

**Barrington United Methodist Church**

# Noah's Ark

**Christian Preschool**

Parent Handbook



## Welcome Aboard !

*A Ministry of Barrington United Methodist Church*  
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Barrington, IL 60010  
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**Barrington United Methodist Church**  
**Noah's Ark Christian Preschool**

Director, Mary Bradley	847-844-3738
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*Barrington United Methodist Church Noah's Ark Christian Preschool is governed by the Preschool Board, the Clergy and the Leadership Council of Barrington United Methodist Church.*

*Barrington United Methodist Church Noah's Ark Christian Preschool accepts all children regardless of race, sex, color, creed or religion who can benefit from this program.*

*Hello,*

*I bring you a warm welcome to Noah's Ark Christian Preschool, a ministry of the Barrington United Methodist Church. The preschool is one of Barrington's loveliest and liveliest early childhood education facilities. Noah's Ark is a place where children are shown love and acceptance, a place where children learn about Jesus and how much He cares for them and a place where children's rhythms are caught and given warm response.*

*I hold special pride in the commitment of the BUMC Congregation, Clergy, Leadership Council and Preschool Board to the success of our preschool. Our professional staff is selected for their knowledge of child development, their strong interpersonal skills and their commitment to sharing the love of Jesus with your children. We seek staff who value working as a team with parents, colleagues, and volunteers.*

*It is my role and the role of my staff to facilitate the learning of children, parents and one another in a Christian environment. We are pleased to embrace these roles.*

*Sincerely,*

*Mary Bradley  
Director*

# Preschool Philosophy

A high quality program for learning and nurturing in a Christian environment for children ages two to six.

Barrington United Methodist Church Noah's Ark Christian Preschool is a ministry of Barrington United Methodist Church (BUMC). The Preschool Board, Director and Staff are dedicated to providing an inviting, supportive and stimulating environment where your child will grow individually and socially.

Our program is designed to teach your child Christian values, create positive, developmentally appropriate learning experiences, promote confidence and self-esteem, facilitate age appropriate positive social skills, nurture healthy relationships by employing a loving, well qualified staff while maintaining an inviting, well equipped facility and fostering productive parent-teacher relationships.

We believe that most of life's learning, including how to learn, occurs in the first five years of life. Since each child learns at their own pace, our staff will look to your child to determine the next stage of development. Our preschool teachers and staff use their knowledge to help meet the needs of individual preschoolers, and a caring community of learning is provided for all the children. Noah's Ark makes biblical Christian education an integral part of its curriculum. Our staff helps your child to learn about Jesus and how much He loves and cares for them. Our program is designed to meet the developmental and spiritual needs of your child in a Christian atmosphere of respect, warmth and love.

## Program & Tuition for 2009-2010 School Year

### Two's

Tuesday & Thursday Mornings or  
Monday & Wednesday Mornings  
9:00 – 11:30 am  
Tuition - \$1,620.00

### Three's

Tuesday & Thursday Mornings  
9:00 – 11:30 am  
Tuition - \$1,725.00

### Three's

M/W/F Mornings / Afternoons  
9:00 – 11:30am / 12:30 – 3:00 pm  
Tuition - \$2,025.00

### Four's

M/W/F Mornings  
9:00 – 11:30 am  
Tuition - \$2,160.00

### Four's

Monday – Thursday  
9:00 – 11:30 am  
Tuition - \$2,550.00

### Four's

Monday - Friday  
9:00 – 11:30 am  
Tuition - \$2,985.00

### Young Five's / Kindergarten

Monday – Friday 9:00 – 11:30 am  
Tuition - \$3,150.00

### Extended Day Young Five's / Kindergarten

Monday-Friday 9:00 – 1:00pm  
Tuition - \$3,450.00

Tuition is due in three installments on May 31, 2009, October 30, 2009, and January 30, 2010 or tuition may be paid in full on May 31, 2009. Accounts not remaining current will result in student withdrawal until the account is brought up to date. In addition, a late fee of \$25.00 is charged to any payment received after the 10<sup>th</sup> of the following month due and \$5.00 per week thereafter.

