

Noah's Ark – Parent Handbook



Updated and Revised

January 2014

August 2014

August 2015

August 2016

August 2017

August 2018

Noah's Ark Mission:

To offer loving care while building a foundation for learning in a Christian environment.

Welcome to Noah's Ark Preschool & Childcare. We are very excited that your family chose us.

We feel very fortunate to have a highly qualified staff. If you have any questions or concerns please feel free to contact our Administrative Team.

The attached policies have been designed to insure that your child will have a safe and enjoyable time at Noah's Ark. Please take the time to read them. Feel free to call if you have any questions. Our telephone number is 325 - 8567.

We wish you and your child a wonderful Christian learning experience!

The Noah's Ark Preschool and Childcare Board

Noah's Ark Philosophy

Noah's Ark programs are designed to enhance your child's current skills as well as develop new academic and social skills needed for success in kindergarten and beyond. Art, music, movement and stories woven together with fun monthly themes by our dedicated professional staff help your child discover new developmental skills.

At Noah's Ark we understand that a positive first experience is very important to a child's openness to new things. We offer a rich variety of activities to lay the foundation for your child to eagerly dive into learning.

With the help and support of our church, the Noah's Ark staff and board have made a commitment to offer loving care and education in a Christian environment to the children of our community.

We invite you to discover our programs designed to help children explore their world of creativity, friendship and learning.

Noah's Ark Preschool and Childcare Parent Handbook

Table of Contents	Page
Philosophy	3
Governing Body	11
Enrollment, Fees and Policies	
Admission Policy	11
Ages of Children	12
Non-Discrimination Policy	12
Operational Hours and Enrollment	12
How to Enroll	12
New Families	12
Forms to be Completed	13
Confidentiality Policy	13
Parent Area	13
Grievance Policy	14
Fees, Statements and Accounts	14
Annual Registration Fee	14
Fee Schedule	15 - 16
Multiple Family Discount	16
Additional Fees and Changes	16
Absences	17
Absent Credit Coupons	17
Snow/Inclement Weather Closing Procedure	17
4 year Old Kindergarten Collaboration	18
Fundraisers	18
Withdrawal/Refunds	18 - 19
Authorization for the Release of Children	19
Parent Drop-Off and Pick-Up: Parent Responsibilities and Procedures	20
Attendance	20
Child Supervision and Tracking Policy	20 - 21
Procedures	21 - 22
Close Supervision Rules	
Supervision Requirements for Infants and Toddlers	22
Supervision Requirements for Preschoolers	22
Supervision Requirements for School agers	23
Requirements for Going on Walks	23
Requirements for Bus Field Trips	23
Missing Child Procedure	23 - 24
No Smoking	24
No Weapons	24
Items from Home	24
Social Gatherings, Invites, Directory Policy	24
Clothes/Shoes	25
Parent/Family Visits	25
Pets	25

Indoor Temperature Policy	25
Requests to Keep a Child Indoors	26
Transportation and Field Trip Policy	26
Safety Measures and Supervision on Fieldtrips	26 - 27
Water Fun	27
Emergency Contact Person	27
Children with Special Needs	27
Parent Involvement and Volunteering	27
Staff Relations	28
Toilet Training/Usage	28
Multi-Media Policy – Television, Computer, Movies, and Pictures	28
Health Policy	
Physical Examinations	
Children	28
Staff	28 - 29
Immunizations	29
Hygiene	
Hand washing	29
Toileting	29
Clothing	29
Napping	29 - 30
Special Health Needs	30
ADA (American with Disabilities Act) and Accessibility	30
Diaper creams/ointments, Sunscreen and Insect Repellents	30
Medication and Authorization Forms	30 - 31
Wellness Policy	
Health and Wellness	32
Illness/Isolation	32 - 33
Fever	33 - 34
Diarrhea Illness	34
Vomiting Illness	34 - 35
Head Lice	35 - 36
Pink Eye (Conjunctivitis)	36
Rashes	36
After Surgery or other medical intervention	36
Other Illnesses	36
Air-borne diseases	37
Contact diseases	38
Blood-Associated diseases	38
Accident Policy	39
Minor Accidents	39
Serious Accidents	39
Parent Contact Information Updates	40
Emergency Contact Person	40
Training in Emergency Procedures	40

Evacuation Policy and Procedures	
Fire and Other Emergency Evacuation	40 - 41
Tornado/Severe Weather Emergency	41
Lock Down and Emergency Alert Policies	41 - 42
Child Abuse and Neglect Policy	42
Shaken Baby Syndrome Training	42
SIDS Prevention/Sleeping Infant Health Policy	43
Nutrition Policy	43
Basic Guidelines	44
Food Related Allergies	44 - 45
Peanut Butter and Tree Nut Free Center	45
Infant and Young Toddler Nutrition Program	45
Preschool and School Age Nutrition Program	45
Guidance Policy	46 - 47
State of Wisconsin Ratio/Group Size Licensing Requirements	47
Educational Policy: Implementing DAP	47 - 48
Daily Schedules	49
0 – 1 Year Old Skills	50
1 – 2-Year-Old Skills	51
2 – 3-Year-Old Skills	52
3 – 4-Year-Old Skills	53
4K and 5-Year-Old Skills	54
School Age Skills	55
CACFP Meal Pattern Requirements Ages 1 to 12	56
CACFP Meal Pattern Requirements Birth through 11 months	57

GOVERNING BODY

Board of Directors- includes a maximum of 9 voting members elected by sustaining vote of the general membership.

- two to three members of the Monroe United Methodist Church (voting)
- two to three parents of the children currently enrolled in Noah’s Ark (voting)
- two to three community members or past parents of children at Noah’s Ark (voting)
- one representative from the Monroe UMC Trustees Committee (non-voting)
- one representative from the Monroe UMC Mission or Finance Committee (non-voting)
- Noah’s Ark Administrative Team (non-voting).

Any parent that is interested in becoming a member of the Board of Directors should talk to Renee Pivonka, Administrator or a current board member. New members are elected in November and start in January.

President – Annette Trimble Vice President – Melissa Phillips Secretary – Traci Weckerly

Administrator – is designated on the Administrative Team. Oversees daily operations, including administration, facility maintenance and financial management. Is Supervised by the Board of Directors. Supervises the Center Director and the Program Coordinator.

Center Director - is also designated on the Administrative Team. Oversees enrollment, staffing and programming. Is supervised by the Administrator.

Program Coordinator – is also designated on the Administrative Team. Responsible for the various important duties to help the organization run smoothly. Is supervised by the Administrator.

Chain of Command

Renee Pivonka – Administrator

Ruby Clark – Center Director

Troy Clark – Program Coordinator

If any of the above people are not available, one of the following staff members will be designated the “Person in Charge”. This person will have decision making authority and their decisions are to be respected. When this is implemented it will be communicated to those staff at the center.

Crystal Jinkerson

Bailey Wartenweiler

Jen Seffrood

ADMISSIONS POLICY

General Statement Noah’s Ark is open to the public. The Center Director will determine openings for each group, taking into consideration both size and age composition of the current group. When all slots are filled for a given group, a waiting list is established. There is a Registration Fee that will be charged when your child is accepted into our program. Currently enrolled children are assured of continued enrollment if obligations to the Center are met. Our programs consist of:

- 4K with the Monroe Public Schools (Tuesday – Friday 8:00-11:00am)
 - Follows the Monroe School District Calendar
 - Wrap Around Care (Mondays, Tues. – Fri after 11 am)
- 3-year-old preschool (Monday – Friday 8:00 – 11:00am)
- Full day child care (6 weeks – 12 years)
- School Age Care (Before/After School, Early Release Mondays, No School days)

AGES OF CHILDREN

Noah's Ark serves children from 6 weeks through 12 years. We offer programming for before and after school, no school days and a full day summer program for children enrolled in Kindergarten through age 12. Noah's Ark is licensed by the State of Wisconsin to serve up to 73 children. There are no limitations to enrollment.

NON-DISCRIMINATION POLICY

Noah's Ark does not discriminate based on age, race, color, sex, socioeconomic status, sexual orientation, creed or religion, national origin, ancestry, political persuasion, veteran's status, or disability in administration of its admission, education, employment and programming policies and procedures.

OPERATIONAL HOURS AND ENROLLMENT

Noah's Ark is open from 6:30 a.m. until 5:45 p.m. Monday through Friday, year-round. A child may attend for no more than 10 hours per day. The Fee Schedule provides a complete description of the enrollment categories and fees.

It is strongly encouraged for families interested in enrollment to request a tour/visit to see the environment and meet the staff prior to enrollment.

Noah's Ark is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day and New Year's Eve (at 3:00pm). In the event a holiday falls on a weekend, the center will close a weekday to observe the holiday.

HOW TO ENROLL

Parents may apply to enroll their children by completing an Enrollment Agreement Form and submitting the \$25.00 registration fee. Continuing Students pay a non-refundable annual Registration Fee (\$25.00/1 Child Family, \$50.00/Multiple Child Family) at the start of the Fall Semester.

NEW FAMILIES

All new families will be given paperwork, along with a center handbook upon accepted enrollment into the program. Materials and resources for families who speak other languages will be evaluated on an individual basis. Licensing forms that are available in other languages will be provided and community resources may be used if available. Families are welcome to tour the center, with their child, prior to enrollment in a scheduled tour with Administration. Families are also welcomed to spend time helping their child adjust during their initial time at Noah's Ark and are encouraged to observe at any time while their child/ren are enrolled. As a part of family orientation, parents will be shown the main areas of the center and given a chance to ask any questions at any time regarding the center, required paperwork or the care of their child.

FORMS TO BE COMPLETED

Upon acceptance for enrollment, Noah's Ark requires parents to complete a Child Enrollment Packet for each child enrolled. Forms must be on file for each child enrolled in the program **prior to the first day of attendance.**

Forms included in the package are:

- Child Care Needs Form
- Child Enrollment Form
- Intake for Child Under 2 Years (if applicable-update every 3 months)
- Health History and Emergency Care Plan (filled out yearly)
- Child Care Immunization Record (signed by the parent/caregiver-filled out yearly)
- Child Health Report (signed by a physician-must be redone every 6 months for children under 2 years old, every 2 years for children age 2-5 and as needed for children 6 years and up)
- Transportation Form (as needed)
- Photo/Media Release Permission Slip
- Field Trip Permission Form (prior to trips)
- Handbook Review Form

These forms should be on file at the Center at least **one week before the child's first day of attendance. Children will not be allowed to stay at the Center without proper paperwork.**

The only exceptions are the child health report and immunization form, which must be turned in to the center within 30-days of the child's first day of enrollment.

Termination of enrollment may occur if the health related forms are not received within 30 days of the start date.

All stipulations of the Tuition, Fee and Policy Agreement must be followed to continue enrollment.

CONFIDENTIALITY POLICY

All records pertaining to an individual child and his/her family are confidential. The staff at Noah's Ark who have access to children's records are prohibited from discussing or making known personal information regarding children or their families. All records maintained on the child are available to the parent for review upon request. Parents who become involved in classroom activities are also expected to respect confidentiality about anything said or witnessed regarding another child or children and their family. Noah's Ark staff will not give out contact information of families or staff to those who ask for it, for the same confidentiality reasons. Information is made available to and upon request by the WI State Licensor in order to verify compliance with such regulations. A violation of this policy by an employee is grounds for immediate dismissal.

PARENT AREA

The Parent Area for families is located by the Check In/Check Out Kiosk. Licensing rules, licensing certificate, and any licensing visits will be posted here. All information such as center policies and notices will be available in this area.

GRIEVANCE POLICY

All concerns for your child and your child's classroom program and practices should initially be discussed with the child's teacher. It is generally best to schedule a meeting or phone conference to discuss the concern with the teacher(s).

If an issue needs further attention it should be directed to the Administrative Team. After these avenues have been exhausted, concerns can be taken to the Board of Directors for further evaluation.

Questions and/or concerns regarding policies and procedures, or issues with the Center and facility, should be communicated to the Administrative Team. Questions and/or concerns about other children, their families, or staff members should also be directed to the Administrative Team.

FEES, STATEMENTS, AND ACCOUNTS

1. All families must participate in Rapid Tuition. Payment is collected via ACH or Credit Card withdrawals. Parents can choose to have weekly or bi-weekly withdrawals. At any given time, a one-time credit card payment can be made at the Noah's Ark Administrative Office.
2. Preschool and childcare bills are generated weekly and will be available through the Child Care Management program. Tuition charges will be generated every Monday for the current week.
3. If an ACH or credit card payment is returned as non-sufficient funds, the following steps will occur:
 - a. A non-sufficient funds fee of \$35.00 will be charged to the account.
 - b. Family must talk to administration with a plan to bring the account to current.
 - c. If a family does not abide by their payment contact, the family's account will be placed before the board for review and at that point, care at Noah's Ark may be terminated.
 - d. A family unable to meet its fees fully must either talk to the Administrative Team or make a request to the Board in writing regarding any special circumstances.
4. Failure to comply with the above may result in the student's immediate dismissal. Families will be responsible for the remaining balance due. Failure to pay the remaining balance due after dismissal or voluntary leave will result in the account being placed for collection. This will include a demand letter and then filing for a judgment in court.
5. Receipt of payment will be reflected on the weekly billing statements.
6. Both parents will be financially responsible for the payment of all fees.

