



# Family Handbook

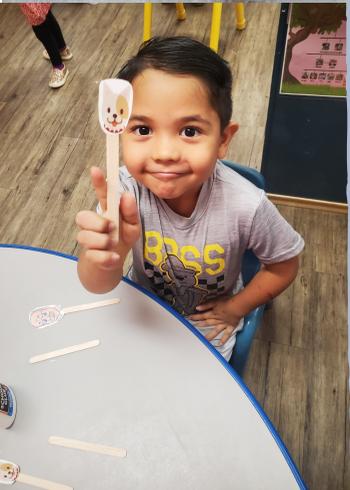
A Guide Through  
Noah's Ark Children's Academy

Updated 2026

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# Introduction

**Noah's Ark Children's Academy, where relationships are built, children learn, and families are strengthened.**

Welcome to Noah's Ark Children's Academy. We are a leader in quality care and education in New Mexico and are proud to welcome you to our school family. NACA is a nationally accredited, family and locally owned program that has been a vital part of your community since 1992. We have established multiple academies that proudly represent our mission to provide a nurturing and healthy environment; therefore, giving each child the best opportunity to succeed.

## **The Noah's Ark Children's Academy Commitment**

Our dedication to excellence will provide a continuous delivery of quality care and education for your child. We commit to meeting your expectations and building a community that is focused on the positive growth and development of your whole family. Our goal is to create a healthy and safe environment that is focused on your child's joy and education, so you can go about your day with a peaceful mind.

Quality defines our educationally focused environment. We facilitate play while nurturing a love of learning through positive relationships between children, caregivers and families. Our highly qualified, educated and trained staff are a source of constant support while your child develops. Your child's teachers are required to hold higher education degrees or be actively attaining them in order to be appropriate guides on your child's educational journey. They are trained to provide imaginative and creative exploration with an emphasis on hands-on learning and process focused curriculum. They will focus on important lessons like character development, by emphasizing the importance of kindness, patience and respect for others. These components all work together to foster intellectual, social, emotional and language development.

We boast clean and developmentally appropriate classrooms designed to meet your child's educational needs. We see the classroom environment as an essential part of your child's education; therefore, its design is intertwined in daily lesson planning. They provide print rich, science and math-based experiences that create "teachable moments" in everyday situations. Our thoughtfully constructed academies, both indoors and outdoors, encourage your child to engage in activities that will develop age-appropriate cognitive, social, emotional, fine and gross motor skills.

By choosing to enroll your child in our educationally focused academy you have chosen a community of professionals who will provide a constant source of support and love to your family. You have now joined a community in which your child can grow, develop and build relationships. Evidence has shown that quality relationships are key to a child's educational success. A strong sense of community is fundamental in providing quality care and education for your family.

You are now part of our school family. We welcome your ideas and feedback. We encourage you to drop-in, volunteer and discuss with us any concerns or ideas you may have. Your feedback is a key component to our continuous quality improvement. Open communication will allow us to build an even stronger foundation for your child's future.

This handbook is a guide to help you understand our policies and procedures so your child's transition into our academy is seamless. It is important to us that you start with all the tools you need to make your families time with us joyful.

We look forward to a having you and your child join our Noah's Ark Children's Academy school family.



### **NACA Mission**

Providing New Mexico's children the best opportunity to succeed.

### **NACA Vision**

Strengthening the community through the arms of the children.

# Admissions and Attendance

The admissions process begins with a visit to the academy to meet the staff and your child's teacher. This is a great time to ask questions and become oriented with the Noah's Ark community. We encourage you to spend time with your child in the classroom observing and introducing them to their new environment. If you feel your child will need support in their transition, the staff are trained and available to keep those first days smooth and joyful. We suggest bringing a family poster and/or pictures to hang in the classroom to provide comfort for your child while you are away.

## Enrollment and Tuition

Returning all requisite forms completes the admissions process. The *Parental Agreement* and the *Family Handbook* govern the contractual relationship between your family and your Noah's Ark Children's Academy location. If you have any questions after completing all required paperwork, please feel free to contact the director for an explanation or clarification of any policies or procedures.

All tuition payments are to be made in advance of services. Your *Enrollment Agreement of Services and Costs* and *Financial Information* form provides further information on the date payments are due. You are responsible for timely payments in order to avoid late fees.

To best serve you, Noah's Ark Children's Academy accepts credit cards, money orders and personal checks. There will be a \$25.00 fee for all returned checks. If there is a second returned check you will be required to pay with credit card and/or money orders from that point forward. Out-of-state checks will not be accepted. NACA does not give refunds.

## Waiting List

As a nationally accredited program focused on quality and individualized care, we must limit our class sizes. If we cannot immediately accommodate your child when you apply, we will place your child on our waiting list. We will take

into consideration the following when placing your child on the waiting list:

- ◆ Sibling of a child already enrolled
- ◆ Readiness of another child to move from one age group to another depending on age, time of year, and availability in the next classroom
- ◆ New children referred by families with children already enrolled, based on the date of the completed application and holding fee
- ◆ New children based on dates of the completed application

Please be aware that if you decline an enrollment opportunity, we will extend that offer to another child on the waiting list.

## Forms

Please complete and return the following forms to the front office prior to your child's first day. These forms may require updates annually and anytime there is a change in phone number, address, immunizations etc. It is the responsibility of the family to keep us updated and informed on any family changes.

✓ ***Registration Application and Medical Records Release***

Specific to each Noah's Ark Children's Academy; this form contains your contact information as well as other emergency contacts whom you authorize to pick up your child. In case of a serious medical or dental emergency you will be contacted first. If you are not available, we will attempt to reach other emergency contacts as authorized on this agreement.

This serves as the parental release agreement. It will authorize us to perform basic first aid and/or transport your child if necessary for medical treatment.

✓ ***Enrollment Agreement of Services and Costs***

The Enrollment Agreement outlines terms, including, without limitation: tuition, registration, late and other fees; and hours of operation.

✓ ***Immunization Certificate and Child Health Record***

State regulations for child care centers require that a current record of immunizations be submitted and kept on file. If your child has any dietary restrictions or allergies we will also require documentation. You will be required to update our records periodically.

✓ **Developmental Childhood History**

This gives us background information on your child, including family life, special interests, likes and dislikes, physical abilities, and social behavior. This will give us insight into your child’s eating, sleeping and bathroom habits so we can support their development and growth while at the academy.

✓ **Child and Adult Care Food Program (CACFP) Income Eligibility Form**

As participants of CACFP we are required to have an application on file for every enrolled child in our programs.

✓ **Behavior Management Policy**

This outlines our policies regarding children’s behavior management and discipline.

✓ **Enrollment Checklist**

The Family Handbook will be emailed out to each family upon enrollment. Along with the enrollment packet, we ask that each family signs the handbook acknowledgment form, acknowledging that you understand all of Noah's Ark Children's Academy policies and procedures.

Noah’s Ark Children’s Academy may require additional forms as needed.



## Non-Discrimination Statement

Noah's Ark Children's Academy prohibits discrimination against any person seeking childcare based on race, creed, sex, gender, national origin, disabilities and/or other religious beliefs.

