immunization Registry, or other registry maintained by your health care provider, may be used in place of the form*).

Communicable Disease Procedure

When a child is suspected of having a communicable disease or condition such as, but not limited to: Chicken Pox, German Measles, Infectious Hepatitis, Measles, Mumps, Lice, Poliomyelitis, Ringworm, Scarlet Fever, Whooping Cough or Meningitis, the Public Health Nurse will be notified.

Parents will follow the following guidelines for communicable diseases:

- A child may be readmitted to NACLCLC with a statement of health from a physician or at the discretion of the Program Administrator. When a diagnosis is made, the parents will be notified in writing.
- Parents and staff will sign and date Health Policy form. White copy for the child's file and yellow copy for the parent to keep.
- HFS 46.07(6) (e) 3. Note: The Wisconsin Division of Public Health has developed materials that identify those communicable diseases are required to be reported to the local public health officer. These materials also provide additional guidance on the systems of each disease and information on how long an infected child must be excluded from the center.

Illness Procedure

Should a child become ill while at the center, she/he will be isolated with his/her sleeping bag in the office until a parent or authorized person arrives. Should a child be isolated, a parent or otherwise authorized person must arrange for the exclusion of the child from the center within one hour to prevent the spread of disease.

Parents will be notified:

- In writing, when the child has been exposed to a communicable disease that has been diagnosed.
- By telephone, of illnesses or serious injury to the child.
- Of minor injuries to the child, upon departure. This will be in written form, written by the staff person witnessing the accident/injury.
- The Program Administrator and staff will review records of all accidents twice a year to determine if all safety precautions are being met.
- Parents must sign a form stating knowledge of date/time of return for sick children.



Accident and Injury Procedures

The following procedures for minor accidents will be as follow:

- Staff will treat minor injuries by using soap and water to clean all superficial wounds and apply covering.
- An ice pack may be applied to minor bumps or swelling.
- Staff will fill out an accident/incident report for parents to sign upon pickup of child.
- A parent is called by phone when an accident occurs above the shoulder area. This is to update the parent of the accident prior to pickup. We allow the parent to decide if they want to pick up their child and take them to their physician.
- The Program Administrator and/or staff in charge will sign and be informed about an accident or incident.

The following procedures for serious injuries will be as follow:

- Treatment for a serious injury will be conducting by using the first aid manual.
- A written permission form from the parents to call the family physician or refer the child for medical care in case of an accident or emergency will be on file at the center.
- A record of the accident or injury shall be kept in the child's permanent file, in the center's medical log, and put in written form to the parent. The staff person witnessing the accident or injury is responsible for the written report.
- The Program Administrator and staff shall review records of all accidents twice a year to determine if all safety precautions are being met.
- All NACL staff will be trained yearly in 1st aid, CPR, and Automated External Defibrillator (AED) by a certified trainer from the American Heart Association.

In the case of a severe accident or injury requiring immediate medical care, the child will be transported by means of calling 911 for ambulance transportation to:

COMMUNITY MEMORIAL HOSPITAL
W180 N8085 Town Hall Road
Menomonee Falls (262) 251-1000

The Program Administrator or Lead Teacher will notify the parents immediately.

Medication Procedures

The following HFS regulations for administer medication to children are as follows:

- (HFS 46.7(6) (f) (1) No prescription medication or non-prescription medication may be given to a child at Noah's Ark unless the following conditions are met:
- HFS 46.7 (6) (f) (a) Written authorization that includes the child's name and birth date, medication name, administration instructions, medication intervals and length of authorization dates and signed by parent on file. Blanket authorizations that exceed the length of time specified on the label must come from your child's physician.
- HFS 46.7 (6) (f) (b) All prescription medication must be in its original container and labeled with the child's name, name of the medication, dosage and directions for administering, the date and physician's name.
- Parents may be called if a form was not filled out. Information may be faxed to NACLIC at 262-246-9621.
- HFS 46.7 (6) (f) A written record, including type of medication given, dosage, time, date, and other name or initials of the person administering the medication, shall be made in the center medications and injury log book on the same day the medication is administered.
- HFS 46.7 (6) (f) 2. Sunscreen, lip balm and insect repellent can only be applied upon written authorization of the parent. Authorization shall include the brand and strength of sunscreen or repellent. Authorization shall be reviewed every six months and updated as necessary. The recording of the sunscreen and insect repellent is not required by staff in the medical logbook.
- HFS 46.07 (6) (g) 3 States that children shall be protected from sunburn with protective clothing if not protected by sunscreen.
- HFS 46.7 (6) (f) 10. Apply lotions, powders or ointments to a child during diapering only at the specific written directions from the child's parent or the child's physician. The directions shall be recorded and posted in the diapering area.
- If a child is on antibiotics, please bring in the side effects sheet of the medication for your child's teacher to keep on hand. After 5 days of completion of medication and your child is still showing signs of illness or side effects, you will then be asked to pick up your child.

