



2023-2024
PARENT PACKET

NOAH'S ARK preschool

2023-2024 teaching staff



Susan Sullivan
Director of School



Ian Cooper
Junior 2s Class
MW Floater



Sheryl Cooper
Junior 2s Class



Monica Grabavoy
Junior 3s Class



Alison Hildahl
MW Pre-K
Covenant Kids



Marnie Lyon-Brown
Pre-K Class



Lauren Odman
Junior 3s Class



Sarah Sievert
Kinder Prep Class
Covenant Kids



Fiona Walker
TTH Pre-K

NOAH'S ARK preschool

TEACHER CONTACT LIST

SUSAN SULLIVAN

Director of School

503.799.0694

susans@lakegrovepres.org

IAN COOPER

Junior 2s Class, MW Floater

503.330.9900

ianpdx@gmail.com

SHERYL COOPER

Junior 2s Class

503.544.5273

sherylmcooper@gmail.com

MONICA GRABAVOY

Junior 3s Class

815.791.5937

monica.grabavoy@gmail.com

ALISON HILDAHL

MW Pre-K, Covenant Kids

503.515.2844

hildahl4@comcast.net

MARNIE LYON-BROWN

Pre-K Class

971.703.3575

rmarnie@gmail.com

LAUREN ODMAN

Junior 3s Class

503.719.2927

l_odman@yahoo.com

SARAH SIEVERT

Kinder Prep, Covenant Kids

503.706.5957

g6sievert@msn.com

FIONA WALKER

TTH Pre-K

503.841.7213

fiona_walker@comcast.net



2023-2024

Class Descriptions, Teacher Assignments, and Tuition & Fees

Junior 2's Class: *10 children, age 2 by September 1, 2023*

Teachers: Ms. Sheryl Cooper, Mr. Ian Cooper

Schedule: Tuesdays/Thursdays 9:30 AM – 12:00 PM

Tuition: \$2700/year (Fall term: \$1200, Winter/Spring term: \$1500, Monthly: \$300)

Snack Fee: \$45/year (Fall term: \$20, Winter/Spring term: \$25, Monthly: \$5)

Junior 3's Class: *14-16 children, age 3 by September 1, 2023*

Teachers: Ms. Lauren Odman, Ms. Monica Grabavoy, Mr. Ian Cooper

Schedule: Mondays/Wednesdays/Fridays 9:00 AM – 12:30 PM

Tuition: \$3240/year (Fall term: \$1440, Winter/Spring term: \$1800, Monthly: \$360)

Snack Fee: \$90/year (Fall term: \$40, Winter/Spring term: \$50, Monthly: \$10)

Pre-K Class: *16 children, age 4 by September 1, 2023*

Teachers: Ms. Marnie Lyon-Brown, Ms. Erin O'Leary, Ms. Fiona Walker

Schedule: Monday – Thursday 9:00 AM – 12:30 PM

Tuition: \$3870/year (Fall term: \$1720, Winter/Spring term: \$2150, Monthly: \$430)

Snack Fee: \$135/year (Fall term: \$60, Winter/Spring term: \$75, Monthly: \$15)

Kinder Prep Class: *10 children, age 5 by September 1, 2023*

Teacher: Ms. Sarah Sievert

Schedule: Monday – Friday 9:00 AM – 12:30 PM

Tuition: \$4680/year (Fall term: \$2080, Winter/Spring term: \$2600, Monthly: \$520)

Snack Fee: \$180/year (Fall term: \$80, Winter/Spring term: \$100, Monthly: \$20)

Tuitions/Fees: Tuition billing and payments will be issued and accepted via **The Planning Center** platform used by LGPC. For the 2023-2024 school year, Noah's Ark Preschool offers a two-term payment option or a monthly payment option. If you wish to submit payment by cash/check, please contact Ms. Susan to set up your account.

Term Payments: Fall term tuition (September – December) is due September 7, 2023, and Winter/Spring term (January – May) is due January 8, 2024.

Monthly Payments: Monthly payments (September – May) are due on the 5th business day of each month. Balance-due reminders will be emailed on the first of every month.