Our staffing is based on the number of children enrolled in the daily programs. Because tuition is an annual fee, no refunds are available for absences due to illness, vacations or snow days. Those days cannot be made up.

## **Admission Policy**

BUMC Noah's Ark Christian Preschool programs are designed for children ages two to six. Children are eligible for the programs offered based on their age by September 1<sup>st</sup>. Noah's Ark provides facilities meeting DCFS requirements for changing soiled diapers for children in the two-year-old program. Children in the three and four year old programs must be toilet trained.

## **Staff**

We select our staff carefully in order to provide the best possible care and education for your child. We employ people who are warm and nurturing, who understand child development, who can apply their knowledge in the classroom, who respect each child and are comfortable sharing the love of Jesus with the children. We seek staff who value working as a team with parents, colleagues, and volunteers.

Noah's Ark Christian Preschool staff meets Illinois state requirements for preschool teachers. The preschool has on file three written references attesting to the professional and personal character, a police record check, fingerprints and an updated physical for each staff member.

Staff are required to attend continuing education programs to help them grow in their professional development through the following activities: early childhood workshops, seminars, written materials and in participating in spiritual enrichment programs. A staff member who is trained in CPR, first aid and the Heimlich maneuver is on the school premises at all times. All staff are trained in child abuse prevention and recognition.

## **Curriculum**

The teachers at Noah's Ark Christian Preschool incorporate The Creative Curriculum in their classrooms. We have found this curriculum most closely follows our philosophy on how children learn. It includes practical, innovative and developmentally appropriate goals and activities for preschoolers. In addition, we believe that all children can learn the skills necessary to succeed in school, that each child learns at their own rate, that success in learning will develop the child's self-image and the knowledge that Jesus loves them will sustain them throughout their life.

Our preschool bases its curriculum on the theories of two early childhood experts, Jean Piaget and Howard Gardner. Jean Piaget observed that "play is essential to the development of the child," therefore each teacher creates an environment that enriches and extends children's play. The teachers understand that not all children learn in the same way and incorporate Howard Gardner's theory of multiple intelligence, which includes interpersonal, intrapersonal, musical, visual-spatial, verbal-linguistic, bodily kinesthetic, mathematical-logical and naturalistic, in all areas of the curriculum in order to build on each child's strengths. Our classrooms are designed to offer children a wide variety of activities that are developmentally appropriate so they can discover their creative potential and choose activities that will help them develop their physical, intellectual, emotional and social skills.

Preschoolers are usually most responsive to activities in which they are involved in a “hands-on” manner. Our teachers accept that and design their classroom spaces with “learning stations” at which your child can freely choose to participate. Our quality staff rotate and add materials frequently to maintain and extend your child’s interest. Often our teachers create their own games and materials if commercial ones do not offer the challenge needed, or do not reflect the interests of the children. Young children seem to learn best when trained teachers build on the interests and abilities of the children. This reflects the currently recognized theory that endorses non-pressured, child-centered activities guided by an adult with a solid child development base and strong problem-solving skills. In such a program, parents truly become partners with the professional staff. Information or discoveries about your child’s development are mutually shared, resulting in a program tailored to your child.

In addition, Noah’s Ark Christian Preschool is dedicated to the spiritual growth of your child. Age appropriate Bible stories are introduced using books, flannel boards, songs and prayers. The BUMC Pastor visits the children weekly to help develop their relationship with Jesus.

## Curriculum Areas and Learning Centers

Noah’s Ark Christian Preschool curriculum includes activities centering on spirituality, communication, science, math, social studies, music, art, and large and small motor development. An enrichment program that includes field trips and visitors is offered. Dramatic play opportunities reinforce learning of practical life experiences.