Health Policy

It is the policy of Noah's Ark Christian Learning Center to maintain and protect the health of all children at the center. Staff at Noah's Ark will try to reduce the spread of diseases and childhood illnesses to the children at the center by the following methods:

- Upon child's arrival, a staff person will observe each child upon entering the room for signs of illness. The staff will look for signs of a flushed faces, crusty eyes or nose, etc.
- Should a child have any symptoms of illness, other than a normal cold, the staff person will inform the parent that the child may not return to NACLCL until they are symptom free for 24 hours or checked by a physician.

All children may return by bringing in a doctor's note stating they are not contagious.

- All medications will be kept under lock and key or otherwise inaccessible to the children.
- Medication requiring refrigeration shall be kept in the covered box marked "MEDICATION" in the office refrigerator.
- Tylenol will not be administered to a child at NACLCL unless a physician, prior to attendance, has seen the child. A doctor's note must be presented.

All children who have the following chronic health conditions:

- Seizers, Heart Murmurs, Childhood Diabetes, Need an Epi-pen, Asthma, TRAPS, or anything that would fall under the chronic health conditions of the new HFS licensing rules and regulations.
- A list of these children will be located in the room for staff only to review.
- Along with this list will be a copy of each child's HFS Health History form. This must be filled out in detail by all parents so that each staff knows exactly what to do when a serious situation occurs with that child.
- NACLCL staff will be trained and updated if any child (ren) has any changes in current health conditions. This will be done regularly at a staff meeting that will be done yearly.
- Parents are required to keep Noah's Ark office up to date on current health conditions.

Children will be isolated and sent home with parents for the following reasons:

- Sore throat with fever (until treated), unknown rash
- Lice or un-removed nit (unless treated)
- Inflammation of the eyes (conjunctivitis or pink eye). Child may return after 24 hours of treatment and accompanied by a doctor's note.
- Vomiting once (not being a gag reflex). Child may return after symptom free for after 24 hours.
- Fever of 101.0 degrees under the arm with a digital thermometer.
- Diarrhea (two "loose" stool in any day). Child may return after 24 hours symptom free.
- Green or yellow discharge from the nose or eye(s). Child may return with a doctor's note.

All illnesses must be reported to the office by the next business day.

Nutritional Meals (breakfast, lunch and snacks)

Breakfast is served from 7:30 a.m. to 8:00 a.m. Infant (when older infants are in attendance) through Preschool rooms. School age children are served from **6:30 a.m. to 7:45 a.m.** during the school year (breakfast is stopped at 7:45 am so children can finish and get ready for the bus). During the summer the hours are extended to 8:00 a.m. Morning snack will be served at 9:00-9:30 a.m. Lunch is served at 11:30-12:00. During the summer these children have lunch from 12:00-12:30 p.m.

- Breakfast will be provided by NACLCL according to USDA guidelines and Wisconsin State Licensing. Breakfast will include the following components:
- Serving of milk (2% or Whole Milk), Serving of fruit, fruit or vegetable juice
- Serving of enriched or whole grain bread products such as cornbread, biscuits, cereal, toast, pancakes, waffles or bagels.

NACLCL will be providing both snacks for the center. Parents will provide a snack for their child if they have a food allergy. Also remember to have a doctor's note to indicate this for special diet. Snacks will consist of at least two of the following components:

- Milk or milk products, Fruit or **100%** fruit juice, Vegetable or **100%** vegetable juice
- Protein source such as meat, poultry, fish, eggs, beans, cheese or peanut butter.
- Whole grain or enriched bread or cereal.