## Americans with Disabilities Act

Every Noah's Ark Children's Academy provides services for children with disabilities whose limitations can be reasonably accommodated. We require open and honest communication with administration and classroom staff regarding any physical or developmental concerns pertaining to your child. With your cooperation and, if needed, the assistance of health care professionals, our program is designed to help meet children's individual needs on a reasonable basis. Our goal is to provide excellence for your child which can only be achieved through working together with open communication.

## Disenrollment

If you need to disenroll your child from the academy we require a two-week written notice delivered to the location director. All payments must be received and accounts settled at the time of notice. There will be no refunds on paid accounts.

If your child does not attend for fourteen (14) consecutive calendar days, without notice, the child will automatically be disenrolled and the parent/guardian will receive a statement for the amount due.

We are committed to the care and education of the children in our programs and will always do our best to communicate any concerns with our families. There are rare occasions that our academy may not meet the needs of an enrolled child. In the event in which it is in the best interest of the child as well as the staff and other children enrolled in the academy, we may require that parents withdraw their child. The *Behavior Management Form* in your enrollment packet will outline the steps that Noah's Ark Children's Academy will take before withdrawal of a child, which will include but is not limited to parent/teacher conferences and suspension.

## Holidays

Noah's Ark Children's Academy will observe the following holiday's:

Labor Day	New Year's Eve and New Year's Day
Thanksgiving (Wednesday through Friday)	Memorial Day
Christmas Eve and Christmas Day	Independence Day
In-Service Days (TBD)	Pre-K Graduation Day (TBD)

## Vacation/Illness

If your family goes on vacation, please advise the front office, in writing, of your expected dates of absence. To secure your child's spot, tuition is still required.

If your child is to be absent for illness or any other reason you are required to notify the office. You may be asked to provide a doctor's note before your child is able to return. To secure your child's spot, there is not a reduction in tuition.

## Late Pick Up

We require that children be picked-up in a timely manner. If a child is left at the academy after hours of operation all applicable late fees will apply as outlined in the *Enrollment Agreement of Services and Costs*. If a child is still in our care past hours of operation and every attempt has been made to contact the parents and/or emergency contacts with no response, we reserve the right to call the proper authorities to pick up the child. Children will only be released to an individual that is 18 years of age or older and authorized by the parent/guardian.

## Severe Weather/Disasters

Noah's Ark Children's Academy understands that you rely on us to provide care for your child even when there is severe weather. We make every attempt to stay open. Please watch your local news station for closure notifications.

In the event of a localized disaster or state of emergency, we may close. The Academy will make every attempt to notify you via ProCare Engage, Email and social media. If an emergency forces a closure while your children are in attendance, we will call you immediately. There would be no tuition reduction regardless of closures.

# NACA Security

At Noah's Ark Children's Academy your child's safety comes first. We take our responsibility for securing our buildings and playgrounds seriously and monitor and/or update our security measures on a regular basis. All academies boast state-of-the-art camera systems both indoors and out. You will always be able to identify our staff by their academy shirts and any guests by their visitors pass. All visitors must present an ID to a NACA admin member and sign in on the visitors log prior to being granted access to the classrooms.

Our staff are trained to maintain proper supervision and maintain ratios. We train all staff to use 'face-to-name' supervision standards, which ensures attendance is taken during all transitions and the child's face is always observed while counting. Our staff are available by phone for any daily concerns you may have.

The following policies, when complied with regularly, will offer you peace of mind that your child is safe and secure while you are away.

## Front Door Security and Access

Noah's Ark Children's Academy has adopted security measures that either provide you with an access code to release the locks on the entrance doors or single-person monitored access (i.e. secured entry with doorbell access). Every authorized adult dropping off or picking up your child must have their own access code where applicable. Please do not give your personal entrance code to anyone. We ask that you do not allow unauthorized individuals to enter the building. We understand that holding a door open for a person following you is polite; however, that person may not be authorized to be in our academy. Be mindful of our secure entrance procedures so we can remain diligent in our security measures.

## Signing Your Child In and Out

Noah's Ark Children's Academy uses a secure, computerized system for child sign in and out. Each parent/guardian will be asked to download the ProCare Engage App to utilize contactless check in/out by scanning a QR code. In the event the computer system is not working, a manual sign-in sheet will be used. We will release children only to adults who have been authorized by the parents/guardians with the proper documentation provided to Noah's Ark Children's Academy as outlined on the following page.

## Release Authorization

The NACA *Registration Application* will list all individuals that have been authorized to pick up your child/ren, unless you notify us in writing of changes. We will not release a child to a person not authorized by a parent/guardian. We require a government issued photo ID for verification from anyone picking up a child who has not been given a PIN. Our staff have been authorized to ask for the same. If a teacher does not know the person picking up one of their students they will ask for verification. The parent/guardian assumes full responsibility for the child once signed out. We require all authorized personnel to be over the age of 18.

## Drop Off and Pick Up Procedures

You must accompany your child into the building each day. It is important that you escort your child into their appropriate classroom for safety reasons; which will support their transition into their academic day. Please wash your and your child's hands upon entering the classroom and assist your child in storing their personal belongings. This provides a positive and comfortable shift from your care to the learning environment. If your child is feeling anxious, the classroom teacher is trained in comforting and assisting your child as you depart.

Please greet your child in his/her classroom at the end of the day and acknowledge the teacher. We ask that you keep our center safe by not allowing your child to leave his/her teacher without permission.

Please refrain from using your cell phone during drop off and pick up. This is an important time for you and your child's teacher to exchange information and build our school family culture.

If there is a change to the pick up or drop off schedule, and/or pick up person, please notify the front desk.

## Confidentiality Policies

Noah's Ark Children's Academy staff are not permitted to discuss sensitive information about other staff, families and/or children without express written consent from authorized adults, except where otherwise provided for by law. Academy employees are not permitted to provide any information about your child, such as enrollment status and attendance, unless you have provided written authorization for that person to receive such information. We understand there may be times you have concerns regarding another child enrolled in the academy; however, Noah's Ark Children's Academy staff may not discuss another child without consent from their parents/guardians. The privacy of all our families and children is a priority.

## Parent Custody and Visitation

If a family member is denied custody of, or visitation rights for a child, or if those rights are in any way limited by a court order, we require a copy of the legal court order. We will file your documentation in your child's file and will treat them as strictly confidential. We will honor all legal parental rights when appropriate court orders are not provided. All legal guardians can add and/or remove authorized adults from the child's *Registration Application*.

## Smoke, Drug and Weapon Free Campus

Noah's Ark Children's Academy is committed to maintaining a healthy and safe environment for families, children and staff. We are a smoke-free environment and prohibit smoking of any kind, including vape pens, on all academy properties. Noah's Ark Children's Academy prohibits the use, possession of and/or sale of drugs or alcohol on all academy properties. Violation of this policy may result in dismissal of your student.

Firearms or any weapons are prohibited on Noah's Ark Children's Academy premises unless you are an authorized law enforcement officer.