**Spiritual Growth:** Our preschool offers many opportunities throughout the day to encourage your child’s spiritual growth. The BUMC Pastor will introduce a new Bible story each week that is reinforced by the teachers during the week using flannel boards, songs and various props. Children start their class with prayer and learn several different snack prayers throughout the year. The children will occasionally visit the sanctuary and chapel to further their understanding of the church.

**Language/Communication:** We offer a print-rich environment so that children see words in almost every area of the classroom. We encourage experimentation with different writing materials. The children are guided by knowledgeable teachers who understand the importance of these early attempts at writing.

**Science:** Open-ended questions by the trained teacher help the children learn how to question – how to be thinkers. Hands-on activities include using simple machines and sensory table play. The sensory table encourages children in tactile experiences through creative play using sand, water, beans, rice and other materials.

**Math:** Activities include concepts of shapes, seriation, classification, sets, patterns, quantity, length, weight and simple graphs.

**Social Studies:** Learning about the “world around us” is the focus of this curriculum area. Field trips and studies of occupations are included.

**Music:** Exposure to and involvement with simple rhythm instruments is part of our music program. Rhythms are also “practiced” by the learning of songs and finger plays. Guest musicians visit the children to give exposure to a variety of sound and diverse musical styles. Tone, volume, and pitch awareness is part of the music curriculum.

**Art:** Our staff understands the importance of open-ended process art experiences that enable the child to develop physically, intellectually, emotionally, socially and creatively. Exploratory, sensory art activities help the children experience a variety of media. Paints, chalk, pencils, paper, markers, glue, paste and play dough are all available in a “free choice” activity center for the children to use as they wish.

**Large Motor:** Movement activities including free dance, parachute handling, climbing, crawling, running, and balancing are just a small part of the large motor program. A large muscle room is available on inclement days when the outdoor playground is not available.

**Small Motor:** From the handling of simple tools to completing pegboards, children are continually offered opportunities to develop their smaller muscles, an important prerequisite for writing.

**Special Guests:** Members of the community from places such as the Fire Department, Police Department, Library, etc. visit our children throughout the year and share their experiences with each class.

**Visitors:** Parents are encouraged to help in the classroom and share their talents, which might include describing a career or hobby.

**Dramatic Play:** From “playing house” to being a cashier in a pretend grocery store to repairing cardboard automobiles in a child-sized garage, the children are able to practice roles that productive adults hold.

## Daily Programs

(The following schedules are examples of a typical day. Schedules may vary as a result of parties, special guests, activities or presentations.)

### Two's

- 9:00 – 9:15 Drop Off – Parents escort their child into the classroom and assist the child in washing their hands. Parents must sign their children in.
- 9:15 – 10:30 Free Play/Centers – children explore prepared activity centers (described on pages 6 & 7); they are encouraged to move freely between each center.
- 10:30 – 10:45 Snack Time – Children wash hands prior to folding hands and saying prayer. Teachers sit with children during snack to encourage communication and appropriate behavior.
- 10:45 – 11:00 Stories, Songs and Movement – Children are read to and learn various songs and fingerplays. Rhythm sticks and shakers are used as part of the music program. This is also the time for Bible stories and learning how much Jesus loves us.
- 11:00 – 11:30 Outdoor play (weather permitting), large motor room in inclement weather.
- 11:30 Dismissal time – Parents pick up their children on the playground or in the classroom. Parents must sign out their children.

### **Three's**

- 9:00 – 9:10 Drop Off – Parents drop off their child at the classroom. Parents must sign in their children.
- 9:10 – 9:25 First Circle – Activities may include opening prayer, Bible verse, and explanation of what is available in the different learning centers.
- 9:25 – 10:25 Free Choice Time – Children explore prepared activity centers (described on pages 6 & 7); they are encouraged to move freely between each center.
- 10:25 – 10:45 Outdoor play (weather permitting), large motor room in inclement weather.
- 10:45 – 11:00 Snack Time – Children wash hands prior to folding hands and saying prayer. Teachers sit with children during snack to encourage communication and appropriate behavior.
- 11:00 – 11:20 Stories, Songs and Movement – Children are read to and learn various songs and fingerplays. Rhythm sticks and shakers are used as part of the music program. This is also the time for Bible stories and learning how much Jesus loves us.
- 11:20 – 11:30 Coats and Dismissal – Parents pick up their children in the classroom. Parents must sign out their children.