***Please keep candy, fruit snacks, potato chips, fruit rolls,
Soda, Sunny D or HC drinks to a minimum.***

Parents will provide a well-balanced lunch for their child. The lunch will consist of the following components, according with **HFS standards (46.07(5) (8)** and USDA guidelines:

- Protein source such as meat, poultry, fish, eggs, beans, cheese or peanut butter.
- Vegetable and/or fruit (at least two servings)
- Bread or a bread alternative (whole grain or enriched bread)
- USDA 2% or whole milk will be provided by NACLCL.
- Children's lunches may consist of either a cold lunch or a "warm up" (that are leftovers from home). These need to be kept in a well insulated lunch container with a cold pack enclosed.
- School age families will provide a cold lunch or "warm ups" on school days off and breaks.

A special diet, based on medical conditions, may be served only upon instructions from a child's physician and upon request from the parents. A special diet based on a food allergy may be served upon written request from parents (according to HFS 46.07(5) (9)).



Infant Toddler Nutrition

Parents please read the following information and guidelines that must be followed in our infant room. Parents will either supply the formula or breast milk.

If you are supplying breast milk following guidelines must be followed:

- All breast milk must be kept in individual sealed bags. Each bag needs last name and date on the bag.
- Each breast milk bag will be kept frozen in the freezer until feeding time.
- Each bag must have the date and child's name on them.
- All bottles with breast milk will be warmed in hot water before scheduled feedings.
- Parents will provide enough bottles for each feeding.

If you are supplying formula for your infant the following guidelines must be followed:

- Parents will make up all bottles at home before dropping off your child. All bottles must be labeled with the date and child's name on them. An extra bottle and formula should be kept in your child's cubby.
- Babies will be held and rocked while being fed. Until a baby can hold their bottle, the staff person will hold them. There will be no propping of bottles or bottles in swings and cribs.
- Bottles will be stored in the refrigerator in the infant room at 40 degrees Fahrenheit.
- All food will be heated in the microwave for 30 seconds. Bottles will be heated in a crock-pot of water.

Other feeding guidelines for infant/toddler nutrition:

- Once children go off formula or breast milk, the center will provide whole milk for the children under the age of 2. If your child needs a milk supplement, a physician's note must be provided.
- Each child under 2 will be allowed to follow his/her own feeding schedule
(Until they move to the Toddler side).
- Highchairs, infant seats and low tables and chairs are available to the infants and toddlers for feeding.
- Parents will provide infant cereals with their child's name and expiration date on the air-tight container.
- Teachers will utilize the daily report form and consult with parents to obtain the proper information about introducing solids.
- Staff will encourage children to self-feed by example and will assist in the training of grasping skills throughout the daily routine. Small, easy-to-grasp utensils will be provided for younger children.
- The staff will dispose of leftover milk immediately and food after 36 hours from feeding time.
- Parents will receive in their parent registration packets HFS Infant Meal Patterns. These components are for birth to 11 months. These are guidelines to insure proper nutrition for your child's development.
- The parents will update Infant/Toddler intake forms every 2 months to ensure consistency between daycare and home.

Additional requirements for Infant Nutrition according to HFS rules as of 2005:

These new regulations that were updated as of March 3, 2005 for Health and Family Services are as followed:

HFS 46.09(3) (a) Child care worker shall do all the following:

1. Feed each infant and toddler (a child less than two years of age) on his or her schedule.
2. Ensure that the food and formula from home are labeled with the child's name and dated, refrigerated if required.
3. Ensure that formula prepared is of the commercial, iron-enriched type.
6. Provide a type of milk other than type under sub d, 4, or milk substitute, only on the written direction of the child's physician.
7. Discard leftover milk or formula after each feeding and rinse bottles after use.
10. Cover, date and refrigerate commercial baby food containers, which are open and foods prepared from home, which are stored. If not used within 36 hours, leftover food shall be discarded.