Annual Registration Fee

An annual, non-refundable Registration Fee of \$25.00/1 child Family or \$50.00/Multiple child Family will be due each contract year of continuous enrollment. The contract year runs from September 1st through August 31 of the next year. Registration occurs in September.

TUITION FEES

Childcare: Under 2 years of Age

	Weekly	Daily
5 days	\$185.00	\$37.00
4 days	\$148.00	\$37.00
3 days	\$126.00	\$42.00
2 days	\$84.00	\$42.00
1 day	\$42.00	\$42.00
Half days not available		

Childcare: Over 2 years – 4K

5 days (over 4-1/2 hours)	\$170.00	\$34.00
4 days	\$136.00	\$34.00
3 days	\$117.00	\$39.00
2 days	\$ 78.00	\$39.00
1 day	\$ 39.00	\$39.00
5 half days (4-1/2 hours or less)	\$135.00	\$27.00
4 half days	\$108.00	\$27.00
3 half days	\$ 84.00	\$28.00
2 half days	\$ 56.00	\$28.00
1 half day	\$ 28.00	\$28.00

Childcare: 4K Wrap Around/Summer

5 days (Over 4-1/2 hours)	\$160.00	\$32.00
4 days	\$128.00	\$32.00
3 days	\$111.00	\$37.00
2 days	\$ 74.00	\$37.00
1 day	\$ 37.00	\$37.00
5 half days (4-1/2 hours or less)	\$125.00	\$25.00
4 half days	\$100.00	\$25.00
3 half days	\$ 78.00	\$26.00
2 half days	\$ 52.00	\$26.00
1 half day	\$ 26.00	\$26.00

Kindergarten through 12 years

Summer/No School Days

5 days (Over 4-1/2 hours)	\$155.00	\$31.00
4 days	\$124.00	\$31.00
3 days	\$108.00	\$36.00
2 days	\$ 72.00	\$36.00
1 day	\$ 36.00	\$36.00
5 days (4-1/2 hours or less)	\$115.00	\$23.00
4 days	\$ 92.00	\$23.00
3 days	\$ 72.00	\$24.00
2 days	\$ 48.00	\$24.00
1 day	\$ 24.00	\$24.00

Kindergarten through 12 years

School Year

Before School

5 days	\$37.50	\$7.50
4 days	\$30.00	\$7.50
3 days	\$27.00	\$9.00
2 days	\$18.00	\$9.00
1 day	\$ 9.00	\$9.00

After School

5 days	\$45.00	\$9.00
4 days	\$36.00	\$9.00
3 days	\$33.00	\$11.00
2 days	\$22.00	\$11.00
1 day	\$11.00	\$11.00

Before and After School

5 days	\$65.00	\$13.00
4 days	\$52.00	\$13.00
3 days	\$45.00	\$15.00
2 days	\$30.00	\$15.00
1 day	\$15.00	\$15.00

Bus Only: \$2.00/session

No School Days:

See rates for full and half days listed above

Multiple Family Discounts:

Youngest Child will pay full rate.

Older children will pay current tuition rate – sibling discount (see below)

\$5.00/full day per child after first child

\$3.00/half day per child after first child

\$1.00/before or after school per child after first child

Additional Fees and Charges

- 4K Class is Tuesday thru Friday 8 – 11am. There is no tuition fee for 4K class time.
- Non-Refundable Registration Fee – Annually \$25 per child or \$50 per family
- Returned Check Fee - \$35.00 per check

ABSENCES

A parent or guardian is responsible for calling the center when his/her child is going to be absent. A parent or guardian must make every effort to call at least one hour before a child's set arrival time for childcare, afterschool care, or either of the preschool/4K classes.

ABSENT CREDIT COUPONS

Noah's Ark will now have two sessions, a School Year Session and a Summer Session. Prior to each session you will be given the opportunity to submit your child care needs. From your childcare weekly needs, you will receive the equivalent of a weeks' worth of absent credit coupons. These coupons will be used when your child is absent from care. In order to use the coupon, you will need to submit the coupon to the Administrative Office. You will want to include the child's name and the date of the absence so we can give full credit for that day. Please safeguard your coupons as they are not able to be carried over from session to session and we cannot reissue lost coupons.

To schedule staff appropriately, it is assumed children will be present according to their contracted schedule. Schedule changes are discouraged. If a child on a part time schedule would like to attend an additional non-contracted day, a request will be made to the office in advance. If space is available, the child may attend, and the account will be billed for the additional day at the regular daily rate for single days. If a permanent change is necessary, a two-week minimum notice is required. The office will consider requests but cannot guarantee space will be available to meet the requested change.

SNOW/INCLEMENT WEATHER CLOSING PROCEDURE

When Monroe Public Schools are closed due to Snow/Inclement Weather, Noah's Ark will also be closed. When Noah's Ark is closed, all fees for that day will be given back as a credit. Noah's Ark will not charge for Snow/Inclement weather closings. Any Monroe School District closings not related to Snow/Inclement Weather, Noah's Ark will remain open.

If the Monroe School District has a delayed start or early release, Noah's Ark will be open as normal. All appropriate tuition fees will be charged for this day.

If Monroe Public School remain open, Noah's Ark may still decide to close depending on temperature, snowfall, ice, wind conditions, and wind chill.

The decision to close Noah's Ark will be made by 6:00am and we will make every attempt to communicate the decision in the following ways.

- An email alert (if we have parent and staff email addresses)
- Attempt to get it announced on local radio station, 93.7 WEKZ
- Center website, www.mynoaarksarkpreschool.com
- Recorded message on the center main phone line, 608-325-8567

Please be on the alert for threatening weather conditions and the possibility of closing. We have set these policies for the safety and protection of children, families, and staff. Parents should plan for alternative childcare arrangements for when the Center is closed.

4-YEAR OLD KINDERGARTEN COLLABORATION

Noah's Ark Preschool and Childcare is in a collaboration with the Monroe School District to offer a 4-year-old kindergarten program during the school year. Our collaboration is renewed yearly during the summer months prior to school starting. The 4K program is a morning only program that follows the official District calendar. Enrollment for the 4K program is done through the Monroe School District Administrative office. Noah's Ark will have a maximum enrollment of 16 students. Noah's Ark provides the DPI certified teacher and the assistant teacher. Teachers must follow District and state rules. Noah's Ark can only place students that are enrolled in this classroom through the District.

Noah's Ark does offer wrap around care for 4K students that attends our program or another District 4K site. Wrap around care is offered before school (6:30 – 8:00 am), after school (11:00 am – 5:45 pm) and during no school days. Noah's Ark is not able to offer wrap around care during the hours of 8:00 – 11 am on Tuesday through Friday for any student attending an afternoon District 4K program.

FUNDRAISERS

Noah's Ark participates in two fundraisers annually. Parents of children at Noah's Ark are required to participate in one fundraiser each school year. Families are able to choose which fundraiser they will participate in. Families may choose to sell products or to submit a monetary donation in lieu of selling. Fundraisers that we have held in the past have been Little Caesar's Pizza and Butter Braids. Money raised from fundraisers help to provide equipment for classrooms indoors and outdoors. Details and amounts will be provided closer to dates.

WITHDRAWAL/REFUNDS

Voluntary Withdrawal

Parents or guardians must provide notice of intent to withdraw a child at least two weeks in advance of the last day of attendance. They are financially obligated for two weeks of tuition fees from the date written notice is provided, whether or not the child continues to attend. Any exceptions will be taken to the Board of Directors for approval.

Refunds will be made for any prepaid amount beyond the standard weekly or bi-weekly payment.

Involuntary Withdrawal

If concerns develop regarding a child's behavior and/or development, the Center Director and the child's teacher will hold a special parent/teacher conference to jointly determine an appropriate plan to address the concerns and possibly start a "communication notebook." This plan will then be followed according to an established timeline; it will be monitored regularly and evaluated, as detailed in the timeline. The Administrator will be aware of the plan and will sign the plan, and she/he may be consulted at any time during this process. Based on consultation with the child's teachers and parent(s), the Administrator will be responsible for making a final determination with respect to continuing enrollment.

In the event that behavior management does not help the child to change his/her behavior enough to improve aggression, violent and disruptive behaviors, the teacher will immediately consult with the parent providing an opportunity for the parent to observe the inappropriate behavior.

When a child's behavior is "out of control", the Administrative Team or designated "Person in Charge" may send him/her home for the day and possibly the next school day. This is an effort to show the child his/her actions have consequences and she/he has much control over the success of staying at preschool or childcare. If

a pattern develops and the child is returned home repeatedly over a four-week period, she/he may be dropped from the program. This action will be documented in writing. Refunds will be made for involuntary terminations.

The following situations may result in termination of a child's enrollment:

- The individual needs of the child cannot be met by the Center.
- The behavior of the child endangers the safety and well-being of the child, other children, or of staff members.
- The parents are in violation of fees, failure to submit the required information or materials, negative parent behavior or failure to observe the rules and practices of the Center.

Parents have the right to appeal a termination decision to the Board of Directors.

Temporary Withdrawal and/or Extended Leave

If you need to remove your child from their regular schedule of childcare for 4 weeks – unlimited number of weeks, you will need to submit a request for an Extended Leave. When your leave has been approved you will be subject to the designated fee to guarantee your spot upon return.

School Year: \$100/child per month
\$150/family per month (multiple children)

Summer only: \$300/child per summer
\$450/family per summer (multiple children)

After the scheduled time off, if a child has not returned to their regular schedule, the child will be removed from our care and will need to re-enroll if future care is needed. This may result in being placed on a waiting list if a spot is not available.

Extended Leave Holding Fees must be paid in full by the 5th of each month. An alternative plan can be set up through the Administrator. If the fee has not been paid this may result in being placed on a waiting list and any fees paid will not be refunded.

AUTHORIZATION FOR THE RELEASE OF CHILDREN

Children may be released only to persons' age 18 or older, as indicated on their enrollment form. No child will be released without parental written consent. Parents are responsible for providing transportation for their children. When arrangements are made for someone not identified on the enrollment form to transport the child/children, parents are responsible for notifying the Center in writing. A staff member responsible for the child's group will ask to see proper documentation (photo ID) to confirm the person's identity.

In case of a court order prohibiting a parent/legal guardian from contact with a child, a copy of the court order must be on file in the Center. Noah's Ark cannot follow the terms of a court order unless it is on the premises.

If the person picking a child up appears to be unable to safely transport the child, the center staff has the right to attempt to discourage the pick-up, but does not have the right to prevent the pick-up. A staff member may notify the police immediately that an adult and child have just left Noah's Ark and that a concern is present about the adult's ability to safely transport the child.

PARENT DROP-OFF AND PICK-UP: PARENT RESPONSIBILITIES AND PROCEDURES

Always accompany your child with close supervision to her/his own classroom and let a staff member know that you have arrived. Similarly, let a staff member know when you are leaving at pick-up time and accompany your child with close supervision to the front door and out into the parking lot.

Children must be closely supervised at all times by sight and sound when on Noah's Ark premises, inside or outside. Before you drop off and after you pick-up your child, the close supervision is the parent's responsibility. For the safety of all, please do not let your children "run ahead" or go by themselves to another part of the building. If you have siblings or children not enrolled in the center along with you during drop-off and pick-up times, those children also must be closely supervised by you at all times.

You are responsible to check your child in and out. This is done by entering your 4-digit code at the Time Clock at the secured entrance. Parents and all authorized individuals will have a 4-digit number to use.

Staff will do their best to assist parents with transition difficulties at drop-off and pick-up times. Please let us know if we can help in a particular way. Regardless of the amount of time you can spend at the Center, these transition times are important to all involved. Following the safety rules and good communication facilitates smooth – and safe – transitions.

Children must be picked up in a timely basis. Parents of preschool and 4K children will be given a grace period of 15 minutes on class days. Thereafter, parents will be charged a fee based on childcare rates. Parents of childcare students here after 5:45 pm may be assessed an extra late fee of \$10.00 for every 15 minutes of additional care. Parents are responsible for paying tardy fees regardless of who is picking up the child. The Noah's Ark Board of Directors will resolve any disputes.

If any child is still in attendance at Noah's Ark after 6:00 pm and no phone call has been received, we will attempt to call every number on a child's information form. If no one is reached and we have still not been contacted about pick up of said child, the police will be called to pick up the child.

