

# Noah's Ark

## Childcare Services, Inc. Handbook

### Elementary & Middle School Programs

Owner Operated  
Noah's Ark Childcare Services, Inc.

Noah's Ark Childcare Services,  
Located in the Apex United Methodist Church  
100 S Hughes St., Apex, NC 27502  
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**Guiding Principle**

*“Train a child in the way he should go, and when he is old he will not turn from them.” Proverbs 22:6*

**Our Purpose** To help children understand everyone is made in His image and how God Loves us  
To build self-esteem, positive attitudes, confidence, strong morals, and a better future  
for our/your children in a loving Christian environment where everyone feels important.

**Mission** We support our children by surrounding them with a community of love and forgiveness that they  
may grow in their trust of God, and be found faithful in their service to others.

**Four Basic Truths**

1. Faith – “I can trust God, no matter what.”
2. Friendship – “I should treat others the way I want to be treated.”
3. Wisdom – “I need to make wise choices.”
4. Courage - “I have the Courage to say or do the right thing.”

**Age requirements** Elementary or middle school children. The first day a rising kindergartener may attend is  
the first day of summer camp in the year they will start kindergarten. The last day a child can  
be in our program is June 30 of the year they turn 15 or if they are going into the 9th grade that  
same year

**Schedules**

6:45 AM Center opens for child drop off  
8:00 AM Snack time  
8:10 AM Morning devotion  
After morning devotion, before school children taken to school, Trackout and summer camp stays  
9:30 – 3:00 Daily activity plan and lunch for full day camp children - track out/summer camp  
3:00 – 4:15 Children are picked up from school and brought to the center  
4:00 Snack Time  
4:25 – 4:50 Afternoon devotion  
5:00 – 6:00 Small and large group directed activities, crafts, games, learning exploration, outside play  
and homework areas are open and carpool parent pick up

**Requirements to start services** Completed and signed application turned in  
Immunization records turned in  
First payment for services turned in or submitted

**Special Needs Children** This is on a case by case basis and an interview is required prior to admission.  
Space is extremely limited.

Full day camps are available to children from any elementary or middle school and are not limited to children who attend the  
schools we serve for before and after school. We provide for all activities and lunch. Children do not need any extra money  
for anything and are not permitted. When conducting field trips, the day is packed and they will need their snacks and water.

**The “Fine Print”**

What parents have said: “we tried you for a week and my child does not ever want to go back to their old program at the \_”,  
“I can’t believe you go on field trips every day”, “They never get bored”, “My children love your programs”, “I cannot  
believe how excited they are going to a track-out”, “Thank you for taking my child to try different things that I would not  
think of”, “My child has a better lunch than I do”, “My children are tired when they get home and want to go to bed early”

## Program Overview

*“Thank you for treating others the way you want to be treated” - Noah’s Ark Parents*

**Christian Based Programming** - The great thing about the Bible is all character traits come from the Bible. Any doubt, turn to Galatians 5:22-25. We try to present the stories and parables in a manner a child would understand and lead by Jesus’s teachings. In our programs, we lead children to a better understanding about God and His Son, Jesus Christ. In darkness there is always light of hope. The light might be small, dim or even seems to be long ways away. There is always light no matter what. God is always with us even if the light is years away.

**Before School Program** – Provides a safe and fun place for children to start their day before they go to school. Early morning arrivals start at 6:45 AM and we transport the children to their schools. Our before school program is available to students whose schools are listed on our website. They are welcomed to eat breakfast. No milk and cereal please.

**After School Program** – Provides children with a place to “catch their breath” after a busy day at school. We pick up your children from their school at dismissal and transport them to our center for free play, organized activities, exciting devotion, games, and homework. Children have access to a large gym, playground, open field, craft, and homework areas. There is something for everyone!

**Track-out and Summer Camp programs** – Activities every day that are action packed! The activities could start as early as 9:30 and end after 2:30/3:00 PM. The day is packed with activities onsite and some off site. Activities are always treating all friends equally and fairly. Some games are designed to make the children help each other no matter how young or old they are. God created man in His image. Just think how many images God has. He is pretty amazing.

During summer camp our activities may start before 9:30. We will communicate any changes in start and return times. There is never a dull moment!

**Teacher Workdays and Holidays** - students join our track out summer camp program

**Online Learning Days** – Students must bring their device, headset with microphone, device charger, white board, dry eraser markers, paper, pencil and any other item needed for class that day.

### Early Release Days

If you are enrolled in after school pick up, we will provide after school pick on early release days. If your child is not in our after school pick up program and you need the service, please select the “Early Release” button on the ‘Reservations’ page of our website to request an early release pickup. This needs to be done one week in advance to allow scheduling. This service is only available to the schools we provide those services to.