Late Payment Fees: A 10% late fee will be assessed if monthly payments are not received by the 10th business day of each month. A 20% late fee will be assessed if tuition accounts are not in balance by December 15, 2023, and again by May 14, 2024.

Covenant Kids Fees: Please refer to the Covenant Kids page for details of its monthly billing and payments.

We look forward to the 2023-2024 school year and to continuing the grand tradition of providing one of the best early childhood education programs in the Portland area.

2023-2024 School Event Calendar

July 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July

3-7 Noah's Ark Closed - Summer Break I
 4 Independence Day
 10-13 Summer Camp: Amazing Artists
 17-20 Summer Camp: Magnificent Music
 24-28 Summer Camp: Pirates & Mermaids
 31-3 Summer Camp: Sports & Dance
 FRI Summer Fun Fridays - Picnic & Play

August

31-3 Summer Camp: Sports & Dance
 7-10 Summer Camp: Water Camp
14-18 Noah's Ark Closed - Summer Break II
 21-25 Teacher Work Week
 30 AM-Open House & PM-Parent Q&A Zoom
 FRI Summer Fun Fridays - Picnic & Play

September

4 Noah's Ark Closed - Labor Day
 5 1st Day: Kinder Prep, Pre-K, Junior 2s GrpA
 6 1st Day: Junior 3s
 7 1st Day: Junior 2s GrpB
 11 Parent Coffee & Connection Kick-Off

October

2 Family Chapel Morning
13 Noah's Ark Closed - Statewide Inservice
 25 Dad's Pumpkin Carving Night
 30 Halloween Costume Parade & Sing-a-long
 31 Halloween

November

4 Standard Time (move clocks back 1hr)
 6 Family Chapel Morning
10 Noah's Ark Closed - Veterans Day, obs
 15 Thanksgiving Program & Picnic KP,PK,JR3
20-24 Noah's Ark Closed - Fall Break
 23 Thanksgiving Day

December

4 Family Chapel Morning
 13 Christmas Pageant - Pre-K & JR3s
 14 Cookies & Carols - JR2s
 15 Christmas Celebration - Kinder Prep
18-29 Noah's Ark Closed - Christmas Break
 24/25 Christmas Eve & Christmas Day
 31 New Year's Eve

January 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January

1 Noah's Ark Closed - New Year's Day
 2 School Resumes
 8 Family Chapel Morning
15 Noah's Ark Closed - MLK Day
 18 24-25 Registration for Current Families
 19 24-25 Priority Registration
 22 24-25 Open Registration

February

2 Groundhog Day
 5 Family Chapel Morning
 14 Ash Wednesday
 14 Valentine's Day
19 Noah's Ark Closed - Presidents Day
 29 2024 Leap Year Day

March

4 Family Chapel Morning
 10 Daylight Saving (move clocks forward 1hr)
 17 St. Patrick's Day
 24 Palm Sunday
25-29 Noah's Ark Closed - Spring Break
 29 Good Friday
 31 Easter Sunday

April

1 Noah's Ark Closed - Easter Monday
 2 Summer Camp Registration-Current Famil
 5 Summer Camp Registration-Open
 8 Family Chapel Morning
29 No Classes - Spring Conference Day

May

6 Family Chapel Morning
 8 Mother's Day Tea - PK & JR3s
 9/10 Muffins for Mommy/KP Celebrate Moms
27 Noah's Ark Closed - Memorial Day
 28 Last Day - JR2s
 29 Last Day - JR3s, Schools Out Celebration
 30 Last Day - KP & PK, Graduation Ceremony

June

3-6 Summer Camp #1
 10-13 Summer Camp #2
 16 Father's Day
 17-20 Summer Camp #3
 24-27 Summer Camp #4
 FRI Summer Fun Fridays - Picnic & Play

SEPTEMBER 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4 Noah's Ark CLOSED Labor Day	5 FIRST DAY Junior Twos Grp A Pre-K Kinder Prep Covenant Kids	6 FIRST DAY Junior Threes	7 FIRST DAY Junior Twos Group B	8	9
10 Lake Grove Pres Launch Sunday Happy Birthday to Harper & Brooks  	11    Parent Coffee & Connection Kickoff 9:00 AM Family Room	12 FIRST DAY All Junior Twos	13	14	15	16
17	18	19	20	21	22	23 Happy Birthday to Emi L 
24	25	26	27	28	29	30

