



# NOAH'S ARK

PRESCHOOL & KINDERGARTEN

## Parent Handbook



10500 E. 126<sup>th</sup> St. | Fishers, IN 46038 | 317- 288-0314 ext 240 | [christthesavior.org](http://christthesavior.org)

# CONTENTS

<b>WELCOME .....</b>	<b>5</b>
<b>MISSION AND EDUCATION PHILOSOPHY .....</b>	<b>7</b>
Christ the Savior Lutheran Church Mission.....	7
Noah’s Ark Christian Mission .....	7
Education Philosophy.....	7
Curriculum.....	8
Assessment .....	9
Parent Teacher Conferences.....	9
<b>QUALITY .....</b>	<b>9</b>
<b>ADMINISTRATION .....</b>	<b>9</b>
Governance .....	9
School Office .....	10
Classroom Information .....	10
<b>ENROLLMENT POLICIES .....</b>	<b>10</b>
Registration .....	10
2025/2026 Tuition & Fees.....	11
Additional Fees .....	11
Required Enrollment Forms .....	11
Non-Discrimination Policy.....	12
<b>PAYMENT POLICIES .....</b>	<b>12</b>
General.....	12
Nonpayment of Tuition.....	13
Financial Assistance .....	13
Withdrawal Policy .....	13
<b>ATTENDANCE .....</b>	<b>13</b>
Arrival.....	13
Dismissal .....	13
Release of Child.....	14
Release of Child to an Intoxicated or Impaired Person .....	14
<b>SCHOOL CLOSINGS .....</b>	<b>14</b>
2-hour Delay Schedule .....	Error! Bookmark not defined.15

<b>HEALTH, WELLNESS &amp; SAFETY POLICIES .....</b>	<b>15</b>
Exclusion Policy for Ill Child and School Staff.....	15
Symptoms Indicating Need for Exclusion .....	15
Control Measures.....	15
Medication .....	16
Exclusion Policy for Under-Immunized Children Due to Medical Condition or Religious Beliefs.....	16
Physicals & Immunizations .....	16
Smoke Free Environment.....	17
Violence .....	17
Alcohol & Drugs .....	17
First Aid & Medical Emergencies .....	17
Health & Safety Precautions .....	18
Emergency Evacuation Plan .....	18
Drills .....	18
Visiting Animal Policy .....	18
<b>GUIDANCE AND DISCIPLINE POLICY.....</b>	<b>18</b>
Positive Guidance.....	18
Response to Challenging Behavior.....	19
Biting Policy.....	20
<b>YOUR CHILD’S DAY .....</b>	<b>20</b>
What to Bring.....	20
Mealtime & Nutrition.....	21
Food Allergies.....	21
Celebrations .....	21
Diapers & Toilet Learning.....	22
Chapel .....	22
Express Kids.....	22
Field Trips.....	22
Intergenerational Learning – Together Today .....	22
<b>FAMILY COMMUNICATION .....</b>	<b>22</b>
Written Communication .....	22
Program Evaluation.....	23
<b>FAMILY CONNECTIONS.....</b>	<b>23</b>
Volunteer Policy .....	23

Special Events .....	23
Family Resources .....	23
School-Home Relationships .....	24
<b>APPENDIX A – CONTACT INFORMATION .....</b>	<b>25</b>
<b>APPENDIX B – 2025-26 SCHOOL CALENDAR .....</b>	<b>26</b>
<b>APPENDIX C – KINDERGARTEN DROP OFF/PICK UP &amp; ALTERNATE NA PROCEDURE.....</b>	<b>27</b>
<b>APPENDIX D – PRESCHOOL DROP OFF/PICK UP .....</b>	<b>28</b>

## WELCOME

Welcome to a new school year at Noah's Ark – a ministry of Christ the Savior Lutheran Church! For several years, my wife and I were proud Noah's Ark parents in addition to serving on the ministry staff at Christ the Savior. We enjoyed a first-hand experience of the quality educational and social experience that our school and amazing teachers provide. A few years into her schooling in the Hamilton Southeastern District, we remain grateful for the solid foundation Noah's Ark provided.

As a Pastor at Christ the Savior, I also appreciate the behind-the-scenes vantage point of the very intentional vision and practices that Noah's Ark utilizes to provide a great experience for our students and families. Noah's Ark has continuously worked at implementing best practices in early childhood education. We are always making meaningful investments in resources, staff development and student experiences in order to offer a safe and creative environment for learning in these critical years of a child's development. We value the partnership that we share with you in raising healthy children and sharing the love of God with your precious little ones.

Noah's Ark is deeply connected to the mission and ministry of Christ the Savior. Our Chapel services help us to share the joy of worship with our Noah's Ark students and families, involving some of the ministry staff of Christ the Savior along with our amazing teachers. We look forward to welcoming you to join us for chapel from time to time! Whether in the worship center, classroom or on the outdoor playgrounds, we know that your child will grow in body, mind and spirit while they're a part of Noah's Ark.

Whether you're a new or returning Noah's Ark family, we hope that you catch the wonderful spirit at Noah's Ark! You and your children will be in my prayers this year, as they experience the unique opportunities offered at our school. Please know that if you don't already have a regular place of worship or congregation where you can know, love & serve Christ and others – we'd love for you to explore life at Christ the Savior. Please feel free to reach out to me for conversation, or try out worship on Sunday mornings. Every Sunday we worship at 8:30 a.m. (Traditional) and 11 a.m. (Contemporary) – and offer a live stream that is accessible from our website [www.christthesavior.org](http://www.christthesavior.org). The website is also an excellent place to find out how else you might connect with the ministry and life of the congregation.

May God bless you and your household as we begin another great year at Noah's Ark!

In Christ, the Savior,



Rev. Brian D. Derrer, Lead Pastor

Dear Parents,

Welcome to the 2025-26 school year at Noah's Ark Preschool and Kindergarten at Christ the Savior Lutheran Church. I am so excited to welcome the students back!

I started with Noah's Ark in 2008 as a substitute and began teaching the 3's in 2010. I also was an assistant teacher in Kindergarten before becoming assistant to Jodi in 2018. I am honored to have been hired as the Director of Noah's Ark last fall.