ATTENDANCE

Children are assigned to a classroom. Each classroom is assigned teachers who serve as the primary caregivers. The primary caregivers are responsible for attendance at the beginning, end and throughout the day. Attendance will be taken by teachers during the first part of each preschool class and as children arrive for childcare. An attendance sheet including names and times of attendance will be kept with teachers at all times. A record will be kept of parent calls reporting absences. Teachers shall know the number of children in attendance each day and the location of each child at all times. The names of children shall be known by the teachers. Tracking sheets will accompany teachers always.

If any child is absent without prior notification, every effort will be made to contact the family within 30 minutes of their scheduled arrival time. If any school age child is absent without prior notification, every effort will be made to contact the family within 15 minutes of the bus arriving for drop off.

CHILD SUPERVISION AND TRACKING POLICY

Tracking and supervision of children is the most important responsibility of all staff members, especially the primary caregivers of an assigned classroom of Noah's Ark Preschool and Childcare. All staff being aware of where children are and working together ensures that children are supervised, in sight and sound, and safe at all times.

Staff to child ratios and group sizes must be followed at all times. Teachers counted in ratios should be focused on the children primarily rather than non-care related activities.

All new staff receive orientation about child supervision and tracking from several sources. The last piece of new staff orientation will include having new staff person demonstrate for the trainer how to properly supervise and track children.

Supervision and tracking reminders are given to staff by the Administrative Team frequently throughout the year. The Administrative Team observes staff to ensure that proper supervision is being used by staff. The Administrative Team also conducts spot checks of the classroom teachers' knowledge of their count, that their list is up to date, that attendance and sign in and out sheets are filled out accurately.

Teachers (primary caregivers) who are counted in the staff to child ratios and are assigned to a group of children are responsible for names, numbers, and whereabouts of the children in their care at all times. This involves both tracking and supervision of the children, and staff must be vigilant and aware and consistent in this important responsibility.

NO EXCEPTIONS. Neglecting to do so will result in disciplinary action.

Procedures:

Knowing names and numbers of children in your care:

- Teachers must take attendance as children arrive using their daily attendance sheet.
- Teachers must use an approved method of tracking children (knowing exactly the names and numbers in his/her care at all times). Examples of methods are:
 - Using a laminated list and marking children on the list as they arrive and depart
 - Using clothespins that can be attached to the teacher's clothing when taking a few of the children to another location.
 - Making a daily list of names of children present on a clipboard and crossing out those that have departed.

Note: Whichever method a teacher uses, the key is to take the list along with her/him wherever he/she and the children in his/her care goes.

- Teachers must check the children in on the daily attendance sheet that can be found on their classroom tablet. All children must be signed in when they arrive in the classroom and signed out when they leave at the end of the day with their parents.
- One teacher should check the sign in/out sheets to make sure all is accurate twice daily (once in the morning and once at the end of the day).
- If a teacher or float is new or unfamiliar with the children's names, place a small piece of masking tape with the child's name on each child's back until the teacher or float no longer needs this extra step.

Knowing the whereabouts of each child in your care:

1. Teaching staff must supervise children by sight and sound, per licensing rules. This means teachers must be able to see and hear the children and be aware of each child's whereabouts throughout the day. Teachers should position themselves strategically so as to be able to see and hear the children. When on the playground, teachers must spread out rather than "clumping" for social discussions. Teachers should position themselves so they can see their children but also see anyone who approaches. If a

child or children is on the climber, a teacher should be near the climber because it requires extra supervision for safety.

2. Teaching staff are to count children frequently throughout the day to make sure all children are accounted for. Proper counting means teachers use their class list to check each child by using a “name to face” method.
3. Teaching staff should communicate with each other to make sure each teacher knows about children who have arrived or have been picked up, so that teacher lists get adjusted accordingly.
4. For transitions from one place to another (classroom to playground, classroom to Fellowship Hall, classroom to Sanctuary, etc.), teachers must establish appropriate checkpoints between the two locations. Then during transitions, teachers must stop at each established checkpoint and count kids, using the class list and “name to face” method. This procedure should be followed to and from each location (there and back again).
5. For taking one child or a small group of children out of the classroom while the rest of the group stays in the classroom, or when splitting into two groups, teachers **MUST** adjust their list of names of children to reflect only the children they actually have in their direct care. The same procedure in step 3 of this policy must be followed.
6. All staff must be aware and watching for children who might wander away from the group. If a staff member sees a child wander, he/she must help the child return to the group and let the child’s teacher(s) know what happened.
7. If children decide to go somewhere to “hide”, the teacher must immediately go to them to investigate what they are doing to prevent any inappropriate behavior from happening, as well as ensuring their safety.

CLOSE SUPERVISION RULES

Supervision Requirements for Infants and Toddlers (under age 3)

Teachers must maintain sight and sound supervision, and staff to child ratios and group size must be maintained.

The teaching staff must check on sleeping infants and toddlers a minimum of 3 times per hour by standing near or looking into the crib, cot or sleeping bag. The teachers must check to make sure each child is breathing by listening for breath sounds and looking for the chest/abdomen rising and falling. Teachers must also check that each child is positioned safely, and that the child’s face is not covered by a blanket or other object.

When checking on sleeping infants in cribs, teachers should walk past the crib, creating a flow of air that circulates with the air the infant is breathing. All of these supervision requirements are also SIDS prevention strategies.

Supervision Requirements for Preschools (under age 5)

Teachers are not to allow preschool children to go into an adult bathroom, into or out of a classroom, or other areas of the building without a teacher for supervision.

At naptime, teacher/child ratios will be maintained. The naptime teacher(s) must be alert and aware of which children are sleeping and which children are awake, and what they are doing. The naptime teacher(s) must be able to see persons entering the room, and be visible to any person entering the room.

Supervision Requirements for School agers (ages 5-11)

Teaching staff must supervise school age children by sight and sound, and teachers must be aware of their whereabouts always during the day.

Children age 8 or older may be out of the teacher's sight for a short period of time as long as the activity is safe, and the teacher is aware of the children's whereabouts.

When after school children arrive at Noah's Ark by bus, the teacher must meet them at the bus and escort them inside the building. This will ensure that all children attending Noah's Ark will be stepping off the bus and the teacher will use her tracking sheet to make sure everyone is here prior to the bus leaving Noah's Ark.

Once inside the building, the teacher must check in the children using the list and "name to face" method. Once checked in, if the child is a bus only student and the parent has arrived, the child may be dismissed to the parent. If an after-school child arrives after the initial arrival of the bus, the teacher must watch the arriving child walk up to his/her cubby and put things away and walk back to join the group.

Requirements for Going on Walks:

In addition to the above procedures, a minimum of two staff must accompany the children on walks. One teacher should lead the group and the second teacher follows behind the children to make sure everyone is accounted for.

Requirements for Bus Field Trips:

In addition to the above procedures, the trip leader must count all children before loading the bus, and once on the bus, then again once they are off the bus and at the destination. The trip leader will also visually check every seat of the bus to make sure no child is left on the bus. The counting and checking seats procedures must be repeated on the way back to the Center.

What staff must do if a child who is supposed to be in their group is missing:

- Look for the child immediately. Look in the immediate area, nearby areas, and places you think the child might be.
- Tell coworkers, "I'm looking for _____. Did you see him/her?"
- Check with other team members by saying "I'm looking for _____. Do you have him/her?"
- If a coworker has the child and has had the child in sight, the child is not considered a lost or missing child situation. However, the child's teacher must report the incident to the administrative team and document it, including the action plan to prevent the situation from happening again. The team members must know the action plan and follow it.
- If the child cannot be located, the classroom will contact the Administrative Team immediately. All available staff will look for the child. If the child is then found, and it's determined that the child was unsupervised for a period of time, we must notify the child's parents and also licensing. If the child is not found, we must call 9-1-1 and the child's parents. The incident must be documented and a corrective plan be written and implemented. This too will be reported to licensing.

What staff must do if they find a child from another group:

- Note the time. Comfort the child. Take the child to the child's group immediately.
- Tell the child's teacher(s) what happened.
- Notify the Administrative Team of the incident.
- The Administrative Team will follow up with the appropriate individuals.

Noah's Ark tracks which teachers were counted in ratio in any classroom at any time by requiring teaching staff to sign in and out of the daily attendance sheets on the classroom tablet. The log sheets are kept on the office computer system by week. We also review child attendance sheets and staff timesheets.

NO SMOKING

Noah's Ark is a smoke-free facility. No smoking is allowed in the building or anywhere on the premises, including the parking lot.

NO WEAPONS

Weapons of any kind, including handguns, knives and Tasers, are prohibited inside the Noah's Ark building and anywhere on Noah's Ark indoor and outdoor premises.

ITEMS FROM HOME

Dress your child so that he or she can play comfortably and without fear of soiling clothing. We also encourage outdoor activities year round, including snow and water play. Therefore, all children will need an extra set of clothing and possibly several sets, depending upon the individual child. Please label your children's clothing for easy identification.

Blankets for rest or naptime are recommended, especially if these serve as security objects for your child. Blankets used by children in the Jungle Room need to be 1-ply blankets. Any blanket that may lead to a hazard will be prohibited. Children may also wish to bring other objects to which they are attached, such as stuffed animals or pacifiers. If your child is an infant, please review our SIDS Prevention Policy.

Children should not bring any type of toys or device (such as cell phone, iPod, or hand held video games, etc.) from home to be used or played with at Noah's Ark unless the following conditions are met: the toy is a soft animal or 'lovie' to be used only at nap time for children age 1-5; the toy is for a teacher approved 'show and tell' day; it is a book to be read after quiet/nap time for school age children.

Each age group may require certain additional items from home. Your child's teacher will make sure that you are provided with this information.

SOCIAL GATHERING, INVITES POLICY

Parents should not send invitations for their child's birthday party or other events unless the entire class is being invited. If an invitation is not provided for each child in the class, the staff will return the invitations to the parents and not hand them out.

CLOTHES/SHOES

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Please remember that children may be taken outdoors daily (weather permitting) and should be dressed accordingly. This should include all needed winter weather gear and appropriate shoes in the summer (no flip flops, open toe or open heel shoes for safety).

PARENT/FAMILY VISITS

Visits during children's scheduled time offer parents a first-hand opportunity to become familiar with the people, routines, activities, and environment their children experience at the Center. Children enjoy sharing "their place" with parents, and staff members welcome this chance to get to know parents better and to involve parents in the program.

Parents are welcome to drop in and visit their children at any time and are encouraged to do so as their schedule permits. However, if you decide to come without checking in with a staff member – which is fine – and there are a lot of "extra" adults in your child's classroom, you should check with the teacher to decide whether it is a good time to stay. Depending upon what your child is engaged in, another option may be to share some special time in another part of the center.

If you know ahead of time when you will be visiting, it may turn out to be a good time to participate in an activity with your child or to join your child for a meal or snack. You may also wish to simply observe. Advance communication with a teacher will facilitate these arrangements.

The "open door" policy is limited to parents and other people who are authorized to pick-up the child, as indicated on the Enrollment Form.

PETS

Sometimes classrooms decide to have a classroom pet. Parents will be informed about classroom pets in two ways:

1. A sign is posted in classrooms that have pets, indicating which pets "live" in the room.
2. There is also a list on the Center Bulletin Board that identifies any pets in the Center, and which rooms they "live" in.

Cats and dogs, reptiles and birds such as parrots and parakeets are never allowed as pets at Noah's Ark. No poisonous animals are allowed at the Center.

All pets receive appropriate vaccinations and specialized care, including feeding, providing an enclosure that is safe for the animal(s) and for the children, cleaning of the enclosure, and veterinarian care if needed.

Sometimes we have educational events where animals are brought to show the children. In these cases, parents will be informed at least a week in advance and parents can choose for their child to not participate in that event.

INDOOR TEMPERATURE POLICY

Noah's Ark will maintain an indoor temperature between 67 and 80 degrees Fahrenheit. If temperatures go above or below these numbers, additional means will be provided to adjust the temperature.

REQUESTS TO KEEP A CHILD INDOORS

Teachers frequently receive requests by parents to keep their child indoors because he/she has been ill. This often creates a supervision problem for the teacher if all other children are sent outdoors. For the most part, if a child is too ill to go outside, he/she is probably too ill to be at preschool. Unless your child has a doctor's excuse, he/she will go outside. During extreme hot or cold weather, outside time will be limited for the children's safety.

TRANSPORTATION AND FIELD TRIP POLICY

Field trips, excursions, walks, nature hikes, etc. will be implemented to enhance a particular unit or lesson plan.