## Pick Up Policy of a Person Who Appears to be Impaired

If Noah’s Ark Children’s Academy staff, in good faith and based on their training, believes that an adult may be under the influence at pick up, we reserve the right to postpone pick up. The front desk staff will contact other custodial parents as an attempt to resolve the situation. Due to a parent’s legal right to immediate access we cannot deny a custodial parent access to their child even if impairment is suspected. However, we will make every attempt to keep the child safe including, but not limited to, calling Albuquerque Police Department and/or Child Protective Services.

Any other authorized person who appears to be impaired and attempts to pick up a child will be denied access to the child and the staff will contact the child’s immediate family.

## Personal Item Disclaimer

Noah’s Ark Children’s Academy is not responsible for the theft or loss of personal items. When picking up or dropping off your child/ren always turn off your car, lock it and remove all valuable items.



# Health and Safety

Noah's Ark Children's Academy understands that a healthy environment is a key criterion to quality care and education. Whether it be handwashing policies, nutrition education and/or ensuring all Noah's Ark Children's Academy staff are trained in CPR and first aid, we recognize that health and safety procedures are a priority. We adhere to New Mexico state regulations and accreditation standards regarding our Sick Child Policy. We have fully equipped kitchens and a trained Nutrition and Safety Coordinator on staff, so that we can assure service of nutritious and well-balanced meals. Our Community Boards will provide you with applicable Child Health Services when needed as well as support for your family.

## Daily Health Checks

Staff members will conduct daily health checks of the children to identify potential concerns about a child's health. These checks occur upon arrival each day and contribute to a well-rounded picture of a child's well-being, including their mental and emotional health. The daily health check will include:

- A check of the child's appearance including skin, eyes, nose, mouth and breathing.
- A check of the child's emotional state. Is their behavior typical or atypical for the time of day and circumstances?
- Communication between families and teachers to identify any health or physical concerns.



NACA serves delicious, nutritious and well-balanced meals.

## Sick Child Policy

Noah's Ark Children's Academy, in compliance with state regulations, will exclude from care any child who exhibits the signs and symptoms of illness. If your child becomes ill a parent or authorized contact person will be called to pick up the child immediately from the academy. While your child waits for pick up they will rest quietly separated from the other children.

We ask that you help us maintain the healthiest environment for all children by keeping your child/ren home when they are sick. Please refrain from bringing your child to school when they exhibit any of the following:

- Temperature of 100.4 or higher
- A contagious or communicable disease
- Heavy nasal discharge that is yellow or greenish in color
- A persistent cough
- Draining eyes, ears, nose or any sore
- Diarrhea and/or vomiting
- Lice, must be nit free
- Unidentified rash, including but not limited to chicken pox and/or impetigo
- Thrush and/or any other symptoms of sores in the mouth or feet
- Strep throat (child must be out of the academy for a minimum of 24 hours and under a doctor's care)
- Inability to participate in play both indoors and outdoors

Children may return to school when they have been fever free and/or symptom free for a minimum of 24 hours and/or a doctor's note stating they are not contagious.

## Health Requirements and Education

Children enrolled at Noah's Ark Children's Academy must maintain current immunizations and provide appropriate copies after each update. A copy of state mandated immunizations are available.

National accreditation and state Pre-K standards require we have a current health evaluation on file. All health evaluations must be completed by your child's primary physician and must include a physical examination. All children participating in state New Mexico Pre-K will also be required to have a vision, hearing and dental screening.

## **Medication Policy**

In keeping with state regulations and accreditation standards, Noah's Ark Children's Academy may not dispense any medication to your child without your written authorization. A consent form is provided by the front desk and must be signed daily. If a parent and/or guardian forgets to sign and date the medication form we will be unable to administer medication. Medications are administered by qualified staff who will follow the written instructions on the medication form. The form must include dosage, start/end date and possible side effects. All medications must be in their original containers labeled with the child's complete name, address, physician's name and number, recommended dosage, and times and method of administration.

Non-prescription medications such as ibuprofen, cough syrup etc. will be dispensed in accordance with state regulations and must be stored in their original containers.

Lotions, sunscreens and/or diaper creams will only be applied with parental written permission.

## **Accidents and Incidents**

Although Noah's Ark Children's Academy trains all staff on the proper supervision and care of young children, there will be occasions that your child may receive an injury and/or dental injury. It is not uncommon for children in group care to receive bumps and bruises. The staff will administer basic first aid procedures to care for your child. If more care is required we will ask that you follow-up with your physician or seek emergency medical or dental care.

All accidents and incidents will be immediately reported to administrative staff and an accident/incident report will be completed. These reports will be available at pick-up and require your signature. These reports will be placed in your child's file. Parents whose children are involved in an incident may request a conference to discuss any concerns.

## **Meals and Dining**

Noah's Ark Children's Academy participates in the Federal Child and Adult Care Food Program (CACFP). We provide home-cooked and nutritious meals daily prepared by in-house cooks. Our teachers will create a positive "family-style" dining experience for your child with an emphasis on table manners, social skills and independence. Your child will learn to serve themselves using child-sized utensils, bowls and pitchers which will develop their motor and self-help skills. Your child will practice table manners and develop language that is introduced while enjoying a nutritious meal. Our teachers are focused on making every dining experience a positive interaction centered around on nutrition and wellness.

## **Nutrition Education**

Noah's Ark Children's Academy requires nutrition education activities to be included in classroom curriculum. Providing young children with the opportunity to cook, use kitchen utensils and learn about different food groups will help them develop everyday skills, science concepts and an understanding of the natural world around them. Here at NACA, nutrition education is more than cooking. We include music and movement, structured outdoor play and gross motor activities to support a child's understanding of how and why their bodies work.

## **Food Allergies and Dietary Restrictions**

We recognize that food allergies and/or dietary restrictions are common among young children. We will require a physician's note outlining special dietary restrictions. Our front desk staff will work with you to review our menu and make appropriate accommodations following CACFP guidelines. Due to a large number of children with peanut allergies, we do not serve peanut products. If your child will need substitute food items due to religious or culture preferences, you will be asked to provide written information to the front desk staff.

## **Food from Home**

The CACFP program is an integral part of Noah's Ark Children's Academy curriculum and learning; therefore, we must discourage any outside food being brought from home. If a child arrives to school with food they will be asked to sit with their parent until the food is consumed or disposed.

## **Infants and Breastfeeding**

Infant care is specialized to accommodate your infant's feeding schedule. During feeding times we hold, talk to and sing to our infants. We ask you provide us with bottles properly labeled with your child's name. Breastfeeding is encouraged and supported at Noah's Ark Children's Academy. We welcome you to visit during the day to breastfeed. Breast milk must be labeled, dated and can only be stored for 48 hours. If you have any questions or concerns regarding infant feeding and developmental stages we have experts available to answer your questions.

# Curriculum Learning Environments

At Noah's Ark Children's Academy, we value each stage of your child's growth and development. Our classrooms are designed to guide your child through each developmental milestone. We do this by providing strategies and curriculum that will allow your child to thrive through the integration of hands-on learning experiences, age-appropriate concepts and curriculum.

