

**The Ark at Cross of Christ  
Early Learning Program**

Cross of Christ Lutheran Church  
411—156th Avenue NE  
Bellevue, Washington 98007  
Ph: 425-644-5414  
[www.thearkatcofc.org](http://www.thearkatcofc.org)

**Dear Parents:**

The staff of The Ark would like to welcome you and your child to our program. The Ark is a private, non-profit center located at Cross of Christ Lutheran Church near Cross Roads Mall in Bellevue.

Our goal is to provide your child with high quality care in a safe and stimulating environment. We will strive to meet their physical, emotional, social, and cognitive needs through participation in age appropriate activities. We encourage parent participation in our program and promote a supportive relationship between parents and staff.

Our mission is based on Christ's commandment for us to go, baptize and teach in His name. The Ark is committed to the task of ministering to the surrounding community through a child care center for infants, toddlers and preschool youth. All programs will embody the following objectives:

- “ We are commissioned by Christ to care for children in His name.
- “ While providing a loving, and caring atmosphere, as Christians, we recognize it is our responsibility to instill in those committed to our care, a sense of self-worth and self-discipline.
- “ The Ark Child Care does not discriminate against children or families on the basis of race, creed, color, national origin, religion, sex, sexual orientation, veteran or military status, status as a breastfeeding mother, disability, the use of a trained guide dog or service animal or any class of persons protected by law.
- “ As a non-profit organization, The Ark will strive to provide affordable, high quality care.

Our center operates with a Director/Program Supervisor who has been formally educated in early childhood and has previous management and supervisory experience. Our caregivers have an early childhood/child development education or a strong background in child care through previous experience.

The following information is provided for you in hopes of maintaining a clear understanding of our policies. We are looking forward to caring for your child and getting to know you. If you have any questions or concerns feel free to call or visit anytime.

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**Parent Information**

The Ark provides high quality care and developmentally appropriate learning experiences for infants, toddlers and preschoolers, as well as a support system for families. Cooperation, independence and interaction are stressed among children and caring adults.

In order to accomplish our goals, we offer a daily program of experiences which promote growth, well-being, and age-appropriate-development of gross and fine motor skills, language skills, cognitive skills, social and emotional skills, positive self-concept, curiosity, interest, and exploration.

**Admission:**

Children attending The Ark shall be over six weeks old through five years. The Ark will provide child care to any child regardless of race, sex, national origin, religion or handicap.

We will assist children and parents who have limited English language ability either with translation of written information or with an interpreter.

**Hours:**

The Ark provides care 11 hours per day (7:00AM to 6:00PM), five days a week (Monday through Friday).

**Holidays:**

The Ark will be closed on the following days—New Year's Day, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, 3:00pm Christmas Eve Day, and the week between Christmas and New Years.

**Ratios:**

A ratio of one adult to three infants, one adult to six toddlers and one adult to nine preschoolers or better is maintained.