### Emergency Drop off or Pick Up

Just in case you are not using our before or after school program and need us to take your child to school or pick them up, we have a service for you. **To use this service your account must be up to date and we must have a current application and immunization record.** Just go to our website’s “Reservations” page and click on “Emergency Pickup”. This service is only available to the schools we provide those services to.

### Morning and Afternoon Devotions

Being a Christian based ministry we respect all religions. Most of our daily devotions follow the 252 Curriculum by Orange Conference. The Bible is the source for all devotions and all devotions lead to four basic principles; “I can trust God no matter what”, “Treat others the way I want to be treated”, “I need to make wise choices”, and “have the courage to say or do the right thing”. We are the only program that leads children to develop all good character traits by teaching, leading, and being a living example. There is no other program that can demonstrate great behavior.

## Guidelines and Rules

### In case of Emergency

In case of emergency, we will contact 911 first and then you, using the designated number you indicated on your child's application. Your child's application has to be current every year. Your contact information is extremely important.

### Medications

A completed "Permission to Administer Medication" form is required to give any medications. We carry some medications such as Children's Tylenol, Pepto Bismol and anti itch creams in case of emergencies. If we reach you on the phone and you give us permission, we will give the agreed medication and amount noting the date and time given.

**Applications/Enrollment Packet** - The state requires new application packets from parents every year.

### **COMMUNICATION is KEY!!!!**

In a busy world it is easy for parents to forget to tell us they picked up their child early from school or they stayed at home. We have a button for that. It is extremely important to notify us through our website (bookmark our reservation page on your phone) using the "No Pickup" button. If we are scheduled to pick up your child from school and they do not show up to the bus, we are required to call the front office. The front office will call the teacher and hopefully the teacher is reachable and still in their room. Please make sure you update us on your child's pickup schedule.

If your child shows up thinking they are riding Noah's Ark, we are going to take them on the bus. We may not be able to tell you until after our route, but we will put them on our bus and take them to the Ark. We will not leave a child by themselves. It is better to be on our bus than walking around.

Signing up or changing services is easy using our "Cancel or Revise Service" button on our 'Reservations' page. Our website has a button for you for any situation. We make it easy.

**Dress Code - Fighting the Right Battles** - We want to make sure your child is prepared and ready to have an awesome day full of high impact fun activities. Helping children make wise choices is critical.

Shoes - Closed toed shoes only please. It is our experience and the medical knowledge of professionals that sandals, flip flops, and Crocs are not good for growing active children especially when they are playing in a gym or on a playground. Your child is growing and developing physical coordination. Let's all help them be successful.

Clothes - socks are always required for bowling, bouncing, and skating. Please check the camp calendar. On those days, please have your child be ready for the field trip and wear their socks so they can change quickly when arriving at their activity. Please no clothing with inappropriate slogans or pictures.

Any personal belongings should be clearly labeled with your child's name including but not limited to coats, scarfs, sweaters, all water bottles, all lunch/snack boxes/bags, backpacks, books, towels, sleep friends, blankets, belts, allowed toys or games, plastic food bowls, hats, gloves, personal floatation devices, socks, and other personal items.

### **Helmets, Protective Gear and Socks.**

If you want your child to wear a helmet or other protective gear (skating or other) - please pack it! When going ice-skating, your child needs to have long pants and appropriate warm outerwear. Bounce houses, skating, and bowling require socks.

If your child does not bring socks, we will purchase a pair of socks from the vendor and charge you a \$5.00 fee unless the socks are more.

### **Sunscreen/Sunblock & Bug Repellant**

We want to be outside as much as possible. Please make sure your children come with sunscreen/sunblock or bug repellant on. Sunscreen and bug spray will not be applied by the staff or counselors. .

### **Electronic Devices and Cell Phones - see also Computer Usage Below**

Using cell phones or other electronic devices is not permitted unless for online learning or other approved situation. Please do not allow your children to bring their electronic games, music/video players, smart watches, and other electronic devices. Those items need to stay in their backpack or other safe location. In case of an emergency, we have your number and our number is 919-367-9898.

### **Computer Usage - We offer online learning connections for school work**

During certain times of the day, online options are available. Children must bring their own computers, chargers and headsets. These items must be clearly labeled with personal identification and phone numbers. Parents must schedule with staff their online learning days and times.

### **Food, Drink, and Chewing Gum**

We have a wonderful gym/eating area that is used for snacks at the appropriate time. Please make sure morning drop off children finish their food prior to entering the facility. Yes, if you are running late, they can finish breakfast in the gym at the designated areas. Gum is not allowed. We have removed enough from the carpets and floors to know accidents will happen. .

All day campers should bring at least two snacks and a labeled water bottle every day. We suggest you pack your child an additional partially frozen water bottle in the summer. To freeze a water bottle, remove about 75% of the water and freeze. In the morning take the frozen bottle out and fill with water before leaving home.