We are committed to educating the child as a whole: cognitively, emotionally, socially and physically. Lesson Plans are posted weekly in your child's classroom and are developed using New Mexico Early Learning Guidelines and a research-based curriculum that uses an active learning approach to validate and improve academic learning in young children. Our approach encourages active participation that includes children sharing ideas and suggestions for learning, as well as building cognitive and problem-solving skills. Children learn best doing and choosing where they want to work during the day. This creates an intentional and thought-provoking classroom that challenges young learners.

Noah's Ark Children's Academy maintains a full-time administrative team. These individuals ensure that our philosophies and curriculum are the foundation of everything that occurs at our academy. We are consistently updating and revisiting content of our curriculum in order to ensure the most relevant educational standards for children.

## Basic Curriculum Principles

Our teachers facilitate learning by:

- ◆ **Active Learning** – Through active learning children are encouraged to interact with materials in structured learning areas while sharing ideas and thoughts with their teacher. Children explore their environment manipulating materials while forming their own hypothesis.
- ◆ **Adult-Child Interactions** – Adults focus on children's individual interests and strengths allowing children to share their experiences and building on their ideas.
- ◆ **Learning Environments** – Teachers provide a wide range of materials, both indoors and outdoors, to allow children to explore, manipulate and use in a variety of ways.

- ◆ **Assessments** – While children explore in their work areas teachers observe and document their play. Teachers use that information to help guide lesson planning, so they are extending each child’s individual learning. This will lead to purchasing decisions which ensures that materials are used to enhance each child’s growth.
- ◆ **Daily Routines** – Children will have a consistent daily routine that supports children in their social and emotional growth. Predictability creates consistency and stability for young children when they are in an educational setting.
- ◆ **Plan-Do-Review** – Children’s plans come from their own ideas and interest. Their planning will guide their choices in what learning areas they will work at each day. Before children transition to a new activity they will meet in small groups to review their plans and daily ideas.

## Play Based Learning

Noah’s Ark Children’s Academy believes that young children learn best in an environment that is designed to stimulate curiosity and discovery by providing hands on learning experiences. We know children learn by doing. Their play is their work. Research has shown that children learn best when they are able to use their whole body to engage all their senses, explore freely, communicate their ideas and interact with caring adults. This will guide them when forming solutions to everyday experiences. Academic content areas are integrated into our curriculum to ensure each child’s learning experience is exciting and meaningful.

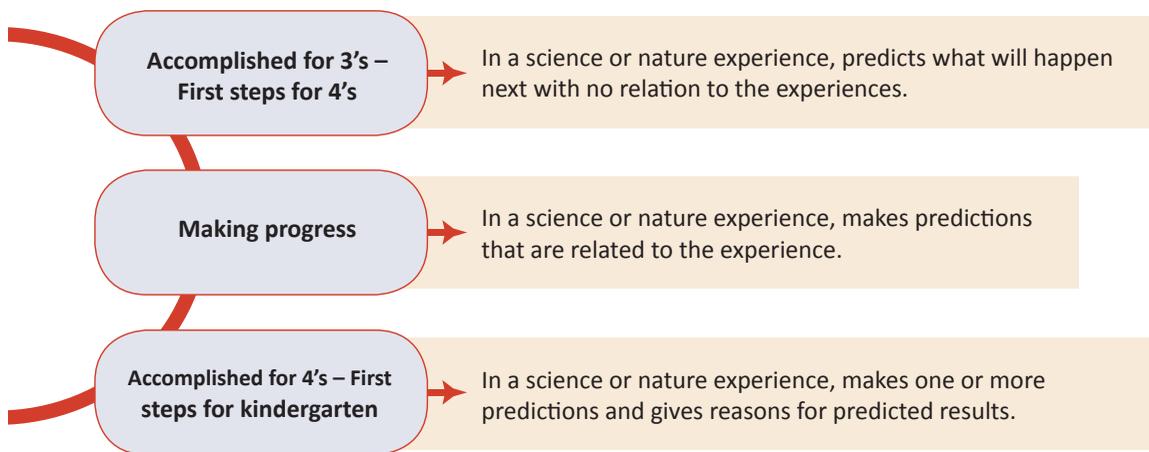
## What We Add to Support Learning

We build on our play-based curriculum by focusing on Science, Technology, Engineering and Math. Each S.T.E.M. activity is designed to spark children’s interests and create an atmosphere of fun exploration.

- ◆ **Science** – Children love to experiment with things that are slimy, gooey and messy. It’s part of a child’s natural response science. Teachers will provide activities that challenge children to use their senses to investigate elements and behaviors in the natural world.
- ◆ **Technology** – Children experience technology through everyday experiences. They see adults use I-pads and smart phones for example, even during trips to the grocery store and doctor’s visits. For young children technology in the classroom means working with tools, and materials, using hands on learning experiences to draw conclusions of

how things work. Teachers enhance experiential and imaginative play by creating themes in learning areas by adding recycled electronic key boards, cash registers, old phones etc.

- ◆ **Engineering** – Children enjoy using their imagination to create structures out of blocks, Legos and/or other open-ended materials. Our teachers provide activities that are fun and exciting, engaging children’s imagination and learning. Your child will have ample opportunity to explore different ways of solving problems and building new vocabulary such as gravity, build, liquid and balance.
- ◆ **Math** – The best strategies for children to learn early math skills is through active learning. Teachers are trained to scaffold children’s development and facilitate children’s mathematical thinking by introducing children to number concepts through hands on explorations based on defined best practices. Number concepts are embedded in learning areas providing opportunities for children to sort, classify, compare, use one-to-one correspondence and measure.



## How Learning Areas Facilitate Education

Our intentional and well-designed classrooms are created to ensure your child has available a variety of accessible and developmentally appropriate, hands-on materials. Learning centers are designed to allow children to work at their own pace as they explore, problem-solve and navigate peer interactions. Our learning centers will include and provide experiences with:

- ◆ **Language Arts/Writing Areas** – Children learn emergent writing skills by making marks and scribbles forming letter like shapes with the support of literacy materials. Fine motor development is essential for pre-writing and early literacy skills.
- ◆ **Reading/Library** – Children develop a joy for books. They will build an understanding that print has meaning that can be shared by engaging in a conversation with the teacher or a peer.
- ◆ **Blocks/Transportation** – Children learn spatial awareness, learn to problem-solve while manipulating objects and how to work well with others while sharing ideas. They will use their imagination and creativity which promotes self-esteem and a sense of accomplishment.
- ◆ **Large Group** – Children and teachers come together as a group to share experiences, discuss children’s plans for play, develop large and fine motor skills through music and movement and develop a sense of community while building positive relationships.
- ◆ **Science/Sensory** – Children use their senses to investigate materials by forming their own predictions and hypothesis. They will learn science terms while exploring open-ended materials and teacher-initiated activities. They will observe, compare and learn to enjoy the natural world.
- ◆ **Math** – Children will explore number concepts, size and shape relationships, sorting concepts, patterns and numerical one-to-one correspondence while manipulating materials. Math concepts will be explored in everyday experiences and be built into the teacher-child interaction.
- ◆ **Dramatic Play** – Children learn how to interact with others, build language through role playing, manipulate puppets and explore story dramatization. Children learn self-regulation and conflict resolution which builds problem-solving with peers.
- ◆ **Art** – Children learn to express their thoughts and ideas using open-ended materials. They will develop early writing and math skills drawing familiar shapes, vertical and horizontal lines while navigating different art tools.