NOAH'S ARK

preschool

junior 2s daily schedule

9:30	Arrivals & Free Choice
10:30	Cleanup/Potty Break/Songs & Story
10:40	Snack Time
11:00	Gym Time
11:25	Circle Time: Fingerplays & Books
11:35	Outside Time
12:00	Dismissal

Tuesday • Thursday
9:30 am to 12:00 pm

Teachers:
Sheryl Cooper Ian Cooper Fiona Walker

NOAH'S ARK

preschool

junior 3s daily schedule

9:00	Arrivals & Welcome Circle
9:15	Free Choice Centers
10:15	Bathroom/Clean Up
10:25	Learning Circle
10:45	Snack Time
11:00	Gym Time
11:30	Small/Large Group Activities
11:50	Sharing/Closing Circle
12:00	Outside Time
12:30	Dismissals

Monday • Wednesday • Friday
9:00 am to 12:30 pm

Teachers:
Lauren Odman Monica Grabavoy Ian Cooper

N^{oah's} Ark

preschool

pre-k daily schedule

9:00	Arrivals & Welcome Circle
9:25	Free Choice Centers
10:20	Clean Up
10:25	Outside Time
10:45	Snack Time
11:00	Small Group Activities
11:30	Gym Time
11:55	Journal Time/Science Activity
12:00	Sharing/Closing Circle
12:30	Dismissals

Monday—Thursday
9:00 am to 12:30 pm

Teachers:

Marnie Lyon-Brown Alison Hildahl Fiona Walker Ian Cooper

NOAH'S ARK

preschool

kinder prep daily schedule

9:00	Arrivals & Welcome Circle
9:15	Free Choice Centers
10:15	Gym & Snack Time
10:50	Literacy
11:10	Outside Time
11:35	Math/Science
11:55	Art/Social Studies/Journal
12:15	Sharing/Closing Circle
12:30	Dismissals/Transition to CK

Monday—Friday
9:00 am to 12:30 pm

Teacher:
Sarah Sievert



★ CELEBRATING 25 YEARS ★

2023-2024 SUPPLY LISTS

All Classes

- Two [Prang Washable Watercolor Palette](#)
- **One** package of [Elmer's All Purpose White Glue Sticks \(non-purple\)](#)
- Two [4 oz. Elmer's white school glue](#)
- **For New/Incoming Students:** [THERMOS Funtainer 12 oz. Stainless Steel Water bottle to be kept at school all year](#), your child's choice of color/style; we will label and sanitize
- **Extra set of clothes** in labeled zip-loc bag (underwear, socks, shirt, pants)
- **Family photo:** please email jpg to naphotoshow2@gmail.com by Friday August 18 for the school directory and classroom family tree.

Pre-K Class AND Kinder Prep Class <ul style="list-style-type: none">• 1 inch binder with clear sleeve cover• Crayola washable classic broad tip markers• Wide rule spiral notebook 70 page• Pack of Black Sharpies (2 count)• Kinder Prep: Fiskars 5" Pointed-Tip Scissors	Junior 3s Class <ul style="list-style-type: none">• Crayola Pipsqueaks Skinnies, 16 count• Wide rule spiral notebook 70 page• Two packages baby wipes• Box of gallon & sandwich size zip-loc bags
Junior 2s Class <ul style="list-style-type: none">• Crayola Pipsqueaks Skinnies, 16 count• Two packages baby wipes• Box of gallon & sandwich size zip-loc bags• As needed: 6 diapers/pullups in labeled bag	Optional Teacher Wish List Items <ul style="list-style-type: none">• Color Sharpies• Color dry-erase markers• Do-A-Dot stampers-Rainbow, Shimmer, or Brilliant• Tacky glue• Gift Cards to Amazon & Lake Shore Learning

You may drop off supplies this summer, Monday through Thursday 9:00 AM to 1:00 PM, at the open house or the first day of school.

