



A Ministry of Hempfield United Methodist Church

3050 Marietta Avenue  
Lancaster, PA 17601  
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[noahsarkhempfield.org](http://noahsarkhempfield.org)

Handbook  
2022-2023

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## **MISSION STATEMENT**

And Jesus came and spoke to them, saying, "All authority has been given to me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and behold, I am with you always, even to the end of the age." Amen.

(Matthew 28:18-20)

## **GOALS**

To provide a Christ-centered educational environment which celebrates each child as God's unique creation and equips each student with a Biblical foundation and a positive early educational experience that promotes a lifelong love of learning.

## **PROGRAM**

Noah's Ark Preschool has been a part of the Hempfield community since 1970. As a Christian preschool, we incorporate appropriate Bible stories, songs and prayer times into classroom activities. Christian holidays are celebrated and their religious significance explained. Individual, large group and small group activities are planned for the classrooms. We value each child that enters our program. We want each child to develop a love of learning by exploring God's World around us. We focus on the whole child and present activities that promote developing social, emotional, spiritual, physical, language and cognitive skills. Each class spends 20 minutes a day doing gross motor activities at the playground or gym. We encourage parents to share their professional experience and talents and to be involved as a partner in your child's preschool experience.

## **FACILITY**

Our classrooms are bright, clean and modern. Each classroom is equipped with age appropriate educational materials, games, toys, and books. We have a large gym with a variety of recreational toys, as well as a colorful and fun preschool playground.

During preschool hours, all doors entering the preschool area are locked. Visitors wanting to enter the preschool must use the intercom system located to the right of the preschool doors.

## NOAH'S ARK PRESCHOOL STAFF

### Administrative:

Director: Mrs. Lynn Kurjiaka

lkurjiaka@hempfieldumc.org

Assistant Director: Mrs. Karen Stoehr

kstoehr@hempfieldumc.org

### Teachers:

Mrs. Sheri Lausch                      2 1/2-year old Rainbow Tots & 3-year old  
MWF

Mrs. Nicole Showalter                3-year old MWF

Mrs. Jenn Krauser                    3-year old T/TH

Mrs. Katie Kube                      4/5-year old MWF am/pm & T/TH

Mrs. Jill Skiles                        4/5-year old Mon. through Fri.

### Assistant Teachers:

Mrs. Jess Martin                      2 1/2-year old Rainbow Tots, 3-year old  
MWF & 4/5-year old MWF pm

Mrs. Karen Shreiner                 3-year old MWF & T/TH

Mrs. Carol Hulstine                 4/5-year old MWF am & T/TH

Mrs. Julie Myer                       4/5-year old Mon. through Fri.

### Lunch Bunch:

Mrs. Nicole Showalter (Monday, Wednesday and Friday)

Mrs. Karen Shreiner (Monday through Friday)

Mrs. Anne Gokey (Tuesday and Thursday)

Noah's Camp Smile-A-Lot Summer Director: Mrs. Lynn Kurjiaka

## OUR CLASSES

### **Rainbow Tots**

Children should turn 2 years old by February 15<sup>th</sup> of school year enrolling.

- Tuesday/Thursday morning  
Children are not required to be potty-trained.

### **Preschool for 3-year old children**

Children should turn 3 years old by Sept. 1 of school year enrolling or planning to attend kindergarten in 2 years.

- Monday, Wednesday & Friday morning (potty-trained not required)
- Monday, Wednesday & Friday morning (potty-trained is required)
- Tuesday & Thursday morning (potty-trained is required)

### **Preschool for 4/5-year old children**

Children must be 4 or 5 years old by Sept. 1 of school year enrolling.

- Monday, Wednesday, & Friday morning
- Monday, Wednesday, & Friday afternoon
- Tuesday & Thursday morning
- Monday through Friday morning

Children should be potty-trained for all classes above.

Morning preschool classes run from 9:15 until 11:45 AM.  
The afternoon class runs from 12:45 until 3:15 PM.