# Financial Agreement

- 1) A non-refundable annual registration fee of \$75.00 per child is payable at the time of enrollment and annually on August 1<sup>st</sup>. The annual registration fee will contribute to insurance, liability & processing fees. Registration fee is waived for Cross of Christ members.
- 2) Tuition is charged monthly and is payable in advance on/or before the 5th of each month. Any payments received after the 10th will be subject to a late charge of \$20.00 unless prior arrangements are made. Additional days for part-timers will be charged in advance and any changes need to be made a minimum of 24 hours prior to the date of usage or fees are non-refundable. Services may be discontinued on the 20th unless balance is paid in full. Checks returned NSF will be charged a \$20.00 bookkeeping fee. A late charge of \$5 per minute will be assessed to those families picking up children after 6:00 PM.  
ECA (extra curricular activities) that have a fee: Soccerroos, Tues. a.m. is \$40/month & Music, Fri. a.m. is \$15/month. Both are for Bear Cubs & older groups. This fee is included in your tuition each month for your convenience.
- 3) Anyone using DSHS services is required to have their child/ren attend 6 or more hours per day, a minimum of 18 days per month and keep their copays & balances current or services will be offered to another DSHS family.
- 4) Monthly tuition remains the same each month regardless of illness, absence, school closure and/or legal holidays. If a holiday falls on a weekend, it is observed on the closest weekday. (If on Sat, closed Fri. / if on Sun. closed Mon.)  
The Ark at Cross of Christ will be closed the following days: New Year's Day President's Day Memorial Day Fourth of July Labor Day Thanksgiving Day Day after Thanksgiving We close @ 3:00pm Christmas Eve Day, Christmas Day, Week between Christmas & New Years ( 1 day per year The ARK closes for the staff retreat)
- 5) A sibling discount will be given to families with two or more children enrolled on a full-time basis. A 10% discount will be deducted from the tuition fee of the older child/ren.
- 6) Please contact the office with your vacation dates at least two weeks in advance for scheduling purposes. No credit will be given for vacation days.
- 7) The Ark is open Monday through Friday from 7:00 AM to 6:00 PM. Drop off deadline is 10:00 AM, otherwise children can be brought after nap (2:30 PM). This is to ensure your child receives as much of the program activities as we offer and to discourage children arriving at naptime and disrupting their friends who are asleep. If you will be arriving late due to an appointment, please notify your teacher or the Assistant Director.
- 8) The Ark requires a written notice of termination at least one month in advance. If a family discontinues service, does not provide a month's written notice, or we cannot fill the space, a two week charge will be added.
- 9) ARK parents acknowledge the cost involved in hiring & training qualified teachers and therefore agree to pay a replacement fee of \$2500 if they hire an ARK employee to work for them. The check is to be made payable to Cross of Christ on or before the employee's last day.
- 10) Annual tuition increases will be announced July 1st of each year with new rates becoming effective September 1st.
- 11) The ARK has a Scholarship Fund for any parents with financial needs. An application is filled out, and then the Scholarship Committee makes a decision based on the information provided.
- 12) The ARK also offers a Leave of Absence with certain conditions.
- 13) In order to hold a space, a \*non-refundable deposit of one month's tuition is required, payable as follows: One-Half is due immediately, with the balance due 60 days prior to the child's start date. The full amount of the deposit will be applied to the first month's tuition. If a space becomes available sooner, it will be offered to the parent. If the parent cannot use it at that time, they will be placed first on the waiting list for the next available space. \*If a space does not become available, the deposit will be refunded.
- 14) The ARK has a Disaster Policy that covers how The ARK will respond to a disaster situation while children are in our care. We also have a Health Policy. These policies can be found on The ARK website: [www.thearkatcofc.org](http://www.thearkatcofc.org).

I/We have received a copy of The Ark's Parent Handbook\* \_\_\_ & Registration policies\* \_\_\_ & agree to adhere to the policies and procedures stated within. I/We have read and agree to accept the above Financial Agreement\* \_\_\_ as a binding contract between me/us and The Ark. I/We have also read the Disaster Policy\* \_\_\_ & Health Policy\* \_\_\_ on The ARK's website.

Parent/Gaurdian: \_\_\_\_\_  
Print name: \_\_\_\_\_

Date: \_\_\_\_\_  
\* please initial after each document

## **Admission and Enrollment:**

Before a child attends the center, the following forms must be completed and on file in our office:

1. Registration Form along with the non-refundable registration fee and deposit of first month's tuition.
2. Parent Contract
3. Child Information Sheet
4. Health History Form
5. Immunization Form
6. Consent for Medical and Emergency Treatment Form

## **Medical Information:**

Before enrolling at The Ark, each child must have a physical examination and immunizations must be up-to-date. Each family must have a Health Form on file in the center office and keep it up-to-date. Be sure to inform the office in writing if your child develops any allergies or requires a special diet.

## **Illness:**

Children displaying symptoms of illness such as fevers of 100.4 degrees F (auxiliary) or higher, vomiting, diarrhea, draining or infectious rashes, weeping eyes, etc. should not be at the center. Please call the center and let us know if your child will be absent for any reason. **A child must be symptom-free (without medication) for 24 hours before returning to care. If placed on antibiotics, the child must be treated for a full 24 hours before returning to care. If a child has had a fever, he may not return to the facility until 72 hours (3 days) after their fever is gone (without fever-reducing medication) and symptoms get better AND 10 days after the start of symptoms (whichever is longer).**

If a child displays these or other symptoms at the center, the child will be isolated from the group and made as comfortable as possible while a parent is notified. If a parent cannot be reached, and the symptoms persist, the child's health care provider will be called and his/her directions followed. We will continue our efforts to contact the parent. In all cases if we are unable to contact the parents, we will notify the emergency contact listed on the Registration Form.