### **Four's**

- 9:00 – 9:10 Drop Off – Parents drop off their child at the classroom. Parents must sign in their children.
- 9:10 – 9:25 First Circle – Activities may include opening prayer, calendar, Jolly Phonics, Bible verse and explanation of what is available in the different learning centers. There will also be a weekly visit by the clergy, a music instructor and a foreign language teacher.
- 9:25 – 10:30 Free Choice Time – Children explore prepared activity centers (described on pages 6 & 7); they are encouraged to move freely between each center.
- 10:30 – 10:45 Snack Time – Children wash hands prior to folding hands and saying prayer. Teachers sit with children during snack to encourage communication and appropriate behavior.
- 10:45 – 11:00 Stories, Songs and Movement – Children are read to and learn various songs and fingerplays. Reinforcement of the letter of the week may be done at this time using stories, sign language and other methods. This is also the time for Bible stories and learning how much Jesus loves us.
- 11:00 – 11:20 Outdoor play (weather permitting), large motor room in inclement weather.

11:20 – 11:30 Second Circle – Children are encouraged to think about what they did at school today as teachers record their thoughts. This information is shared with parents at dismissal.

11:30 Coats and Dismissal – Parents pick up their children in the classroom. Parents must sign out their children.

### **Young Five's / Kindergarten**

9:00-9:30 Morning Meeting – Morning Prayer, Pledge of Allegiance, Literature Selection, Calendar, Weather, Days of the Week, Number of school days, Morning message, Shared Reading, Jolly Phonics

9:30-10:00 Predictable chart, Journal writing, Handwriting without Tears

10:00-10:15 Snack

10:15-10:30 Outdoor activities

10:30-11:00 Reading

11:00-11:30 Math

11:30 Dismissal for half-day children

11:30-12:00 Lunch, Outside activities

12:00-12:30 Science, Social Studies, Art

12:30-1:00 Language, Closing Meeting, Prep for home, Dismiss

## **Days and Hours of Operation**

The preschool will follow the District 220 schedule with the following exceptions:

- The first day of school is the Tuesday after Labor Day
- The preschool will be closed the week of Thanksgiving
- The preschool will be closed the Monday after Easter
- The preschool year will end the Friday before Memorial Day

Noah's Ark morning sessions begin at 9:00 am and end at 11:30 am. Extended Day classes begin at 9:00am and ends at 1:00pm.

School Closing Information: Tune to WGN 720 or WBBM 780 for District 220 closings in the event of bad weather.

## Cell Phone Policy

Cell phone usage is not allowed in the preschool. The time spent with a parent during drop-off and pick-up is an extremely important part of a child's day. Please refrain from using your cell phone at this time.

## Drop Off and Pick Up Procedures

### Drop Off

Parents are requested to park in the parking lot and escort their child to their room. Enter the church through the south door of the Christian Education wing and proceed down the hall to the right. For safety purposes, remember to hold the child's hand while walking through the parking lot. **All parents must sign their child in each day.** No child will be admitted to the class prior to five minutes before the class begins.

### Pick Up

When picking up your child, please park in the parking lot. Enter the church through the south door of the Christian Education wing. Pick up and sign out is in the classroom. All parents must sign their children out. The child is released only to persons designated in writing to receive them. The staff will refuse to release to anyone, whether related or unrelated to the child, unless they are listed with the proper forms held at school. To insure the safety of your child, a photo identification may be required if the staff is unfamiliar with that person.

Children must be picked up no later than five minutes after class is over. There will be a late fee of \$10.00 charged for every ten minutes thereafter.