- ◆ **Small Group** – Teachers and children come together to support individual learning experiences. Teachers will provide materials and directives for children to enhance learning through direct experiences. All developmental and educational learning domains will be addressed to meet learning outcomes for children.
- ◆ **Social and Emotional** – Children will participate in group routines which develops self-regulation skills and encourages an understanding of their own emotions. Positive redirection is incorporated into the daily routine to encourage problem-solving. Behavioral strategies will include identification and labeling of emotions, cooperation with others and learning to respect other children’s ideas and suggestions. We call these ‘Pro-Social’ behaviors.

## **Developmentally Appropriate Curriculum**

Each Noah’s Ark Children’s Academy location uses an individualized approach to create developmentally appropriate, education-based lesson plans. Our goal is to optimally promote each child’s intellectual, emotional, social and physical growth.

### ***Our Infant Program***

Our infant program is where we plant the seeds for success. NACA believes that you are your baby’s first teacher. Therefore, our focus is on building relationships with the entire family. We will work in close communication to ensure that our schedule and routine meets your child’s individual needs. Our team of trained professionals work to provide meaningful experiences and rich classroom environments to stimulate your infant in all developmental areas. Infant lesson plans promote language through constant interactions and fine and gross motor skills through simple activities, such as tummy time. Teachers introduce sensory based materials, such as nontoxic paints and music, as well as textured items to promote basic skills. Our infant program will provide the building blocks for their foundation to learning.

### ***Our 1-Year-Old Program***

Our one-year old program is where our children establish their roots for learning. Our teachers provide both outdoor and indoor activities that offer toddlers the opportunity to explore cause and effect. As your child develops new peer interactions and an understanding of the growing world around them, the teachers will use language development techniques and visual learning tools to lead them. Toddler lesson plans at NACA provide fun and stimulating experiences that guide the children and encourage positive peer relationships. Children begin to develop a sense of trust for his/her caregiver, and the environment, which is why you will find each teacher to be responsive and loving as they interact with your child.

### *Our 2-Year-Old Program*

As your child grows with us, and their roots start to take shape, they are developing a stronger sense of self. This is an exciting new age filled with new words, skills and social challenges. We know your two-year-old sprouts curiosity, which is why children are given the opportunity to explore in an age appropriate environment, while being supported by teachers who are ready to meet their needs. Our two-year-old team provides activities that support language development and encourage self-help skills as their independence in learning grows.

### *Our Early Pre-K Program*

Our Early Pre-K Program is where you will see your child S.T.E.M. into more structured learning. Science, technology, engineering and math are all incorporated into daily activities and lesson planning. Their curiosity, language skills and abilities make them ready to flourish and extend their imagination. Our teachers work hard to maintain an exciting but predictable daily routine. Children will be encouraged to speak in full sentences, practice listening skills and develop stronger memory abilities. Teachers will develop activities that extend their attention span, develop peer relationships and practice self-regulation which promotes independence, respect and empathy.

### *Our Pre-K Program*

Here at Noah's Ark Children's Academy, you will see your child blossom in our research-based Pre-K program. Children will build pre-literacy, writing and math skills. Teachers use daily observations and intentional interactions to develop their lesson plans and assess your child's progress. Pro-social skills are key to your child's kindergarten readiness, as well as essential educational goals like recognizing upper and lower-case letters, developing phonetic awareness and identifying letters by sounds.

### *Our School-Age Program*

Our school-aged program is designed to extend your child's learning through fun, social and exploratory experiences. After a full day at school our focus is to provide a safe and secure environment to de-escalate, complete homework and enjoy outdoor activities. Lesson plans provide structured opportunities that focus on language development, math, science concepts and cooperative play.

- ◆ **Summer at Noah's Ark Children's Academy** – The summer program focuses on socialization through academic and art activities, outdoor games and interactive field trips. The goal is to further your child's learning through the summer months by fostering a love for learning with a creative, relaxed and fun atmosphere.

# Technology and Media

Noah's Ark Children's Academy values the developmental need for hands-on experiential learning. We understand that it is essential for young children to express themselves in a 'screen-free' environment while still developing the skills for success in a modern education system. Our teaching staff will provide children experiences with technological concepts through everyday activities such as, working with tools and building materials. They will use hands on learning experiences to draw conclusions on how things work. Teachers will enhance classroom experiences by creating themes in learning areas, exposing children to imaginative and creative play, by adding old electronic keyboards, recycled items, calculators, cash registers etc. Listening centers and planned media viewing may be included in classroom curriculum to promote discovery and enhance learning outcomes on a specific subject.

In our Pre-K classrooms, we do introduce the use of smart board technology to further integrate technology into the classrooms. Our teaching staff ensure the screen use is directly related to the lesson plan material. At NACA we believe in a balance of teaching and introducing the children to technology at the appropriate age, as it is a part of our everyday lives. However, we also know the importance of minimum screen time. Our educators work together to find the right balance for the children.

- ◆ Media viewing will not be permitted with children under 2 years of age.
- ◆ Media viewing will be limited to follow ECECD standards.

# What You Need to Know for Success

We are excited to welcome you into our school family and understand that all new relationships will have a transition period. We know there will be a lot of new questions from simple, “Do I bring a backpack?”, to more complicated and personal questions like, “Will my child make friends?”. This section of our handbook is developed to assist you in answering those questions.

We have also provided a “Welcome to Our School” checklist in the back of this handbook to be used as a resource so your first day with Noah’s Ark Children’s Academy will be positive, stress-free and simple.

## Preparing for the First Day

The first day of school will always create anxiety; whether it be an early care and education environment or the first day of college. Transitioning into a new environment is part of every educational journey and we are here to make yours smooth and easy. We have compiled some helpful tips for you and your child to assist in this process:

- ❑ **Communicate Expectations** – Talk to your child before the first day of school about what they should expect. Talk about all the fun they will have and how happy their teacher is going to be to have them in their classroom. Review their daily schedule with them so they know they will have meals and will rest while they are at school. Remind them that you will return and will want to know all the exciting things that happened while you were apart.
  - Communicate expectations with your child’s teacher. We understand that you will be anxious too and how hard it is to leave your child in a new environment. Share your child’s habits, interests, likes and dislikes. Be assured we are here for you. Feel free to call and talk to your child’s teacher anytime while you are away.
- ❑ **Be Positive and Encouraging** – Children will sense the attitudes of the adults around them. It is important to be positive with your child while they transition into a new environment. Change is hard, but it also can be exciting and filled with new opportunities. Talk about the new friends they will make, the new toys they will play with, and the books they will read. This will help your child be excited to have new experiences and look forward to school.
- ❑ **Spend Time with Us** – Do not hesitate to spend time in the classroom enjoying all the new experiences with your child. Volunteer and embrace the new community your family is now a part of.