- All field trips are approved by the Administrative Team.
- Field trip notices will be given to a child's parent prior to the trip and permission slips must be signed by the child's parent. These field trip permission forms will be taken on all field trips.
- Transportation permission, field trip permission slips and tablets with attendance sheets and emergency contacts will be taken on all field trips.
- Parents are responsible for any field trip fees.
- When 9 or more children are on a field trip there will be at least 2 child care workers and the staff-to-child ratios in DCF 251.05-D will be maintained.

On occasion, groups will go on field trips, which require transportation. A bus will be chartered for this purpose. Noah's Ark will follow all state mandated regulations when doing this, to include the use of car seats. Parents will provide the center with all needed car seats. State regulations deem the following children must use a car seat: Children under the age of 1 or under 20 pounds – must be properly restrained in a rear-facing individual child car safety seat. Children age 1-4 or 20-40 pounds – must be properly restrained in a forward-facing individual child car safety seat. Children age 4-8 or under 80 pounds or 4'9" – must be properly restrained in a shoulder-positioning child booster seat. Children over age 8 and over 80 pounds and 4'10" and adults – must be properly restrained in a seat belt. If a child with disabilities is part of the fieldtrip, the Administrative Team will talk with the contracted bus company to insure the proper bus is provided.

Safety Measures and Supervision on Field Trips

- A field trip bag containing the center's first aid supplies, each child's emergency information, required emergency allergy medication and other items that might be needed will be taken on every trip.
- Low ratios will be maintained on field trips. Parents will be invited to chaperone, as space allows.
- One staff member will be designated trip leader. This person is responsible for counting people on the bus before leaving, and checking with each group before leaving the field trip to assure the presence of all children and adults. This person is also in charge of payment for admission and general organization of the actual trip. A second staff member will be designated "back-up" leader. In the event the trip leader is needed for an emergency, the backup leader will take over the responsibilities for the rest of the group and be a second opinion for the trip leader when difficult decisions need to be made.
- Other staff members are responsible for the safety and protection of their assigned children on the trip. Staff and volunteers will have a list with the specific names of children for which they are responsible. Each teacher will have a master list of all the "attending" children from her/his class. Staff must frequently count the children and check off the names against their group list.

- Children will never be left on the bus unattended by an adult.
- Bus and field trip rules will be reviewed with children before leaving on each trip.
- In the event of an accident, serious injury or serious illness while on a field trip, the trip leader shall immediately contact 9-1-1, then the child’s parent or guardian and then contact the Administrative Team. If the parent cannot be reached in one phone call the teacher will ask the Center contact to continue to attempt to reach the parent or emergency contact person. The illness or injury must be entered into the incident logbook immediately upon return to the Center and if medical treatment was necessary, the incident reported to the Department of Children and Family Services, Licensing Department by the Administrator.
- In the event of a minor injury or illness, the trip leader or supervisor of the injured child shall provide first aid and record the incident in the incident logbook upon returning to the center. That person will also advise the Administrative Team and the child’s parent of the incident.

WATER FUN

Students in attendance of Noah’s Ark during the summer months may be involved in water fun days. We will have sprinklers and wading pools available to the children during their assigned times. All state regulations will be followed during it, towel, water diaper if needed and a tank top for boys or girls with two piece swimsuits

EMERGENCY CONTACT PERSON

The church pastor will serve as Noah’s Ark’s Emergency Contact Person.

CHILDREN WITH SPECIAL NEEDS

The staff of Noah’s Ark Preschool will work with parents and all other parties involved to make it the best experience it can be.

PARENT INVOLVEMENT AND VOLUNTEERING

- Parent involvement is viewed as essential to providing high quality experiences for all members of the Noah’s Ark Preschool. There are so many ways in which parents can contribute to their child’s program. Parents are encouraged to share their thoughts and concerns with staff members; to ask questions, to offer suggestions, to provide information about themselves and their children that will help us meet family needs. Feedback from parents plays an invaluable role in our efforts to develop and maintain a program which supports and strengthens families. An important program goal is to be an extension of the family.
- Parents and others who are authorized to visit (as indicated on the Enrollment Form) are encouraged to volunteer in your child’s classroom. Help from parents offer a first-hand opportunity to become familiar with the people, routines, activities and environments their children experience at the preschool. Children enjoy sharing “their place” with parents, and staff members welcome this chance to get to know parents better. All volunteers, including non-parent volunteers, must complete all state mandated forms before volunteering.
- Parents may be asked to provide children with “show and tell items”, family photos, craft supplies or other specific items for a school project. All other craft or curriculum materials will be provided by Noah’s Ark.

STAFF RELATIONS

At Noah's Ark, we encourage interaction with our staff and parents during the morning at drop off and again at pick up time. This interaction allows us to know more about our families and the needs of the children in our care. We do however request that this time be kept to a minimum so that the teacher may give their full attention to the children in their care. If more time is needed to discuss a situation or answer questions, please do not hesitate to schedule an appointment with the administration and/or teacher when they are not directly working with the children.

We ask that all interactions with staff be appropriate to both the center and church and be based on the children in our care. The following subjects should not be discussed with our staff in any manner: personal life details to include, but not limited to drinking or drug use, anything sexual in nature, any use of offensive language.

TOILET TRAINING/USAGE

Potty training is an important stage of growth. All toilet training will be planned in cooperation with the parents so the child's toilet routine is consistent between the home and the center. No routine attempts can be made until the child is 18 months or older.

Parents will provide the center with any needed diapers and wipes. Diapers will be changed as needed and/or at set times throughout the day. Disposable diapers will be disposed of in a lined, foot operated diaper pail and emptied daily. All wet or soiled clothing will be put in a plastic bag to take home.

MULTI-MEDIA POLICY – TELEVISION, COMPUTER, MOVIES and PICTURES

Children in the care of Noah's Ark will watch, at a maximum, no more than 30 minutes of television, movies or other related media in a week. Children will also be limited to the amount of computer time. This time may be pro-rated throughout the month so that a longer movie may be watched. Noah's Ark will also only view G-rated movies and material.

All staff are encouraged to take pictures of the children during parties, special activities, and cute moments on center provided devices for use in the center newsletter, class projects or end of year power point done at the discretion of the administration. These pictures should not be placed on any media outlet.

HEALTH POLICY

Physical Examinations

Children:

All child must have a physical examination by a licensed physician, conducted not more than six months prior to or within 30 days of enrollment at the Center. Children under 24-months of age are required to have a physical examination by a licensed physician every six months after admission. This is to be documented on a Child Health Report. Children over 24-months of age are required to do so every two years (not required for school age children).

Staff:

All staff members, except volunteers and occasional substitutes (those who teach less than five consecutive days), must have a TB skin test and physical examination by a licensed physician, conducted not more than six months prior or 30-days subsequent to beginning employment at the Center.

No staff, volunteers, visitors, or parents with symptoms of illness, communicable disease, or whose behavior gives reasonable concern for the safety of the children may be on the premises of the Center.

No person with a health history of typhoid, paratyphoid, dysentery, or other diarrhea disease may work in the Center until it is determined by appropriate tests that such person is not a carrier of these diseases.

Immunizations:

Wisconsin law requires all children in child care to be up-to-date on their immunizations or on a schedule to complete them. A Department of Health and Family Service Day Care Immunization Record must be on file at the Center within 30-days of admission.

These immunization requirements can be waived if a properly signed health, religious, or personal conviction waiver is filed with the Center.

Hygiene

Hand washing:

Perhaps the best guard against the spread of illness and infection is hand washing -- hand washing with soap and running water. Staff members will wash their hands upon arrival. In addition, children and staff members will wash their hands when soiled, after toileting or diapering, before handling food, before and after eating, before and after administering medication (staff only), and after handling animals. A detailed set of instructions is followed during diaper changing, as posted in the infant and toddler changing stations.

Toileting:

Children in diapers are checked regularly and changed as needed or at least every 2 hours. Parents supply diapers for the children to wear. Staff will use universal precautions and the usage of gloves in all situations.

Parents are responsible for maintaining an adequate supply of diapers at the center. Parents are also expected to keep a supply of diaper wipes at the Center for their children. Diapering procedures are posted in each room near the changing stations. We encourage you to read and discuss this information with your child's primary caregivers, as well as to share information with them regarding your own diapering routine.

Children using the toilet are free to do so whenever they wish; they will be reminded frequently throughout the day. There are appropriately sized toilets and child accessible sinks in the rooms.

Clothing:

Wet or soiled clothing will be changed promptly. It is important that you leave a supply of clean clothing in your child's cubby for this purpose (in case of toileting "accidents" or spills) and that you make sure that your child is dressed appropriately for the weather. Staff members will send home reminders regarding clothing as needs change with the seasons, as back-up supplies need replenishing, and so on.

Napping:

Parents must provide a sleeping bag or mat for their child. Bedding shall be maintained and stored in a clean and sanitary manner, replaced immediately if wet or soiled. Your child may want to nap with a special blanket or stuffed toy from home. All items should be clearly labeled. Sleeping bags and blankets should be washed -- at home -- at least weekly, and will be sent home if soiled.

Children will be encouraged to rest daily. Some children will fall asleep, and they will be allowed to sleep until they wake up on their own. Others will be ready to get up after shorter rest time. If after 30 minutes, a child has not fallen asleep, they may participate in quiet activities; otherwise the children will be allowed to nap. Quiet activities will be available for them to participate in during the remainder of the scheduled naptime. Please share information about your child's napping schedule and needs with his/her teachers.

Babies will be allowed to nap as needed. Noah's Ark will provide a Pack and Play for each child in our care under the age of one-year-old. Noah's Ark will provide sheets for each Pack and Play. Wet sheets will be changed immediately and sheets will be washed by the Center. In addition, sheets are washed by the Center on a weekly basis.

Special Health Needs

Noah's Ark makes every effort to provide for children's special health needs. Should a child have special health needs such as life threatening food allergies, food intolerances, other allergies, medical or developmental conditions, parents and staff will plan together a care plan for the child. This plan will be shared on a "need to know basis" with the child's teaching team and any float teachers working with the child. The details of the special health needs and care plan will be documented in a confidential manner.

ADA (Americans with Disabilities Act) and Accessibility

The United Methodist Church of Monroe, in which Noah's Ark is housed, was originally built with ADA accessibility in mind. The entrance is at ground level, with no stairways in the entrance. All classrooms are at ground level and no lofts are in classrooms which would prohibit access to a person in a wheel chair. We work with families and staff to explore ways to meet children's special health or learning needs at Noah's Ark. We strive to be sensitive and accommodating to the health, learning, and cultural needs of each child, family and staff.

Whenever possible, we will work to provide accommodations for anyone with special health, learning or cultural needs.

Whenever possible, we will work to provide accommodations for anyone with accessibility needs.

Diaper creams/ointments, Sunscreen and Insect Repellents

Diaper creams, ointments, sunscreen, and insect repellents will be applied if the parent has provided written parental authorization and instructions, reviewed and updated every three months.

In accordance with the State of Wisconsin DHFS, Department of Public Health, and CDC, Noah's Ark recommends the use of insect repellents containing DEET or Picardin, and only for children older than two months. Staff will only apply insect repellent a maximum of once per day. If your preference is not to use either sunscreen or insect repellent, please dress your children appropriately (long sleeves, long pants, hat) for protection.

Medication and Authorization Forms

No prescription medication or nonprescription medication including, but not limited to aspirin, cough syrup, eye or nose drops, may be given to a child except under the following conditions:

- The parent has signed, dated and written authorization on file (a completely filled out Medication Authorization Form). The parent/guardian may not give verbal authorization: Authorization must be in

writing before medications are given. Forms that are not completely filled out will not be accepted and medication will not be given.

- The completed form must include:
 - Child's first AND last name
 - Complete name of medication as it reads on the container and Expiration date of medication as it reads on the container
 - Exact dosage to be given
 - Route the medication is to be given (orally, in L/R eye or ear, etc.)
 - Exact time medication is to be given (may not read "as needed")
 - Dates to be administered ("to" and "from")
 - Parent/guardian signature and date
- For medications such as inhalers for asthma, Benadryl and Epi-pens for allergies, etc. (but not Tylenol or other fever reducing products), that are to be given for ongoing medical issues will require a Medication Authorization form, that can be authorized for up to 3 months. At the 3-month mark, the parent must renew the authorization or take the medication home.
- Prescription medication must be in the original container, labeled with the child's name, drug name, and dosage, administering directions, date and physician's name.
- Non-prescription medication is in the original container, labeled with the child's first and last name. Medication must be given at the dosage listed on the container, unless a doctor's note on a printed prescription pad states an altered dosage.
- Medications must be within the expiration date. Medications will not be administered if the expiration date on the container has passed. If medication is prescribed for a specific amount of time (5 days, 10-day course), it will only be given for that time from the date the prescription is filled. Teachers and parents will work together to monitor expiration dates of medications.
- No medications may be left at the center beyond the authorization period. Once the authorization period has expired, the medication must be taken home. The teachers will dispose of out-of-date medication left at the center that has not been taken home after the classroom teacher gives the parent a reminder to take it home.
- Medications will be stored in a covered, labeled container, in an area not accessible to children. Medications requiring refrigeration will be placed in a covered container labeled "kids medications" found in the left side of the classroom refrigerator.

