

# Parent Manual

Noah's Ark Preschool and Playschool

A Ministry of the Regina Apostolic Church

It is our desire at Noah's Ark to provide children with the following:

- A safe and loving environment that is centered on Christ
- To foster Social skills, cooperation, sharing and interaction with peers.
- To build self esteem and a positive self concept
- To expose children to a wide variety of learning experiences and activities that will expand their

knowledge.

- We believe that Children learn best through play and hands on experiences.

## **Eligibility:**

Children may be enrolled in the three year old classes if their 3rd birthday is before August 31st of the enrollment year.

\*If your child is 3 by Dec 31st you can request an entrance interview.

Children must be independently toilet trained.

Noah's Ark is not equipped to care for special needs children at this time. If that is a need your family has please indicate this in your application.

## **Hours of Operation: September – June**

### **Playschool: 2.5 – 5 year old class**

Monday Mornings 9:30 -11:30 am

### **Preschool:**

### 3 Year Old Class

Tuesdays and Thursdays 9:30 -11:30 am

\*If your child is 3 by Dec 31st you can request an entrance interview.

### 4 Year Old Class

Tuesdays and Thursdays 12:45 – 3:10 pm

### 3 /4 Year Old Class

Wednesdays and Fridays 9:30 -11:50 am

We follow the same holidays as the Regina Public School Calendar. Please do not drop your child off any earlier than 5 minutes before the class begins as it takes away from valuable prep time and pick up your child right after class is finished.

Your diligence in this area is much appreciated!

### **Enrollment:**

A yearly enrollment fee of 50\$ for Preschool is to be paid at the time of registration and is nonrefundable. Your first month's fee is also required to hold your child's spot. Payment for the remainder of the year will be set up at Parent Orientation. If you would like to set up this payment earlier please contact the Preschool Director.

Playschool: \$50 per month (September – June)

Preschool \$95 per month (September – June) Monthly Parent Helper Required

\$130 per month (September - June) No Parent Helper Requirement

You may register your child for both preschool and playschool, as they will be covering different materials. Preschool is designed to prepare kids for Kindergarten while playschool is a learning through play program that prepares kids both socially and cognitively. Due to the different focus of each program parental involvement requirements are not the same. Please see the descriptions below.

### **Parent Involvement**

## **Preschool:**

At Preschool we want families to be able to share this experience with their children and be involved in our classes. One of the ways we ask that parents be involved are through parents helper days.

You are required to do 1 helper day every 4 – 6 weeks on a rotating basis. If you are unable to be the parent helper you can opt to pay an additional 35\$ per month. This must be arranged prior to the school year starting with the Preschool Director.

- Signup sheets will be posted for you to sign up at your convenience.
- Please find alternate care for siblings, as this is a very busy 2.5 hours as well as a special time for you and your child.
- If you are unable to help on the day you have signed up for, please find your own replacement. A phone list will be supplied to you..

There are also many other exciting ways you can be involved, please ask the teacher for more details.

\* Please note that all Parent Helpers are required to obtain a criminal record check from the **Regina Police Department for the Regina Apostolic Church** that has been issued within the last 3 years. To save yourself some money, and time, plan to get all your criminal record checks done at the same time so you only have to pay the fee once.

## **A Typical Day at Preschool**

### **Settle in time (45 min)**

Children have an opportunity to explore their environment through: tables set up with activities (learning centers) according to the themes of the month as well as blocks, sand table, playhouse, dress-up, etc. in the room as well at this time. We believe that children learn best through hands on play and learning.

### **Clean up time**

A song will signal this.

### **Circle time (20 min)**

We will start circle time with a daily devotion. We will continue learning concepts through stories, songs; finger plays, and games – again, working with our monthly theme.

### **Snack time (20 min)**

The children wash up and sit at the tables and wait for everyone to be seated so that the helper of the day can pray for snack. When the children are finished snack they have the opportunity to use the washroom and can then go to the carpet area and get a book or a puzzle and work quietly until the tables are all cleaned off and we are ready for our next activity.

### **Craft/gym time (20-25 min)**

Each day the children will have an opportunity to create something special or spend some time in the school gym. Paint shirts will be provided.

### **Closing circle**

We end our day with a story or song and good-bye song.

## **A Typical Day at Playschool**

### **Centers time (45 minutes)**

This provides your child both the time to settle in and explore their environment while engaging in hands on learning. There will be tables set up with activities (learning centers) that will change on a daily basis to help expand their learning opportunities. They will also be able to play in the other areas, such as blocks, sand table, playhouse, dress-up, etc. in the room as well at this time.