I know everyone has a choice on where to register your child for preschool. I am very grateful that you have chosen Noah's Ark Preschool and Kindergarten as the first milestone in your child's educational career. It is Noah's Arks mission to provide your child with a Christian based program that will enable them to grow spiritually, educationally and socially. Our staff of teachers, Noah's Ark assistant director and myself are dedicated to creating a play based environment that is developmentally appropriate.

If you ever have any questions or concerns, please feel free to stop by my office, call or email me. I believe communication is the key to developing a strong relationship between school and families.

Blessings,

**Christi Grater**

Noah's Ark Director

### **Welcome to Noah's Ark Preschool and Kindergarten at Christ the Savior Lutheran Church!**

Whether you're just beginning your preschool journey or returning for another year, welcome! We are so glad your family is part of the Noah's Ark community.

As the Family Ministry Director at Christ the Savior, I have the joy of walking alongside our preschool directors, teachers, and families to ensure Noah's Ark is not only a place of early learning but a place where children are deeply known, nurtured, and loved. Our preschool is a vibrant part of the larger ministry of Christ the Savior Lutheran Church, and it reflects our commitment to helping children and families **grow in faith, build meaningful relationships, and discover how deeply they are loved by God.**

At Christ the Savior, Family Ministry is more than a program, it's a way of life. From chapel services and faith-filled play to opportunities for families to gather, serve, and grow together, we want every household to feel seen, supported, and spiritually encouraged. Whether you regularly attend church or are simply curious about what we're about, please know you are welcome here.

We believe that preschool should be full of wonder, laughter, and love and we are committed to creating a safe, Christ-centered space where children can flourish together. Thank you for trusting us with your child. We're honored to be part of this season with you and can't wait to see what this year will bring.

With gratitude and joy,

**Christina Fletcher**

Family Ministry Director

Christ the Savior Lutheran Church

## MISSION AND EDUCATION PHILOSOPHY

Noah's Ark Preschool & Kindergarten is a ministry of Christ the Savior Lutheran Church. We have had the pleasure of supporting children and families in Fishers and the surrounding community since 1995 by providing quality early childhood learning in a loving Christian setting. Our professional staff are passionate about caring for your children and providing a rich environment for your child to create, explore, investigate, learn and grow!

### Christ the Savior Lutheran Church Mission

Reaching people to know, love and serve Christ.

### Noah's Ark Christian Mission

The mission of Noah's Ark Preschool & Kindergarten is to provide quality early education in a nurturing and loving Christ-centered environment fostering a love of Jesus, curiosity for learning and caring for others.

### Education Philosophy

All children are uniquely and wonderfully made by God. They are naturally creative, curious and wonder about the world all around them. Our curriculum provides a framework to stimulate learning through play-based activities which promote the spiritual, emotional, physical, social and cognitive development of the whole child. We use the Indiana Early Learning Foundations as a guide for our preschool learning goals and meet the Indiana State Department of Education standards for our Kindergarten.

- We believe in providing a loving and dedicated team of professionals who reflect God's love, share the stories of Christian faith and foster love for God and love for others.
- We believe in equipping highly qualified teachers who provide a balance of developmentally appropriate teacher-facilitated and child-initiated activities. Teachers use observation to assess each child's ongoing progress thus adapting lesson plans to meet individual needs and scaffold learning to the next level.
- We believe the learning environment should be engaging and rich with a variety of materials and experiences to encourage creativity, exploration, investigation, problem solving, and active hands-on learning.
- We believe in the value of small teacher to student ratios, allowing relationships between teachers and students to flourish. Our classrooms are set up with learning centers (i.e. blocks, science, math, language, home, art, etc.) which provide space for small groups of students to work independently or supported by the teacher. These centers build community by promoting social interaction, nurturing friendships and providing opportunities for children to work collaboratively.
- We believe parents are a child's first and most important teachers. Children learn best when parents are involved in their child's education. Our teachers communicate regularly and openly with parents during morning drop-off, Brightwheel, notes home, a monthly classroom newsletter and parent conferences. Parents are encouraged to participate in special school events throughout the year.

## Curriculum

Our curriculum is play-based and aligns with our school's educational philosophy. The preschool classes use the Indiana Early Learning Standards and the Frog Street curriculum. Noah's Ark Kindergarten follows the Indiana State Standards for Kindergarten and uses the Super Kids curriculum for their literacy learning.

**Frog Street Toddler (2s):** Designed around the latest scientific early brain development research, this program focuses on enhancing the simple joy of childhood while equipping teachers to nurture curiosity through exploration. Frog Street Toddler, created by Dr. Pam Schiller, incorporates Dr. Becky Bailey's Conscious Discipline® Activity choices:

- Are organized around five developmental domains.
- Offer differentiated instruction options to meet the needs of all learners.
- Can be easily infused into daily routines, such as diaper changing, transitions, and outdoor play.
- Are designed with intention and purpose to move children forward in their development.

**Frog Street 3s:** Frog Street Threes provides intentional instruction in key areas of development so 3's can effectively continue on the path to kindergarten readiness. Key components include:

- Easy-to-use activities developed around early brain development research
- Well-rounded scope of activities that address all developmental domains
- Intentional instruction that optimizes key windows of opportunity for growth and development
- Social and emotional emphasis featuring Dr. Becky Bailey's Conscious Discipline®

**Frog Street Pre-K:** Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children! The cornerstones of the program are:

- An extensive integration of theme, disciplines, and domains
- Social and Emotional development includes Dr. Becky Bailey's Conscious Discipline®
- Differentiated instruction
- Joyful approach to learning

**Super Kids - Kindergarten:** In kindergarten, children learn the 26 letters of the alphabet and one sound for each letter, then apply their new skills to blend sounds to read words and sentences. They practice all of the reading and language arts skills in a carefully integrated, multimodal approach using decodable text. By the end of the year, students can read, write, and spell hundreds of short-vowel words.