Staff may administer medications. All medications given to a child by a staff member must be recorded in the Accident/Medical Log Book immediately after the medication is given. This report includes type of medication, dosage, time given, route by which the medication was given (orally, drops in left or right ear, drops in left or right eye, applied to affected area, etc.), date and name of person administering the medication along with the child's first and last name. Expired Medication Authorization slips will be kept in the child's file.

Any incident of missed medication administration or any error in medication administration must be reported immediately to the Administrative Team.

The parents of the child (ren) involved will be contacted and told about the mistake and details surrounding it. We will ask the parent(s) to advise us as to how to proceed, and they will be asked to provide instructions in writing (via email). The incident will be documented fully in the Medical Log Book.

WELLNESS POLICY

Health and Wellness

The policies and practices of Noah's Ark are designed to promote the health and wellness of all its participants. Gross motor and outdoor play are prioritized on a daily basis. These times of active play are balanced with quiet activities and rest. The physical environment is maintained in a clean and sanitary condition. Policies are in place to make certain that children and staff will be safe and the sharing of contagious illness will be kept to a minimum. Careful records are kept documenting regular health check-ups and immunizations.

The best method of reducing the spread of illness is frequent hand washing. This is true for the children, parents, teachers, and other adults in the Center.

Our program supports health and wellness and our environment is designed to minimize stress and maximize relaxed interactions and activities. Adults are challenged to work together in the best interests of the children. This includes sensitivity to their health and wellness, as well as to that of the adults -- parents and teachers -- who care for them.

Every effort will be made by Noah's Ark employees to keep children safe, healthy, and able to participate fully in the activities of the center. Teachers are very open to concerns of parents in this effort. In return, teachers will be proactive in bringing to the attention of parents any indications that children may be ill or injured with the intention that children be able to participate healthily, happily and wholeheartedly in the activities of the Center.

Noah's Ark Health policies are reviewed annually by the Administrative Team and the Board of Directors and in compliance with licensing rules. We regularly refer to the latest recommendations from local and national Public Health, CDC and American Academy of Pediatrics. Periodically the policies are sent to selected health care professionals for review and recommendations, and revised accordingly.

In order to maintain a healthy environment, toys and equipment will be sanitized. In the younger classrooms, when a toy is placed in the mouth, it will be removed and sanitized immediately. Classroom sanitation will be a weekly process in every classroom.

Illness/Isolation

For the safety and well-being of the children, families, and staff, it may not be appropriate for an ill child to remain at the center. The following may be indicators of illness and cause for exclusion:

1. Significant changes in child activity level or behavior that prevents the child from comfortably participating in center routines and activities.
2. Symptoms of illness, such as excessive coughing, breathing difficulties, diarrhea, vomiting, loss of appetite, or other signs indicating illness.
3. Measured elevation of body temperature.
4. Significant change in the child's appearance.
5. Comments or complaints from the child indicating illness.
6. Child continues to cry for an extended period and cannot be comforted by the teacher.

Isolation of ill child - Children exhibiting symptoms listed above and other symptoms discussed in this section will be isolated from other children. Isolation may occur in the classroom in a quiet area away from the children, or by the child waiting in the office until he/she is picked up.

Parent Notification – If your child is ill and needs to be picked up from Noah’s Ark, your child’s teacher will contact you. You should arrive within 1 hour of being called. When your child is ill, it is very difficult for him/her to remain in group care, as we cannot provide the individual attention your child needs. If an exception to the 1-hour rule is needed, you should discuss this with your classroom teacher when she/he calls you to pick up your child.

If the illness is a communicable illness, we will post a Notice of Communicable Illness on or near the main entrance of Noah’s Ark with the date of exposure. The name of the person with the illness will not be disclosed in order to maintain confidentiality.

Fevers

Elevated body temperature may or may not be an indicator of illness or contagiousness. The following policy will be used to determine whether a child with a fever shall be excluded from participation at Noah’s Ark.

A child’s temperature will be taken if a staff member observes one or more of the above indicators of illness. Noah’s Ark uses the Braun ThermoScan ear thermometer. Staff members will give careful consideration to factors that might affect body temperature, such as strong emotional upset, high activity level, warm clothing or coverings in order to avoid readings due to influences other than illness. Tylenol type medications may not be given for the purposes of reducing a fever.

For fevers 99.8 degrees up to and including 100.9 degrees:

If the child’s temperature is 99.8 degrees or greater, the parent or authorized person will be alerted that there is a fever concern. The child’s temperature will be rechecked after an interval of not less than 15 minutes. If they continue to have a temperature of 99.8 degrees or greater, staff will continue to recheck every 15 minutes.

During this time, the child will be observed for the following signs or symptoms of illness. (Consideration will be given to each child’s own typical individual habits.) If one or more of these signs are observed in conjunction with the fever of 99.8 to 100.9 degrees, exclusion from the Center will be required:

1. Child shows a need for significantly more sleep than usual: very drowsy, sleeps a long time or often, difficult to wake up.
2. Child’s behavior changes significantly: persistent or uncontrollable crying, excessive clinging to caregivers, refusal to play or participate normally.
3. Child has difficulty breathing: uncontrolled coughing, wheezing, etc.
4. Child’s appetite changes significantly: refuses to eat or drink normally, drinks excessively.
5. Child’s appearance is abnormally flushed or pallid.
6. Child’s comments or complaints indicate illness.

For fevers of 101 degrees or higher:

If the child’s temperature is measured at 101 degrees or higher, the parent or authorized person will be contacted, and the child will be excluded from the center.

If the initial temperature is measured at 101 degrees or higher, the parent or authorized person will be alerted that there is a fever concern. The child will be isolated from the class and will be rechecked at 15-minute intervals. If the second check is 101 or higher, the parent or authorized person will be contacted, and the child will need to be picked up. When the child is picked up, the staff member will do another check to show the

parent or authorized person the temperature. With fevers over 101, a parent or authorized person may pick up their child before the second check is completed.

Exclusion Period:

Children will be excluded until they have been fever free for 24 hours without fever reducing medication.

Note: In forming this exclusion policy, the focus of concern is on the needs and behavior of the ill child, the ability of staff to meet those needs without compromising the care of other children in the group, and hygiene/sanitation concerns.

Diarrhea Illness

A diarrhea illness is characterized by an increased number of stools compared with a child's normal stool pattern, or an increase in stool water and /or lack of formed substance in stool consistency.

Children in diapers should be excluded from the Center if:

- They have 2 or more watery stools within a 4-hour time frame.
- 1 watery bowel movement which cannot be contained by a snug fitting diaper.
- Stool frequency exceeds 2 or more stools above normal for that child, because this may make it difficult for the teachers to maintain sanitary conditions.
- Any child with blood or mucus mixed with loose stools should be excluded.

Children that are toilet trained should be excluded from the Center if:

- They have loose or watery stools causing accidents not attributed to potty training.
- Stool frequency exceeds 2 or more stools above normal for that child, because this may make it difficult for the teachers to maintain sanitary conditions.
- Any child with blood or mucus mixed with loose stools should be excluded.

Exclusion Period:

Exclusion is required until diapered child's stool is contained by the diaper (even if the stools remain loose), and when toilet-trained children do not have toileting accidents. The child's stools should be back to normal consistency and frequency for 24 hours.

Note: In forming this exclusion policy, the focus of concern is on the needs and behavior of the ill child, the ability of staff to meet those needs without compromising the care of other children in the group, and hygiene/sanitation concerns.

Vomiting Illness

Caregivers will be careful that vomiting is not mistaken for "spitting up" or other mild digestive disturbance. The parent will be informed after the first incidence of vomiting is observed. The child will be observed carefully for other signs of illness.

Exclusion from Center will be required if:

- The child vomited more than 2 times in 24 hours and vomiting is not from a known condition for which the child has a care plan.
- Fever is present with vomiting.
- Vomit appears green/bloody.

- There is no urine output in 8 hours.
- There is recent history of head injury.
- The child looks or acts very ill.

A vomiting illness requires that children be excluded from the center after two or more episodes of vomiting in a 24-hour period after the last incident (including incidents that occur at home).

Exclusion Period:

Exclusion is required until vomiting has resolved and child is able to fully participate.

Note: In forming this exclusion policy, the focus of concern is on the needs and behavior of the ill child, the ability of staff to meet those needs without compromising the care of other children in the group, and hygiene/sanitation concerns.

Head Lice

Head lice are a very common social nuisance. While they do not generally represent a serious health threat to children, they are unpleasant, can cause itching, and are sometimes difficult to get rid of. They are highly communicable, but are not a sign of poor hygiene. No child or family will be made to feel embarrassed by this condition. Confidentiality must be maintained.

Prevention of infestation is the best way to deal with head lice. Children will be discouraged from sharing combs or brushes, hats, or other headgear. Policies will be followed carefully to prevent the spread of this condition.

While it is the parents’ responsibility to monitor their children for all communicable conditions including head lice, the staff will also be watching for signs and symptoms and will periodically check for head lice to identify cases. It is important for the Center staff and parents to work together when cases of head lice happen. Working together is helpful for all involved.

If head lice or nits are discovered at home, parents are asked to inform the child’s teacher so that others can be alerted, even if it’s discovered on a parent or sibling.

If lice or nits (eggs) are found in a child’s hair while at the Center, parents will be notified immediately to pick up their child. Parents should contact their physician for treatment instructions.

1. Treatment may include medicated shampoos or cream rinses – follow instructions exactly as written.
2. Hair strands must be carefully combed with a louse comb to remove nits.
3. These steps must be taken before the child can return to the Center.

If head lice are present in the classroom, the staff will use all the necessary steps to reduce the spread of head lice in the classrooms. Soft items such as stuffed animals, dress up clothes, blankets and pillows will be removed and washed or bagged up and sealed. Carpets and furniture will be vacuumed. Children’s heads will be checked every day for 2-3 weeks.

Exclusion Period:

Children with head lice will be excluded from Noah’s Ark until they are effectively treated for head lice according to physician recommendations and no lice are observed.

Upon returning to the Center, staff will continue to check heads for lice. Children who have been treated for head lice may be excluded again:

1. If lice (live bugs) are present
2. If nits are close to the scalp – 3-4mm from scalp (further down hair shaft are usually dead/nit casings)
3. If there is an increased amount of nits or a clear presence of infestation/re-infestation

Pink Eye (Conjunctivitis)

Pink Eye (also known as conjunctivitis) is an eye infection often caused by either bacteria or viruses. Spread is from direct contact with an infected person or their secretions. First symptoms occur 1 to 3 days after exposure.

If a child's eye produces "goop" or pus, the following steps will be followed:

- The child's eye will be wiped once. If the pus/goop returns within an hour, or if the child wakes up from nap with matted eyes, then the parent will be called to take them home.
- A significant amount of goop /pus must be present in order for the child to be sent home. A child's individual health is taken into consideration.
- When a child's eyes produce pus/goop, staff will consult with other staff in the room before contacting the parents and excluding them.

Exclusion Period:

An infected child that is placed on antibiotics should stay home until 24 hours after medication started and the eye no longer produces pus ("goop"). If no treatment is prescribed, the child should stay home until the eye no longer produces pus and the child is able to participate in activities at the Center. The child may return to the Center as long as they are goop free and do not exhibit other symptoms that may cause them to be excluded from care.

Rashes

There are many types of rashes from heat rash to streptococcal infection. Many go away on their own but some do not.

If a rash of unknown origin remains present for more than 72 hours, Noah's Ark reserves the right to request that a child be seen by a physician to rule out any serious illness. If a rash appears suddenly, spreads or is causing discomfort, parents will be notified immediately with a recommendation to contact the doctor for a formal diagnosis. (Excluding those rashes related to prickly heat or diaper rash)

After surgery or other medical intervention

If a child has received general anesthesia for a surgery, the child may not return to Noah's Ark for at least 24 hours. If a child has received treatment for a broken, sprained, or dislocated bone, the child may not return until 24 hours after treatment. If a child is diagnosed with a concussion, the child may not return until 24 hours after the injury.

Other Illnesses

Exclusion will be required for the following illnesses when symptoms are identified at the center. A notice of communicable illness present in the room will be posted.

Infants 6 months of age and younger may be excluded if caregivers observe that they are not eating or drinking normally. Parents will be asked to consult their child's physician before returning their child to the Center.