Noah's Ark Preschool must have current emergency contact numbers on file. If these numbers change, the director must be contacted immediately so the file can be updated.

In the event a child is not picked up on time, the staff will:

1. Call parents home, work and cell phone numbers repeatedly for 30 minutes.
2. Call emergency contact numbers repeatedly for 30 minutes.

If, after one hour, staff is unsuccessful in contacting a responsible party, they will request police assistance in finding parents or emergency contacts.

At no time will the child be left alone while waiting for parents or outside authorities. Staff will not hold the child responsible for the situation and will only discuss the issue with the parent or guardian and never with the child.

## Health

Noah's Ark Christian Preschool operates for well children and staff only. Children who are mildly ill (e.g., minor cold symptoms) may remain at the preschool only with the Director's approval. Children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Snow pants and boots are needed for snowy days. Light sweaters or jackets

should be made available as well. Sun screens or diaper area lotions may be applied by staff, with the written permission of the parent on a preschool-supplied form.

Children with symptoms of communicable disease remain with a staff member until the parent or guardian arrives for the child. We make every effort to reach the parents when a child is ill, but after 30 minutes we will contact the emergency contacts indicated by the parents.

All children must provide documentation showing proof of immunizations and record of health prior to the first day of the school year.

Please notify the school whenever your child will be absent.

Please notify the Director immediately if your child contracts a communicable disease, such as chicken pox, measles, strep throat or head lice. The Director will notify all other parents within 24 hours.

We ask that you do not bring your child to school with any of the following conditions. If the teacher or Director sees a child with these conditions, the child will be sent home. If the teacher feels that the child is not well, they will consult the Director and the parents will be called.

- A child has a temperature of 100 degrees F or higher. **The child must be free from fever for 24 hours before returning to school.**
- Coughing, vomiting, diarrhea, headache, swollen glands, rash or open sores, inflamed eye with discharge. **The child must be free from these symptoms for 24 hours before returning to school.**
- The presence of head lice or pin worms.
- Conjunctivitis.
- Sore throat, difficulty swallowing.
- Stiff neck.
- Infected skin patches or open, draining wounds.
- Pain of which the child complains, and which interferes with normal activity.
- Excessive fatigue.
- Moist or open cold sore.

Children may be readmitted with a physician's statement that the child is free from communicable disease, and that returning poses no risk to the child or others or if the child is free from communicable disease, fever free without benefit of fever reducing medications for 24 hours, and **free of vomiting / diarrhea for 24 hours** while on a normal diet.

Staff with symptoms of illness will remain away from the center.

Our staff members have special training in recognizing communicable diseases. We follow strict hand-washing and disinfection procedures.

Medication is given only if parents sign a preschool-supplied permission form. Prescription medication must have a prescription label with the child's name and date on it. Medical samples and over-the-counter oral medicines must have a written note from the doctor as well as a parent-signed form. Permission forms must be renewed every six months. Chapstick, sun screen, diaper rash medications, and modified diets do not require a physician's signature, but do need a parent's written instructions and permission. Such items must be labeled, given to a teacher, and taken home daily.

# Safety

Noah's Ark Christian Preschool is dedicated to providing a safe environment. We ask that parents closely supervise their children in the driveway, lobbies and elsewhere in the church. **It is recommended that children be offered a hand to hold in the parking lot. When departing from the church, please resist having the children run to the car while you sign them out.** Sticking together seems to be a reasonable safety request. When going to the classroom, the family is asked to stay together. Older children should accompany parents to siblings classrooms, and not be left in a lobby.

Children must be signed in and out of their classroom each day. This is extremely important since this list is used to check attendance during emergency drills or events. Children are released only to persons for whom the staff has written permission from the parents. We will ask to see photo identification.

No child is ever left alone or unsupervised.

For security, the preschool doors are kept locked during the day. If you need to come to the preschool before dismissal, please enter the church through the main doors and the church staff will assist you in reaching the preschool.

