



Noah's Ark Preschool

Handbook

Brandon Lutheran Church
600 E. Holly Blvd
Brandon, SD 57005

Phone: (605) 582-3401

www.brandonlutheran.org

Mission Statement:

Preparing students for educational success while learning the way of Christ.

Affiliation:

Noah's Ark Preschool is a ministry of Brandon Lutheran Church.

Our preschool program is funded through a variety of sources, including the registration fee, tuition, individual donations, Brandon Lutheran Church and special fundraisers.

- Noah's Ark Preschool/Brandon Lutheran Church does not carry insurance coverage for student injuries.
- Noah's Ark has adopted the Brandon Lutheran HR handbook and conduct policy that is on file in the church office.

In compliance with the Federal Family Right and Education Privacy Act, the following guidelines are used:

1. All records maintained by the school for the student shall be confidential.
2. The responsibility for the maintenance of the school records is vested in the director.
3. Parents shall have the right to inspect their child's records.

Preschool/Kinder Prep: What's the difference?

At Noah's Ark, our 2-day preschool class is an introduction to a classroom setting and one of our biggest goals is that the children learn routine, structure and how to listen and respect teachers as well as peers. Students will be

introduced to pre-kindergarten skills. In preschool, there will be more free choice time and large group activities.

Kinder Prep will be an introduction to a Kindergarten setting. The students will spend time in small work groups focusing on all of the early learning skills. There will be less free choice time and more “structure” to their day.

- **Preschool Class (Little Lambs):** 3 & 4 Year Old

Tuesday/Thursday: 8:45-11:15

- **Preschool Class (Darling Doves):** 3 & 4 Year Old

Wednesday/Friday: 8:45-11:15

- **Preschool Class (Kangaroos):** 4 & 5 Year Old

Monday/Wednesday/Thursday: 9:15-11:45

- **Kinder Prep Class (Wise Owls AM):** 4 & 5 Year Old

Tuesday/Wednesday/Thursday/Friday: 8:30-11:00

- **Kinder Prep Class (Wise Owls PM):** 4 & 5 Year Old

Tuesday/Wednesday/Thursday/Friday: 12:00- 2:30

All students must be potty trained and able to take care of their own personal care needs.

Registration:

There is a \$100 non-refundable registration fee.

Registration can be completed online at brandonlutheran.org, or paid by check/cash and dropped off at the Church Office.

Tuition (9 months):

2 Day Little Lambs & Darling Doves Preschool Class

Yearly Tuition: \$1350

Monthly Tuition: \$150

3 Day Kangaroos Preschool Class

Yearly Tuition: \$1620

Monthly Tuition: \$180

3 Day Wise Owls AM & PM Kinder Prep Class

Yearly Tuition: \$1845

Monthly Tuition: \$205

Tuition is due on the 1st business day of each month.

We are excited to offer Auto Pay! You will receive this form at open house. Otherwise, cash is accepted as well as checks and can be sent with your child and made payable to NAPS.

If a situation develops which affects your ability to pay the tuition as scheduled, please contact the Preschool Director. While full payment of tuition is expected and required we can certainly work with you to make sure your child remains enrolled. Unless such special arrangements are made, a child whose tuition falls more than 1 month behind may not be allowed to continue classes. All efforts will be made to continue the school year as planned. If an unseen circumstance arises, and we unfortunately would need to close, the following will apply.

1. Parents may withdraw their child from the program and tuition is expected to be paid up to date, according to the child's last day.
2. Parents may defer payment until school resumes.
3. Parents may continue to pay according to the original schedule and NAPS will provide learning resources.

Christian Curriculum:

The Purpose and goal of our Christian Curriculum is to teach God's truth as found in the Bible and foster a lifelong love of serving and loving as God has served and loved us.

Through activities the children will:

Grow Spiritually: See themselves as God's children.

Grow Emotionally: Develop a positive Self Concept.

Grow Socially: Learn to play and communicate with others.

Grow Physically: Develop gross and fine motor skills.

Grow Intellectually: Develop pre-reading and math skills.

Grow Creatively: Express ideas in his or her own way.

Each class has Chapel time once a week with a Church Pastor.

General Policies and Information:

Noah's Ark Preschool does not discriminate in regard to race, religion or national origin.

Communication:

Newsletters will be sent home, as well as email communication on an as needed basis. Please check your child's take-home folder each day after school. ☺ Thank you!

Allergies/Medical Conditions:

Please notify your child's teacher as to any medical conditions that your child has or if your child is receiving therapy (i.e.:speech)
If your child has a food allergy, please be sure to notify us.