For your reference, the following is a list of common Communicable diseases, which require exclusion (this list is representative but not all-inclusive):

Air-borne diseases - These diseases are spread through the nose and throat discharges like sneezing and coughing or contact with saliva. Children should be excluded from the center following a medical diagnosis of these infections or conditions:

Infection or Condition	Common Signs	May return upon:
Chickenpox	Itchy blisters, rash, fever	Lesions have all dried completely.
Cold sores or Herpes	Sores in and around mouth	Fever is gone and sores are dry.
Fifth disease	“Slapped-check” appearance, fever	Fever is gone. *Pregnant workers must be immediately informed.
Hand, foot and mouth disease	Blisters in mouth, on hands or soles of feet; fever.	Fever and blisters are gone.
HiB	May cause Meningitis – stiff neck, fever, and headache.	Upon doctor’s approval or when physically able to participate.
Influenza	Fever, muscle and body aches, cough, sore throat	May return when fever is gone.
Measles	Rash that contains spots, eye irritation, fever, cough, sneezing, and stuffy nose	Child may return 5 days after the rash appears.
Meningococcal disease	Meningitis – stiff neck, fever, and headache.	Upon doctor’s approval or when physically able to participate.
Mumps	Fever, swelling of salivary glands.	Child may return 10 days after swelling appears.
Roseola	High fever, rash	Child may return when fever is gone.
RSV	Fever, “rattley” cough, increase irritability, fatigue	Child may return when fever is gone.
Strep throat	Fever, sore throat	Child may return 24 hours after antibiotic therapy has started.
Tuberculosis	Weight loss, cough and chills.	Child may return when not infectious. Consultation with doctor needed.
Whooping cough	A cough that worsens and results in a characteristic “whoop”, vomiting	Child may return 6 days after antibiotic therapy is started or 3 weeks after cough started.

Contact – These diseases are spread through contact with infected objects that may include: skin, eyes, or non-living objects such as toys, dishes, and clothing.

Infection or Condition	Common Signs	May return upon:
Impetigo	Rash with blisters that may contain fluid or pus.	When lesions clear or 24 hours after antibiotic therapy has started.
Lice: head or body	Lice are observed on the scalp or on the body.	May return after first effective treatment and no lice are observed.
Pink eye	Redness of the inner lid of the eye with white/yellow discharge from the eye.	Child may return when drainage stops.
Ringworm	Itch patchy, circular shaped lesions	When anti-fungal treatment has been started and the lesions improve. Over the counter medication is NOT an acceptable treatment unless advised by a physician.
Scabies	Itchy raised areas, rash	Completion of treatment

Blood-Associated – These diseases are spread through contact with blood from an infected person. Other body fluids that may spread these diseases are listed.

Infection or Condition	Common Signs	May return upon:
AIDS or HIV Infection	Exclusion is usually <u>not</u> necessary. Exclusion of infected children with certain behavior problems (biting, scratching, etc.) should be decided on an individual basis.	Assessment from doctor and decision between parents and center.
Hepatitis B or C	When the skin or the white part of the eyes has a yellow tint. Exclusion of infected children with certain behavior problems (biting, scratching, etc.) should be decided on an individual basis.	Child may return after medical evaluation and when physically able to participate.

The sources for the above policy guidelines are DCF Licensing rules, the Center for Disease Control (CDC) website and the book: “Managing Infectious diseases in Child Care and Schools”. You are welcome to consult these resources; please inquire in the office. The Center is required to report to the Department of Public Health confirmed cases of certain communicable illnesses/diseases.

ACCIDENT POLICY

In what follows, the term “accident” is used to refer to typical accident situations -- those unexpected mishaps that occur -- as well as to situations in which emergency medical procedures may be required due to a health condition, such as an allergic reaction or an asthma attack. Emergency numbers are posted by all phones and will travel in the first aid bag when leaving the center.

Minor Accidents

In the event of a minor accident at the Center, first aid supplies are available. In compliance with state law, no medication is used. Scrapes and cuts are washed well with soap and water, and bandaged. Ice is applied to bumps. Parents will be notified by phone of bites, head injuries, and other injuries which may require consultation with a physician. An Incident Report is completed for any injury occurring at the Center, documenting the nature of the injury and the first aid action taken. The original report is signed by the classroom teacher and then given to the parent. The Administrative Office will be notified each time an injury occurs. The report is also recorded in complete detail in the medical log book. At least twice per year, the Center Director will review all medical log books to make sure that all possible prevention measures are being taken at the Center. Parents may request to view a specific incident in the log about their own child at any time.

Serious Accidents

In the case of serious injury or illness, standard first aid practices and procedures will be followed:

1. A staff member will comfort the child, administering first aid, as indicated by the child’s condition. In situations requiring emergency room treatment, another staff member will make phone calls in the following order: 9-1-1 (Monroe Clinic Hospital serves as the designated emergency room for the Center), and the child’s parent(s) or emergency contact person. If a child needs to be transported to the hospital and a parent/guardian is not present to accompany them in the ambulance, an Administrative Team member or a Noah’s Ark staff member will go with the child to the hospital and stay with them until a parent/guardian arrives.
2. The other children will be informed, as necessary, of the accident or illness. Their questions and concerns will be responded to in a reassuring manner. At all times, they will be appropriately supervised -- a safe and comforting environment will be maintained.
3. If a child is injured or becomes ill away from the Center, the staff member at the scene is to administer necessary and appropriate first aid and comfort the child. Since the Field Trip Policy requires at least two staff members or one staff member and another adult to accompany any group leaving the Center, the second staff member (or adult) should call for additional help. Under no circumstances will the injured or ill child be left alone. The safety of the other children will be ensured at all times.
4. The staff member who observed the accident or illness, or the staff member first responding to the child, will complete an Incident Report for the parent and for the Medical Log, noting date, time, circumstances, nature of the injury or illness, first aid/treatment given, and calls made.
5. The Administrative Team will file a written report with the State DCF.

Parent Contact Information Updates

It is extremely important that all emergency contact forms and parent schedules are up to date at all times. If there are any changes to your phone numbers, address, or email, please notify the office and your child's teacher. If there is schedule or contact information changes for one day or a short period of time, please also let us know.

Emergency Contact Person

When parents cannot be reached during an emergency, which could include an injury or ill child, those persons listed as emergency contacts on the emergency card will be contacted. These people may be relatives, friends, neighbors, or coworkers, and should be well known to the child. It is essential that the emergency contacts are local people. "Local" is defined as within 1- hour of Noah's Ark. Parents should make these persons aware that they are emergency contacts and be willing to come to pick up the child when called. The physician's name and phone number are also included on the enrollment form.

Training in Emergency Procedures

As part of their orientation, all staff members and volunteers will learn the location of first aid supplies, emergency telephone numbers, emergency procedures and posted evacuation route diagrams (The latter is discussed in more detail under Evacuation Policy and Procedures). A member of the Administrative Team will have a vehicle available if private transportation is needed.

The Center provides staff training related to emergency procedures including emergency evacuations, weather emergencies, and lockdowns. All staff, including non-teaching staff, are required to complete training in Pediatric first aid, CPR with AED training, SIDS prevention, Shaken Baby Syndrome, food allergies management, child abuse/neglect, and operation of a fire extinguisher. Emergency procedures are practiced monthly and policies reviewed with staff annually. Noah's Ark has an AED device on site.

EVACUATION POLICY AND PROCEDURES

Fire or Other Emergency Evacuation

In the event that the Center must be evacuated for fire or another emergency, the following procedures will be followed:

1. The fire alarm will sound.
2. The staff will lead or transport the children out of the Center to our meeting place according to the posted route (the evacuation route for each room is posted in the room). Each staff member will have specific duties during evacuation, as assigned by the Administrative Team. Children and staff will be counted and compared to class and staffing lists before leaving and upon arriving to the meeting spot.
3. The Administrative Team will check classrooms to make sure everyone has been evacuated.
4. The Administrative Team will stay back and wait for emergency vehicles and personnel to arrive, and will receive instructions from them.
5. Teachers will care for the children, and may sing songs or do Finger plays while waiting for the all clear.
6. The Administrative Team will communicate as often as possible with the evacuated group and give further instructions as they become known.
7. Once the emergency ends, a member of the Administrative Team will give the all clear for everyone to return to Noah's Ark.

8. If it appears that the emergency will not be resolved within a reasonable timeframe for the children's well-being and comfort, parents will be contacted to come pick up their child from the evacuation meeting place.

Children will be taken to the Monroe Clinic Hospital for shelter at the Administrative Team's discretion. If the Clinic is not an option, children should be taken to Union Presbyterian Church.

Note: If you happen to be in the building when the alarm sounds, do not attempt to drop-off or pick-up your child in the middle of an evacuation procedure. Instead, proceed to the nearest exit with your child and wait outdoors away from the building until notified to re-enter the building.

Tornado/Severe Weather Emergency

1. During a tornado emergency, all children and adults will evacuate to the bathrooms located next to the Administrative Office. Teachers will do head counts and compare it to the list of children's names before leaving the area they are in and once again upon reaching the tornado shelter area. The children and their teacher(s) will remain there until a member of the Administrative Team announces that all danger has passed and warning has expired, according to the National Weather Service.
2. During a tornado emergency, please do not call the Center.
3. If you choose to come to pick up your child, you will find the group in the designated tornado shelter area.

Please note that:

- The evacuation procedures will be practiced monthly with a written record of the dates and times kept by administration
- Fire alarms and smoke detectors will be tested weekly. Professional inspectors will inspect fire extinguishers, alarms, and smoke detectors yearly.

Lock Down & Emergency Alert Policies

1. Lock Down - The following steps will be taken daily in the event of a future Lock Down:
 - a. Each classroom with two doors leading out into the hallway will leave one of the doors locked and shut at all times. The other door will either be left open, but locked or shut, but not locked.
 - b. Staff should be aware of any unknown people entering the building and be conscience if anything seems out of place. The staff will alert the appropriate people, including the police if deemed necessary as well.

In the event that a Lock Down becomes necessary for the safety of the staff and children, the following steps will be taken:

- The staff should shut and lock the main door to the classroom (and make sure other is shut and locked if applicable).
- The children should be gathered together in the safest area of the room, away from windows and doors if possible.
- The lights may be turned out and the curtains shut if deemed necessary.
- If it is feasible and safe to do so, the staff will make contact by phone to the other staff, church office or police as necessary. This may include checking outside to see if any other staff and

children are in danger and if possible, quickly bringing them inside or sending them to wait behind the parsonage.

2. Emergency Alert Code – these codes should be used if the person in question is directly with you, but you are able to make a call.
 - a. If there is a ‘questionable’ person in the building – another church staff member should be contacted and told “Mr. Mailand called for you.” The person who is contacted should be sure to start a phone call chain to the other staff.
 - b. If there is a ‘harmful’ person in the building – another church staff member should be contacted and told “Mr. Mailand called and needs you to call him immediately.” The staff member contacted will then call the police and contact the other staff.

A staff person’s number one responsibility is to protect the children in their care and themselves from danger.

CHILD ABUSE AND NEGLECT POLICY

Wisconsin state law requires that all teacher-caregivers and child care administrators must report suspected or known child abuse and/or neglect. Noah’s Ark staff members are “Mandated Reporters”, and are required to fully cooperate with the authorities in this regard. As such, suspected cases of physical, sexual, or emotional abuse and/or physical or emotional neglect will be reported to the Monroe Police and the Green County Department of Social Services. Sometimes someone else reports abuse and/or neglect and the police or Social Services arrive at Noah’s Ark to do an investigation.

The authorities will determine who will contact parents along with when and how, and will communicate this to the Administrative Team. Documentation of such incidents is made and kept in the Noah’s Ark Administrative office. The Administrator must also notify our licensing specialist about any such incidents. Every effort is made to follow confidentiality rules to protect the privacy rights of the family. Further information pertaining to this law is available from the Administrative Team.

Noah’s Ark is required to provide all staff with specific Child Abuse and Neglect and Mandated Reporter training every two years. We keep documentation of when these trainings take place and schedule them on our staff training calendar every other year.

SHAKEN BABY SYNDROME TRAINING

Wisconsin state law requires all staff that comes in regular contact with children ages five and under to receive a Department approved training on Shaken Baby Syndrome and its prevention prior to being allowed to work in the classroom. All of Noah’s Ark teachers and administration have received this required training. Teachers work together and with administration to calm crying children. (See Guidance Policy for more information about soothing upset/inconsolable children)

NEVER, EVER, SHAKE A BABY, TODDLER, OR CHILD!!

SIDS PREVENTION/SLEEPING INFANT HEALTH POLICY

Wisconsin state law requires all group centers to include in their health policy the steps that they will take to reduce the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden death of an infant under one year of age, which remains unexplained. In addition to this policy Noah's Ark employees are required to have training in SIDS risk reduction procedures, to be currently certified in Infant/Child CPR and First Aid.