Backpack/Lunchbox Tags

Each student will receive Noah's Ark Preschool luggage tags for their backpack and lunch box.

Class Snacks

Nut-free snacks will be provided during class. If your child has any food allergies, please contact Susan. Each family will be assessed a monthly snack fee that will be charged along with tuition.

Covenant Kids Lunches

If your child participates in Covenant Kids after-school program, they will need to bring lunch in a clearly labeled lunchbox/brown bag. Because LGPC is a "peanut-aware" facility, we cannot allow any foods that

contain tree nuts, nor any food made in a facility that produces foods made with nuts. Please check ingredients carefully. If food is not in the original packaging, and staff members are not sure if it is nut-free, it will be removed from the lunch. Please make sure to include an ice pack to keep foods cold. Milk and water will be offered at lunchtime, but you may also pack a drink. **Please leave sweet treats at home, thank you!**

Birthdays

Each child will celebrate their birthday in class. Teachers will schedule the date for the celebration and give you instructions. Summer birthdays will be celebrated toward the end of the school year.



SNACK SCHEDULE

Monday: Pretzels, Carrots, & Hummus (nut-free)

Tuesday: Grahams, Bananas & Go-gurts

Wednesday: Cheez-its, Cucumbers, & Ranch

Thursday: Ritz, Cheese, & Apples

Friday: 3s: Ritz, Cheese, & Apples, KP: Free Choice

Daily substitutions may be made from any food listed on this schedule.



covenant kids after school program

Our CK Program

Noah's Ark proudly offers an after-school enrichment program for children enrolled in our preschool program over the age of three. Covenant Kids takes place Monday through Friday afternoons at 12:30 with an optional 1:30 or 2:30 pick up time. Please send a healthy, **nut-free** lunch with a variety of food groups. Noah's Ark will offer water and milk at lunchtime. If needed, please include a cold pack in lunch boxes as Noah's Ark has limited refrigeration space. Finally, please refrain from sending sweet treats in lunch boxes.

Daily CK Schedule

12:30-1:00	Lunch
1:00-1:30	Enrichment Study/Activities
1:30-2:30	Extended Play and Learning

Enrichment Curriculum

Each week, Covenant Kids will focus on a specific theme, author or illustrator. We will read many different books and have a wide variety of activities to accompany the stories, including art, cooking, gross motor group activities, songs, and games.

Sign Ups and Fees

Noah's Ark is limited to 20 students per day for Covenant Kids, and sign ups are on a first come/first serve basis. You may even sign up for CK on a non-school day. The daily fee for Covenant Kids is \$10.00/hour and you will be billed at the end of each month. To register your child, please click on the CK links in our weekly newsletter.

We look forward to seeing YOU at Covenant Kids...come join the FUN!

*Covenant Kids will not take place on the first Thursday of each month and on days of holidays, school closures, and the days of special events and programs (Harvest Festival, Thanksgiving Feast, Christmas Pageant, Conference Day, Mother's Day Tea, etc.)



Certificate of Approval

Be it known that:

Lake Grove Presbyterian Church

is hereby granted a Certificate of Approval to operate:

Noah's Ark Preschool

4040 Sunset Dr

Lake Oswego, OR 97035-4318

The Office of Child Care has conducted a review and found this facility and its operation to be in compliance with the laws of the State of Oregon and applicable administrative rules.

Hours of Operation: 8:30 AM - 3:00 PM

Provider Number: CC501989

Age Range: 24 Months through 5 Years

Maximum Number: 74

Ratio Group: 3A

Days of Operation:

Monday: X

Thursday: X

Saturday:

Tuesday: X

Friday: X

Sunday:

Wednesday: X

This certificate is effective:

September 13, 2022 through September 13, 2023

Exceptions:

Conditions:

Special Conditions:

Questions or complaints regarding this facility should be directed to:

Office of Child Care
Colleen Brennan
7995 SW Mohawk Street
Tualatin, OR 97062
(503)731 - 8311



Notice

The following reports are available for parents to review:

- Office of Child Care Rules
- Office of Child Care Inspection Report
- Health Department Inspection Report
- Fire Marshal Inspection Report

*Please see your facility director to review these reports

How to report a complaint:

Please discuss your concern with your child's teacher. If the concern is not resolved, please contact the director. If you continue to have concerns, contact your Office of Child Care licensing specialist: _____

Information about your Child Care Provider is available at:
www.oregonearlylearning.com
Child Care Safety Portal or call 1-
800-556-6616

Please note:

- This center is open to all custodial parents at any time their children are in care
- Parents shall be notified of the date and time of each planned field trip away from the child care center.
- Parents shall be notified of all child care restrictable disease as defined by the Health Division.