- All 26 letters of the alphabet and one sound for each
- Writing all uppercase and lowercase letters
- Blending letter-sounds to decode (read) words
- Segmenting letter-sound to encode (spell) words
- Reading 66 high-frequency Dolch words
- Parts of speech, synonyms, antonyms, categorizing words
- Comprehension and fluency skills for literary and informational texts
- Writing mechanics, writing process, and types of writing  
(Narrative, opinion, informative/explanatory)



## Assessment

Teachers regularly observe and assess children's ongoing learning and development throughout their daily activities using principals of authentic assessment. Authentic assessment takes place in a child's typical setting reflecting everyday relationships and experiences. Teachers communicate regularly with parents including two formal conferences during the school year.

## Parent Teacher Conferences

Parent teacher conferences take place in the fall and spring of each school year. The fall conference is a time of welcome and communication between the parents and teachers. Parents can share insights about their child, teachers can share their insights, and goals can be set for the year. At the spring conference, parents receive a full developmental profile demonstrating the child's growth and development throughout the year. These conferences occur during the school day while classes are not in session. Additional conferences are available as needed or upon request.

## QUALITY

We are committed to providing a high quality early learning environment and experience for the children in our care. Noah's Ark Preschool and Kindergarten became an Unlicensed Registered Childcare Ministry with the State of Indiana in February of 2020 and is currently a Level 3 on the state's Paths to QUALITY program. The state provides in-depth safety requirements & educational standards that must be met as well as passing annual site visits in order to achieve recognition in these programs.

Noah's Ark Preschool & Kindergarten is a member of the Evangelical Lutheran Education Association (ELEA). The ELEA is the premier source of support, advocacy, and connections for schools and early learning centers in the Evangelical Lutheran Church in America (ELCA). Our director also maintains a membership in the National Association for the Education of Young Children (NAEYC).

## ADMINISTRATION

### Governance

Noah's Ark Preschool & Kindergarten is a ministry of Christ the Savior Lutheran Church as part of the church's Children's Ministry program and as such falls under the church's 501©3 status. The church provides the facility, utilities, accounting services, custodial services and strong administrative support. The Noah's Ark Preschool & Kindergarten Director and Assistant Director lead the daily operation of the school with support from the Director of Children's Ministry.

The church's Board of Leaders and Visioning Body are the leadership teams that are responsible for governance of all ministries of the church. As a ministry of the church, the church's Personnel, Finance and Property Management teams oversee specific aspects of Noah's Ark Preschool and Kindergarten operations. The Noah's Ark director is a member of the Kids in Action team supporting all of Children's

Ministry including Noah's Ark. Everyone works together in their shared desire to provide a high quality early childhood educational ministry.

### School Office

The Noah's Ark Director and the Noah's Ark Assistant manage the daily operations of Noah's Ark. Office hours are 8:30 am to 2:00 pm on days when school is in session. If you need assistance, please contact Christi Grater, Noah's Ark Director at the school's direct line 317-288-0314 (ext. 240 to leave a message). Our door is always open!

### Classroom Information

Each classroom has two teachers – a Lead Teacher and an Associate Teacher. Both teachers are highly qualified and have experience working with young children. Our Lead Teachers all have a Bachelor's degree in early childhood or 6+ college credit hours in early education. Our Kindergarten Lead Teacher has an Indiana State teaching license. Children are closely supervised by the required number of qualified staff.

Class	Maximum Ratios	Age Requirements
Twos	2:8	2 years old by September 1
Threes	2:10	3 years old by September 1
Pre-K	2:12	4 years old by September 1
Kindergarten	2:18	5 years old by September 1

## ENROLLMENT POLICIES

We accept applications for enrollment at any time. Application materials are available on the church website ([christthesavior.org](http://christthesavior.org)) or from the Noah's Ark office. Annual registration for the upcoming school year begins in January. Families who wish to re-enroll their child for the upcoming year must submit registration at this time. The school maintains a waiting list once all spots are filled.

### Registration

- Registration opens for the upcoming year in January on the first day the students return from Winter Break. Current families re-enrolling and new families may submit applications at this time.
- Applications are processed in the order received.
- Current students and siblings as well as members of Christ the Savior Lutheran Church receive priority placement if registration is received by the priority due date.
- We notify families of current students and siblings of class placement as soon as possible.
- We notify new families of available openings once the priority deadline for our current families has passed and those registrations are processed.
- A \$75 non-refundable registration fee is due within one week of notification of an opening. If this fee is not received, your child's spot may be offered to someone else on the waiting list.

## 2025/2026 Tuition & Fees

Age by 9/1/2025	Days	Hours	Supply & Equipment Fee due on 8/5	Monthly Tuition due 5th of each month
2 years	M,W	9:15 am – 1:15 pm	\$60	\$228
2 years	T,Th	9:15 am – 1:15 pm	\$60	\$228
3 years	M,W	9:15 am – 1:15 pm	\$60	\$218
3 years	T,Th	9:15 am – 1:15 pm	\$60	\$218
3 years	F	9:15am-1:15 pm	N/A	\$105
Pre-K	M,W,F	9:15 am – 1:15 pm	\$65	\$314
Pre-K	T,Th,F	9:15 am – 1:15 pm	\$65	\$314
Pre-K	M,T,W,TH	9:15 am – 1:15 pm	\$70	\$419
Kindergarten	M,T,W,Th,F	9:15 am – 1:15 pm M-F	\$75	\$428

## Additional Fees

Registration Fee:	\$75 (annual non-refundable fee for each child, due at enrollment)
Field Trip Fees:	Field trip fees may be required and are due in advance of the trip.
Late Pick-up Fee:	Parents are expected to be in the car pick-up line at the start of dismissal. A late fee of \$10 for the first 15 minutes and \$1 for every minute thereafter may be assessed.

## Required Enrollment Forms

Prior to your child's first day at school, the following information must be on file:

- Completed registration form
- Signed Consent and Release form
- Health Record completed and signed by physician (with first time enrollment)
- Record of up to date immunizations (with annual enrollment, see Director regarding religious and medical exemptions)

All enrollment forms (listed above), health records, allergy and health plans, developmental profiles, assessments, records of accidents/injuries, etc. are kept in a locked file cabinet in the school office. The contents of children's files are confidential and only immediately available to the following individuals: Noah's Ark Director, Noah's Ark Assistant, Church Administrator, the child's parent or legal guardians, and regulatory agencies. Teachers are provided a copy of registration and other information as needed for the care of your child.