- ❑ **Develop a Drop Off Ritual** – Say good-bye, offer a hug, read a book but make sure your child knows when you leave. Separation from a parent is an important event for a young child and can be stressful. It is normal for children to experience anxiety. Do not be afraid to ask the staff for assistance. Our staff are experienced and trained to guide your child into their day. Do not sneak away. It is important for your child to have that final assurance you will be back and it is OK to have a great day.
- ❑ **Bring a Family Poster** – Many children find comfort having something from home as a part of their classroom. A family picture collage provides a reflection of themselves in their school environment and creates a sense of security and continuity between home and school.
- ❑ **Allow Your Child Time to Adjust** – Every child will adjust to a new situation differently. It is important to be patient during your child’s transition. Please know we, at the academy, are always available to work with you and your family. Never hesitate to ask.

### Daily Schedule

The *Community/Parent Board* in your child’s classroom will post your child’s daily schedule, weekly lesson plan, menu, monthly newsletter and other pertinent information about the daily routine. We encourage you to refer to this resource and ask your child’s teacher questions as needed. This is an important tool for the academy to communicate events, activities, etc.

### Personal Belongings and Dress

You are welcome to provide a backpack for your child to store personal belongings. Noah’s Ark Children’s Academy will also provide a personal space for your child and a hook to hang their coats, sweaters and/or backpacks. We ask that personal toys and games stay at home. Learning to share is an important part of daily interactions and personal toys can provide additional stress and conflict between young children. We do welcome any blankets or stuffed animals that may provide your child comfort during naptime. Please label all your child’s belongings with their name.

Noah’s Ark Children’s Academy will provide your child with many opportunities to play indoors and outdoors. Our goal is to allow them free exploration of all our learning environments. We ask that your child come dressed for school in comfortable clothes that are functional, practical and designed for play. Choose play clothes that permit your child independence in the bathroom and the freedom to draw, paint and encourage mobility. We cannot accept responsibility for damaged clothing or personal items.

Please bring your child in secure, closed-toed footwear to prevent injury from running, jumping and climbing. We recommend socks and tennis shoes as the best footwear for comfort and safety.

### **Bring A Change of Clothes**

You will need to provide a seasonally appropriate change of clothing for your child. We ask that you include a change of socks and underwear and that all clothing be labeled with your child's name. Accidents do happen, and we do not want to call you while you are at school or work. Please check with your child's teacher for soiled clothing or to ensure that what is stored is seasonally appropriate.

### **Toilet Learning**

We, at Noah's Ark Children's Academy, are happy to play a vital role in your child's toilet learning. Our teachers and administrative staff will work closely with you to assure continuity between home and school while keeping toilet learning positive. Before a child is ready for toilet learning two things must be present:

- 1.) Physiological Ability – most children develop the ability to control their bowels between the age of two and three. A typical sign of bladder muscle control is when a child is aware they have soiled their diaper. This can be as simple as separating themselves from group play when wetting or pointing to their diaper.
- 2.) Child's Desire – some signs are the child's ability to manipulate their own clothing, sitting on the potty without being directed and/or articulating they have wet themselves.

Our curriculum uses our a daily routine that allows for regular potty breaks. We will not force any child to use the toilet, nor will we punish children for not using the toilet. Attempting to potty train a child before they are ready can be detrimental to their normal growth and development.

### **Rest/Naptime**

Noah's Ark Children's Academy will provide a daily rest/naptime for your child. It is essential for a child's development to have a quiet period each day as a reprieve from group care. Your child will rest on a cot labeled with their name. You are welcome to provide a blanket and/or small stuffed animal to comfort your child during their rest time. These items will need to go home each week to be laundered.

We will never force your child to sleep. We will encourage your child to rest and ask that they be respectful and quiet while their peers sleep. Quiet, individual activities may be provided if necessary.

Infants will be placed on their backs to sleep. We adhere to the Academy of American Pediatrics 'Safe Sleep' standards, which include prohibiting bumper pads, swaddling bibs, soft toys, pillows, blankets and pacifiers with strings attached. If you have a medical reason for an exception to the current safe sleep plan a physician's note will be required.

## **Positive Guidance and Redirection**

All Noah's Ark Children's Academy locations adhere to the following policies:

- Physical punishment in any form is prohibited.
- No child will ever be humiliated or frightened.
- Verbal abuse is prohibited. Harsh or profane language and threats of any kind will not be used.
- No child will ever be denied food, toileting, outside play or rest privileges as a form of punishment.

We will use positive guidance and/or redirection to help a child refocus unwanted behaviors. Our teachers will assist children through their negative emotions and help them find alternatives to challenging social interactions. We will address a child's behavior with positive but firm language, clear and consistent limits, and developmentally appropriate expectations.

We will support your child by providing opportunities to learn pro-social skills. We will praise and recognize children for appropriate and positive behaviors and encourage their self-regulation. We will build and focus on the behaviors we want to see while minimizing the attention for unwanted interactions. Self-calming, breathing exercises, problem-solving techniques, and choices will help young children to develop in a positive manner.

If a child displays inappropriate behavior on an ongoing basis, the director will follow Noah's Ark Children's Academy's *Behavior Management Plan*, which includes an outline of NACA suspension policies. A parent meeting will be required to set-up a specific program – agreed on by all parties – to implement during daily programming. In the event that such efforts do not improve, or the inappropriate behavior jeopardizes the health or safety of other children and/or academy staff, disenrollment of the child may occur.

## Mental Health and Wellness

Teacher's play a significant role in promoting children's social-emotional development and they know how crucial it is for your child to reach emotional milestones. Psychological wellness is essential to healthy development. Noah's Ark Children's Academy will provide curriculum and design daily interactions to build your child's language skills and enhance communication. They will work on self-regulation and impulsivity by helping children understand their own emotions, how to express themselves, and learn better ways to direct their energy. Small children exhibit aggressive behaviors when they do not know what else to do. They can become overwhelmed with emotions they do not understand, so they respond in physical ways. Our goal is to build a safe and nurturing community that guides young children through their emotional development. We promote mental wellness by:

- ❑ Creating classrooms that are supportive, responsive, respectful and interactive.
- ❑ Teaching effective social, communication and problem-solving skills.
- ❑ Identifying and referring children who may exhibit signs of emotional and/or behavioral difficulties such as, excessive anger, aggressive behavior, or difficulty making and/or keeping friends. We work collaboratively with families to find appropriate community resources or health consultants. In the event of a mental health emergency, we will call the child's legal guardian unless their health and well-being are in jeopardy.

## Biting

Early childhood experts and developmental research has agreed that biting in young children is normal. It is considered a developmentally appropriate behavior for many reasons, but primarily due to lack of communication and self-regulation skills. Children who bite generally stop through guidance, redirection and support of family and teachers. Our staff will address biting by redirecting children from a trigger situation, observation and communication with the family. If another child is bitten, we will immediately wash the site with soap and water, complete an Incident Report and notify the parents. If biting behaviors continue a parent/teacher conference will be scheduled to discuss ways to work toward correcting the behavior. Disenrollment may occur if there is no improvement in behavior or support from the child's family.

## **If a Child is Missing**

Noah's Ark Children's Academy adheres to strict supervision policies as outlined by our national standards of care. This helps assure that no child is left unattended. Our teachers take attendance of their class before exiting outside and when returning back into the classroom. If a child is found to be missing, after a thorough search is conducted, the parents will be notified, and a report will be filed with the Albuquerque Police Department, and Children, Youth and Families.