Naptime Routine

Each child under the age of 5 years of age will have a rest period up to thirty minutes. Parents must note the following guidelines:

- Children under the age of one year shall have their blanket tucked tightly under the mattress. The blanket shall also be kept away from the child's mouth and nose. They may not sleep in a crib or playpen that contains soft materials such as fluffy blankets, bumper pads, or stuffed animals. Also, they must be placed on their back to sleep unless given written permission from the child's physician. Once the child is able to roll over by his or her self, they will be allowed to assume the most comfortable position.
- Sleep/rest periods are part of each child's day that is determined by the child's needs. Infants have as many naps as needed. The Toddler through 4-K children have a rest period after lunch until about 3 o'clock.
- Naptime is a supervised nap or rest period of approximately one hour or longer for all children 5 years of age and younger who are here for 4 or more hours.
- Parents must provide their child's own sleeping bag or one crib sheet and one blanket. Please make sure that the bedding is put into a bag to protect them from touching other bags.
- Mats will be disinfected weekly or when they become soiled.
- Bedding will need to be washed and cleaned by the parents as often as needed or taken home at the end of the week (within 5 days of use).
- Children are required to lie down for 30 minutes by HFS 46.07(4) (a, b). If children do not sleep after 30 minutes, and a child who awakens to get up and have quiet time through the use of equipment or activities which will not disturb other children and use equipment that will not disturb other children, either on their cot or in a quiet area. This will be decided at the teacher's discretion.
- The state licenser will not honor any written waiver for children under 5 years of age.

Additional Naptime HFS requirements:

These are additional revisions that are required for naptime:

- **HFS 46.09 (1) (2) (b m)** Each child under one year of age shall be placed to sleep on his or back unless otherwise specified in writing by the child's physician. The child shall be allowed to assume the position most comfortable to him or her when able to roll over unassisted.
- **HFS 46.09 (3) (a) 4.** Non-mobile children who are awake shall be placed on their stomach occasionally throughout the day.
- **SIDS or Sudden Infant Death Syndrome:** means the sudden death of an infant under the age of one. All NACLCLC staff are required to have training in this area. All staff will follow HFS 46.09 (20 (bm) Each child under the age of one shall be placed on his/her back in a crib unless otherwise specified in writing by a child's physician.

Potty Training

NACLCLC staff will help parents make the child's potty training a pleasant experience. Parents and staff work together to have the same potty training system at home as well as at NACLCLC.

- No training will be attempted until a coordinated toilet training plan is discussed between parents and teacher.
- Children who are being toilet trained will be toileted at regular intervals and at their own asking.
- It is recommended to train toddlers not before 18 months of age and even then it is not recommended until a child is near his/her second birthday.
- Parents will supply clean clothing. This includes several sets of: socks, pants, and underwear.
- Soiled or wet clothing cannot be rinsed out. They will be placed in a plastic bag and placed in the child's cubby with a note from the teacher. Parents are responsible for laundering and returning clothes.
- Disposable training pants (pull-ups) are a wonderful invention if properly used. They recommend only after a child shows an interest in using the toilet. They are good for long trips and sleeping. NACLCLC will only use disposable training pants (**with Velcro sides**) during naptime. Children will have their hands washed before and after toileting.
- We ask parents to put their child into pull ups (with Velcro sides) during the training process.
- Children are considered totally potty trained if they have only one accident a week of a bowel movement and have no accidents of urine. This will be regulated over the first month of this and the program administrator will consult with the child's teacher. After this consultation, then the parents will be notified that their child is potty trained. The lower fee will then go into effect.
- All children entering the 4-k program in upcoming school year must be self-sufficient. If they are self-sufficient then you will pay the 3-k potty rate. All 4-k children must be self-sufficient in wiping themselves.
- If your child is 2 ½ years and becomes totally potty trained, then your tuition rate will be at the 3-k potty rate for 3 year olds. (This is upon approval of the Program Administrator).



Diapering: (Non-potty trained children with more than one accident a week)

All NACLCL staff is trained in proper diaper changing and hand washing procedures to meet state licensing and accreditation standards.

1. Staff will disinfect the changing area with two spray bottles labeled& dated: soap / water and water/disinfectant.
2. Staff will wash their hands before picking up/or handling the child and getting the child's supplies ready. The staff will wash with soap and water and turn the facet off with a paper towel.
3. Staff will get the child and wash the child's hands before proceeding with the changing. After changing the child, the staff will dispose of the wet/soiled diaper in a plastic-lined, hands-free, covered container immediately. This is a foot activated garbage bin.
4. After finishing the diapering the child's hands are rewashed and then returned to the play area.
5. The staff will disinfect the changing area, rewash their hands and paper towel dry them and then turn off the facet with a paper towel.