### **Non-Discrimination Policy**

Children are accepted without regard to their own or their parents' race, color, religion, national origin, gender, or cultural heritage. The program will do its best to make reasonable accommodations for children with special needs based on an individualized assessment of the child and in consultation with teachers, parents, other developmental professionals. If it is determined that the child would best be served in a different setting, Noah's Ark will provide the parents with information to contact the Indiana Association for Child Care Resource & Referral.

## **PAYMENT POLICIES**

### **General**

- Annual registration and supply fees for each child are non-refundable.
- Tuition is paid one month in advance and is due on the fifth of each month. The first payment and supply & equipment fee is due on August 5<sup>th</sup> with the second payment due on September 5<sup>th</sup>. Noah's Ark Preschool families will make 9 monthly payment and Kindergarten students will have 10 monthly payments.
- Billing statements are issued monthly via an email from Brightwheel. Contact the church's Controller, Judy Georges, at 317-842-5649 ext. 225 with questions regarding billing statements or payments.
- Tuition may be paid in cash, by personal/electronic check, or on the Brightwheel app.
  - Make checks out to *Christ the Savior Lutheran Church* with your child's full name written on the memo line.
  - Tuition payments may be handed to a staff member at pick up or drop off or placed in student's folder in backpack. Please do not mail tuition checks.
  - Submit exact cash payments in the church office and the office staff will issue you a cash receipt.
- If a check is returned due to insufficient funds, you are responsible for any bank fees.
- If your payment will be late, please contact the church controller, Judy Georges, 317-842-5649, ext. 225 to make payment arrangements.

### **Nonpayment of Tuition**

We understand that there may be unforeseen circumstances resulting in missing the tuition payment deadline. If this happens, please contact the church Controller in advance of the tuition deadline to discuss arrangements for a payment plan. Payments must be current in order to register for a new school year. Nonpayment of tuition may result in cancellation of your child's enrollment.

### **Financial Assistance**

Families experiencing financial hardship may request tuition assistance through the church's "Persons in Need" process. Please see the Director and complete a "Person's in Need" form. The next step is to schedule a meeting with our Senior Pastor, which will begin the assistance process. Christ the Savior Lutheran Church wants to come alongside and support our families through times of hardship. Completing the paperwork and meeting with the Pastor are not a guarantee of assistance, however we will make every effort to work with you and support you as best we can in your situation.

### **Withdrawal Policy**

You are required to notify the Director two weeks prior to your child's last day in the program. All balances must be paid in full prior to the withdrawal. The registration and supply fees are not refundable. Please see the Noah's Ark Director to determine your balance at the time your child will be leaving the program.

## **ATTENDANCE**

Regular attendance is beneficial to your child's relationships with teachers and peers as well as their continued learning, growth and development. We become concerned when children are not here as expected. We ask that you call the office before 9 AM when your child will be absent for any reason. The direct line for the school is 317- 288-0314 (ext. 240 to leave a message). Please include information about any illness or health concerns so that we take proper precautions and notify school families if necessary.

### **Arrival**

- Students will arrive in a car line at 9:10 for Kindergarten and 9:15 for Preschool. A car sign with the student's name and class will be provided and be required to be hung on the rearview mirror with a pant hanger. Immediately after car line, parents will be allowed to walk their child to their classroom from 9:25-9:35. We ask that all parents have left the building by 9:35 so that the classes can get their day started.
- Late arrivals will not be admitted after 9:30 am unless they have made prior arrangements with the Director. It is extremely important to arrive on time.
- Car seats are encouraged to be on the passenger side of the vehicle.
- Parents will remain in the car and a NA staff member will assist the student(s) out of the car.

### **Dismissal**

- Parents are given a car sign with their child's name to display in the car window.
- Place the car sign on a small pant hanger and hang it on the rear view mirror so that staff can

easily read it.

- Vehicles will line up in the parking lot according to the map and instructions provided in this handbook. Please review with all persons who may be dropping off and/or picking up your child.
- Children are released at 1:10 for Kindergarten and 1:15 PM for Preschool. Children may not be picked up inside the building at this time.
- Each child is brought outside by a teacher and helped into their designated vehicle. Do not secure your child at this time. Pull slowly ahead to the seatbelt zone.
- If there is lightening or severe weather in the area, children are held in the building until it is safe to release them. Please check your class teacher's Brightwheel for notification of delay in dismissal.
- We will NOT release your child to any person without your prior authorization. Photo identification is used to verify anyone not known to us whom you have authorized.
- Failure to pick up your child promptly will result in a late fee charge.

### **Release of Child**

We will release your child only to those authorized by you. In order to do this, we need to have your authorization on file and prior notification that someone other than you will pick up your child. If this is the first time for this person to pick-up your child, please inform them to bring a photo ID because we will ask to see it for verification.

If you are picking up your child early, call the Preschool office at 317-288-0314 and a Noah's Ark staff member will bring your child to you.

### **Release of Child to an Intoxicated or Impaired Person**

Noah's Ark Preschool & Kindergarten will make every effort to protect a child from getting into a car with an adult who seems to be impaired in any way, including calling the other parent or emergency contacts. If a parent or legal guardian, who appears intoxicated or impaired, insists on taking the child from the center, the staff will immediately report the incident to the local police.

## **SCHOOL CLOSINGS**

Noah's Ark Preschool & Kindergarten typically follows the Hamilton Southeastern School schedule for holidays and breaks as well as cancellations and delays due to inclement weather. Noah's Ark Preschool & Kindergarten does not make up days missed due to inclement weather.

- Listen or watch for information about HSE school closings on local radio & TV stations. Also look for Noah's Ark notifications via email and the Brightwheel app.
- If HSE cancels school, all activities and classes at Noah's Ark are cancelled.

- If HSE calls a 2-hour delay for any reason, Noah's Ark will be closed for the day.
- Please be alert to severe weather and other situations that may cause school to close early or cancel. There is always the possibility that Noah's Ark may need to cancel school or close early even if HSE does not in order to keep our students safe.