## **Field Trips and Special Visitors**

To enhance the day-to-day learning experiences in the classroom, we occasionally schedule special field trips and invite visitors to our program. Noah's Ark Children's Academy may provide special school buses and/or use school vans as needed. Parents will be given advance notice, which will include location, time of departure and time of return to the academy. Permission slips must be completed in order for a child to participate in off-site field trips. Supervision and adult-to-child ratios will be maintained on all field trips to ensure all children are kept with the group. We welcome volunteers on these special days and enjoy when families can experience these learning adventures with their child.

## **Photography and Videography**

Noah's Ark Children's Academy will take photographs and/or video recordings, including audio to be used for educational or promotional purposes or otherwise displayed or reproduced in the course of business. This may include postings on our website and/or social media pages.

You may not take pictures, video or audio recordings without expressed permission from the Academy.

If you have any questions or concerns about the use of photography or videography, please contact the director for further information.

## **Birthday and Holiday Celebrations**

Birthdays and holidays can be special days for your child and we want to help celebrate. Due to health regulations, please contact your child's teacher or the academy director in advance regarding our snack policy. We ask that all snacks be nutritious and appropriate for young children.

# Our Staff

Noah's Ark Children's Academy is proud of our high-achieving and motivated staff. We boast teachers that have chosen early childhood as their career and embrace their passion for the growth and development of young children. As a highly respected child care provider, we set the standard in New Mexico for teacher qualifications in our academies and support our staff with scholarships while they are actively attaining their degrees. Our rigorous hiring practices ensure that we only recruit the best for your child.

We require background checks as regulated by New Mexico state regulations and Children, Youth and Families. Background checks are updated as required by the state of New Mexico.

## Equal Opportunity Employer

Noah's Ark Children's Academy is an equal opportunity child care provider. We accept applications for admission without regard to race, color, national origin, sex, sexual orientation, disability, age, religion or any other status protected by law.

## Reporting Child Abuse and Neglect

The state of New Mexico requires all people working with young children to report suspected child abuse (physical, emotional or sexual) and neglect. Noah's Ark Children's Academy staff will conduct a daily health check to ensure compliance with state law. If a staff member has reasonable suspicion that a child has been abused or neglected, they will first report their concerns to the program director who will then make the necessary reports. Our first priority is to ensure the safety of the child. Our legal obligation is to report and complete appropriate documentation. All investigations are confidential; therefore, staff members are not at liberty to discuss them, even with parents. Staff attend training classes to become more aware of indicators of abuse and neglect. New Mexico law establishes immunity for any person reporting in good faith.

## Off-Hour Services

Noah's Ark Children's Academy is not responsible for and discourages any of its employees to provide babysitting services off work hours. This may create a conflict-of-interest between the academy, our staff, and the family.

# Family and Community Engagement

Research has shown that families are the key to quality care and education. Our relationship with you is critical to building your child's self-confidence and your joy in the care we provide. We welcome and encourage all families to become involved in our day-to-day activities and volunteer. Please note volunteers are never left alone with children. You can do this in a variety of ways such as:

- ◆ Introduce or share a special family custom or tradition, craft and/or talent
- ◆ Volunteer to read to your child's classroom (great opportunity for grandparents)
- ◆ Volunteer to chaperone on a field trip and/or other special classroom event
- ◆ Participate in playground clean-up days, such as weeding the school garden
- ◆ Be a pet caregiver and help clean the classroom pet's tank or cage
- ◆ Play a musical instrument, dance/exercise or come sing with your child's friends

If you are unable to volunteer in the classroom there are other ways for you to be a great community partner. You can still participate in your child's academic success in other ways, such as:

- ◆ Donate special or seasonal collage materials for the art area
- ◆ Donate junk mail, old envelopes, sticky notes and other writing center materials to encourage your child's creative play
- ◆ Mend or sew ripped or torn dress up clothing
- ◆ Provide special objects from nature such as gourds, rocks, pinecones etc., to enhance your child's classroom science area
- ◆ Make homemade blocks from old boxes and encourage recycling in your home

Noah's Ark Children's Academy will provide your family with two parent group meetings a year (required for all Pre-k programs). We invite you to participate in family community events and special themed Family Nights each semester. The *Community/Parent Board* in your child's classroom is your resource to stay informed and included. Workshops, pamphlets and/or handouts to assist your family through these early years are always available.

Family Newsletters are provided each month and posted on the *Community/Parent Board*. Please take time to read them, as they offer an overview of upcoming classroom and academy events and general program reminders.

### **Open Door Policy**

Noah's Ark Children's Academy has an "open door" policy. We welcome you into our academy to visit at any time, even if you are just coming for lunch. Private conferences are always available upon request to discuss your child or any concerns you may have. We believe in community and your active participation will enhance your child's success while enrolled.

### **Pets**

We will post and notify you in writing before outside pets visit the academy. If you are interested in bringing a special guest to your child's classroom, please notify the site director. Noah's Ark Children's Academy will not allow any pets or animals that are undomesticated, dangerous, unvaccinated or vicious in nature. All Pets must be properly housed, fed and maintained in a humane fashion. Handwashing policies will be followed in the handling and care of all pets and animals.

### **Parent Teacher Conferences**

Parent Teacher conferences are an essential part of understanding your child's growth and developmental needs while at the academy. Conferences will be scheduled each year to discuss their progress, address your questions and open the doors to communication. Teacher assessments will include direct observational notes, portfolio collections and a *Family Teacher Summary* report at minimum. You will be asked to complete an *Ages and Stages Questionnaire* as a tool to assist in the conference process. Your attendance is important during conferences. Conference schedules will be posted and communicated by your child's classroom teacher. A Parent Teacher conference is always available upon request.

### **Parent Communication and ProCare Engage™**

Noah's Ark Children's Academy has adopted ProCare Engage™ as a resource to help bridge communication between home and school. ProCare Engage allows families a window inside the classroom to receive general updates, what their child is learning throughout the day and even pictures all while you are away in a simple, fast and easy manner!

## Parent Conflict Resolution

Questions, concerns and/or conflicts do happen from time-to-time. Our goal is to assist you and address all of your worries in a positive and proactive manner. We ask that you start with your child’s classroom teacher if the concern is classroom oriented. All discussions are confidential and will not affect the treatment of your child. If you feel the concern is of a more serious nature, please discuss with the academy director or assistant director.

## Family Code of Conduct

Noah’s Ark Children’s Academy is committed to your child and building a positive school family. We have a code of conduct that guides our staff when communicating and behaving in a professional manner. We also extend that code of conduct to our families. In order to provide a safe and appropriate environment for young children, all adults are asked to behave with respect, courtesy, kindness and decency. It is our expectation that children be the first priority; therefore exposure to unacceptable behaviors or language will not be tolerated. The following is prohibited and could potentially result in disenrollment of the offending adult:

- ◆ Yelling, screaming or berating your child’s teacher or any other adult. It is expected that all disagreements be handled in a respectful and calm manner.
- ◆ Swearing, cursing, using profane and/or inappropriate language in a classroom or in front of children.
- ◆ Physical confrontation of anyone or in any form.
- ◆ Physical or verbal punishment of your child, or any other child. Corporal punishment in any form is prohibited on the academy property.
- ◆ Smoking, alcohol or any substance abuse on Noah’s Ark property.