Alternate site in the event of an emergency:

In the event that this building must be evacuated, the children and staff will be relocating to: _____



Emergency Plan

In case of fire:

1. Keep children calm
2. Line up quickly and quietly
3. One teacher checks bathrooms and picks up attendance logs
4. One teacher counts children
5. Teacher gets binder and evacuation strap
6. Quickly exit the room onto the patio/sidewalk area
7. Have children take hold of the evacuation strap
8. Proceed to grassy area in the gravel parking lot on the corner of Sunset and Reese
9. Once outside in the parking lot, attendance will be taken and parents called
10. Parents will meet the children in the parking lot
 - For monthly fire drills, only numbers 1-6 will be practiced

In case of earthquake:

If you are inside...stay inside

- Direct children to move away from windows, shelves, and heavy objects
- Have children take cover under tables with their backs to windows
- Staff member and children should drop to knees, clasp both hands behind neck
- Remain in position for at least one minute
- Take first aid material, attendance logs, and class binder
- Building evacuation takes place after the ground ceases shaking

If you are outside, stay outside

- Staff directs children clear of all buildings
- Keep children together as a group
- Have the children assume the position of on knees, clasp hands behind head and curl up small
- Building evacuation is necessary due to possibility of explosions and fire
- Do not return to building until it is declared safe for occupancy
- Call parents from cell phone

In case of acute illness of a child:

- Isolate child
- Possibly check temperature
- Call parents
- Do not give any medication

Emergency numbers:

- **Poison Control: 800.222.1222**
- **Fire: 911**
- **Medical: 911**
- **Police: 911**



Discipline Policy

At Noah's Ark, we believe everything in a child's life can be a learning experience. Difficult problems, if handled correctly, can provide the child with the tools he can use later in other situations. For this reason, we feel that it is necessary to be consistent, fair, and loving when dealing with a child.

Discipline will be handled by the teacher or administrator who is directly involved with the situation. The child will be spoken to in a manner that is respectful and age appropriate. At no time will we allow a child to be spoken to in a manner that devalues the child. Every effort will be taken to use the situation to help all involved learn ways of solving a problem and respecting other people. The discipline process also involves helping the child recognize the choices he makes. The child is also shown that the choices he makes have natural consequences and is encouraged to make wise decisions in their actions and reactions.

Noah's Ark goal is that each child will progress toward becoming self-disciplined. Teachers/Administrators assist this process by:

1. Stating directions in a positive manner.
2. Giving the child the opportunity to make choices and solve problems.
3. Suggesting possible solutions at a time of conflict.
4. Redirecting the child.
5. Working together with parents to determine the best plan for the child experiencing a difficult situation or behavior.

Teachers/Administrators will not administer any type of corporal punishment. If necessary, parents may be called and asked to take the responsibility for the child.