Cleanliness:

NACLCL staff will start cleaning Noah's Ark from 4:45-6:00 p.m. While designated assigned closing staff starts to close down their classrooms, remaining children will be combined in other classrooms at the end of the night. Please understand that NACLCL will maintain child/teacher ratio rules and regulations according to HFS licensing standards. In order to achieve this designated closing staff will be trained in calculating the child/teacher ratio sheets during the last two hours of the day.

During normal business hours, staff will make sure that the center is clutter free and kept in good appearance. Staff will also be in charge of disinfecting tables and chairs (or high chairs) before and after meals. All floors will be swept after all meals and moped after lunch and at the end of the day before closing the room down. NACLCL is dedicated to making sure that your child is in a safe and clean environment.

Sanitizing of toys and equipment:

NACLCL staff will sanitize toys and equipment on a daily basis. All other major cleaning will be done at the end of the week. Staff will use warm/soapy water to wash, and then rinse with hot water /disinfectant then rinsed in hot clear water. Staff will do this procedure in the office area in our three sinks. Serious cleaning will be done when there is extra staff available. Staff use spray bottles for sanitizing tables before and after meals and changing table areas.

Leave of Absence

NACLCLC does not offer a free leave of absence. NACLCLC does offer a paid leave of absence. This policy takes effect after all allowed tuition credit days have been used for the year. It may be used for families with additional vacation, an extended illness or maternity leave. A holding fee of one half the regular scheduled tuition rates will be required to keep the child enrolled at Noah's Ark. Please consider the following:

- When your child is absent from the center for two weeks or more without contacting the office, your child will be dis-enrolled (unless prior arrangements have been made).
- Parents will still be charged for those weeks accrued at full rate (unless prior arrangements have been made).
- At this time, all tuition will be due including the weeks absent from the center (any legal action will be added to the delinquent account).
- A paid leave of absence will include the following reasons: Maternity leave, Seasonal employment, Parents who are laid off.
- Parents still must give a two-week written notice to the office.
- If you choose not to use a paid leave of absence, you may enroll your child, as a new client when you return, if openings are available.
- During an illness or maternity leave you may discuss with the program administrator about changing your child's scheduled days instead of using the paid leave of absence policy. If the available classroom space allows, you will be given the changed schedule but your original schedule will not be held for you.
- Enrolled children may switch from their regular schedule to a changed schedule during leave time without an increase in fees.
- When your maternity leave ends, you will have the option of staying on the changed schedule with appropriate fees.
- After six weeks of using the paid leave of absent policy, you will be required to pay full tuition or forfeit your child's spot.

Please remember that NACLCLC takes full time over part time. If you are part time you may be asked to go full-time or switch your schedule to off set another part time client. If you cannot do so, then you will have two weeks to find other child care accommodations.



OSHA Clean up:

NACLC staff will/are trained in OSHA regulations on dealing with blood or vomit cleanup.

On site:

1. Isolate child and spill.
2. Obtain blood spill kit, gloves, biohazard bags, disinfectant (soap and water mixture, then 1:10 bleach solution), paper towels/disposable wipes, absorbable powder and scoop for large spills.
3. Put on gloves.
4. Absorb liquids with toweling for small spills or absorbent powder for large spills.
5. Place toweling in biohazard bag or scoop gelled material and place in biohazard bag.
6. Use soap and water solution followed by the 1:10 bleach solution to disinfect the area of the spill.
7. Place toweling in biohazard bag. Remove gloves and place in biohazard bag.
8. Dispose of biohazard bag in proper receptacle.
9. Wash hands.

Off site:

1. Isolate child and spill.
2. Obtain gloves, biohazard bags, paper towels/disposable wipes.
3. Put on gloves.
4. Absorb liquids with toweling.
5. Place toweling in biohazard bag.
6. Use antiseptic wipes to clean spill.
7. Place wipes in biohazard bag.
8. Remove gloves and place in biohazard bag.
9. Dispose of biohazard bag in proper receptacle.
10. Wash Hands.

**Discharged from NACLC****Parent Leaving NACLC:**

- Parents who decide to leave the center on their own must give a two weeks notice in writing to the Program Administrator. Any pre-paid tuition (after these two weeks) will be refunded.
- Parents who decide to leave the center on their own and do not inform the office of leaving will be charged for those two weeks and will be also charged late fees and court fees if necessary. Parents will also forfeit any unused tuition.