## Dealing with Loss and Death

Dealing with the loss of a loved one, a student, an employee, or a child's friend can be difficult and emotionally stressful for our staff and the families we serve. We understand that children grieve differently and will require additional support when dealing with death. Noah's Ark Children's Academy will provide help to children and families by:

- ◆ Communicating with families about the loss and providing a safe environment to discuss how best to support the child during their bereavement.
- ◆ Providing resources that encourage children to express their thoughts and feelings, such as books and guest counselors.
- ◆ Reassuring families that it is normal for children to show changes in behavior when sad, but with support and time, they will heal from grief and trauma.
- ◆ Reassuring the child that being sad and/or angry is normal and outbursts or tears are a normal part of grieving.
- ◆ Responding sensitively to children's questions and using language this is developmentally appropriate.
- ◆ Working with families and classrooms to keep routines consistent and predictable.
- ◆ Seeking support for families, and staff if needed, from professionals such as counselors, doctors and health specialists.



# Emergency Procedures

At Noah's Ark Children's Academy your child's safety is our priority. We maintain and review policies and procedures to ensure that our staff are able to respond appropriately to all emergency situations. In an emergency situation our priority will be to control the situations and communicate with families as soon as possible. If you have any questions regarding emergency procedures please contact the site director.

## Accidents and First Aid

Our classroom and playground environments are designed to promote safety and wellness. Accidents, however, do occasionally occur. We maintain stocked first aid kits and have them readily available at all times. All academy vehicles are equipped with first aid kits to ensure safety anytime a child is transported. Academy administrative staff are responsible for the care, maintenance and re-stocking of first aid materials. In the event that First Aid or cardiopulmonary resuscitation (CPR) is needed, all Noah's Ark Children's Academy staff will hold a current CPR and First Aid certification as well as attend training for health and safety issues. Parent's will be notified regarding accidents at time of pick-up or immediately based on the severity of the injury. If the injury is of a serious nature, we may call emergency personnel and emergency transport may be required. All attempts will be made to promptly notify you by phone, according to the information provided on your child's *Emergency Information* form.

## Emergency Situations and Evacuation Plans

Emergency situations can occur without notice; therefore, Noah's Ark Children's Academy will conduct practice drills each month to ensure your child's safety. Emergency situations include hazardous conditions or situations that may impact the welfare of children and staff, or those that prevent us from complying with health and safety regulations. Emergency Disaster Preparedness Plans are reviewed annually by an in-house safety inspector who is responsible for the supervision of all emergency drills. Classroom teachers are responsible for ensuring every child enrolled in their class has an Emergency Evacuation Form, children will be directed in a calm and orderly manner using simple and clear instructions during all emergency drills and situations.

- ◆ **Fire Evacuation** – All classrooms have evacuation plans posted near the exit doors. Fire Drills are conducted monthly. In the event of an actual evacuation, temporary relocation sites have been assigned by Academy Location: 12500 Candelaria will relocate to The Foothills Church (12504 Candelaria Rd. NE; 4525 Morris St will relocate to Eagle Pointe Apartments (4401 Morris St NE and/or Bear Canyon Estates Retirement Community Center (4440 Morris NE), and; 4001 Montgomery will relocate to the Sun Pointe Apartments (4057 Montgomery NE). Attendance will be taken during all transitions and in accordance with our Emergency Disaster Preparedness Plan. Families and the appropriate authorities will be contacted once children have been relocated and settled into their new environments.
- ◆ **Shelter in Place/Lockdown** – All staff receive annual training on shelter in place and lockdown drill policies and procedures. Drills are conducted quarterly. Each classroom will have an assigned safe place equipped with the appropriate supplies to assist in the safety and well-being of the children. Notification and implementation procedures are outlined in our Emergency Disaster Preparedness Plan and are unique per location. Parents, guardians and visitors will not be permitted to enter the building during a drill. If you have any questions regarding our policy and procedures please contact your site director.
- ◆ **Power Failures** – It happens occasionally that an academy may experience a power outage. The staff will comfort the children and remain calm. Children will remain indoors unless evacuation is required, then all evacuation policies and procedures will be followed. Emergency lighting is available and maintained at each location. If weather conditions permit, the program will stay open. If, for any reason, we are unable to remain open, center administrators will notify families for pick-up.
- ◆ **Children with Disabilities** – Children who are unable to walk or have a disability that requires assistance during an emergency will have an assigned staff person available to assist them. Infants and Toddlers will have use of wheeled, evacuations cribs to assist staff. Older children will have an assigned staff person such as, cooks, front desk managers and/or available Educational Assistants i.e. program floaters.





# First Day Checklist & Family Handbook Acknowledgement Form

## Items from Home

Please label all personal belongings with your child's name. You may need to take some items home daily or weekly to be laundered.

### Infants, Toddlers and Two's

- \_\_\_\_\_ Diapers
- \_\_\_\_\_ Wipes, ointments or powders\*
- \_\_\_\_\_ Formula, bottles, food (if applicable)
- \_\_\_\_\_ Change of Clothing
- \_\_\_\_\_ Family Poster and/or Pictures

### Early Pre-Schoolers through School-Aged

- \_\_\_\_\_ Naptime items (such as blanket)
- \_\_\_\_\_ Change of Clothing
- \_\_\_\_\_ Sunscreen\*
- \_\_\_\_\_ Family Poster and/or Pictures

Parent Permission Form and Signature Required

## Forms Academy Tour

- Registration Application and Medical Records Release
- Enrollment Agreement of Services and Cost
- Immunization Certificate and Child Health Record
- Developmental Childhood History
- CACFP Income Eligibility Form
- Behavior Management Policy
- Parent/Provider Agreement and Publicity Release Agreement
- Enrollment Checklist

- Tour and Classroom Assignment
- Teacher Introduction
- Community/Parent Board Review
- Chain of Command and academy contact information

## Family Handbook Acknowledgement Statement

- I have received the Noah's Ark Children's Academy Family Handbook on: \_\_\_\_\_ (Date).
- I have reviewed and understand all of Noah's Ark Children's Academy policies and procedures.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Name printed)

## Noah's Ark Children's Academy Mission

Providing New Mexico's children the best opportunity to succeed.

## Noah's Ark Children's Academy Vision

Strengthening the community through the arms of the children.

### Montgomery Campus

4001 Montgomery Blvd. NE Abq, NM 87109  
(505) 888-8852  
Open 6:30 – 6:00 pm

### Candelaria Campus

12500 Candelaria Rd NE Abq, NM 87112  
(505) 298-1130  
Open 7:00 to 6:00 pm

### Morris Campus

4525 Morris St. NE Abq, NM 87111  
(505) 293-3399  
Open 7:00 to 6:00 pm



Visit us on the web at  
[Nacaabq.com](http://Nacaabq.com)