Office of Child Care Contact Report

Program/Provider/Recipient Name (enter one) Noah's Ark Preschool				OCC # CC501989		
Email noahsark@lakegrovepres.org				Phone Number +1 (503) 210-6087		
Address (Street, City, Zip Code) 4040 Sunset Dr., Lake Oswego, OR, 97035						
OCC Staff Name Colleen Brenan		OCC Staff Phone Number +1 (503) 731-8311		Date: May 9, 2023 Time: 10:00am	Issue Number: 664939 Visit Number: 1022227	
Visit Classification: <input type="radio"/> Complaint <input checked="" type="radio"/> Monitor <input type="radio"/> Compliance Verification <input type="radio"/> Consult/Technical Assistance <input type="radio"/> Increased Monitor Other: _____				Visit Conducted: <input checked="" type="radio"/> On-Site <input type="radio"/> By Phone <input type="radio"/> Virtual Visit <input type="radio"/> Hybrid Visit Type: <input checked="" type="radio"/> Unannounced <input type="radio"/> Announced Licensed Capacity: 74 Age Range: 24mths-5yrs		
Person In Charge: Susan Sullivan		Registry: R286927		Position/Title: Director		
Is this visit also a Compliance Verification? <input type="radio"/> Yes <input checked="" type="radio"/> No						
Children Present: <input checked="" type="radio"/> Yes <input type="radio"/> No						
Is this a Registered Family Home?: <input type="radio"/> Yes <input checked="" type="radio"/> No						
	Classroom/Location in Home	Ages	# Children	# Staff/Adults	Staff Initials/Position	Observations
	Preschool	3-4yrs	10	3	SC/teacher IC/Teacher DH/Teacher	Free Choice
	Pre-K Class	4-5	15	2	LJ/Teacher SS/Teacher	Free Choice
Monitor Checklist						
<ul style="list-style-type: none"> RF: 0055(1)(a-f) CF: 0080(1)(i)(A) and 0100 & 0110 CC: 0070(1)(c) & 0080-0115 		1. Caregivers meet the qualification requirements for their current position.				In Compliance
<ul style="list-style-type: none"> RF: 0065(1-3) & 0075(1-5) CF: 0120(1-5) CC: 0130(1-7) 		2. Children are supervised at all times by the appropriate number of caregivers.				In Compliance
<ul style="list-style-type: none"> RF: 0130(1)(b) CF: 0080(1)(b,c) CC: 0060(1)(b)(A-C) 		3. Attendance records are accurate (for children, and staff if applicable) and recorded at the time of arrival or at the time of departure.				In Compliance
<ul style="list-style-type: none"> RF: 0040(11) & (12) CF: 0090(4)(a-d) & (8) CC: 0070(6)(b) & (8) 		4. The provider, caregivers and other individuals 18 years or over, are enrolled or conditionally enrolled in the Central Background Registry (CBR) before they reside on the premises or work for the program, and maintain current enrollment at all times. <ul style="list-style-type: none"> CBR enrollment is verified with the Office of Child Care (OCC) prior to the individual being on site. 				In Compliance
All adults who are required are actively enrolled in the CBR: <input checked="" type="radio"/> Yes <input type="radio"/> No						

Office of Child Care Contact Report

<ul style="list-style-type: none"> RF: 0035(24)(a-c) CF: 0050(10)(b)(A-E)(c) CC: 0030(4)(b)(A-E)(c) 	28. The child care program shall report to OCC any serious injury or incident, as defined in Office of Child Care RF, CF, & CC rules within the mandatory time frame.	<i>Discussed</i>
<ul style="list-style-type: none"> RF: 0055(1)(d) CF: 0050(4) CC: 0030(6) 	29. Caregivers fulfill the responsibilities required as a mandatory reporter, which apply 24 hours a day.	<i>Discussed</i>
<ul style="list-style-type: none"> RF: 0100(1) CF: 0180(5) CC: 0220(2)(a) 	30. All caregivers shall take appropriate precautions to prevent shaken baby syndrome and abusive head trauma.	<i>Discussed</i>

Other Noncompliance(s)

Other Observed Noncompliance(s): ☐ Yes ☒ No

Visit Notes:

GENERAL OBSERVATIONS:

- Walk through of child care spaces/Play yards
- Attendance records were current, children were within ratio with qualified staff

DISCUSSED:

- Reviewed list of individuals linked to the program through the Central Background Registry (CBR).
- Reviewed provider's training log:
- Annual Health, Safety & Nutrition training: 1 hour is needed each year by the end of licensing period.

ITEMS LEFT WITH PROGRAM:

- Training Log

PROVIDER TO DO / CORRECTIONS NEEDED:

LICENSING SPECIALIST TO DO:

List of Materials Left at Visit:

Pictures Taken:

☐ Yes ☒ No

Documents Collected:

☐ Yes ☒ No

NOTICE: Repeated or serious non-compliance may result in a civil penalty as discussed (if applicable). Under the law, a child care license may be suspended or revoked if the Office of Child Care finds that the facility or its operation does not comply with state statutes, or with applicable rules, or with any term or condition imposed under the license. If you fail to comply or if you repeat the noncompliance indicated above, your license may be revoked. YOU MUST COMPLY WITH OFFICE OF CHILD CARE RULES AND THE LAW AT ALL TIMES. The Office of Child Care retains information about noncompliance. If you disagree with the findings, you may respond in writing to the Office of Child Care.