In accordance with the American Academy of Pediatrics and the American Public Health Association, Noah's Ark policy is as follows:

- Infants under 12-months of age shall always be placed on their backs on a firm tight-fitting mattress for sleep in a crib unless the infant has a letter from their Pediatrician specifying otherwise.
- When infants can easily turn over from a back position to a belly position, they will be put down to sleep on their backs, but allowed to adopt whatever position they prefer for sleep.
- Pillows, bumper pads, quilts, comforters, sheepskins, stuffed toys and other soft products shall not be used in the crib.
- Sleeping in infant seats, car seats and swings is not permitted on a regular basis.
- Waterbeds, sofas, soft mattresses, and other soft surfaces shall be prohibited as infant sleeping surfaces.
- There will be no blankets or comforters under the baby. If the baby is to be swaddled, then the blanket shall not be allowed by the baby's face.
- Positioning devices that restrict movement are discouraged and shall not be used unless the infant has a letter from their Pediatrician specifying otherwise.
- If a blanket is used, the infant shall be placed at the foot of the crib with one thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. The infant's head shall remain uncovered during sleep.
- "Tummy Time" shall be provided for awake non-mobile infants.
- Teachers must check on sleeping infants 3 times per hour and look for: chest rising and falling to indicate that the child is breathing, and that the face and head are uncovered.

For more information on SIDS risk reduction, ask any Noah's Ark employee or contact one of the following agencies:

Wisconsin Child Care Information Center 1-800-362-7353

National SIDS and Infant Death Program Support Center 1-800-638-7437

U.S. Consumer Products Safety Commission 1-800-638-2772

NUTRITION POLICY

Noah's Ark Preschool provides nutritionally adequate snacks to each child in accordance with the State and USDA regulations. In order to understand, develop and provide sound nutrition, Noah's Ark will involve parents, staff, children, and other appropriate agencies when necessary. Guidelines incorporating USDA regulations will be provided to the parents. Snacks for special occasions for the entire class may be provided with prior approval of the classroom teacher.

In addition to their health value, meal and snack times offer important opportunities for learning and practicing many skills. Children will be responsible for helping with clean up, to the extent that they are capable of doing so. Adults will sit and eat with children, encouraging, but not pressuring, them to make healthy choices and to join in conversation with others at the table. Appropriate manners will be modeled and explained, with children expected to follow their adult and peer role models to the extent that they are developmentally ready to do so. In short, every effort will be made to make eating an enjoyable and healthy experience for all.

Basic Guidelines

Consistent with the nutritional priorities discussed above and state licensing regulations, a set of basic guidelines is followed:

- Morning Snack is served between 8:50 and 9:20 a.m. Grade A Vitamin D milk (whole milk for 12-24mos, 1% ages 2 & up), fruit or vegetable, and a whole or enriched grain product are the required components of this meal (depending upon your child's needs and arrival time, you may want to provide a light snack at home or on the way to the Center).
- Lunch is served between 11:30 a.m. and 12:00 p.m. A lunch is provided by the parents. Noah's Ark will provide parents with information about requirements for food groups and quantities specified by the U.S. Department of Agriculture child care food program minimum meal requirements. This lunch will include two servings of fruits and/or vegetables, a protein serving (meat, dairy, or legumes that are high quality protein sources - or combinations thereof), and a whole or enriched grain product. Noah's Ark will provide milk.
- Snack is served between 2:20 p.m. and 2:50 p.m. Snack will include two of the following: Milk, fruit or vegetable, whole or enriched grain product or protein source.
- Children have a meal or snack every three hours at the Center (depending upon how late your child stays at the center; you may wish to provide a small late snack (approx. 5pm)).
- Foods and meal times are viewed as excellent opportunities to share in each other's cultural and ethnic food-related customs and traditions.
- Because of the nutritional value of milk, children are given 1-3 oz. of milk at breakfast and lunch. Children are encouraged to drink as much milk as they want. After 1-3 ounces of milk have been consumed, the child may choose to have water.
- Water is available at all times, and children are encouraged to drink water throughout the day.
- Children are encouraged, but not pressured or forced, to eat meals and snacks. Under no circumstances will food be used as threats or bribes -- foods are to be respected for what they are: Delicious sources of nutrients essential to growth and overall health!
- Snack menus are done on a monthly basis and are available for parents. Menus may change without notice. Changes will be written on the posted menu.
- Any items that have been opened and not served will be stored in the proper container marked with the date that it was opened. Containers may be food grade storage containers or plastic zip lock bags.

Food Related Allergies

If your child has food-related allergies, it is required that the family discusses the allergies with the Administrative Team and your child's classroom teacher prior to their first day of enrollment. A special diet based on a food allergy may be served upon the written request of the parent. Please indicate any food allergies or special food needs of your child on the dietary restriction form in your intake packet.

If the food allergy is not life threatening, the parent may substitute a like item for the allergy food. The family must also provide substitutions for religious or cultural reasons. You must substitute foods from a like category such as a protein for a protein item, a grain product for a grain product and so on. All foods and beverages brought from home must be labeled with the child's first and last name and date.

A special diet, based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instruction of a child's physician and upon request of the parent.

As required by the USDA Food Program, if the allergy is life threatening, Noah's Ark will substitute similar menu items for substantiated life threatening food allergies only if a Child Health Report, signed by a physician (a Doctor or Allergist) that clearly defines and details the child's restrictions is on file.

A child with a life threatening food allergy is required to have an Epi-pen and Benadryl in the center at all times with a current medication authorization form signed by the parent and physician. It is the parent's responsibility to monitor the expiration date of their child's Epi-pen and replace as needed.

PEANUT BUTTER AND TREE NUT FREE CENTER

After much consideration and research into food allergies, the Noah's Ark Administrative Team and the Board of Directors has determined the Center is a peanut butter and tree nut free center. Due to the difficulty of peanut butter, nuts, or their oils and residue being transferred from tables to chairs to sink faucets and so on during the clean-up process, we feel this is an appropriate step to take. This is the only food item we are eliminating from the center menu because in addition to protecting the children with food allergies, our goal is to help train the children to understand and learn to manage their food allergies.

INFANT AND YOUNG TODDLER NUTRITION PROGRAM

Good communication between parents and staff members becomes the basis for meeting infants' nutritional needs. Infants will be fed "on demand" with primary caregivers responsible for responding sensitively to the needs of the infants in their group. If parents choose not to use the formula, they will need to bring in premixed formula or breast milk in a labeled container or bottles. All supplies must be labeled clearly with your infant's first and last name. Feeding schedules and practices will be based on information provided by parents and on children's expressed needs. All infants will be held during bottle-feeding. Bottles are never propped. Crock-pots, never microwaves, will be used to warm bottles. Parents who wish to nurse or bottle-feed their babies at the Center are encouraged to do so. Starting at the age of 1-year, whole milk is offered.

The introduction of solid foods will be carefully coordinated with parent's practices at home and implemented according to each child's physical abilities and developmental needs. Parents are responsible for providing baby food, labeled with the child's name, until the child is ready for "finger foods". The introduction of new foods will be carefully monitored and will be consistent with sound nutritional practices. It is strongly recommended that parents introduce new foods at home prior to having them served at the center. Infants' and toddlers' daily food intakes will be recorded and shared with parents.

PRESCHOOL AND SCHOOL AGE NUTRITION PROGRAM

Older Toddlers, Preschool and school age children will eat in their own rooms. Occasionally, they will participate in food preparation and will be given the opportunity to observe the snack prep person at work. Nutrition-related activities will be offered across the curriculum, with the topic of healthy foods (as consistent with a commitment to our "wellness" theme) evidenced in all activity areas of each room on-and-off throughout the year.

GUIDANCE PHILOSOPHY

Realizing that other people have feelings, which may differ from their own, is an important, but difficult, concept for children to understand. Depending on their stage of development, they will have more or less trouble looking at a situation from another person's point of view. Conflict may result, and, when it does, adult intervention is often required.

Staff members at Noah's Ark view conflict as potentially playing a role in the development of problem-solving skills in children. In a situation where two children are arguing over the same tricycle, for example, the teacher would encourage the children to talk to each other about the problem. The teacher might say, "It looks like you two might have a problem. Shawn, can you tell Jamie what you want? Jamie, can you tell Shawn what you want? Listen to each other." The teacher and the children then work together toward finding an acceptable solution. At first, the teacher may need to play a very active role in this process modeling questions and responses reflective of a problem-solving approach to conflict resolution. Over time, children learn to apply these strategies appropriately in new situations with less dependence on an adult.

In addition, we believe that even young children can begin to recognize that their actions affect other individuals and groups of people. They can also begin to assume responsibility for their actions. Teachers help children learn these concepts by pointing out others' reactions to their behaviors ("Look, Jessie's crying...") and the consequences of certain behaviors ("Children who crash bikes will have to get off..."). In the latter case, these comments are supported by consistent follow through of the stated consequence of the unacceptable behavior.

Telling children what they can do, instead of what they cannot do, and redirecting unacceptable behaviors to more positive alternatives are also effective strategies used by Center staff. In short, the emphasis is on positive behaviors. Time-outs may be used as deemed appropriate by the teaching team for children 3 years of age or older. A child will not be required to leave the room or area where the other children are congregated. A time-out period shall be based upon the age of the child – not to exceed one minute per year and five minutes' total.

Occasionally, teachers may interrupt children's play and remove a child from the situation if there is a safety risk for any child or adult. This shall be done in a calm, non-humiliating way and as a means of interrupting the child's unacceptable behavior. For children under the age of 3 years, the child shall then be redirected to another program activity. For children ages 3-years and older, the child may be redirected to another program activity or area, and the child shall be allowed to decide when he/she is "ready" to rejoin the group and problem solve with teacher support.

Teachers frequently evaluate the environment, curriculum and the daily schedule, especially transition times, in order to decrease the likelihood of problems and conflicts, which may be related to frustration, confusion, boredom, or unrealistic expectations.

Sometimes children need extra care when they are struggling with something or are inconsolable for some reason besides illness. Teachers from the child's teaching team may take turns caring for the child, trying different strategies to help the child through the situation. Teachers may call down to the office to ask for extra help. Administration will do their best to provide additional staff or will themselves go to the classroom to assist. Sometimes the child will be brought to administration for a "break", not a punishment. The office does have toys available for the child to play with, laps to sit on, and arms to hold a child until calm. This is done discreetly so as not to obviously signal to others that the child is in the office. Once the child is calm, the administrator will return the child to the classroom for the teachers to take over again.

Parents are consulted in the event of persistent or serious guidance-related concerns. An action plan (Parent and Provider Action Plan) shall be created for the child to resolve the concerns, with the input of the parents, teaching staff, and administration.

Staff are provided with training on appropriate guidance techniques and prohibited punishments. Staff uses transition activities (songs & finger plays, simple games, movement activities, etc.) to hold children's interests while waiting for the rest of the group to join them. Staff will make efforts to avoid instances with children standing in line or waiting for long periods of time for what happens next. The group may split into smaller groups so that the children who are ready can continue to the next activity and the rest of the children can finish getting ready and join the rest of the group.

A conscious effort is made to carry out child guidance on an individual basis. We attempt immediate action within the context of the situation to promote understanding of the problem by the child or children involved. Child guidance shall be in a form that does not damage the child mentally or physically but tries to develop the child's self-control, self-esteem, and respect for the rights of others. Only a qualified child care worker (teacher) or other staff under the direction of the teacher may discipline the children.

State of Wisconsin Ratio/Group Size Licensing Requirements

Ages	State Ratio	State Max Group Size
Children under 2 years old	1:4	8
2 – 2-1/2 years old	1:6	12
2-1/2 – 3 years old	1:8	16
3 – 4 years old	1:10	20
4 – 5 years old	1:13	24
5 – 6 years old	1:17	34
6 years old	1:18	36

EDUCATIONAL POLICY: IMPLEMENTING DEVELOPMENTALLY APPROPRIATE PRACTICE

Our educational philosophy and curriculum is Play-Based. This means that young children learn best through active play. Noah's Ark is a mission of the United Methodist Church of Monroe. With this affiliation, during religious holidays and other activities, there will be an emphasis place on the teachings of Jesus and the Bible. Families may see Bible stories being read, prayer before snack and lunch, singing songs, etc.

We strive to create and support environments rich in smiles and laughter, rich in the shared excitement of new discoveries -- of "Look what I can do!", "Look what I found", "What's that?", and "Why?" We also work hard to be there for the children when the going gets rough, for whatever reason.

It is very important to note that "success" is not defined in adult terms, but rather in terms of what a young child is capable of doing or thinking at a given stage. Piaget argues that young children think very differently from adults and, in fact, very differently from older children as well. Moreover, any child, who may be observed to be acting like he or she is in a particular stage, will also learn and develop in ways unique to that child. So, according to developmentally appropriate practice, our challenge is not only to understand child development in general, but also to understand and respect each individual child in our care -- to recognize and value individual differences. Cultural Diversity will be taken into consideration when planning is done.