Center Discharging Families:

- Noah's Ark will strive to provide for the special needs of individual children within a group setting. To maintain the quality of care needed for both individuals and the group, it may be necessary to discharge a child for one of the following reasons:
 - The needs of the individual child cannot be met by the center.
 - The parents or guardian fail to meet enrollment agreements, which include but are not limited to:
 - Non-payment of fees or late payment on third offense
 - Failure to submit required forms (i.e. child Health form and/or Immunization form)
 - Falsifying any required forms.
 - Any parent/guardian who becomes unruly by means of yelling, screaming or by using degrading words, gestures, and or making a scene on site in an unprofessional manner with any employee from NACLCL will be asked to leave the center. This is grounds for termination.
 - Failure to observe center policies. **Any prepaid tuition will not be refunded in this category.**
 - In the event that Noah's Ark should close its business, a two-week notice would be given and any unused tuition would be refunded.

Grievance Policy

It is NACLCL staff and management intent to work together with parents on issues such as: disciplinary problems, tuition (not being able to pay on time), and NACLCL policies. We, NACLCL, recommend the following for parents if they feel that their issues have not yet been met or heard by staff of office personnel. The following process is to be followed in the resolution of concerns.

1. Meet with classroom teacher to discuss the issue at hand.
2. Start documentation and then set up a conference with parent, teacher and Program Administrator.
3. Parents may put together their issues in writing to governing board of NACLCL. Letter will be given to the program administrator in a sealed enveloped.
4. If the concern has not been satisfactorily resolved, then more documentation will be needed.
5. Second conference meeting with documentation.
6. If parent complaints start coming in, then that parent needs to address the Program Administrator about the issue at hand.

Parents must realize that everything is being done to help the child with the problem, the other children, and parents of all involved. It normally takes 21 days for a child to adjust and change of behavior to accrue. So, we ask that all be patient in this process. If your issues have to do with policies of the parent handbook, NACLCL is always looking for parent input. We cannot change regulations from state licensing or by NAC (National Association of Child Care Professionals) guidelines. We do respect your input. Please provide it in written form. Your issue(s) would be addressed at the next NACLCL Board meeting. After the board meeting, the Program Administrator will respond back to the parent verbally and in written form from the Board.

Field Trips

Field trips will be planned to incorporate the educational program. According to HFS 45.03 (10) the definition for field trips are any experience a child has away from the premises of the center, while under the care of a center staff member whether a child is on walk or is being transported.



- Children at the age of 3 years of age and who are potty trained will be allowed to attend field trips.
- Parental permission for the child must be on file in order for the child to participate.
- Parents will be notified two weeks in advance on the specifics for each field trip.
- All children will wear the NACLCLC T-shirt on all field trips (either walking or off site).
- Children will be assigned to at least one child care worker on each field trip.
- Volunteer parents will also help in assigned groups of children with staff on field trips.
- HFS 46.07 (6) (i) 6 States if running water is not immediately available when outdoors or on field trips, soap and water-based wet wipes may be used. When running water becomes available, hands must be washed immediately with soap and running water.
- Transportation will be provided by a private chartered service or public bus service. If a parent does not want his/her child to participate in a particular field trip, alternative care must be found. No child (ren) will be able to stay behind.
- Since enrollment is planned day by day, children not scheduled may only participate if space is available. An extra fee will apply.
- Teachers will do a head count every 30 minutes to make sure all children are accounted for while at the field trip site.
 - Parents are always welcome to come along on field trips!
- All NACLCLC staff will be trained in proper supervision of children on all field trips.
- All staff are taught the “The Field Trip System Check Rule”. Safety is the main issue while on field trips.
- Each group leader will do the following:
 1. Children are being checked off by each group leader during a roll call before leaving NACLCLC.
 2. Upon getting on the bus another roll call is done.
 3. A third roll call is done while on the bus and before leaving NACLCLC parking lot.
 4. Upon arriving at the designated site, each child is accounted for before getting off the bus.
 5. One staff member will do a final sweep of going up and down the main aisle of the bus to make sure no child is sleeping or sitting.
 6. Before bus leaves another roll call is done.
 7. All group leaders are doing roll calls off and on through out the entire time while away from NACLCLC.
 8. On leaving the field trip site, the staff will do the same thing in reverse on their return trip.
 9. One staff member will do a final sweep of going up and down the main aisle of the bus to make sure no child is sleeping or sitting once we return.