### **Library Trips – No Worries about Library Cards**

If your child has to check out a book they found at the library, they can reserve it until you have a chance to check it out.

### **Responsibility for items brought to Noah's Ark and Lost and Found**

Please monitor what your child brings and be sure they understand they are responsible. All items should be clearly marked with your child's name in **permanent marker**. Although we have a “**lost and found**” bin for such items, we again ask that you please make sure your child does not bring anything of value. Please do not allow your child to bring makeup, smartwatches, tablets, ipods, trading cards, and toys. Children may bring appropriate books they enjoy reading. Please make sure their names are in their books. No magazines please since there may be inappropriate advertisements.

### **Transportation to and from School - Times and Routes**

All before and after school student transportation are prearranged and timed routes. If you need your child to arrive at school before our scheduled time, you will need to arrange that yourself. The same applies to after school pick up. By your child attending our program you agree to allow us to transport your child.

### **Weather or Other – school closings, delayed school start, or school closing early**

If the schools and Noah's Ark/Intermission delay or close early, it is the parents responsibility to transport their child to and from school at the appropriate time. DEPENDING on the conditions, there is a possibility we will open at our normal time or pick up early from school. IF that is the case we post what we are doing online using our home page, WRAL.com, and WRAL TV5. If your child is already in our care, track out/summer camp, when we close early, we ask that they be picked up as soon as possible. If there are any changes, they will be posted on our website, [noahsarkcsi.com](http://noahsarkcsi.com) and on [www.wral.com](http://www.wral.com) and WRAL TV.

We do everything we can to keep our center open for you, but if it puts our staff, children or parents at risk, we will follow the Wake County Public School emergency schedule. This means if the school closes two hours early, we will close two hours early. If the school closes, we will close. How do you know what we will do so you can plan for your child? Read the above paragraph about “weather or other - school closings, delay school start, or school closing early”.

## Policy and Procedures

### Discipline

There will be NO physical punishment. Redirection, positive reinforcement, and warnings are the preferred methods of discipline. Sitting out to think about their actions and having discussions to separate feelings is another method used for inappropriate behavior. In the event these do not correct the problem, we will ask for your involvement in the situation. Parents are told about all incidents. The director reserves the right to dismiss any child who has repeated discipline problems.

### Weekly Schedules and Possible Closings/Delays

Lunch and activity schedules are available online once you become a client. Schedules are subject to change according to weather or conditions beyond our control. For inclement weather, as a rule, we follow the Wake County Public Schools inclement weather schedule/policy. Please see our “**Weather or Other**” paragraph for more details. If your child attends one of the private schools, they may be operating on a different schedule. We may be closed and the private school be open. In this case you are responsible to pick up your child.

### Morning Arrival and Afternoon Pickup

Parents, in order to provide the safest morning care for your child please be sure to bring them inside. We will either be in the gym or DC300. We will have directional cones and signs out. When picking up your child, please be prepared to show your driver’s license if asked. Your child must be checked out before leaving. Thank you for your cooperation.

### Full Day Camps - Morning departure and Arrival times if we are going on field trips

Departure time varies with different activities and lunches. Some field trips during Summer Camp will take an entire day and we will leave just after 8:30 AM. Some field trips we will return right at 4:00 PM.

### Carpool

**Morning Drop off** is between 6:45 and 8:30 AM. It is important to drop during those times to allow our resources to be used elsewhere to keep all costs down. If you come after 8:30 near the Preschool drop off time, you are required to wait until after the Preschool drop off ends and that is usually around 9:10 and you will have to call us so we can redirect ourselves and come and get your child.

**Afternoon Pick up** is between 4:00 and 6:00 PM. It is important to pick up between these times to allow resources to be used elsewhere to keep all cost down. If you arrive before 4:00 PM please let us know. If you arrive after 6:00 PM there will be late fees charged to your account since we have to pay our staff to stay late.

### Vendor Release Agreements

Noah’s Ark and Intermission go to many different activities. It is understood that activity vendors might require Noah’s Ark to sign a “Release of Liability”/“Hold Harmless”/“Visitor Release” or other named release agreements for all participants of that activity. If you are concerned about a planned activity and that vendor’s release agreement, you are required to make other arrangements for your child prior to the activity; otherwise you agree to allow Noah’s Ark Childcare Services, Inc. to sign such agreements for those activities. All activities are posted online through a private URL.

### Sickness and Medications

If your child develops a temperature of 100° or above or vomits you will be contacted and required to pick them up as quickly as possible. Your child **HAS TO BE FEVER or VOMIT FREE for 24 hours before they can return**. When your child develops these symptoms they would be isolated from the group in an appropriate location and allowed to read, sleep or just be calm until they are picked up.

