



2011 - 2012 STUDENT HANDBOOK

198 Main Street · P.O. Box 2747
Pikeville, Kentucky 41502
Email: worship@mainstcoc.com
Website: www.mainstcoc.com
(606) 437-4738

FOR ALL PARENTS

NOAH'S ARK PRESCHOOL

Peace of Mind. That's the block the Noah's Ark Preschool is built upon. You can have peace of mind that your child is happy, well cared for and safe when he or she is away from you. Our teachers are experienced and professional caregivers. Our facilities provide quality care in a cheerful and loving environment.

Ages: 3 and 4 years old

Days: Tuesday and Thursday for 3 year olds
Tuesday, Wednesday, and Thursday for 4 year olds

Hours: 8:30 – 11:30 a. m.

Snack: Provided in the morning

Location: 198 Main Street
Main Street Church of Christ
Pikeville, KY 41501

Phone: (606) 437-4738

Website: www.mainstcoc.com

Email: worship@mainstcoc.com

STAFF

Director	Judy Matney
Teachers	Joanna Taylor (4 year old) April Allen (3 year old)
Aides	Ann McKinney Janet Matney Gerri Friend Pauline Looney Barbara Wagner Jamie Cottrell Wanda Williamson Patricia Griffith Phyllis Maynard Judy Matney

How to reach us:

By Mail: Post Office Box 2747
Pikeville, Kentucky 41502

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Noah's Ark Preschool

2011 – 2012 Calendar of Events

August 23, 2011	Open House 6:00 P.M.
August 30, 2011	First Day of School
October 27, 2011	Trunk or Treat Party
November 3-4, 2011	No School – Staff Training
November 17, 2011	Preschool Thanksgiving Feast
November 22-25, 2011	No School – Thanksgiving Break
December 20, 2011 – January 2, 2012	No School – Christmas Break
January 3, 2012	Classes Resume
March 29-31, 2012	No School – Spring Break
April 12 – 14, 2012	No School – Hillbilly Days Festival
May 15, 2012	Graduation Ceremony

NOTE: If the Pikeville Independent School is closed or delayed Noah's Ark Preschool will be closed.

Mrs. Joanna's

4 Year Old

Class Schedule

- **8:30 – 9:00** **Circle Time**
Welcome/Weather/Calendar
- **9:00 – 9:25** **Bible Time**
- **9:25 – 10:00** **Session One**
Tues/Wed: Language Arts
Thursday: Art
- **10:00 – 10:40** **Session Two**
Tuesday: Science
Wed/Thurs: Math
- **10:40 – 11:20** **Playtime and Snack**
- **11:20 – 11:30** **Get Ready To Go Home!**

*Story time with Mrs. Brenda every Tuesday from
11:00 – 11:25 A. M.*

Preschool Class Descriptions

Circle Time

This period is designed to welcome the children, do the daily calendar, discuss the weather, and introduce the theme for the day.

Bible Time

This time will be a time for learning the lessons the Bible teaches us and how they apply to our daily lives.

Language Arts

The children will learn throughout the day through the use of a prepared pre-school curriculum. This portion of the day will focus on language development, counting, sequencing, writing skills, letter/sound recognition and identification, number recognition, and aid with the improvement of the thinking skills.

Music

This time will involve creative and fun movement for the children through the use of pre-school songs and games.

Math

Various skills such as counting, sequencing, number recognition, and one to one correspondence will be taught during this time block in order to help the child develop basic number concepts.

Science

This time will involve observing nature, doing classroom experiments, and learning how our world works.

Art

This class will address some of the fine motor skills and will encourage/develop creative thinking skills using different mediums. This class will emphasize the creative process and encourage fun.

Kitchen Fun

A basic introduction to snack preparation, table manners, the food pyramid, and basic kitchen essentials will be presented during this time.

Learning Centers/Free Play

The children will be allowed to explore different learning areas in groups of 1-2 children or independently. These centers include but are not limited to kitchen, make-believe, computer, pets, building, etc. Free play will allow time for developing young imaginations and enhancing social skills.

Gross Motor Skills/Physical Education

This time will be to emphasize the importance of physical activity and encourage motor development.

I. MISSION

Our mission is to provide opportunities for learning in a Christian care environment for preschool children.

II. ADMISSION

Children aged 3 & 4 years old are eligible for admission. They must be 3 years of age by October 1 of the current school year and they must be potty-trained. At the time of registration, parents need to complete an admission application, provide medical information, and phone numbers of these who can be reached in case of an illness or emergency.