Additional Transportation policy for School Age children:

Transportation will be provided by a private chartered service or public bus service. While at the center, school age children of Noah's Ark Christian Learning Center will follow these rules of conduct:

1. Students must follow the rules of the Hamilton School District Handbook for bus riding etiquette.
2. We at Noah's Ark Christian Learning Center will abide by the rules of the Hamilton School District handbook for bus riding.
3. Noah's Ark cannot discipline or intervene on any action that would happen **on** the bus ride to and from Noah's Ark from school.
4. The only time Noah's Ark would intervene on the bus from school is when a child's physical safety is at risk.
5. Poor conduct that happens among children at Noah's Ark Christian Learning Center will be handled by the staff in a professional way.
6. If there is a situation that occurs on the bus that would effect a child's self-esteem, the staff would do the following:
 - a. Staff will help children of the school age level to work through their problems with other children by having them talk it out among themselves.
 - b. If adult guidance is needed, staff will set aside a time to talk to each child individually before as a group.
 - c. Students will be guided by a staff member on how to deal with emotional situations that's result in lower ones self esteem.
 - d. Each situation will be documented by the staff member for parent's signature.
 - e. Parents will either be called at work or talked to about the situation that occurred at the center (this depends of the severity of the situation).
7. The following rules that parents need to go over with their child(ren): Bus Rider Rules (Board Policy 443.2) from the Hamilton School District:
 - a. Students need to conduct themselves in a responsible manner at all times while on the bus.
 - b. If students do not behave appropriately their parent/guardian will be contacted as the first step.
 - c. Listen to the driver/chaperone that is responsible for supervision on the bus.
 - d. Keep heads and hands inside the bus.
 - e. Keep books, coats, and all other objects out of the aisles.
 - f. Assist in keeping the bus safe and clean.
 - g. Refrain from loud talking.
 - h. Remain in the seats while the bus is in motion.
 - i. Be courteous to fellow students and the bus driver.
 - j. Take all personal items off the bus.
 - k. Students refusing to accept or conform to necessary rules and regulations relating to bus safety will not be allowed to ride the bus.
 - l. All reports of discipline incidents will be reported immediately to the appropriate building principal.

All school age students will have a brief discussion during the first two weeks of the school year in reference to bus riding etiquette. Parents need to know that the staff at Noah's Ark cannot do anything for incident's that happen on the bus. We can only take care of a situation if the situation occurs here at the center.

New Transportation Regulations effective July 2009 from DCF 251.04 (3), (4), and (5) Transportation:

This section is for all parents whose children who are transported to and from Noah's Ark Christian Learning Center.

(3) (4): The center will be responsible for a child when the parent or legal guardian authorizes the child to participate in and be transported for field trips and other activities, if these are part of the center's program.

(5): Authorization from the parent outlining the plan for a school to come to the center from school, home, or other activities or to go from the center to school, home or other activities unless the child is accompanied by a parent or authorized person or transported by the center.

The DCF form that needs to be completed is the Alternative Arrival/Release Agreement-Child Care Centers, for securing the parent's authorization.

If your child is absent from the center without prior notification, and then it is the responsibility of the parent/legal guardian to contact the center no later than 9:00 a.m. of that day to inform the center that your child (ren) will not be attending that day. Reasons may include: illness, staying home for personal reasons or transporting your child yourself to school or to a field trip. This is also a DCF 251.05 (3) (h) regulation so that the center knows the where about of the children enrolled at the center.

Field trips:

Staff will take all the following with them on all field trips: First aid kit this will include a general first aid kit, bio bag, gloves and emergency cards of all children enrolled in the classroom.

When transportation services are contracted from an outside agency, the name, address, telephone number of who to contact will be on file in the office

Also see page 26 on further information on field trips rules that are provided by the center.

When children are being picked up and dropped off bus a transportation service that is contracted with the school district, the following procedures will follow:

Departure of Center:

- Prior to roll call a school age staff member will check to see if any messages from the prior night to closing were given in about any children not coming in the next day.
- If a child is still not here then it is the responsibility of the parent to call the center for the following: late arrivals and transporting child to school by parent.