If your child is under medications for any reason, a “Permission to Administer Medication” form must be completed allowing us to give your child the prescription or medication. We follow the Wake County School policies for prescriptions and do not administer prescribed narcotics.

**LIMITED SPACE** - Keep in mind we have limited space for all services, which could mean that you may not get the desired program you request. Please reserve space for your children as early as possible. Feel free to have us check on availability.

**Payments** - Payment is due on or before the first day of service. After we get the application and it is processed, you will receive an email to set up a MyProcure portal and account. You will see all reservations you have made, services provided and payments made will be posted there. You can print statements for FSA and year end taxes. Please remember to register for services at least a week in advance.

The Tuition Express form is required as a part of the application.

**Paying Online** is through Tuition Express, a secure server. With all applications the Tuition Express form is required. If payment is not received on the date of service, Noah's Ark will charge your Tuition Express account for the services within three business days which includes the first date of service. If service was provided on June 1, we will charge your Tuition Express account on June 3. Day one is June 1. Please remember to register for services a week in advance.

**Late Fee for Late Payments After Payment is Due** - If for some reason we cannot charge your Tuition Express account, a late payment fee of \$10 will be posted to your account if payment of services is not received by the third day. Please make your payment on or before the first day of service. Please remember to register for services a week in advance.

**Late Fee Pickup for After 6 PM Pickup** - 1st late fee is \$20 plus \$1.00 per minute after ten minutes. Additional late fee after the first late time \$25 plus \$2.00 per minute after ten minutes. Anytime one is late there are additional costs to all.

**Returned Checks/Non-Sufficient Funds (NSF) or wrong routing/account numbers**

Please do not write checks that will not clear your bank. It creates double entries and additional fees for all.

**Reservations for Services – *We have a button for that***

To start service, we have to have the application (one per child), a copy of their immunization record, and first payment. First payment is the membership fee plus their first service cost. If they need 3 weeks of track out/summer camp, the cost would be membership plus the first week (one week) of track out/summer camp. The following weeks, we will invoice your MyProcure account, BUT, you must reserve all the weeks you need up front to prevent your child's spot from being taken. If you are signing up for a monthly service (before school or after school) your first payment will be the membership fee plus the first month. Remember, the membership fee is for the school calendar year, July 1 to June 30 and is yearly.

**The Foundation**

We are built on the strongest possible foundation.

Noah's Ark was founded in 1994 by Mrs. Debbie Pope with the support of her loving family. Through the Pope's love and dedication to children, they developed the best child care program around. A child learns more from leaders that love back. A child learns more from leaders who care. A child learns more when they are happy and feeling safe. A child learns more about how to make great decisions from the greatest book of all time. The Bible is alive. It is a living guide to the world around us. It is the best guidebook for all of us.

**Proverbs 22:6**

**“Train a child in the way he should go; and when he is old, he will not depart from it”**

The task before us is a greater task than we are capable of managing alone. It is through prayer and Faith we carry on in confidence. The Noah's Ark staff dedicates our lives to teaching and learning. We are committed to building children who will become our future leaders. They need the best possible start to a life guided by God.

# Full Day Camp Guide - Noah's Ark and Intermission

## Where kids come to belong and live strong!

Get ready for high energy fun at Noah's Ark full day camp!  
Use this sheet to help you and your child be better prepared for the day.

### Camp Hours

- Drop off starts at 6:45 AM
- Drop off ends at 8:30 AM
- Devotion happens daily both in the morning and in the afternoon
- Carpool is from 4:00 PM until 6:00 PM. Late fees apply if pick up after 6:00

Early pick-ups and late drop-offs must be arranged in advance. Accurate headcounts are important, so we need your communication to know who will be on campus with us everyday.

### Camp Pack - What should your child bring Every Day

- A refillable water bottle with your child's name on it
- Snacks for the morning and afternoon
- Apply sunscreen prior to coming
- Tennis Shoes or like kind shoes ONLY. No FLIP FLOPS, SANDALS or CROCS  
\*ask your pediatrician why
- DO NOT bring personal belongings, such as cell phones, electronics, ipods, ipads, playing/trading cards, toys...
- Lunch is provided daily. Your child's lunch order is taken as soon as they arrive. If you have any questions about lunch, talk to us. If your child has special lunch needs, please let us know in advance. It is okay if they bring their own lunch.
- All personal items should be labeled, coats, jackets, hats, water bottles...

### Camp Attire

- Campers prepare for active play only closed toed shoes, NO flip flops or sandals
- Appropriately dressed for the weather
- Please no clothing with inappropriate slogans or pictures
- On water days, please send your child with a change of clothes and a plastic bag for them to leave their wet clothes in

### Reminders

- Please check the calendar on our websites and emails from us for daily activities and special requirements
- Remember to pay for camp using your MyProcure portal