## HEALTH, WELLNESS & SAFETY POLICIES

### Exclusion Policy for Ill Child and School Staff

When a child or staff member is known to have a communicable illness as outlined below, the child or staff member is excluded from attendance at the school for such time as recommended by the Hamilton County Health Department. If a child is identified to have any symptoms listed below upon arrival, the parent will be asked to take their child home. Any child or staff member who becomes ill while at the school will be sent home as soon as possible. Ill children will be cared for in the school office by the Noah's Ark Director or Administrative Assistant until a parent/guardian can pick him/her up.

In order for a child or staff member to be readmitted to the program, any symptom listed below must be gone for **at least 24 hours, without the aid of over the counter medication**. Medication for bacterial illnesses should be administered for **at least 24 hours** before re-admittance.

### Symptoms Indicating Need for Exclusion

The following symptoms and illnesses indicate the need for a child or staff member to be excluded from the program temporarily.

- The presence of a fever of 100.4 degrees or above (keep in mind the lack of a fever does not necessarily mean the child is well enough to attend).
- Vomiting within the previous 24 hours
- Diarrhea within the previous 24 hours
- Persist cough and/or sore, reddened throat
- Red, weeping eye(s) indicating potential conjunctivitis
- Unexplained skin eruptions or rash that are resulting in discomfort
- Extreme fatigue or malaise
- The presence of head lice and/or nits

### Control Measures

The school will make every effort to control the spread of communicable illness among the children and has established health polices and precautions to assist in this effort. Please notify the school immediately if your child has a communicable illness. Whenever exposure to illness has occurred in the school, prompt notice is given to all parents and staff members. The school will not release personal information or identify the child when informing others of an illness.

The Hamilton County Health Department will be consulted and the ensuing instructions followed with respect to control measures. Such measures will include the disinfection of toilet facilities, furnishings, toys, or other articles that have been used by a child diagnosed as having a communicable illness. No other persons will be allowed to use the facilities or articles mentioned above until they have been disinfected or it has been established that the child does not have a communicable illness.

### **Medication**

A medication release form must be completed and on file before we can administer any over-the-counter or prescription medication, creams, ointments, etc. for your child. All medication must be delivered to the school in its original container. If it is a prescription, the pharmacy label must show your child's name, the physicians' name, the prescription number, the date it was filled and instructions for use.

### **Exclusion Policy for Under-Immunized Children Due to Medical Condition or Religious Beliefs**

Because children who may be under-immunized are those at highest risk for an illness, the school will exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program. The child may return after all risk of exposure is eliminated as per consultation with the Hamilton County Health Department.

### **Physicals & Immunizations**

- A record of a health physical that has a date of no longer than 12 months prior to admission and a record of up-to-date immunizations must be provided before the child's first day of school.
- If a child has medical reasons for a delayed schedule for immunizations, a note from the doctor must accompany the immunization record.
- Updated records must be provided to the school if boosters or additional vaccines are given to the child.
- Vaccines required for Preschool enrollment include: 3 Hepatitis B, 4DTaP (Diphtheria, Tetanus, Pertussis), 3 Polio, 1 MMR (Measles, Mumps, Rubella), 1 Varicella (Chicken Pox), & 4 Pneumococcal
- Vaccines required for Kindergarten enrollment include: 3 Hepatitis B, 5DTaP (Diphtheria, Tetanus, Pertussis), 4 Polio, 2 MMR (Measles, Mumps, Rubella), 2 Varicella (Chicken Pox), 2 Hepatitis A
- When a child is overdue for immunizations the parent or legal guardian shall provide evidence of an appointment to ensure continued enrollment, except for any immunizations for which a family has a religious or medical exemption on file.
- In cases where a child is under-immunized, see exclusion policy for procedures when a vaccine-preventable disease occurs at the school.



## **Smoke Free Environment**

Christ the Savior Lutheran Church is a smoke free environment. No smoking or use of any tobacco product is permitted on church property (including the parking areas).

## **Violence**

Christ the Savior Lutheran Church is committed to preventing violence and maintaining a safe work and school environment. The church will not tolerate any conduct that threatens, intimidates or coerces an employee, church member or member of the public at any time. Additionally, dangerous devices or substances are strictly prohibited from the premises of Christ the Savior without proper authorization.

## **Alcohol & Drugs**

Other than wine used for communion, alcohol is not permitted to be served or consumed on church property. The manufacturing, distribution, dispensation or possession of drugs or any controlled substance on church property is prohibited. Anyone who appears to be impaired should be reported to the Noah's Ark Director, Assistant Director, Director of Children's Ministry or the Church Administrator immediately.

## **First Aid & Medical Emergencies**

The church is equipped with first aid supplies. First Aid cabinets with a wide assortment of First Aid supplies are available in the school office, the main office copy room and the kitchen. Classroom emergency backpacks equipped with first aid and emergency supplies stay with one of the classroom teachers at all times.

- All school staff receive training in pediatric and adult first aid, CPR and use of an AED.
- An AED device is located in the copy room next to the church main office.
- Whenever an injury occurs at school, an incident report is completed and if necessary, parents are immediately notified. We place a copy of the incident report in the child's file and give one to the Church Administrator. Parents receive a "Boo Hoo" report and possibly a call from the child's teacher.
- In the case of a serious injury requiring medical attention, we will contact you to pick up your child.
- In the case of an emergency for a child who needs immediate medical attention, we will call 911. Emergency responders will determine next steps and we will notify you immediately.
- In the case of illness, serious injury or emergency, the school will notify parents as soon as possible. If we cannot reach you, we will attempt to reach your emergency contacts. It is very important that you keep all emergency telephone numbers up to date.

### **Health & Safety Precautions**

Each morning, our teachers, Assistant Director and Noah's Ark Director walk through the center, classrooms, and playground to ensure that the environment is safe and healthy. Observable hazards are removed and/or the appropriate church staff is notified to have the situation resolved. Throughout the day, the teachers and staff ensure the health and safety of children and adults by conducting non-intrusive health inspection upon children's arrival, supervision, utilization of toys and materials that are appropriate for age appropriate group care and the use of appropriate cleaning and sanitization methods.