Monthly fire drills are conducted, with a record of the fire drill located in the Director's office.

Prescription medication may be administered only under special circumstances and only if the medication is appropriately labeled and submitted with a written consent form from the parents and physician with complete instructions on proper dosage, times to be given and in the original pharmacy container. All arrangements must be made through and approved by the Director in advance.

All parents must sign an emergency authorization form as well as a health record form, including allergies, special needs or health conditions requiring special procedures, or precautions, and any medications they are taking.

Noah's Ark Christian Preschool does not provide health insurance for children, nor is it responsible for covering medical costs related to injuries or accidents on the preschool premises.

Children's hands will be washed routinely with soap and water and in the following circumstances: upon arrival at school, before and after snack, after using the toilet, wiping or blowing their nose, after outdoor play and before and after using the water table.

If a child is injured or involved in an accident, the head teacher and Director will assess the injury and take the following actions:

- If the injury is not serious: The teacher or Director will administer first aid and fill out an accident report. The Director notifies the parents either by telephone before the departure time, or when the child is picked up.
- If the injury is an emergency: the Director will call 911 while the child's teacher stays with injured child. At no time, will the child be left unattended. The Director will notify parents or guardians and advise them on where the child is being taken, and the head teacher will accompany the child to the hospital, bringing the child's complete file and remaining with the child until a parent or guardian arrives.

Please note, Noah's Ark Christian Preschool, does not provide medical emergency insurance for the children. Financial responsibility is assumed by the parent or guardian.

There is always immediate access to a phone at the preschool.

Aerosol cans are not used when children are present. Smoking is not permitted in the building.

Preschool maintenance is provided on a daily basis after the end of the school day.

## Clothing

All clothes should be suitable for play and easy for the child to manage. We do not recommend belts. Elastic waists can be handled easily by the child. Those children still in diapers should wear "diaper friendly" clothes that make it easy for them to be changed. No boots please! Please bring an extra set of clothing each day, including socks for all aged children. Even four year olds have accidents. Children not toilet trained should have extra disposable diapers and wipes. Please include these items in your child's bag. Hats and mittens are suggested for winter months. Every child should be dressed suitable for outside play. We go out every day that weather permits. Remember, our playgrounds are sand and mulch **and sandals or flip-flops can cause accidents. Please wear closed toe athletic shoes to prevent any injuries.**

Please do not allow your child to bring:

- Toys from home
- Stuffed animals (unless it is a "lovie" that makes them feel comfortable at school)
- Chewing gum, candy or soft drinks.

## Nutrition

Noah's Ark Christian Preschool will provide snacks and juice for the children. Small items such as carrots, hot dogs, grapes or nuts will not be served as snacks. If a child has food allergies and cannot eat certain foods, Noah's Ark can provide a substitute snack.

In an effort to provide healthier snacks for the children, the preschool also has a Fresh Fruit and Dairy Program. Parents who wish to participate can sign up to bring fresh fruit, yogurt, cheese, etc. for their child's class.

## Birthdays & Holidays

Noah's Ark Christian Preschool celebrates each child's birthday with a blessing and the Happy Birthday song. Teachers provide birthday crowns and parents may bring in a pre-packaged special treat that day. (The Department of Health does not allow home-made or prepared food.) If your child has a summer birthday, please make arrangements with your teacher for a day to celebrate their "unbirthday". **Please, no cupcakes as they tend to be very messy.**

Each main holiday has activities planned by the teachers and room parents. We encourage parent participation and assistance with special day events.

## **Parent Participation & Communication**

Noah's Ark Christian Preschool encourages parents to be actively involved with the preschool. Teachers meet with individual parents to review each child's progress at least twice a year. Additional conferences may be scheduled at any time. Parents of our children receive daily information regarding their child. Please remember that due to confidentiality laws, we can only discuss your child's behavior, and not another child's in the classroom. This means we cannot give you behavior details in front of other parents and we do not want to discuss behavior issues in front of the child. If there was a problem you should be aware of you will get a note in your child's bag and time will be set up to speak to your teacher in private. If you need to talk with or make a meeting with the teacher or director, please feel free to call the school or send a note. We want to protect every parent and child's privacy. In addition, we do not want to affect a child's self esteem by discussing issues in front of them. Rest assured you will be informed of issues that need your attention.