## LUNCH BUNCH

This optional program is for 3 - 5 year old children who are potty trained. Children bring their lunch and enjoy time eating, playing, and participating in additional activities in the gym or playground. This program runs from 11:45 AM to 1:15 PM.

Children attending the afternoon class can be dropped off at 11:45 in the car line for lunch bunch and will be taken to their preschool class at 12:45. Please show the Lunch Bunch side of your child's car sign when dropping off.

All lunches must be nut free!

## NOAH'S CAMP SMILE-A-LOT

Children who are 3 to 6 years old and potty trained are invited to join our summer camp for one week or up to all six weeks in the summer. Camp is held in June and July on Tuesday, Wednesday, and Thursday from 9:00 - 11:30 AM. Each week has a different theme. Our camp weeks are filled with crafts, stories, games, snacks, and packed full of fun.

Camp themes and registration materials will be sent home in March. Registration begins in March for our current families.

### **Camp Smile-A-Lot Camp for 2023 Information will be sent home in March**

June 13- 15  
June 20 - 22  
June 27 - 29

July 11-13  
July 18-20  
July 25-27

## TUITION AND FEES 2022 – 2023

**Registration Fee** - A Registration Fee of **\$50.00** is required at the time of registration to hold a spot for your child. For any additional siblings the Registration Fee will be **\$30.00** per child. This fee is non-refundable.

**Tuition**- Tuition is billed for the school year, which runs from mid-September through mid-May. Tuition may be paid annually, by semester or monthly. First payment is due August 15<sup>th</sup>.

Tuition	2 Day Class	3 Day Class	5 Day Class
<b>Annual Tuition</b> Due 8/15/22	\$ 984.00	\$ 1,320.00	\$ 2,032.00
<b>Semester Tuition</b> Due 8/15/22 & 1/15/23	\$ 492.00	\$ 660.00	\$ 1,016.00
<b>Monthly (8 Month Plan) *</b>	\$ 128.00	\$ 170.00	\$ 259.00

**\*Monthly Tuition Payments** are due by the 15<sup>th</sup> of each month **August - March** for 8 payments. A \$40.00 charge for the school year is included in the monthly payment plan to cover additional processing costs.

**Lunch Bunch Tuition**- Lunch Bunch is an optional program for students who are at least 3 years old and potty-trained. Tuition shown below is for specific days of the week chosen for the school year. Lunch Bunch tuition may be paid annually or by semester.

Lunch Bunch Tuition	1 Day/Week	2 Days/Week	3 Days/Week	4 Days/Week	5 Days/Week
<b>Annual Tuition</b> Due 8/15/22	\$ 180.00	\$ 360.00	\$ 494.00	\$ 656.00	\$ 802.00
<b>Semester Tuition</b> Due 8/15/22 & 1/15/23	\$ 90.00	\$ 180.00	\$ 247.00	\$ 328.00	\$ 401.00

Lunch Bunch can also be done on an as-needed basis for \$8.00 each day. Please check with the preschool office for availability.

## **PAYMENT INFORMATION**

Types of payments accepted:

- Online payments can be made through QuickBooks from emailed invoices using a bank transfer. Invoices are sent approximately two weeks before the payment is due and will include tuition and Lunch Bunch charges.
- Checks can be brought or mailed to the preschool office. Checks should be made payable to “**HUMC**”.
- Cash payments can be brought to the preschool office.
- Credit card payments cannot be accepted.

Checks mailed from you or your bank should be addressed to:

**Noah’s Ark Preschool  
Attn: Karen Stoehr  
3050 Marietta Ave.  
Lancaster, PA 17601**

**Please make sure mailed checks have “Preschool” noted in the memo area so that the church does not mistakenly deposit them as offering.**

A late charge of \$10 will be applied if payments are not received by the 5<sup>th</sup> business day after the due date. There is a 5-day grace period.

A \$10 fee will be applied for a returned check or a returned electronic funds transfer.

Payments should **not** be sent in with students or given to teachers.

If you would like to apply for scholarship assistance, the application is available on our website or in the preschool office.

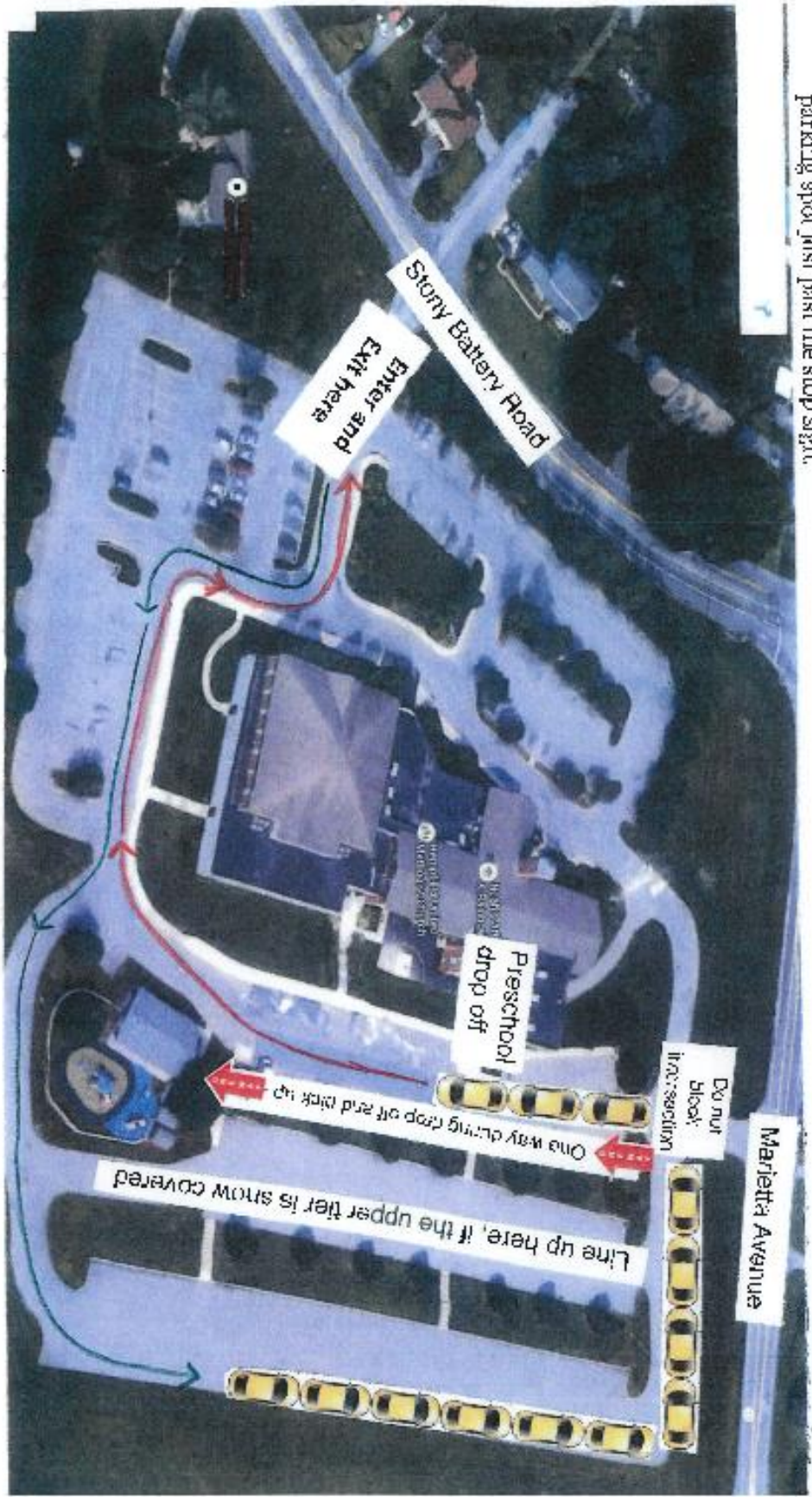


## PRESCHOOL DROP-OFF / PICK-UP PROCEDURE

### PLEASE REVIEW

All children should be dropped off in the car line. Please see the diagram below for how to line up in the car line to pick up or drop off your child. When approaching the preschool entrance, please keep your car sign displayed until your child is loaded. Some parents hang the car sign on a parent hanger which hangs from the rear-view mirror. When picking up or dropping off, please pull forward to the stop sign so we can load / unload our cars at a time. For the safety of the children, please don't drive around a car that is loading/unloading children. After your child is placed in the car, pull forward and off to the side to buckle your child in the car seat, so we can continue loading the next children. Enter and exit at the Stony Battery side of the church.

The church does not plow the upper area of the parking lot. If this area is snow covered, please line up on the second tier of the parking lot. If you have a time constraint and need to drop off or pick up your child right away, please park in the parking spot just past the stop sign.



## **OLIVE BRANCH SCHOLARSHIP FUND**

This fund was established to help families who are having financial difficulties and need assistance in paying some of the cost of their tuition. If you would like to make a tax-deductible donation to this fund, please make a check payable to Hempfield United Methodist Church (HUMC) with Olive Branch Fund in the memo line.

Families who would like to apply for scholarship assistance can obtain an application from the preschool office or on the preschool website. A new application must be filed each year.

## **SNACKS/ALLERGIES**

**Noah's Ark Preschool is a nut free facility.** At no time should any item containing nuts or items made on machinery that uses nuts be brought into the preschool. This includes children staying for our Lunch Bunch Program. We provide a nut free snack for the children each day with water.

Many children enjoy celebrating their birthday at preschool and bring in a birthday treat to share with the class. If you plan to bring in a birthday treat for your child's class, please let your child's teacher know a few days in advance in case other arrangements need to be made for children with other food allergies. Store bought treats are best that show the list of ingredients.

Please wash your child's hands before coming to preschool especially if he/she ate a food containing nuts.



# Noah's Ark Preschool Calendar 2022-2023

- Sept. 12 **Sneak-A-Peek 9 to 10 AM and 6:30-7:30 PM**
- Sept. 15 **First day for M-F, T/TH classes**  
Shortened Day- 9:15 to 10:45
- Sept. 16 **First day for all MWF classes**  
Shortened Day- 9:15 to 10:45, PM class 12:45 to 2:15  
**Regular time for M-F class 9:15 to 11:45**
- Sept. 19 **Regular time for all classes AM classes 9:15 to 11:45**  
**PM class 12:45 to 3:15**  
**Lunch Bunch Begins- 11:45-1:15**
- Back to School Night at Amos Herr Park- 6:30 to 7:30 PM**
- Sept. 26 **Preschool Closed**
- Oct. 10 **Preschool Closed**
- Oct. 18 No Lunch Bunch- Staff Meeting
- Oct. 19 Boscov's Fundraiser
- Oct. 21 **Preschool Closed**
- Oct. 24 to Oct. 28 Classroom Harvest Parties
- Nov. 7-9 LifeTouch Pictures- Individual School Pictures Taken
- Nov. 11 Fall Party- 6:00 to 7:30 PM
- Nov. 14-18 **Parent Teacher Conferences**
- Nov. 22 No Lunch Bunch- Staff Meeting
- Nov. 23 to 25 **Preschool Closed - Thanksgiving Vacation**
- Dec. 13 No Lunch Bunch-Preschool Staff Christmas Party
- Dec. 12-16 Classroom Christmas Parties and Movie
- Dec. 19- Jan. 2 **Preschool Closed – Christmas Vacation**



Jan. 3	Preschool Reopens
Jan. 12	<b>Registration begins for families with children currently enrolled in Noah's Ark Preschool. Packets will be sent home before Christmas vacation</b>
Jan. 16	<b>Preschool Closed-Martin Luther King Jr. Day</b>
Jan. 17	No Lunch Bunch- Staff Meeting
Jan. 18	Registration Begins for Previous Noah's Ark Families
Jan. 19	<b>Open House-6:30 to 8:00 PM - Public Registration Begins at Open House</b>
Jan. 20	<b>Preschool Closed</b>
Jan. 23	Second Semester Begins
Jan. 26	Snow Date for Open House
Feb. 6-10	Progress Reports Sent Home with 4/5-Year Old Classes
Feb. 16	<b>Buddy Night- 6:15 to 7:30 PM</b>
Feb. 17 & 20	<b>Preschool Closed- President's Day</b>
Feb 21	No Lunch Bunch- Staff Meeting
Feb. 23	Snow Date for Buddy Night
March 1-3	Read Across America Week
March 10	<b>Preschool Closed</b>
March 21	No Lunch Bunch- Staff Meeting
March 23 & 24	Graduation Pictures
March 24	Movie Night-6:00
April 7-10	<b>Preschool Closed- Easter Vacation</b>
April 18	No Lunch Bunch- Staff Meeting
April 20	<b>Spring Program- 6:30 PM - All Classes Dismiss at 10:45 with No Lunch Bunch</b>
April 21	<b>Preschool Closed</b>
May 1-5	Teacher Appreciation Week
May 3	No Lunch Bunch- Staff Appreciation Luncheon
May 8	Graduation Ceremony-6:30 (for children entering kindergarten in the fall)
May 10	Last Day of Preschool (Tentative)

**Make-up snow days may need to be added to the end of the school year.** Classes missed due to inclement weather will be made up at the end of the school year beginning with the second day missed by the class.

## **HEALTH POLICIES**

### **Covid-19**

Fortunately, our community seems to be better equipped in dealing with the Covid-19 virus. We continue to ask that children who are showing signs of any sickness (fever, runny nose, cough) refrain from coming to preschool until the symptoms have gone away and your child is fever free without medication for 48 hours. If your child tests positive with Covid-19 or has a close exposure to someone with the virus, please refer to the CDC's quarantine and isolation calculator ([CDC.gov/coronavirus](https://www.cdc.gov/coronavirus)). Click on the isolation and quarantine link. Please use this information to determine when your child should return to preschool. Please let us know if your child tests positive with Covid-19.

### **Administering Medications**

We are not authorized to administer medication unless we have a signed Medication Consent Form signed by a parent and the child's doctor. These forms are available in the preschool office.

### **Head Lice**

Unfortunately, lice have become more common in recent years. Please let us know if your child develops head lice, so we can make parents aware to monitor their child and hopefully catch any spread early. We will never disclose the name of any child experiencing head lice or other medical issues to other parents.

## **CONFERENCES AND PROGRESS REPORTS**

In November the teachers will schedule a 15-minute in-person or phone conference to speak with parents or guardians to discuss their child's progress in school. Written progress reports will go home in February and May for our children in the 4/5-year old classes. Written progress reports will go home in May for our Rainbow Tots and children in the 3-year old preschool classes. Parents are encouraged to schedule a conference with teachers anytime there is a concern.

## **EMERGENCY CLOSING AND DELAY INFORMATION**

In the event of dangerous travel conditions, Noah's Ark Preschool might need to delay our opening, close early, cancel Lunch Bunch, cancel the afternoon class, or close the preschool entirely. Any changes to the preschool day will be posted on the preschool website, **noahsarkhempfield.org**, and on **wgal.com**.

### **2 Hour Delay Adjusted Times**

Morning Class: 11:15 AM - 12:45 PM

Lunch Bunch: 12:45 PM - 1:45 PM

Afternoon Class: 1:45 PM - 3:15 PM

Scheduled early dismissals on the Hempfield School District Calendar do not affect the times of our classes.

## **DELAY AND CLOSURE MAKE-UP POLICY**

Classes missed due to inclement weather will be made up at the end of the school year beginning with the second day missed by the class.