III. DROP-OFF AND PICK-UP

Our Preschool operates on Tuesday, Wednesday and Thursday from 8:30 A. M. to 11:30 A. M. There will be someone to greet your child and take him/her to their class. Children may be picked up at 11:30 A. M. If someone else is picking up your child, their name(s) must be on the Designated Pick-Up list.

IV. CURRICULUM

Our curriculum has as its goal the development of the total child. We are concerned about each child's needs. All activities in the school day will be directed toward helping your child:

- Grow spiritually
- Develop a positive attitude toward school and learning
- Be able to express himself
- Get along well with others
- Develop a positive self-image
- Develop physically
- Develop visual, receptive, and expressive language skills

The everyday environment will definitely be Christian. Spiritual emphasis will be a part of the regular program.

V. SCHEDULE

The daily schedule given to you is tentative. The daily schedule will vary by age and ability of each class. All schedules will include those activities listed previously. Arts and crafts projects, group games, programs, and special activities (cooking, etc.) will be offered. Some highlights of our school year will be seasonal parties, a graduation celebration, and end-of-the-year picnic.

VI. FEES AND TUITION

Our registration fee and monthly tuition are regulated by what it costs to operate the school and may change as needed. Ample notice will be given before any increase. Tuition is \$65.00 a month for 3 year olds, \$95.00 a month for 4 year olds and is due on the first of every month. The registration fee for all ages is \$60.00.

We ask that you please pay promptly on the FIRST school day of the month and no later than the 15th. Tuition is paid to maintain an available space for your child. It is not based on the number of days your child attends in a month. Tuition is not refundable due to student absence for any reason, and make-up days are not provided. A 30 day notice in writing is required to withdraw. If notice is not received by the director in writing, you will be assessed tuition until a written notice is received. Failure to pay tuition by the close of the school day on the 30th day of the month will result in expulsion from our preschool program. Also, late payment occurring in more than three times during the school year will result in expulsion from the program. Make all checks payable to Noah's Ark Pre-School.

VII. VISITATION

The school is always open to parents. Your involvement in the school is greatly *encouraged and appreciated*. Any suggestions or questions should be directed to the office.

VIII. DISCIPLINE

At Noah's Ark Preschool, we believe children are a precious gift from God and we need to treat them as such. However, we also believe that along with love comes discipline. According to the Bible, we have a responsibility to train up our children in the way they should go (Proverbs 22:6).

Children will be guided through positive reinforcement. When a child misbehaves the teacher will talk to him/her in order to help them understand their behavior is not acceptable. It may mean the child will be separated from another child or situation. If talking does not correct the situation, the child will lose one minute of free play for each year of age. If the behavior continues the teacher will inform the parents. If the behavior is causing disruption in the classroom a parent teacher conference will take place with the teacher, parent and director or assistance director. If three conferences have been held and the behavior continues the option of expulsion will be reviewed.

IX. SCHOOL DRESS

Children should wear clothing that allows for free movement and active play. Please remember that we paint and do other messy activities some days. Clothing should reflect the weather. Please include coats, jackets, and sweaters as necessary. Also, mark your child's clothing for identification. Shoes, preferably tennis shoes, should be worn. Please, no cowboy boots, clogs, flip-flops, or cleats.

X. IMMUNIZATIONS, HEALTH, AND MEDICATIONS

An immunization certificate or health form must be on file by the end of October for all children. All immunizations must be current. Children who are ill will not be permitted in school. If your child has been ill, it is necessary that he/she has been free of fever for 24 hours prior to attending school. We need cooperation in order to protect your child from colds, etc. Please alert the office if your child develops a contagious disease. Notice of disease will be sent to parents of other children enrolled in the school. Children that become ill at school will be removed from class until you can arrive to pick them up. You will be called immediately. The school staff will not administer any type of medication to a child.

Please see the Illness Policy at the back of this handbook for further details

XI. SPECIAL OCCASIONS

No special activities may take place at school that does not include the entire class. This includes treats, favors, and invitations. Holiday celebrations will be scheduled by the staff. You will be asked to help with these as necessary. Birthdays will be celebrated by individual classes. If you plan to have something special for your child's birthday, check with the teacher for scheduling.

XII. WHAT TO BRING

Each child should have a large back pack and a change of clothes (i.e. shirt, pants, socks, underwear, & shoes). All personal belongings must be clearly marked with the child's name. Please do not allow your child to bring toys from home. This usually causes problems.

XIII. SCHOOL CLOSINGS

We will operate on the Pikeville Independent School's calendar. If they close due to weather, we will close too. If there is a one-hour delay, we will not open for that day.