Parents are encouraged to join parent groups and assist in special events throughout the year.

Two parents from each class are responsible for parties and special events in the classroom. They coordinate activities with the head teacher and enlist other parent volunteers for items needed for the event. Parents are encouraged to help in the classroom and share their talents

In addition to the parent handbook and conferences, parents will receive a monthly newsletter that will update them on class activities.

Parents are not allowed to put any letters, invitations, flyers or notes in children's cubbies without the Director's permission. Only information that deals with the school itself, such as class parties, will be allowed to be distributed through the school.

If parents have concerns or need assistance with problems related to the preschool, they may discuss the issue, if applicable, with the staff involved. If they are not satisfied, they may discuss their concerns with the Director.

Rosters of names and telephone numbers of parents, custodians, or guardians of children attending the center are available. The rosters will not include the name and telephone numbers of any parent, custodian or guardian who requests not to be included.

Social and educational events are held throughout the year to encourage interactions between staff and families.

Donations to the preschool are tax deductible. Noah's Ark Christian Preschool welcomes toys, books, or any other items appropriate for the preschool that are no longer needed in a family's home.

Although we appreciate notice of a parent's visit, parents are welcome to drop in at any time. For security reasons, the doors to the preschool are kept locked during the day. Please use the main church entrance and the church office staff will assist you in reaching the preschool.

## **Discipline Policy**

Children at our preschool will not receive physical punishment. Children who have conflicts or problems with others while at school will be encouraged to verbalize their angers and concerns.

The role of the adult at school is to be a helper to positive problem solving. Our staff members guide rather than punish.

Children whose behavior endangers others will be supervised away from other children. The child then will process the problem with a staff member and any other concerned parties. Staff rarely use “time out” unless a child is emotionally out of control, and needs a private time to regain composure. Verbal processing is our preferred technique.

Specific methods of discipline utilized are:

- Observation – see if children can work out their problems
- Distraction – use a different toy or activity to distract a child who is engaging in unacceptable behavior
- Redirection – anticipate a problem and intervene with a solution before a problem occurs
- Ignore – ignore certain behaviors that might be reinforced by calling attention to them
- Take a Break – The purpose of “take a break” is to help a child regain control. This is only used if the first two above are unsuccessful. Children who are two will only sit out a maximum of 2 minutes, children who are three a maximum of 3 minutes and children who are four, a maximum of 4 minutes will be used.

Discipline, i.e. guidance, will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or by parents on the premises.

## **Confidentiality**

No child’s record is available to anyone other than the child’s teacher, the Director, an authorized employee of the state licensing agency, or the child’s parents. All children’s files are maintained in a locked cabinet.

## **Discharge and Withdrawal**

If your child is going to withdraw from the program for any reason, Noah’s Ark requests a two week written notice. This allows time to notify any families on our waiting lists.

If a child is not able to adjust to the program and every effort has been made to work matters out with the family, the child may be discharged upon the Director’s recommendation. In that event, the tuition will be prorated and the balance refunded.

In all instances, when Noah’s Ark decides that it is in the best interest of the child to terminate enrollment, the child’s and parent’s needs shall be considered by planning with the parents to meet the child’s needs when he or she leaves the school, including referrals to other agencies or facilities.

## **Closing**

Noah’s Ark Christian Preschool is designed for the needs of the children in the Barrington area. We embrace, not just the children enrolled in the program, but also their entire family. Each family is welcome to BUMC and is invited to worship with us.

We hope that visitors and participants will sense that we have created a home away from home. We appreciate feedback from any visitor or family member. Thank you for your support of quality early childhood education.