

# **NOAH'S ARK PRESCHOOL HANDBOOK**



**BLESSED SACRAMENT CATHOLIC SCHOOL  
1114 SOUTH 7<sup>TH</sup> STREET - QUICY IL 62301  
217-228-1477**

## **PROGRAM OVERVIEW**

Noah's Ark Pre-School program provides a structured and play based environment designed to foster the growth and development of each child. PLAY is the work that children do. It is the natural process by which children grow spiritually, socially, physically, intellectually and emotionally.

Daily activities are planned to encourage spiritual growth as well as the development of social and problem-solving skills, creativity, physical coordination and strength, sound health and nutritional practices.

## **PHILOSOPHY**

Our philosophy is that each child should be recognized as a whole person whose growth occurs in developmental stages that are sequential and continuous. The program is based on the premise that children learn best when there are carefully planned, developmentally appropriate curricula, along with cooperative and nurturing relationships among home, school and the community.

## **PROGRAM GOAL**

Our goal is to provide a Christian environment of love and learning where the children can feel free to express themselves while gaining meaningful experiences that will create a positive attitude toward learning as well as their self-worth.

## **CURRICULUM**

The content of the early childhood curriculum is developmentally appropriate for the age and ability of the children. The program will focus on faith and spiritual growth of the children. In addition, we encompass the basic concepts of colors, shapes, letters and numbers; language and literacy concepts; fine and gross motor skills; pre-math & science concepts; self-help and social skills.

## **STAFFING, PROGRAM HOURS & TUITIONS**

In order to ensure adequate care and supervision of the children, our classroom is staffed with two adults at all times; the teacher and an assistant.

### **4 year old program**

**Registration Fee:** \$100.00 (holds your spot and pays May tuition)

**Tuition:** \$100.00 (per month)      **Supply Fee:** \$50.00 (due in August)

**Morning Sessions:** 8:15 a.m. – 11:15 a.m.    Monday, Tuesday, Wednesday

**\*\*Breakfast is available** from 7:30 am until 8:05 am

**\*\*Lunch is available** from 11:15 – 11:45

**Afternoon Sessions:** 11:55 a.m. – 2:50 p.m. Monday, Tuesday, Wednesday

**\*\*Lunch is available** from 11:30 – 12:50

**\*\*After School Care is available for the afternoon class only.**

### **3 year old program**

**Registration Fee:** \$80.00 (holds your spot and pays May tuition)

**Tuition:** \$80.00 (per month)      **Supply Fee:** \$40.00 (due in August)

**Morning Sessions:** 8:15 a.m. – 11:15 a.m.    Thursday, Friday

**\*\*Breakfast is available** from 7:45 am until 8:05 am

**\*\*Lunch is available** from 11:15 – 11:45

**Afternoon Sessions:** 11:55 a.m. – 2:50 p.m.    Thursday, Friday

**\*\*Lunch is available** from 11:30 – 12:50

**\*\*After School Care is available for the afternoon class only.**

**\*\*please contact the school office for the cost of breakfast, lunch and after school care.**

## **STAFF-PARENT COMMUNICATION**

**Please check your child's book bag daily!** This is where you will find important information such as newsletters, reminders of upcoming events, any changes that have been made or general notices that may be of interest to parents, Your child's book bag will come home each day with projects and information as well. There is also a parent board outside of our classroom where you can get general information.

If you have any concerns, please feel free to give me a call after school hours, or stay after class to talk.

If you would like updates on your child's progress, I will be glad to answer any questions you have after school hours. We will also schedule a parent-teacher conference in the spring.

**Remember,** parents are welcome to visit the classroom anytime!  
Parents are great helpers! There are many ways you can help.....  
...By volunteering on special occasions and holidays.  
...With transportation on field trips.  
...Serving as resource people by sharing your talents and ideas with us.  
...By donating materials for our classroom.

## **SHOW & TELL**

We do not have a formal show & tell. We have a "home toy day" which is on the last day of the week (Wednesday for the 4's and Friday for the 3's).

"Home toy day" is a special day for the children to bring a small, simple toy from home to play with and share with their friends throughout "Choice Time" This is optional, **NOT** a requirement. If you do choose to bring a toy, we cannot be responsible for lost, stolen or damaged toys, so please follow the guidelines below.

- \*Only small toys small enough to fit in your mailbox or backpack.
- \*Nothing expensive or dear to your heart.
- \*No valuables or glass objects.
- \*No loud/noisy toys, as they will disturb other classrooms.

Please let us know if your child has a home toy in his or her bag.

## **SNACKS**

Due to peanut allergies within our school, parents are asked to provide a snack fee for the preschool children.

**The children may still bring treats to school for special days like birthdays and holidays. Please be mindful of peanuts, peanut products and peanut butter.**

When your child has a birthday, just let us know if you would like to send a treat to school 😊

### **POTTY BREAKS**

Please remember the children MUST be completely potty trained. They should also be able to take care of their own needs inside the bathroom. Please remember to send your children in “easy up, easy down” clothing as much as possible. This will help to encourage self-help skills for the children. It will also make potty breaks easier for those who are reluctant to ask for help.

For the occasional wet accident, we ask that you bring a complete weather appropriate set of clothing in a labeled zip lock bag. We will store them in a cabinet to have on hand for emergencies. If your child has an accidental bowel movement, we will call a parent to come to the school and take care of it.

\*We do not allow pull-up's

### **CLOTHING**

Remember that children are at preschool to experience various play activities. Play clothes that are easily laundered are essential. Tennis shoes would be best since we use the playground frequently.

Also remember to check the weather and dress your child accordingly.

Any clothing items sent or worn to school should be labeled with your child's full name.

### **ILLNESS**

If a child displays any of the following symptoms, he/she should not be present:

- Fever
- Sore Throat
- Vomiting
- Diarrhea
- Excessive Coughing
- Unusual Fatigue
- Sores or Rashes

If your child displays any of these symptoms while at school, you will be notified immediately by a staff member.

Please remember...when a child is sent home with a fever or vomiting, he/she should be kept home until fever free for at least 24 hours.

### **MEDICATION**

Our program follows school policies on medications at school. If your child should need to take medications while at school, it will be dispensed through the office.

\*Please do not put medications in book bags. They should be hand delivered to the office.

### **EMERGENCY/ CONTACT INFORMATION**

A contact information sheet must be on file for your child. This stays in his/her file and contains both parent's home and work phone numbers. It should also contain names and phone numbers of anyone we can contact if you are unavailable, along with the names and phone numbers of any other adults who can retrieve your child from school.

All information **MUST** be kept current; so please inform us of any changes.

If somebody besides yourself will be picking up your child, please let us know. We also ask that they bring a picture I.D. even if they are named on the list. **This is for the safety of your child.**

### **DISCIPLINE**

Here at Noah's Ark we devote a great deal of attention to quality teacher/child interactions by showing encouragement, listening attentively, respecting children's feelings, and making sure we have individual time with each child daily. We help children learn to use words to express their feelings, and by example, teach them to work together cooperatively. Physical punishment is **NEVER** used. "Time Out" is seldom necessary, but may be used on occasion when a child needs some time away from the group. The time out is never used to humiliate or punish, but rather as a quiet place to rest and regain control. Parents will be notified of serious behavior problems.