### **Emergency Evacuation Plan**

If the evacuation of the building is necessary, the staff evacuate the children and meet in the side parking lot. If evacuation from the property is required, we proceed to Hamilton Hills Christian Church. All staff members carry emergency contact information for their students at all times. The Noah's Ark Director or her designee carries a master binder listing all students and emergency contact information. If school or emergency personnel determine that it is not safe to reenter the building, teachers will notify the families with instructions on where to pick up their child.

### **Drills**

We conduct routine emergency preparedness drills. The purpose of the drills is to familiarize teachers and children with the process of evacuation for different types of emergencies. The most important thing for the children to do is follow the teachers' instructions. Fire drills are conducted monthly. Tornado drills are conducted in September, March and April.

### **Visiting Animal Policy**

Noah's Ark does not permit classroom pets. We permit visiting pets/animals with prior permission from the Noah's Ark Director. All visiting pets/animals must be fully vaccinated in accordance with state/local laws and verification is provided that the animal is up to date on required vaccines. Staff closely supervise children when holding, petting or they are in the presence of animals. We will accommodate children with allergies to animals according to their needs. Children and staff must wash their hands with soap and water after handling or feeding animals. Parents are notified when pets/animals will be visiting, including the type of animal.

## **GUIDANCE AND DISCIPLINE POLICY**

### **Positive Guidance**

The health, safety, and emotional well-being of children at Noah's Ark are our highest priorities. We strive to help children learn skills to play, settle disagreements, and interact with others peacefully and non-aggressively. We implement strategies from the Conscious Discipline method. These strategies support and encourage positive behavior through a well-planned environment helping children to make good decisions, observe consequences of their actions and take responsibility for their own behavior.

Children learn love, respect, honesty, helpfulness, kindness, and self-control. Some of the basic principles include:

- Telling children what TO DO rather than what NOT to do
- Encouraging children with a sense of mastery as they gain new skills
- Helping children to be assertive in positive ways to have needs met
- Giving children positive choices to guide behavior
- Providing a safe place in the classroom where children can rest or gain self-control

### **Response to Challenging Behavior**

Teachers address inappropriate behavior when it occurs. Teachers individualize responses to the children's behavior, in relation to the particular child and situation. When the teacher sees a conflict situation arising, she remains calm, works to identify the cause and responds in a firm, gentle and loving manner. The teacher's goal is to resolve the situation while maintaining the child's self-esteem and producing growth and desired changes in the child's behavior.

Physical punishment such as shaking, hitting, biting, spanking, excessive force or otherwise hurting a child are prohibited at Noah's Ark as well as psychological abuse, coercion, intimidation or humiliation. School staff do not use threats or derogatory remarks and do not withhold or threaten to withhold food or outdoor time as a form of discipline. We report all incidents of suspected child abuse as required by law.

When a child is being destructive to materials or harmful to another person, he/she is redirected to another activity by the teacher. In extreme situations, a child may need to be separated from the group to an individual activity to help her/him gain control. This should not be viewed as a "time out".

Teachers observe and record challenging behaviors to identify events, activities, interactions, and other contextual factors that may be beneficial in developing an action plan to help the child. If a child displays persistent, serious, or challenging behavior; teachers, family members and other professionals work as a team to develop and implement strategies to support the child's inclusion and success in the classroom. If your child is having behavioral challenges, the teachers and staff may communicate with you in the following ways:

- Daily verbal communication between your child's teacher and you
- Written notes or reports home from your child's teacher
- Phone call from Teacher or Director
- Parent, Teacher, and/or Director conference
- Observation and or meet with developmental specialists (with parent permission)
- Collaboratively develop a home & school behavioral action plan

We believe all children deserve to learn and play in a high quality program that is safe and one where children are free from the fear of being hurt by another child. No one likes the thought of expelling a child from preschool. However, on very rare occasions, we do encounter a child with extreme behaviors, usually in the form of aggression towards others or him/herself. When a child is at risk of hurting other children, we will evaluate the situation immediately and develop a plan of action. We will make every effort to work with parents, specialists, and the child. If the behavior is not resolved or we determine your child would be better served in another setting, your child's enrollment will be terminated. We will notify you in writing, as well as provide you with an opportunity for an in person meeting.

### **Biting Policy**

Biting is a natural, developmental behavior in which young children may engage. We realize that biting is a distressing activity for parents, staff, and the child who has been bitten. Staff will respond immediately to a biting situation by doing the following:

- The biter is immediately removed from the area and calmly, yet firmly, told that biting hurts and is not allowed.
- The bitten child is consoled and the bitten area is washed with soap and water. If necessary, ice will be applied to reduce any swelling or bruising.
- Teachers will talk with the biter to better determine what caused the behavior.
- The biter will be talked to on a level he/she can understand and then will be redirected.
- A "Boo Hoo" report will be sent home to the parents of all children involved in each child's backpack. A phone call will be made to parents if needed.
- A copy of the "Boo Hoo" report will be kept in each child's permanent file.
- The name of the child who did the biting will not be released to other parents. It serves no useful purpose and can make an already difficult situation more difficult.
- Teachers will look at the context of each biting incident for a pattern, in an effort to prevent further biting behavior.
- Teachers will try to adapt the environment as needed, shadow the child and work with parents to help prevent any additional biting instances.

### **YOUR CHILD'S DAY**

#### **What to Bring**

Your child should attend each day dressed to play. A wide variety of activities take place at Noah's Ark each day. We recommend clothes that allow for freedom of movement and full participation in messy activities. Label all your child's belongings brought to school. Please provide the following for your child:

- A full size backpack to carry belongings and to bring home papers and correspondence from the school and teachers. Check bags daily for important information.
- At least two change of seasonal clothing in child's current size.

- Disposable diapers, pull-ups or plenty of extra underwear, if in early stages of toilet training.
- Jackets when the weather changes. Boots, mittens, hat, and warm coat during cold weather for outdoor play. Scarves present a choking hazard and are not recommended.
- Expect that children engage in a variety of activities; running, jumping, rolling, coloring, painting, etc. We recommend wearing shorts or leggings with dresses.
- Leave candy, gum, money and toys (other than comfort items) at home.