### **Clean up time**

A song will signal this.

### **Carpet time (15 min)**

During carpet time young learners will have the opportunity to have daily devotions, songs, chants, and story time while learning how to interact with a group of kids in structured setting. Our carpet time is designed for hands on learning!

### **Snack time (20 min)**

Everyone will wash up and sit at the table. After praying as a group everyone will eat their snack and have a little quiet time with books or puzzles while they are waiting for the other kids to finish.

\*Please only give grapes if they have been cut in half to prevent choking

\*See snack section for more details related to what you should pack.

\*Playschool families are asked to provide one labeled water bottle for their child for snack time that they will bring home each day.

### **Craft/gym time (20 min)**

Each day the children will have an opportunity to create something or spend some time in the bouncer, gym, or outdoor playground. Paint shirts will be provided.

### **Closing circle**

We end our day with a story or song and good-bye song.

### **Dress code:**

Children must wear shoes at all times. Our day is full of fun-filled activities so please keep this in mind when you dress your child for the day.

### **Personal belongings :**

Please label all your child's personal belongings that will be brought to the Pre-school/Playschool (extra clothes, boots, backpack, etc.) Please, NO toys from home other than items for "Show and Share" (no toy weapons are permitted.) Our school is not responsible for any lost articles.

For Playschool you can bring one item from home that will be kept in a bucket. Children can retrieve the item when they need a comfort from home.

### **Snacks:**

BYOS Bring Your Own Snack each day. We would like to encourage healthy snacks such as, fruit (fresh or dry), muffins, veggies and dip, crackers and cheese, banana bread, granola bars, etc. Please do not send any candy.

Nut Alert!!!! No food with traces of nut or nut oils are permitted inside of our pre-school due to severe allergies. If we see any snacks with nuts or nut oil in the ingredients we will have to immediately remove the item from your child's lunch.

**What to bring:**

- A full set of clothes in case of accident (socks, underwear, pants, shirt.) These garments are to be placed in a Ziploc bag and kept in their backpacks.
- A pair of indoor shoes.
- A labeled water bottle for snack time.
- A Healthy snack (see guidelines above.)

Please choose a backpack that can fit all of the above items inside.

**Notice of withdrawal:**

A month's notice is required if you choose to withdraw your child from the Pre-school or Playschool. Please do so by notifying the teacher in writing before the 1st of that month. This also applies to withdrawing after August 1st

**Absences:**

If your child is going to be absent a phone call is required as we plan fun and time intensive activities every day. (No deductions in the fees will be made.)

**Authorized pick up:**

No child will be released to anyone other than an authorized person without prior, written permission from a parent or guardian.

Please use the Main Entrance at the parking lot side of the church. The room is located on the second floor in the "Under the Sea" room. Please remove all footwear before entering the classroom.

## **Sick Child Policy at the Regina Apostolic Church :**

To prevent sickness from being spread we cannot accept a child who has had one or more of these symptoms in the past 24 hours:

- Fever/Vomiting
- Discharge in or around the eyes
- Green or yellow runny nose
- Excessive Coughing
- Diarrhea
- Questionable rash
- Any communicable disease

A child will not be admitted if they have: matter in eyes, frequent coughing or a runny nose (anything but clear discharge).

### **Medication:**

No medication will be dispensed to a child with the exception of an inhaler or Epi-pen with parent/guardian's written permission.

### **Fundraiser :**

We will do one major fundraiser in October. We do ask that all families participate in both preschool and playschool.

### **Communication:**

If there ever is a question or concern please do not hesitate to contact me. I want your child's experience to be a positive one.

Email: [preschool@reginaap.com](mailto:preschool@reginaap.com)

Office: 306-789-1234

On you application please leave an email that can be used for update letters.

**Tax Deductible**

Your child's tuition can be claimed as a childcare expense.

**Behavior:**

In accordance with current research we are not using the "Time-Out" method. Instead we will be using the "Time-in- Method" and techniques to help your child process the emotions they are experiencing. In the event of recurring behavioral problems, the teacher will discuss the matter with the child's parents/guardian to jointly develop a strategy for helping the child to succeed.

**Dismissal:**

In the event that a child's behavior becomes harmful to the class room experience or to the other class mates, and in consultation with the parents/guardian, the teacher has the right to dismiss the child from the playschool and or preschool.