XIV. STAFF

We are very proud of our team of teachers. You, as parents, can feel confident that your child will be well cared for. Classes are not left unattended. If a teacher has to step out of the room for something, the director or another teacher is asked to watch the class. The teachers have a genuine love for each child. They also have experience in teaching at this level. This is a winning combination.

XV. SNACKS

Every day your child comes to school, he/she will be given a snack at a designated time. Each child will be assigned a day that he/she will bring the snack and drink for the entire class.

Snacks need to be limited to one to two food items plus the drink. Please bring foods that are listed on the preferred snack list below. Milk or 100% fruit juice (boxed drinks for the 3 year olds) is recommended for the drink.

The number of students will be provided and please remember the teachers and aides. Snacks should be identical.

All food items should be prepared so that it is ready to serve. Please remember to include the cups, plates, napkins, etc.

Your child will bring home a snack calendar as a reminder when to bring a snack to school.

PREFERRED SNACKS LIST

American cheese	Apples
Angel food cake	Applesauce (individually packed)
Bagels w/cream cheese	Bananas
Cheese crackers	Broccoli
Dry Cheerios	Canned fruits (individually packed)
Fruit bars	Carrot sticks
Goldfish crackers	Celery sticks
Graham crackers	Dried fruit snacks
Ice cream (in cups)	Melons
Muffins	Oranges
Oatmeal cookies	Pears
Peanut butter & crackers	Pudding cups
Pretzels	Raisins
Rice cakes	Seedless grapes
Saltine crackers	Strawberries
Small meat sandwiches	Yogurt covered raisins
Vanilla wafers	Yogurt cups
Yogurt covered pretzels	

ILLNESS POLICY

WHEN TO KEEP YOUR CHILD AT HOME

Dear Parent/Guardian:

Young children frequently become mildly ill. Infants, toddlers and preschoolers experience a yearly average of six respiratory infections (colds) and can expect one to two stomach infections (vomiting and/or diarrhea) each year.

Deciding whether to keep your child at home or when to send a child home from child care/school can be difficult.

Please contact the facility when your child is ill and describe the illness. If a specific diagnosis is made by a physician, e.g., strep throat, chicken pox, etc. let the facility know so other families can be alerted.

Clearly there are instances when it is necessary for a child to remain at home. The following list gives guidelines and recommendations for exclusion from childcare/school.

DISEASE	EXCLUSION IS NECESSARY
DIARRHEA (x2 stools) Diarrhea: stools that are watery and more frequent than usual	Yes - (x2 stools)
VOMITING (x1)	Yes - if once at home during the night or during that morning. Will be excluded if it happens x1 at school.
CHICKEN POX	Yes - until all blisters are crusted over and dry.
Pink Eye	Yes - until 24 hours after treatment. If your health provider decides not to treat your child, a note is needed.
Hand, Foot and Mouth Disease	No - may attend if able to participate in child care/school activities. Good hand-washing required.
FIFTH'S DISEASE	No - child no longer contagious once rash appears.
HEADLICE	Yes - until the day after treatment and no nits or lice present.
STREP THROAT	Yes - until 24 hours after treatment and when child has been fever free for 24 hours.

DISEASE	EXCLUSION IS NECESSARY
HEPATITIS A	Yes - until 1 week after onset of jaundice and when able to participate in child care/school activities.
HERPES	Yes - if area is oozing and cannot be covered, e.g., mouth sores.
IMPETIGO	Yes - until 24 hours after treatment begins.
RINGWORM	May return 24 hours after treatment begins. Area must be covered. Good hand-washing required.
SCABIES	Yes - until 24 hours after treatment begins.
ROSEOLA	Yes - see medical advice.
RSV	Once a child in the group has been infected, spread is rapid. An infected child does not need to be excluded unless he/she is not well enough to participate in usual activities.
MILD COLD SYMPTOMS (stuffy nose with clear drainage, sneezing, mild cough)	No - may attend if able to participate in child care/school activities.
UPPER RESPIRATORY COMPLICATIONS · large amount of yellow-green nasal discharge · extreme sleepiness · ear pain · fever (above 101° auxiliary (under arm))	Yes - seek medical advice.
VACCINE PREVENTABLE DISEASES	Yes - until judged to infectious by the health care provider.
YEAST INFECTIONS (thrush or diaper rash)	No - may attend if able to participate in child care/school activities. Follow good hand-washing and hygiene practices.

Handout developed by The Children's Hospital School Health Program, 1995, revised 1999, 2001 Denver, CO (303-281-2790)
[References](#)

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