### **Mealtime & Nutrition**

Nutritious meals and snacks are essential for young children's optimal growth and development. Early childhood is an important time for establishing lifelong, healthy eating habits. Lunch is a prime opportunity for extending learning including practicing independence and interacting socially with peers and adults.

We encourage you to serve your child a good breakfast prior to coming to school. Families provide a nutritious lunch from home for their child which must include milk. Milk and water will also be available for students who on occasion do not have it in their lunch. A healthy lunch might include a sandwich, fruit, yogurt, veggie sticks, rice cakes, hummus, pita bread, etc.

Label the lunch box with your child's name on the outside of the bag or on a bag tag. Lunches are refrigerated upon arrival. All food containers, cups, silverware, freezer packs etc. must be labeled. No glass containers are permitted. Please use containers that are easily managed by your child to encourage independence and self-sufficiency.

### **Food Allergies**

Noah's Ark is not a peanut or allergy free facility. Notify your child's teacher and Noah's Ark Director of any food allergies and we will do our best to accommodate your child's needs within our setting. If your child has an epi-pen prescribed by your doctor, you must provide one that can be left at school. One of your child's classroom teachers will have the epi-pen at all times in case of an emergency.

### **Celebrations**

We recognize that birthdays are very special occasions, especially for children, and we will work with you to help recognize your child's birthday in a simple, meaningful way. Children are welcome to bring in a special treat to share with their class. This can be a food or non-food item such as stickers, pencil, etc. If your child has a summer birthday, half birthdays can be celebrated. Food items must be store bought and brought in the original sealed container. Please notify the teacher in advance if you plan to bring a food item or if you wish to do something special for a holiday or other occasion.

### **Diapers & Toilet Learning**

Families supply diapers, diaper cream or pull-ups for children not yet toilet trained. Send items to school in a sealed Ziploc bag. Wipes are available at school. Keep a spare change of seasonally appropriate clothing in your child's backpack. Label all items with your child's name. It is very important for families and teachers to communicate with each other during this time and work to be consistent between home and school.

### **Chapel**

Children attend chapel weekly together with other classes. Chapel is led by Noah's Ark teachers and special guests such as our Senior Pastor, Director of Children's Ministry, and the Noah's Ark Director. Parents, siblings, grandparents and family members are encouraged to join us for chapel any time. Chapel will begin approx. at 9:35 am. Refer to your child's monthly class calendar for the chapel schedule.

### **Express Kids**

Express Kids is a special music and movement program provided for all classes twice a month. The Express Kids teacher presents a variety of learning experiences for the children using songs, motions, instruments and even some sign language.

### **Field Trips**

Noah's Ark Kindergarten class will be the only students who will be going on field trips.

### **Intergenerational Learning – Together Today**

Christ the Savior Lutheran Church is a host site for Together Today, a Shepherd Center program for active seniors 55+. This group meets at the church weekly on Thursday mornings. These adults come together to enrich their lives through friendship, games, activities, and educational learning. Noah's Ark classes occasionally visit Together Today to share art projects, songs, and activities. In the spring our Kindergarten students read to the participants. Together Today members are invited to attend chapel and can schedule with teachers to read or visit classes.

## **FAMILY COMMUNICATION**

Noah's Ark strives for a high level of quality communication with our families. We are grateful to partner with you in your child's education and offer many opportunities to share with you about your child's experience at school.

### **Written Communication**

Each classroom has a family bulletin board where teachers post notices and reminders. Check your child's backpack daily for written communication from the school. Each class has a Brightwheel page where teachers will post information about class activities, photos and videos. Brightwheel will also be used school wide to share any information.

## **Program Evaluation**

We give our parents a survey at the end of the year to assist us in evaluating our program. This survey evaluates the school in a variety of areas helping us to look at children's growth and learning, family involvement and satisfaction, and program policy. The survey is a tool for the school to develop plans of action as needed to best serve our children and families.

## **FAMILY CONNECTIONS**

A visitor is anyone who visits the school or classroom for observation or assisting for less than eight (8) hours per month. A visitor does not count toward child/staff ratios, must be under the supervision and direct observation of a Noah's Ark staff person at all times, and shall not be alone with the children at any time. Visitors are not paid by the school. All visitors must sign in and out on the visitor log and wear a visitor badge.

## **Volunteer Policy**

A volunteer is a person regularly scheduled to work or assist in the school more than eight (8) hours per month or serves as a field trip chaperone. A volunteer can count toward the child/staff ratios only with written documentation that she/he is fully qualified for the position in which she/he is volunteering. A volunteer always works under the supervision of a Noah's Ark staff person, and is never left alone with a group of children. Volunteers must complete a Noah's Ark volunteer application, complete and have a satisfactory report for an Indiana State Police background check and the Indiana Sheriff Sex & Violent Offender Registry.

## **Special Events**

Families are encouraged to participate in a variety of special school and church events offered throughout the year. Some of our school sponsored events are Thanksgiving Chapel and feasts, Christmas Program, Beach Party, and Muffins/Cookies w/ Special Person, and end of school year celebrations. Families are always welcome to worship with us at Christ the Savior and participate in the life of the church. Some special church events include the Backpack Blessing, God's Work Our Hands, Fall Fest, Christmas Eve Nativity worship, Lazarus Community Garden and Vacation Bible School(VBS).

## **Family Resources**

Noah's Ark maintains a library of resource materials available for use by staff and families. Please feel free to browse through the collection in the Noah's Ark office, or ask your child's teachers to assist you in locating information on specific topics. Additionally, the school has access to community resources that may be of assistance to you such as health resources, parenting programs, and early intervention screening. We welcome the opportunity to discuss these with you.

## **School-Home Relationships**

Noah's Ark Preschool & Kindergarten is a community of children, families, teachers and administrators all interacting and sharing our lives together. In a community, people work and interact closely together. Hopefully, interactions are positive, helpful, kind and understanding. However, it is possible that from time to time people will experience some conflict, concerns or difficulties.

When you have a concern please remember that teachers want families to feel satisfied with the care their child is receiving. Communicate directly to the teachers whenever possible. Realize that if you feel the need to bring a concern to the Noah's Ark Director, she will need to investigate and talk with the teacher directly about your concerns. The Noah's Ark Director will address the issue in a straightforward manner to alleviate any misunderstandings so that we can improve or correct the situation. We may not always be able make the changes you request due to other restrictions; however, we always want to hear your suggestions. We take them seriously and will respond to you in a timely manner.