Departure of Center Continued:

- All children will have their name called to line up prior leaving the building for either school or field trip.
- One staff will lead the group the other staff member will follow at the end. If a third staff is required then that staff person will join in the middle of the group.
- Children will walk out of the building at the west end at the main entrance of the center. During extremely cold or rainy days students will walk up the back stair case to the front of the church entrance.
- Children will form the assigned lines for each school that they are attending for the school year (Maple or Woodside) (Willow Springs is for 4-k children).
- There will be a quick check of names from the sign in and out sheet by the front line leader before releasing children to their assigned bus. Any child who attends NACLCL only in the afternoon may come to the center pickup but, the parent must stay until their child gets on the bus.

Arrival to Center:

- Staff will review the parent/staff communication log to see if there are any messages about children not returning to the center for that day.
- All staff assigned to the school age room will make sure that they have the clip board with list of children returning that day (sign in and out sheet).
- Staff will wait for the arrival of the school buses in the front of the church (on Main Street) on the side walk, away from the driveway entrance to the center.
- One staff member will greet the children at the bus door and the other staff member will check off names as children depart from bus.
- As the children all line up, they will walk back into the building the way that they left in the morning for school.
- If a child does not get off the bus and there is not a message regarding the child's absence, then the lead teacher of the classroom will inform the Program administrator or person in charge of the building before calling the parent. If the staff person cannot leave the classroom to make the call then an extra staff person will be asked to let that school age teacher make the call.
- Before letting the children go to snack a final roll call is made.



Babysitting

To ensure complete safety of children, families and staff members, staff members cannot babysit for families whose children are enrolled in our center. Parents may adhere to the “Hold harmless” option,” in which parents agree to *hold* Noah’s Ark Christian Learning Center, a division of Sussex United Methodist Church (SUMC), *harmless*. Should they choose this option, parents must sign a *hold harmless* agreement each and every time they hire a teacher to babysit (this includes repeat babysitters—a new agreement must be signed for each babysitting assignment). Parents who sign a *hold harmless* agreement and hire a teacher to babysit acknowledge that they:

- a.) are aware that NACLK/SUMC has a no babysitting policy.
- b.) accept the consequences of their choice in choosing to bypass the policy.

Here is a checklist of items to bring on or before your child's first day:

- The following forms must be on site a week prior to starting at NACLC:
 - NACLC Registration Contract
 - CFS-62 Child Enrollment
 - CFS-2345 Health History
 - CFS-60 Health History
 - DPH-4192 Immunization Record
 - Center Health Policy
 - Center Nutrition Policy
 - CFS-61 Intake Form for children under 2 years
 - Center Sunscreen/Insect repellent for brand and SPF strength
 - Center photo permission
 - Center walk permission
 - CFS-104 Alternative Arrival/Release Agreement (for school age only)
- 1.5 gallon Rubbermaid container or comparable with child's name on it.
- Completed, labeled 2-3 sets of clothing (underwear, socks, shirts, pants, etc.) to stay in a labeled container.
- Sleeping bag and/or pillow in a plastic bag (original holder, large shopping bag or garbage bag). Please have the pillow be a travel pillow size, for we do not have enough space for standard pillows.
- Blanket
- Soft security item (if needed)
- Diapers
- Wipes
- Diapering ointments, Vaseline, etc.
- Sun screen, bug spray, lip balm (optional) (accompanied by permission slip)
- During the summer time months, extra tennis shoes for outside play either for the wood chip area or for water play must be in your child's cubbie area.
- Appropriate, labeled outdoor clothing for the season (sunhats, swimsuits, snow pants, mittens, boots, etc.)
- All baby food must have your child's name on all food containers and dated.
- All bottles must be prepared at home with your child's name and date on each one.
There must be a bottle for each of the feedings.
- All paperwork must be turned in one week prior to starting.



Cut off bottom part after you sign and return to office tuition box.

Thank you,

Missy Dieterich, Ed. S., M.Ed.



I have reviewed and read the NACLC Parent Handbook and agree to abide by its contents. I understand that any questions or concerns I have can be brought to the Center Director.

(Parent signature)

(Date)

(Parent signature)

(Date)

(Staff signature)

(Date)

(This signed form will go into your child's file.)