

# Owasso First Assembly



# Parent Handbook

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(918)274-0174

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[www.facebook.com/noahsarkpreschool](http://www.facebook.com/noahsarkpreschool)

## **SCHOOL HOURS**

Tuesday and Thursday 9:30 am - 2:30 pm

### **Extended Care:**

Before Care 8:30 am - 9:30 am

After Care 2:30 pm - 4:00 pm

## **OUR PROGRAM**

We are a faith based preschool with the intent to demonstrate Christ's love to all who enter our doors. We strive to provide excellent child care and education to our students.

Our preschool has multiple levels of classes for children from birth through Pre-Kindergarten. Children are enrolled in the class that best coincides with their birth date as of September 1.

Our full day Pre-Kindergarten program is offered as an alternative to public school pre-K. It is not mandatory for children to be enrolled in a pre-K program, but we strongly feel that pre-K educated children are better prepared for Kindergarten.

## **EXTENDED CARE OPTIONS**

To help serve the needs of our families, we offer before school care and after school care. All of our extended care is billed at \$2.50 per half hour per child. The services may be utilized on a regular basis or as needed. In order to have adequate supervision, we do ask that you sign up in advance to use either of these services. A sign up sheet is always at the check in desk, or you can sign up by sending an e-mail to [noah-sark@owassofirst.com](mailto:noah-sark@owassofirst.com).

## **BEFORE CARE**

Child care is available before school from 8:30am—9:30 am. Before care is in the Park. All personal items need to be placed in the child's class. It is your responsibility to notify the attending supervisor upon your arrival to ensure your arrival time is documented correctly. If you fail to do this, you will be billed for the full time.

## **AFTER CARE**

Child care is also available after school from 2:30 pm - 4:00 pm in our Park classroom. All students still present at 2:35 will be placed in after care. Personal items will be placed in the hallway outside the child's classroom.

## **OVERTIME CHARGE**

Our school closes at 4:00. If you are not here by 4:00, your account will be assessed a \$10 late fee (per child) as well as an additional \$5 for every additional 10 minutes that you are late. Please be courteous of our staff.

## **TUITION**

We recognize that the needs of infants and toddlers are significantly greater than those of older children. In order to provide the best care possible to our youngest attendees, we choose to have a lower teacher to child ratio in our infant and toddler classrooms. This mandates a slightly higher tuition rate for those classrooms.

Registration fee	\$25.00 per family
Supply fee	\$50.00 per child

### **Tuition per month:**

\$170 - under 36 months (as of September 1)

\$160 - 36 months and up (as of September 1)

Tuition is due by the 15th of the month. There is a tuition drop box on the wall across from the check in desk. Please put your tuition money in there. Although some months have more preschool days than others, your monthly tuition will be the same each month. **A \$10 late charge will be assessed if tuition is not received by the 20<sup>h</sup> of the month in which it is due.** If at any time an account becomes more than one month past due, attendance will be prohibited until the account is brought current. At the director's discretion, subsequent months' tuition may be requested in advance in order to maintain enrollment status.

## **AVAILABLE DISCOUNTS**

### **Multiple child discount**

If multiple children in the same family are attending, there is a **\$25.00 discount per month per additional child.**

**Only One enrollment fee is due per family. The supply fee will need to be paid for each child.**

## **TODDLERS' DIAPER BAG**

The parent of a child in diapers needs to provide their own **diapers**, **baby wipes**, and any lotions or creams. All pacifiers, bottles, sippy cups and eating utensils should also be brought from home. **Please label all items** and keep in a diaper bag with your child's name on it.

*Also include at least one change of clothes for your child.*

## **PRESCHOOLERS' BACKPACK OR BAG**

*Please keep at least one change of clothes in a bag to be brought to school each time they come.* There will be a rest time for all children. All classes except for the infant room will need to bring a rest mat and small blanket.

## **REST TIME**

Although all classes will lay down to rest, this is not a required sleep time. If a class becomes restless after 20-30 minutes, they will be asked to remain quiet, but can read a book, complete a puzzle, or some other quiet activity. All classes are encouraged to sleep, for their entire rest time.

## **LUNCHES AND SNACKS**

We serve a mid-morning snack each day. Lunches should be brought from home in a lunchbox or sack with your child's name on it. Lunches that should remain cold should be packed with an icepack, or arrangements made with the teacher to take it to the refrigerator. **We prefer that you do not pack any items that need to be heated**, however if you must, please make arrangements with your child's teacher. Please pack all necessary items for your child's lunch, i.e. juice box or sippy cup, throw away utensils, bibs etc. We ask that you not send soda or bright colored fruit drinks as they stain the carpet.