## **Medication:**

Washington state law requires that specific conditions must be met before we can give medicine to a child. You must fill out and sign a Child Care Medication Authorization Form for your child before we can give any medicine to your child. Please be specific and complete when filling out the form.

A doctor's written permission is not required for the following non-prescription drugs. (However, written parental permission is required.): Antihistamines, non-aspirin pain relievers and fever reducers, cough medicine, decongestants, anti-itching creams, diaper ointments and powders, sun screen, tooth paste.

**Medication Continued:**

If an over-the-counter medicine is not on the above list or does not give a dose and duration for age and/or weight of your child, we need a Child Care Medication Authorization Form signed by the parent before we will give it to a child. The instructions must include dosage and duration. We will not be able to give medications “as needed.”

All medicines must be in their original containers, labeled with your child’s full name, and include an expiration date before we can give them to your child. We also cannot give a medicine prescribed for someone else (even a sibling) to your child. Unused medication will be returned to parents, or properly disposed of.

**Medical Emergency Procedures:**

Each family must have an updated Emergency Treatment Form on file in the center office. This signed form authorizes a health care provider to render emergency treatment to a child in the absence of a parent.

In the case of a life-threatening medical emergency, we will call 911, the child’s parents, and the emergency contact in that order. An Injury Report Form will be filled out and kept on file in the child’s folder.

In the case of minor emergencies or injuries, staff will apply indicated first-aid, fill out an emergency/accident report form, and notify parents as they pick up their child. If medical attention is warranted, parents will be notified.

In all cases, if we are unable to notify parents, we will notify the emergency contact listed on the enrollment form.

Overlake Hospital is closest in proximity and will be our first choice unless parents have indicated another preference. Parents are responsible for any emergency room charges or physician fees.

Parent preferences will be accommodated whenever possible in emergencies.

**Communicable Diseases:**

If a child contracts a communicable disease (chicken pox, mumps, measles, lice, etc.) or is exposed to one, the parent is to notify the center immediately. As required by state law we will notify the other parents and, in the case of some communicable diseases, we will notify the local health department. A child with a communicable disease must remain at home until the possibility of infecting others is over.

## Health & Safety Notice

It is our goal at The Ark to keep our children free from illness as much as possible. This is a great challenge, with all the germs that our children come in contact with daily. Therefore, we have in our Parent Handbook and in our Health Plan a policy that addresses exactly what our expectations are regarding children who may be infectious, (please refer to our attached policy). The majority of our parents here at The Ark have appreciated our enforcing this policy, so they may feel that their children are in a safe and healthy environment.

In meeting our expectations and in complying with our policy, parents have made their own alternative daycare arrangements during times that their children are ill. Although this is a hardship, especially for single parents or those with more than one child, it is still the parent's responsibility to have their child seen as soon as possible and to make arrangements for care during 24 hours. The Ark does not have the extra staff needed to care for a potentially infectious child.

Parents of well children appreciate not having their children unnecessarily exposed to a potentially or actually infectious child, and an ill child recuperates much better in a loving home environment. Recently, several parents have requested further detail in clarifying our attached policy. We have responded by asking our Consulting Nurse, along with several physicians, to share their medical advice with us and this is their response:

**Universal precautions must be used when handling bodily fluids from any orifice of the body. This includes eyes, ears, nose, mouth, and urine and feces. If the child is treated by antibiotics, they must be treated for a full 24 hours before returning to a daycare and exposing the other children. A thick runny nose may indicate an infection or allergies. A note from the doctor will help us identify if it is contagious or not.**

The Ark requests that all parents please abide by the policy we have in place and to also be considerate of the other children and our staff. If your child wakes up with pink eye or drainage of unknown origin from the eyes, ears, or is coughing up green sputum, please have your child diagnosed by a physician *before* bringing your child to The Ark. If your child has to be treated with antibiotics please abide by our policy and return your child to The Ark *after* they have been treated for a full 24 hours. Upon returning your child to our care at The Ark, please provide the appropriate documentation from your physician.