Immunization:

[S.D. Codified Laws § 13-28-7.1](#)

§ 13-28-7.1. Tests and immunizations for communicable diseases required for admission to school or early childhood program -- Exceptions -- Rules

Any pupil entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities' certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, and varicella, according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations. As an alternative to the requirement for a physician's certification, the pupil may present:

- (1) Certification from a licensed physician stating the physical condition of the child would be such that an immunization would endanger the child's life or health; or
- (2) A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunization; or
- (3) A written statement signed by one parent or guardian requesting that the local health department give the immunization because the parents or guardians lack the means to pay for such immunization.

The Department of Health may promulgate reasonable rules, in accordance with chapter 1-26, to require compliance and documentation of adequate immunization, to define appropriate certification, and to specify standard procedure

Illnesses:

Please do not send your child to school if he/she has a temperature of 99 or above, has vomited, or has had diarrhea in the past 24 hours. A rash that may be disease related or with no known cause.

Head Lice:

If **live head lice** are discovered on a child during the school day, the parent/guardian will be contacted and asked to pick up the child as soon as reasonably possible.

Before returning to preschool, the child should receive appropriate treatment for head lice. Parents should carefully follow the directions for lice treatment used and thoroughly check the child's hair for lice and nits.

A child may return to preschool after treatment has been completed and there are **no live lice** present. Our staff will check the child's hair upon return to school to help ensure that live lice are no longer present.

Nits (lice eggs)

If **nits are present but no live lice are found**, the child may remain at preschool. Staff will monitor the child for any signs of live lice and will communicate with the parent/guardian if live lice are discovered. We encourage parents to continue checking and treating their child's hair at home as recommended. Prompt attention to nits can help prevent the possibility of lice developing and spreading to others.

We ask parents to please notify the preschool if their child has been diagnosed with head lice. This allows us to take appropriate steps to reduce the possibility of lice spreading to other children while maintaining confidentiality and respecting the privacy of the family involved.

Absences:

Please notify your child's teacher if your child will not be in attendance.

Clothing Suggestions:

Please dress your child in suitable play clothing that can be easily laundered and allow them to participate fully in our program. We recommend tennis shoes since we play outside as much as possible.

Drop off and Pick Up:

Doors open 15 minutes before your class time starts.

A teacher will be present to welcome your child.

If someone other than a parent will be picking up your child, we require written authorization on the transportation form.

Late Pick Up Policy:

While we understand things sometimes come up, we ask that you are respectful of our time too.

Parents are required to pick up children no later than 5 minutes after class ends. A child who is picked up late can get anxious, and teachers need to be able to count on leaving their job promptly. Being on-time is a significant contributor to the job satisfaction of our teachers and the happiness of our children. We pride ourselves on being a school whose parents are on-time and strive to have no violations of this rule.

Parents arriving after the 5-minute window will be penalized as follows:

- 1st violation within 1 calendar month: Parents will be charged a late fee of \$10 for arrival that is 10-15 minutes late, and an additional \$25 for arrival later than that.
 - Violations beyond this will be discussed and handled on a case by case basis.

Snack:

Our daily snack time is a relaxed, social time where we encourage conversation and age appropriate table manners. Each day we will say or sing a prayer before we eat.

Snacks typically consist of, fruit, cheese, crackers, yogurt, pretzels, graham crackers, etc.

You are welcome to bring a special treat for your child's birthday! Please let the teacher know ahead of time.

Weather:

In the event of bad weather, our Preschool will close whenever Brandon Valley schools close. Preschool alerts will be sent via email.

If BV starts 1 hour late, AM classes will begin at 9:30.

If BV starts 2 hours late, there will be no morning classes that day.

Staff has the right to cancel classes at any time due to illness and/or weather-related issues. We will make up missed days as needed and as the Preschool schedule allows. Families will be notified of any schedule changes.

Transportation:

NAPS does not provide transportation to and from the church. The Brandon City Transit does offer a bus service for a small fee. Please call them at 605-582-3553 for more information.

Field Trips:

We love the BV community and are hoping to do a few field trips around the town! More information will be sent as needed. 😊

Discipline:

When a behavior becomes a concern, we seek to:

- Equip the child to solve the dilemma by him/herself.
- Redirect a child to appropriate use of materials.
- Help the child find another activity to enjoy.

Most behavior problems are minor and can be dealt with quickly and informally. However, for children who seem to have an unusual number of problems, a systematic approach to problem solving would be used in coordination with the parents.

Staff Qualifications:

Each class is taught by a certified teacher and/or individual with a degree in Education.

In addition to the teacher, each class will also have an educational assistant who works with the children under the guidance and supervision of the teacher. Noah's Ark Preschool's student to teacher ratio is 8:1.

We are proud to offer a totally safe and secure environment for our little learners. Preschool doors will be locked during school hours. Please give us a call if you need to enter or knock and we will let you in! 😊