If your concern is regarding another child in the classroom/program, please understand that the teachers and administrators are bound to confidentiality and cannot discuss individual children with other families. The teachers will listen to your concerns to determine how they can facilitate your child's growth and development within the specific situation as well as generally.

If you have any specific concerns in your child's classroom or with the program, please address them first with your child's teacher, then the Noah's Ark Director, Director of Children's Ministry, and then the Church Administrator.



## APPENDIX A – CONTACT INFORMATION

Christi Grater, Noah's Ark Director  
noahsark@christthesavior.org  
cgrater@christthesavior.org  
317-288-0314 ext. 240

Angela Loser, Assistant Director  
[aloser@christthesavior.org](mailto:aloser@christthesavior.org)  
317-288-0314 ext. 242

Christina Fletcher, Director of Children's Ministry  
cfletcher@christthesavior.org  
317-842-5649 ext. 231

Judy Georges, Controller  
jgeorges@christthesavior.org  
317-842-5649 ext. 225

Scott Dieg, Church Administrator, CCA  
[sdieg@christthesavior.org](mailto:sdieg@christthesavior.org)  
317-842-5649 ext. 239

Pastor Brian Derrer, Senior Pastor  
bderrer@christthesavior.org  
317-842-5649 ext. 221

## APPENDIX B - 2025-26 SCHOOL CALENDAR

August 7 (Thu)	Kindergarten (Lions) - Parent Information Night - 6:00 – 7:00 pm
August 11 (Mon)	Kindergarten (Lions) - Student Ice Cream Social - 6:00 – 7:00 p.m.
August 13 (Wed)	First Day for Noah's Ark Kindergarten (Lions) class
August 13 (Wed)	Meet the Teacher OPEN HOUSE all Mon-Thur, Mon/Wed, Mon/Wed/Fri classes- 11-12
August 14 (Thu)	Meet the Teacher OPEN HOUSE all Tue/Thu & Tue/Thu/Fri classes 11-12
August 18 (Mon)	First Day of class for all Mon/Wed, Mon/Wed/Fri and Mon-Thu preschool classes
August 19 (Tue)	First Day of class-for all Tuesday/Thursday & Tues/Thurs/Fri preschool classes
September 1 (Mon)	Labor Day (No Classes)
Sept 24th & 25 <sup>th</sup> (W/TH)	Parent/Teacher Conferences (Classes NOT in session) 4 Day PreK/Kindergarten IN session on Wednesday, 9/25
Oct 10 <sup>th</sup> (Fri)	NA Professional Development – No Classes
October 13-17	Fall Break - NOAHS ARK NO SCHOOL (Mon-Fri)
November 26-28(W-F)	Thanksgiving Break (No Classes)
December 17(Wed)	Noah's Ark Christmas Program @12:15 – Pandas, Kangaroos, Giraffes, Tigers, Lions
December 18 (Thu)	Noah's Ark Christmas Program @12:15 – Bunnies, Hippos, Zebras, Owls, Lions
Dec 29 – Jan 5	Winter Break/ Noah's Ark - NO SCHOOL
January 6 (Tues)	Noah's Ark First day after Winter Break
January 16 (Mon)	Martin Luther King Jr. Day (No Classes)
February 16 (Mon)	President's Day (No Classes)
March 6 (Fri)	NA Professional Development (No Classes)
March 18 & 19(W/TH)	Parent/Teacher Conferences (Classes NOT in session) 4 Day PreK/Kindergarten IN session on Wednesday 3/18
April 3 - April 10	Spring Break /Noah's Ark NO SCHOOOL
April 13 (Mon)	First day after Spring Break
May 13 (Wed)	Last day for Pandas, Giraffes, Kangaroos
May 14 (Thu)	Last Day for Bunnies, Hippos, Owls
May 15 (Fri)	Last Day for 3s Friday Enrichment, Zebras, Tigers, Lions
May 15 (Fri)	Graduation for Kindergarten & all Pre-K Classes @12:30 - Lions, Zebras, Tigers, Owls

\*Calendar is subject to change. Updated calendar of events will be communicated in a timely manner



#### **APPENDIX C - Drop-off Pick-Up Procedures for Kindergarten/Alternate Preschool when needed**

- 1. Enter lot and reduce speed to 10 mph.**
- 2. Turn left at the Y to parking area.**
- 3. Note parking pattern above and driving directions for each row.**
- 4. Exit using only row closest to pond.**



## APPENDIX D - NOAH'S ARK DROP OFF & PICK UP PROCEDURES

1. Enter lot and reduce speed to 10 mph.
2. Turn right at the Y and drive around the building to the back lot.
3. Follow arrows above to form drop-off/pick-up line.
4. Stop at edge of sidewalk (red star) and wait for directions from preschool staff to move forward.
5. Make sure your car pick-up sign is hanging on rear-view mirror so it is easily visible to staff.
6. Children will exit/enter the car from the side closest to the sidewalk (right passenger side). Teachers are not allowed to walk around vehicle due to safety reasons.
7. Children will be unloaded and loaded into vehicles 3 or 4 cars at a time in the white Zone area.
8. Afternoon Pick Up:
  - a. Teachers can only put children into car. Seat belts will not be fastened at this time. Teacher or driver will close door. Please be patient and do not pass cars in the Loading Zone area. Move forward along the sidewalk to the farthest point possible in the yellow Seat Belt Zone. You may pass in the yellow zone to move up to the farthest open spot. Stop only in Seat Belt Zone area to buckle up.
  - b. Once children are secure, driver may pull forward and exit the parking lot using the row closest to the pond.
9. For safety reasons, please follow these instructions and stay in designated areas only. Please do not pull into parking spaces during this time.

*The policies, procedures and other information provided in this handbook are current as of the publication date of July 26, 2025. The policies, procedures and other information contained in this handbook may be amended, deleted, or modified at the discretion of Noah's Ark Preschool & Kindergarten and Christ the Savior Lutheran Church.*