Based on this theory, the goal is not to create "miniature adults", but to understand the characteristics of each developmental stage and to apply that understanding to the individual children we teach and care for. Expectations are geared toward what the children in a particular group are capable of doing and understanding, also recognizing that young children learn best through PLAY: "hands-on", open-ended experiences with materials and people (peers, younger and older children, and adults).

This is what you will see: Play-based planned activities, age appropriate group times, that involve children for relatively short periods of time; work with hands-on manipulatives; lots of conversations based on "I wonder..." and "What do we know about this?"; children being encouraged to solve their problems, whether cognitive or social, with support from adults; open-ended, creative art projects; and lots of practice cleaning up their own spills -- again, with adult support!

Teachers conduct ongoing child assessments to learn about each child's strengths, areas for growth, and interests. Teachers discuss their findings together and create goals for each child. They use all of the information to help inform their planning. Teachers consider the developmental needs and interests of individual children and of the group as a whole when deciding what materials and activities to have available for the children.

Posted in each room is a written weekly plan of activities for the group. This plan may include fine motor, large motor, creative expression, problem solving, social skill development, pre-math, pre-reading, science, sensory, and self-help skills development. Also posted is the room's daily schedule or routine.

We have identified themes for our curriculum. As developmentally appropriate, children will play important roles in helping our community to be a loving, safe, and happy one for all of us -- and they will begin to understand why their roles are so important.

Parents will receive daily communication about their child's day. This will be in the form of our Daily Sheets. Each classroom has a sheet that is directly related to their age and activity level. Staff will also communicate with families on a daily basis at drop off and pick up times. If at any time a parent has a concern about their child, a conference can be scheduled at a time that works for staff and families. This will give everyone an opportunity to share their questions and concerns. Initial meetings will be with the teaching staff involved with that child. If at any time, either party feels that the Administrative Team needs to be involved, they can request a meeting with a member of the Administrative Team.

During the day, there will be times when children will need to move from one activity or area to another activity or area. Transitions will be done to limit the amount of time that children will need to wait. Teachers will have a list of activities that will help transition the group from one activity to the next. Routines such as toileting and eating and intervals between activities shall be planned to avoid keeping children waiting in lines or assembled in large groups.

The program shall provide each child with experiences which will promote all of the following:

- Self Esteem and Positive Self-image
- Social Interactions
- Self-Expression and Communication Skills
- Creative Expression
- Large and Small Motor Development
- Intellectual Growth
- Literacy

DAILY SCHEDULES – these are subject to change based on needs of the children in our care

Baby Room (Jungle) –

This schedule is at the discretion of the babies' needs. It will include all feedings, diaper changes, large and small motor activities along with personal contact time for all children.

Toddler Area (Garden and Farm) -

7:30 Free Play
8:30 Group Circle Time
8:45 Clean Up/Diapers/Wash Hands
9:00 Snack
9:15 Learning Time
9:30 Table Time
10:00 Outside or Fellowship Hall
10:30 Clean Up/Diapers/Wash Hands
10:45 Story Time
11:00 Lunch
11:45 Free Play
12:15 Clean Up/Diapers/Wash Hands
12:30 Nap Time
3:00 Diaper/Wash Hands
3:15 Snack
3:30 Group Activity
3:45 Free Play
4:00 Outside or Fellowship Hall
4:30 Diapers/Wash Hands
4:45 Free Play

Main Room (Preschool & School Age)-

6:30-8:30 Arrival and Free Play
8:30-9:00 Calendar, Bible Lesson, Show-n-tell
9:00-9:15 Wash hands, bathroom, snack, pray
9:15-9:30 Outside or Fellowship Hall
9:30-10:30 Centers, Music or Art/clean up
10:30-11:00 Free play/Clean up
11:00-12:00 Wash hands, bathroom, pray, lunch, free play or large motor activities
12:00-12:30 Bathroom & Rest time
12:30-1:00 Table activities – color, puzzle, books
1:00-1:30 Free play
1:30-2:00 Story Time
2:00-2:30 Outside or Fellowship Hall
2:30-3:00 Music time
3:00-3:30 Centers: color, sensory table, play dough (Arrival of ARK students)
3:30-4:00 Wash hands, snack, and bathroom
4:00-5:00 Outside or group games
5:00-5:30 Free play

4K Program-

8:00-8:15 Arrival, journals, bin toys
8:15-8:30 Calendar/circle time
8:30-8:40 Oral Language & Vocabulary
8:40-9:00 Big Book Activities
9:00-9:15 Projects
9:15-9:40 Centers
9:40-10:00 Math
10:00-10:10 Snack & Story
10:10-10:30 Special activities – show & tell, library, cooking, movement
10:30-10:55 Recess
10:55-11:00 Dismissal

*Appropriate activities will be planned and led during transition times to ensure all children are actively engaged – to include, but not limited to singing, hand plays, dancing, etc.

Noah's Ark
0-1 Year Old Skills

(To be exposed to by the time they are 1)

Social/Emotional skills

1. Recognize familiar faces
2. Learn waiting and patience
3. Parallel play/begin to interact
4. Increased attention span
5. Responds to own name
6. Begins group awareness
7. Separate from family without emotional distress
8. Express positive and negative feelings

Cognitive

1. Learns basic daily routines (still allowed to follow own needs schedule)
2. Capable of following some basic directions
3. Recognize feelings

Language Skills

1. Recognizes voices
2. Introduction to different music
3. Begin to understand yes, no and other simple words

4. Be exposed to simple baby sign language
5. Begin to look at pictures and picture books
6. Be encouraged to use 'their words' as these are developed

Fine Motor Skills

1. Can pick up objects
2. Introduced to textures, faces, colors and patterns
3. Grasping, holding and manipulating toys/objects

Large Motor Skills

1. Eye/hand coordination
2. Reach for objects
3. Sit alone
4. Introduced to spoon or other utensils as appropriate
5. Encouraged to crawl, creep, pull self-up and down, walk as appropriate

1-2 Year Old Skills

(To be exposed to by the time they are 2)

Social/Emotional skills

1. Express feelings
2. Separates from parents without distress
3. Group interaction and sharing
4. Develop independent behaviors
5. Name family members

Cognitive

1. Recognize feelings of their own and others
2. Begin activities with puzzles
3. Tasting and smelling awareness
4. Familiar with day care routines
5. Spatial concepts
6. Following direction
7. Asking questions

Language Skills

1. Ability to repeat words
2. Relates to music and musical instruments
3. Intro to songs and finger plays

4. Echoes sounds

5. Identifies pictures and looks at books
6. Name objects
7. Point to body parts
8. Develop 2-3 word sentences

Fine Motor Skills

1. Can feed themselves with or without appropriate utensils
2. Exposed to coloring, pasting, gluing
3. Picking up/holding smaller objects

Large Motor Skills

1. Walking
2. Jumping
3. Kicking
4. Introduction to toilet (not before 18 months)

2-3 Year Old Skills

(To be exposed to by the time they are 3)

Social/Emotional skills

1. Develop acceptable attention-getters
2. Respect others' feelings
3. Begin role playing
4. Manners and cleanliness
5. Self-control and awareness
6. Sharing and takes turns
7. Sense of self and family

Cognitive

1. Exposure to the following concepts:
 - a. Letters
 - b. Classifying
 - c. Observation
 - d. Patterns
 - e. Problem solving
 - f. Environmental observations/weather
 - g. Says numbers
 - h. Shapes
 - i. Colors
 - j. Size
2. Daily routines
3. Recall and describe events
4. Point to and name body parts and objects
5. Follow directions
6. Asks questions
7. Know first name (possibly last name too)
8. Begin picture recognition

Language Skills

1. Says body parts
2. Retells stories
3. Builds vocabulary
4. Uses small sentences
5. Repeats songs and rhymes
6. Asks questions
7. Speaks clearly
8. Listens to stories
9. Recognizes sounds

Fine Motor Skills

1. Cutting with scissors
2. Starts dressing self
3. Can feed self (assistance opening things)
4. Uses a tissue for coughing and sneezing
5. Washes hands
6. Beginning to use bathroom with little assistance
7. Practice with coloring and gluing

Large Motor Skills

1. Balance and coordination
2. Climbing
3. Eye/foot and eye/hand coordination
4. Can put on coat or shirt
5. Running

3-4 Year Old Skills

(To be accomplished by the time they are 4)

Social/Emotional skills

1. Positive self-concept
2. Cooperative play
3. Asks for help
4. Problem solving
5. Dramatic play
6. Self-care
7. Completing tasks
8. Smooth transitions
9. Respect adults

Cognitive

1. Know first and last name
2. Imaginative play/thought encouraged
3. Memory skills
4. Problem solving
5. Increased knowledge of object names
6. Classifying and sorting
7. Number concepts & recognize numbers
8. Counting up to 10 – verbally & w/objects
9. Can say ABCs
10. Practice with colors and basic shapes
11. Sequencing of events
12. Nutrition and 4 food groups
13. Daily classroom routine
14. Follow directions majority of time
15. Continue picture recognition

Language Skills

1. Uses verbal communication rather than gestures
2. Increase vocabulary
3. Speaks clearly
4. Formulates questions
5. Answers questions
6. Ability to listen to and retell stories
7. Calendar counting
8. Associating written with spoken language
9. Understands opposites
10. Participates in conversation

Fine Motor Skills

1. Cutting with scissors – in straight line
2. Dresses self with very little assistance
3. Uses a tissue for coughing and sneezing
4. Washes hands
5. Can self-feed (may need help with opening)
6. Uses bathroom with little assistance
7. Snapping/buttoning
8. Begins use of pencil
9. Practice coloring and gluing

Large Motor Skills

1. Balance and coordination
2. Climbing
3. Eye/foot and eye/hand coordination
4. Running, galloping and skipping

4-K and 5 Year Old Skills (4-5 Year Olds)

(To be accomplished by the time they complete 4K and/or are 5)

Social/Emotional skills

1. Can be safe-no kicking, spitting, hurting others
2. Respectful
3. Responsible (cleans up after themselves)
4. Communicates with adults
5. Participates alone and with a group
6. Works well within group (large & small)
7. Doesn't distract others, shares, doesn't have excessive movement, doesn't fight
8. Doesn't tattle, handles own problems, independent
9. Participates in all school activities

Cognitive

1. Know first and last name
2. Knows how old they are
3. Follows daily routine
4. Follows directions given the majority of time
5. Know over half of the capital letters
6. Can recognize all colors
7. Knows some opposite words
8. Knows some positional words
9. Can count to 20
10. Can recognize numbers 1-10
11. Can recognize all shapes
12. Can sort objects
13. Can create a simple pattern
14. Can recognize 6-8 body parts
15. Picture recognition

Language Skills

1. Listens attentively, sits through a whole story
2. Speaks clearly
3. Can answer questions
4. Waits their turn when speaking in a group the majority of the time
5. Can hear beginning sounds
6. Can hear rhyming sounds

Fine Motor Skills

1. Can hold a pencil correctly with an open web
2. Holds scissors with thumb pointing up
3. Uses a 'dot is a lot' all the time when gluing
4. Can draw a X, +, circle, square, and triangle
5. Continued coloring and drawing practice
6. Can dress self – zipping/tying, etc.
7. Uses a tissue for coughing and sneezing
8. Washes hands
9. Can self-feed
10. Uses bathroom with no assistance

Large Motor Skills

1. Balance and coordination
2. Climbing
3. Eye/foot and eye/hand coordination
4. Running, galloping and skipping
5. Pumping a swing

School Age Skills (6-12 Year Olds)

(To be exposed to while in Elementary School – ARK Program)

Social/Emotional skills

1. Safety – of self and others
2. Respect and manners
3. Responsible (cleans up after themselves)
4. Communicates with adults
5. Participates alone and with a group
6. Works well within group (large & small)
7. Doesn't tattle, handles own problems,

independent

8. Participates in all activities
9. Organized team games

Cognitive

1. Board and memory games
2. Dramatic role playing
3. Time, math and science reinforcement
4. Write first and last name
5. Knows emergency procedures

Language Skills

1. Listens attentively, sits through a whole story
2. Speaks clearly
3. Can answer questions

4. Waits their turn when speaking in a group the majority of the time

5. Exposure to variety of literature
6. Reading to younger kids
7. Relaying messages

Fine Motor Skills

1. Correct use of pencil, scissors, etc.
2. Continued coloring and drawing practice
3. Can dress self – zipping/tying, etc.
4. Uses a tissue for coughing and sneezing
5. Washes hands
6. Uses bathroom with no assistance
7. Complex block building/mazes

Large Motor Skills

1. Balance and coordination
2. Climbing
3. Eye/foot and eye/hand coordination
4. Running, galloping and skipping
5. Pumping a swing
6. Relay races