## **ILLNESSES AND ABSENCES**

If we deem it necessary for a child to go home due to an illness, please remember that it is for the safety of all our children. **No child should attend when visibly ill.**

### **Keep your child home if:**

- He/she has a fever or has had one during the previous 24 hours.
- He/she has a rash (not including diaper rash)
- He/she has diarrhea.
- He/she has a heavy nasal discharge.
- He/she has a constant cough.
- He/she is fussy, cranky and generally not himself/herself.

We need to know about illness, especially contagious illnesses. Please notify the director at once if the child has a communicable disease, so that we may notify the parents of the other children in his/her class. We do not administer medication to any child, under any circumstance. If your child should become ill during the day, we will try to contact you. If we cannot contact you, the child will be isolated and cared for until you come at pickup time. If we deem it an emergency, we will pursue the emergency numbers you have provided for us on the registration form.

## **TOYS AT SCHOOL**

We ask that you leave your child's toys at home or in the car. If the child has a book or toy that might be of interest to all the children, it can be brought in for Show and Tell. The item will be placed in your child's cubby until the appointed time, brought out for Show and Tell, then put back in the box until the child goes home.

## **ARRIVAL TIME**

Classes begin at 9:30 a.m. **Students who arrive before 9:20 must go to before care.** In order for your child's teacher to get the final touches on the day's lessons, they must have the freedom to leave their classroom. It is important that each child be checked in every morning in their classroom. Please notify the director if there is a change of where you will be for the day or who is responsible for the child for that day. We may need to contact someone in case of illness or other problems.

## **PARKING**

Please watch your speed, do not double park, and **PLEASE DO NOT PARK UNDER THE OVERHANG!**

## **SAFETY AND SECURITY**

For your child's safety, children will not be dismissed to anyone not authorized by a parent. A driver's license or ID is needed for anyone the Director may not recognize. It is best to notify the director at drop-off time if someone new is picking up your child that day. All of our hallways, and the parking lot are monitored by closed circuit security cameras.

Our doors will be open from 8:30-10:00 After 10:00 the doors remain locked until 2:15. If you come after 10:00 or before 2:15 you will need to use the key pad located to the right of the doors and be buzzed in.

## **CONTACT INFORMATION**

Your questions, comments, concerns, etc. are always welcome! Below are the many ways in which you can reach the preschool. Please be aware that we are busy serving your kiddos during school hours, and except in the case of an emergency, we will likely need to return your call or e-mail after the day has concluded.

918-274-0174

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## **PROCEDURES FOR SPECIAL NEEDS**

We recognize that each child has unique needs. However, our director, teachers and the child's parents must determine whether a child can benefit from our program. Specific guidelines concerning the enrollment of children are available from the director. We are not staffed to give continuous one-on-one care to a single child. Therefore, if this need arises, parents of said child will be asked to confer with the director and/or staff in an effort to correct this situation.

## **INCLEMENT WEATHER**

We follow the Owasso Public Schools schedule. If they are closed, we will close, too. If in doubt, please call the church at 918-272-5219 or the Noah's Ark office at 918-274-0174 or check FACEBOOK. Days missed due to bad weather will not be rescheduled. If at all possible, we want the children to play outside on cool weather days. Please be sure to send a jacket or warm coat (labeled with your child's name) and appropriate clothing for cool or cold weather.

## **POTTY TRAINING**

We do not have a specific age by which children must be potty trained in order to attend. If your child is in the process of potty training, (s)he needs to be accident free for 3 days before coming to school in underwear. A second accident at school in a day will warrant a pull-up for the remainder of the day for sanitary reasons! **In order for your child to enroll in the three and four year old classes, they MUST be potty trained. Those rooms are not equipped with changing tables for diaper changes.**

## **BIRTHDAYS**

Please do not pass out birthday invitations in the church building, unless they are for the entire class. If you would like to celebrate your child's birthday at school, please let your teacher know at least a week in advance. Also make sure all treats are individually wrapped. If there are multiple birthdays that week, we may need to send some treats home.

## **CONFERENCES**

The children are always our first priority, so if you feel the need to visit with your child's teacher for a long length of time, please schedule a conference with the teacher through the Director. Please feel free to drop in and check on your child at any time during the day. We only ask that if your child sees you and becomes upset that you take him/her with you when you leave.

## **HOLIDAYS**

In most cases, our holiday schedule coincides with the Owasso Public School holiday calendar. There may be changes in this calendar during the year. You will be notified of any changes.

## **WITHDRAWALS**

**In order to withdraw, a one month notice is required or a withdrawl penalty equal to one month's tuition will be assessed. In the case of advance paid tuition, all monies will be refunded minus a 10% convenience fee and the one month withdrawl penalty, if applicable.**

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### **Notice of Nondiscriminatory Policy As To Students**

Owasso First Assembly's Noah's Ark Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions