



A Ministry of Hempfield United Methodist Church

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noahsarkhempfield.org

Handbook
2023-2024

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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 their 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 Rainbow Tots & 3-year MWF
Mrs. Nicole Showalter 3-year MWF & T/TH
Mrs. Jenn Krauser 4/5-year MWF & T/TH
Mrs. Carol Hulstine 4/5-year MWF Afternoon
Mrs. Jill Skiles 4/5-year M-F

Assistant Teachers:

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

Mrs. Karen Shreiner 3-year MWF & T/TH
Mrs. Anne Gokey 4/5-year MWF & T/TH
Mrs. Julie Myer 4/5-year M-F

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 15th 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 Dates for 2024 Information will be sent home in March

June 11- 13
June 18 - 20
June 25 - 27

July 9-11
July 16-18
July 23-25

TUITION AND FEES 2023 – 2024

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 may be paid annually, by semester, or monthly. The first payment is due August 15th.

Annual Payments are due by August 15

Semester Payments are due August 15 and January 15.

Monthly Payments- Eight monthly tuition payments are due by the 15th of each month from **August to March**. To cover additional processing costs, a \$5.00 charge per month is included in the monthly payment plan.

Tuition	2 Day Class	3 Day Class	5 Day Class
Annual Tuition Due 8/15/23	\$ 992.00	\$ 1,344.00	\$ 2,096.00
Semester Tuition Due 8/15/23 & 1/15/24	\$ 496.00	\$ 672.00	\$ 1,048.00
Monthly (8 Month Plan) *	\$ 129.00	\$ 173.00	\$ 267.00

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
Annual Tuition Due 8/15/23	\$ 180.00	\$ 360.00	\$ 494.00	\$ 656.00	\$ 802.00
Semester Tuition Due 8/15/23 & 1/15/24	\$ 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. Tuesday Lunch Bunch is cancelled once a month (7 days) due to our preschool staff meetings. Because the preschool is infrequently closed on a Tuesday, this has little effect on the per day cost of the Tuesday Lunch Bunch.

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 5th 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. When returning registration packets for the following school year in January, registration packets and checks for registration fees can be returned in backpacks.

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 to see 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 bring the car sign on a pant 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 four cars at the same 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 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 2023-2024

Sept. 11	Sneak-A-Peek 9 to 10 AM and 6:30-7:30 PM
Sept. 14	First day for M-F, T/TH classes Shortened Day- 9:15 to 10:45
Sept. 15	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. 18	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. 22	Preschool Closed
Oct. 9	Preschool Closed
Oct. 13	Preschool Closed- Staff Training
Oct. 17	No Lunch Bunch- Staff Meeting
Oct. 18	Boscov's Fundraiser
Oct. 20	Preschool Closed
Oct. 30 & 31	Classroom Harvest Parties & Parade
Nov. 6-8	Lifetouch Pictures- Individual School Pictures Taken
Nov. 10	Preschool Family Fall Party- 6:00 to 7:30 PM
Nov. 13-17	Parent Teacher Conferences
Nov. 22 to 24	Preschool Closed - Thanksgiving Vacation
Nov. 28	No Lunch Bunch- Staff Meeting
Dec. 12	No Lunch Bunch-Preschool Staff Christmas Party
Dec. 11-15	Classroom Christmas Parties and Movie
Dec. 18- Jan. 1	Preschool Closed – Christmas Vacation

Jan. 2	Preschool Reopens- Registration Information for 2024/25 will be sent home this week.
Jan. 15	Preschool Closed-Martin Luther King Jr. Day
Jan. 16	No Lunch Bunch- Staff Meeting
Jan. 18	Registration begins online at 7 AM for families with children currently enrolled in Noah's Ark Preschool.
Jan. 22	Second Semester Begins
Jan. 24	Registration Begins for Previous Noah's Ark Families
Jan. 25	Open House-6:30 to 8:00 PM - Public Registration Begins at Open House
Jan. 26	Preschool Closed
Jan. 30 & 31	Vision Screening
Feb. 1	Snow Date for Open House
Feb. 15	Buddy Night- 6:30 to 7:30 PM
Feb. 16 & 19	Preschool Closed- President's Day
Feb 20	No Lunch Bunch- Staff Meeting
Feb. 22	Snow Date for Buddy Night
March 1	Camp Smile-a-Lot registration begins for our current families
March 4-7	Read Across America Week
March 8	Preschool Closed
March 15	Movie Night- 6:00
March 19	No Lunch Bunch- Staff Meeting
Date TBD	Graduation Pictures
March 25	Camp Smile-a-Lot registration begins for previous families
March 28-April 1	Preschool Closed- Easter Break
April 2	Camp Smile-a-Lot registration begins for new families
April 11	Spring Program- 6:30 PM - All Classes Dismiss at 10:45 with No Lunch Bunch
April 12	Preschool Closed
April 16	No Lunch Bunch- Staff Meeting
April 29 to May 3	Teacher Appreciation Week
May 1	No Lunch Bunch- Staff Appreciation Luncheon
May 6	Graduation Ceremony-6:30 (for children entering kindergarten in the fall)
May 10	Last Day of Preschool (Tentative)

HEALTH POLICIES

We strive to provide a healthy environment for each child in our preschool. Colds and germs spread quickly among preschoolers. Please keep your child at home if he/she has had any of the following symptoms in the past 24 hours.

- Fever
- Diarrhea
- Vomiting
- Excessive cough

Please keep your child at home at least 24 hours after beginning antibiotic treatment.

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 about their child's progress in preschool. Written progress reports will go home in May with all students. 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**), **ClassDojo** 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.