All our staff at The Ark are here to serve you and keep your children safe and healthy. Please help us by working together with us.

Thank you for your cooperation.

## **Diapering and Toilet Training:**

Parents are responsible for providing diapers and accessories for their child. Please supply enough for at least 1 week, and check and replenish as needed. If the parent does not supply diapers on a regular basis, they will be charged accordingly.

Children will be checked frequently and diapered as necessary. Stringent sanitary procedures will be followed.

Toilet training will begin when child shows signs of readiness and parents support initiation of process.

## **Communication:**

Daily communication with your child's teacher is essential for exchanges of necessary information and stories of growth and development. The Ark sends home frequent letters to keep parents informed about schedules, policies, and parenting insights. Teachers' schedules vary from time to time. We make every effort to keep parents informed of changes.

Annual Parent/Teacher Conferences are held in the spring. In-depth conferences with your child's teacher or with the director can be scheduled anytime at your request. Parents are included in any transitions made (involving their child) at The ARK.

As we get to know your child through daily observation and evaluation, if there are any areas of concern, whether it be developmental delay, speech, or early signs of ADHD; we have a nearby agency we work closely with. Kindering <https://kinding.org/> is just down the street and is available, usually for free or through insurance, for those three years and under. They will come to the school, observe and work with the child, or in your home. Another agency for 1 to 5 years is Child Find in Seattle. We have more information in the office and these agencies can be found online.

If any concerns arise that are not resolved with the teacher or Director, we have a Board of Directors with parent representatives to help. The ARK Board is made up of church members and ARK parents. They meet once a month to discuss policies, budget, and anything that concerns The ARK. Meetings are open to all parents and staff. Anyone interested in becoming a Board member, please see the Director.

The Ark is open to parents at all times. Feel free to visit anytime, without an appointment.

Licensing information is available for review at anytime. Copies of recent licensing checklist & compliance agreement is posted in our office.

## Food Program:

We provide both a morning snack (around 9:00 AM) and an afternoon snack (around 2:30 PM) to all children over one year of age who are attending at those times. An evening snack (around 4:30PM) will be provided for children who are in care for 9 hours or more. Each snack consists of nutritious foods from two food groups.

Bottles are allowed in the Infant (Roos) & Toddler (Ducks) programs only. The American Dental Association recommends all children be off the bottle by one year of age to reduce the promotion of tooth decay.

Children should arrive having eaten breakfast. If this is not possible and the child arrives **before 7:30 AM**, staff will serve breakfast provided by the parent.

Parents are responsible for providing lunches for their children. We support good nutrition and encourage you to support this philosophy when preparing your child's lunch. By 13 months your child should be able to eat some finger foods and drink from a cup. Please make lunch time an easy and enjoyable time for your child and the teacher by sending foods which will encourage your child to feed him/herself.

A healthy lunch would consist of one serving of **milk** or \*juice \*(min. **90%** juice), one serving of fruit, one serving of vegetables, one serving of protein, and one serving of bread or other carbohydrate. To prevent choking and serving foods lacking nutritional value please avoid:

### Foods Which May Cause Choking:

Hot Dogs	Hard Candy	Grapes	Seeds
Corn	Peanut Butter	Popcorn	Pickles
Nuts	Olives	Thick sticky cheese foods	Raw Vegetables & fruits(carrots, celery)

### Lacks Nutritional Value:

Soda Pop	Super Sips	Kool-Aid, etc.	Candy of any kind
	Pudding	Donuts, etc.	

Staff will monitor lunches to ensure safe preparation, storage and nutritional adequacy. If a lunch is forgotten or nutritionally inadequate, the child's meal will be supplemented. Depending on the frequency the center may need to charge a reasonable fee for supplementing meals. Whole milk must be served to children 12 to 23 months of age, unless we have written permission from the child's parent.

Snack menus will be prepared and posted one week in advance for parent review, (usually on the fridge).

We cannot provide nutrient concentrates or supplements, a modified diet or an allergy diet; the parent is responsible for supplying foods of this nature with the written permission from their child's health care provider.

**If your child has or develops allergies of an airborne nature (does not need to touch or ingest allergic substance to cause an anaphylactic attack) please notify your child's teacher & the Ark Director. Unfortunately, we cannot make special accommodations for children with these allergies.**

**Developmental Curriculum:**

Our daily curriculum is based on developmental theory. Each day is planned to meet the needs of the children within each age group, with special attention to the individual interests and abilities of each child.

Flexibility is key. Activities change to meet the particular needs of the children and staff involved. The staff is consistently committed to providing children with a variety of developmentally appropriate activities and to offer them choices based on their needs and interests—all within the context of a safe and stimulating environment. We offer basic learning materials such as sand, water, clay, blocks, dolls and puppets, dramatic play props, puzzles and games, books and records, and riding toys, balls and other large muscle equipment. Learning does not occur in narrowly defined subject areas; learning in one area affects all other areas of development as well. Therefore, our approach allows for integrated growth.

Curriculum planning is done with the individual needs of the child in mind. Interactive learning involves setting up the environment to allow children many opportunities to interact with peers, adults, and/or materials. The emphasis is on child-directed choices. Teachers facilitate learning and involvement by asking questions, making comments and suggestions, and adding new and more complex materials to the situation. Teachers support learning by offering encouragement, focused attention, and physical proximity. Children enjoy opportunities to explore, to figure things out, and to learn by trial and error. Open-ended activities are planned and the unique responses of each child are valued.

**Religious Activities:**

There will be prayer before meals. Bible stories and songs will be part of the curriculum. Religious holidays will be celebrated as appropriate. Children from families who do not wish to participate in these activities will be provided with other activities.

**Discipline Policy:**

Discipline is an important aspect of each child's life. The purpose of discipline is to help children learn basic human values, problem solving skills, and to take responsibility for their own choices.

We define discipline as guiding children's behavior. We guide children's behavior by using direct and indirect guidance techniques, setting clear limits, explaining acceptable and unacceptable behavior and setting consequences for unacceptable behavior. We also try to anticipate problems and prevent them from occurring by rearranging an environment, moving a child to another area or interesting a child in something else. When disciplining, we also keep in mind each child's developmental stage and use redirection.

Staff members never use any type of physical force or corporal punishment (including spanking) or abusive language in disciplining children. These forms of discipline will not be permitted on the premises by anyone, including parents. If a child is unable to gain control and requires more individual attention than can be given within child to staff ratios, we may need to contact a parent. A child requiring one-to one attention may have to leave the center temporarily for safety's sake. Repeated uncontrollable behavior can lead to a discontinuation of child care services.

**Release of Children:**

State law requires that you sign your child in and out (with your full signature) when you drop off or pick up your child. A log for this procedure is located at the entrance of the ARK. Also, please make contact with a teacher when you drop off or pick up your child. For security and safety reasons, we must know if your child is at the center or leaves with an authorized adult.

Notify the center if you will be late picking up your child. Children know when they are normally picked up and they become anxious if you are late. If you arrive after 6:00 PM, you will be charged a late fee of \$5.00 per minute. This late fee will be added to your next bill.

Your child’s Registration Form includes a space for you to list those authorized to pick up your child from the center. (must be over 18, unless authorized by Director & only in case of emergency). We will not release your child to an unauthorized person without written notice, or, in the case of an emergency, without a telephone call from you. The person picking up your child must have identification.

In order to protect your child from any potential danger, it is the policy of The Ark to take all reasonable steps to avoid releasing a child to a person in a drugged or intoxicated state (this includes a parent). Reasonable steps may include: calling another parent, emergency contact, CPS, or 911 depending on the situation.

**Safety Drills:**

Fire Drills and Earthquake Drills are practiced at least once a month. Parents are required to provide an Emergency Kit for their child to remain here in case of an emergency. This information is provided at registration.

**Field Trips:**

See “ARK Field Trip Policy.”

**Snow Policy:**

In the event of snow, The Ark will follow the Bellevue Public School closures or delays.

**Child Abuse:**

We are required by state law to report any suspected incidents of child abuse, neglect or exploitation to Child Protective Services.

The state also requires that the Department of Social and Health Services conduct a criminal history check for all prospective staff members and volunteers at all child care facilities. At The Ark the director also checks prospective staff members’ references. We provide the staff with in-service training on child abuse and encourage them to participate in child abuse workshops.

\* \* \* \* \*

The Ark is committed to meeting the physical, cognitive, social and emotional needs of each child. To this end we work closely with families, involving parents in the classroom and in meeting short and long term special needs. We encourage a sharing of cultural backgrounds and promote a community spirit among families.

\* \* \* \* \*

Due to the fact this is a multiuse facility, Cross of Christ Lutheran Church and The ARK at Cross of Christ are not responsible for lost or stolen articles.

## Reasons for Dismissal

Any or all of the following situations may be grounds for the child's dismissal from The Ark:

1. Parent unwilling or unable to be contacted during the day in event of child's illness or emergency.
2. Parent unwilling to provide us with emergency contacts and/or phone number in event of child's illness or emergency.
3. Parents chronically late in picking up the child
4. Parent verbally or physically abusive to child on center premises; i.e. using abusive language or hitting child.
5. Parents verbally or physically abusive to staff on center premises.
6. Parent unwilling to pay for services, and/or not complying with Ark financial policies.
7. Parents unwilling to provide lunch for child
8. Parent unwilling to have child participate in program, requiring extra staff for one on one care. For example, going outside to play. If child is not well enough to be outside, child should not be at center. Or insisting on special care (not medically necessary) that cannot be offered in a group situation. The only exception is when religious activities conflict with the parents' wishes.
9. Parent unwilling to uphold Ark policies in Parent Handbook including, but not limited to: medical policies, 24 hours after symptoms free rule, laundering bedding weekly (even if only part time), and providing clothes, diapers, lunches, etc. as needed.
10. Parent unwilling to cooperate with teacher/director in attempting to modify child's behavior. For example, unwilling to attend parents/teacher conferences, or unwilling to seek outside resources in addressing child's problems.
11. If child's behavior requires more attention than normal from the teacher, we will not put the needs of any one child above the others, especially in group care. All children are entitled to the same amount of attention from their teacher.

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## **ARK FIELD TRIP POLICY**

### **GENERAL:**

Field trips will be limited to the Monkeys, Lions & Horses, which include children 2 ½ to 5 years old & potty trained.

All children participating in field trips will need written permission from their parent or guardian.

All field trips will be supervised at a ratio of 4 to 1. During transportation, ratios will remain the same with a minimum of two adults per vehicle when transporting 4 or more children per vehicle.

Monkey field trips will be fewer and closer to home than Lion & Horse field trips.

At least one staff person in each vehicle will have current First Aid and CPR training.

Any child not participating in the field trip, or without permission, will be cared for at The ARK.

No child will be left unattended in a vehicle.

### **TRANSPORTATION:**

Anyone providing transportation for The ARK, to/from a field trip, must have the following:

- An adequately equipped vehicle with appropriate safety devices.
- A current, valid Washington driver's license.
- Liability & medical insurance.
- Approved car seats (parent provides) for each child.
- One adult per vehicle has current First Aid & CPR.

# *Pesticide Policy for the Ark Child Care Center*

We are dedicated to using the least amount of chemical control of pests in our program in order to provide the healthiest environment possible for our children.

We attempt to PREVENT infestation by:

- Taking out trash daily or more as needed.
- Cleaning trash cans regularly.
- Trash cans or dumpsters are kept covered and away from the building.
- Keeping grounds clear of food and rubbish.
- Storing food in sealed plastic or metal containers.
- Cleaning and sanitizing all dishes, utensils, and surfaces used for eating or food preparation, after meals and at the end of the day.
- Preventing pest entry into facility by sealing cracks and holes, and using and repairing window screens and door sweeps.
- Moisture control by maintaining plumbing and water drainage systems.
- Mechanically and manually manage weeds.
- Plant native vegetation that is non-toxic.
- Mulch plant beds.

Due to the fact The Ark shares the facility with Cross of Christ Lutheran Church, any use of pesticides or fertilizers are done by the church during times The Ark is not in operation.