For Recipient:

A copy of this report will be emailed after this visit to the email address:



noahsark@lakegrovepres.org

Colleen Brennan Digitally signed by Colleen Brennan
Date: 2023.05.09 10:18:57 -07'00'

Office of Child Care Staff

Date

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care (OCC) at 503-947-1400. Please notify the OCC staff listed above if you would like to receive a mailed copy of this report.

Disclaimer: This form contains dynamic elements and may not show some items that are not relevant at the time of your visit. To view a full sample contact report, visit the Resource Library at www.oregonearlylearning.com or request a copy from an OCC Staff.

To Be Completed by OCC Staff for Filing Purposes

1. Original, Save to Desktop
2. Signed, Save Over Top
- ☒ 3. Print to PDF (PtP), YYYY-MM-DD_FacName_CR_VisitType
4. Email (PtP copy)
5. Save to ORMS or K:\ORMS Transition (PtP copy)
6. Redact K:\Portal Visit Reports , Facility#_VisitID



Lake Oswego Fire Department
300 B AVE - PO. Box 369
Lake Oswego, OR 97034
503-635-0275

FIRE & LIFE SAFETY
INSPECTION
Notice of Order and Correction
_6OY0WJ1

Fire Inspection Notice

August 21, 2023

Noah's Arc Pre-School
4040 SUNSET DR
Lake Oswego, OR 97035

Occupancy ID: **00247-1**

An inspection of your facility on August 21, 2023 revealed the violations listed below.

ORDER TO COMPLY: Since these conditions are contrary to law, you must correct them upon receipt of this notice. The City of Lake Oswego Fire Department is authorized to enforce laws and rules pertaining to fire and life safety in the Oregon Fire Code as directed in Oregon Revised Statute 476.479, and 480. Entry and inspection of the building(s) or premises was made in accordance with Oregon Revised Statutes 476.070/150. Failure to correct the following fire safety deficiencies immediately may result in legal action as defined under Oregon Revised Statute 476.060. We will re-inspect for compliance on/or after

Code	Location	Number
0000 No Obvious Violations Identified		
Repaired 08/21/2023		

Smith, David /Deputy Fire Marshal

For your records

Susan Sullivan
Occupant/Manager/Owner



SHARED SERVICES
Human Resources
Safety, Health and Wellness



Licensed Facilities Referral for Fire Safety Inspection for Oregon Office of State Fire Marshal

Licensing agency information (all information must be completed for form to be processed)

Licensing contact name: Colleen Brenan Date: 06/22/2023
Licensing agency: ELD- Office of () Dept Name: Early Learning Division Office of Child Care
Agency address: 700 Summer Street NE #350 City: Salem ZIP: 97301

DHS Occupancy Type	Other occupancy type (refer to last pages for definitions of occupancy type)
Choose one	Dept contact email: _____
capacity _____ <input type="checkbox"/> check if change from previous	Dept contact phone: _____

OHA	Dept contact email: _____
Choose One	Describe any area(s) of concern: _____
capacity _____ <input type="checkbox"/> check if change from previous	Dept contact phone: _____

ELD Occupancy Type	Dept contact email: <u>susans@lakegrovepres.org</u>
Child Care Facility	
capacity <u>74</u> <input type="checkbox"/> check if change from previous	Dept contact phone: <u>503.799.0694</u>

Facility/site information please provide legal name of facility
Provider / Facility name Noah's Ark Early Childhood Education Program @ Lake Grove Presbyterian Church
Street address: 4040 Sunset Drive City: Lake Oswego
ZIP: 97035 County: Clackamas Nearest cross street (if known): Reese Road/Upper Drive
Provider/manager: Susan Sullivan Phone: 503.799.0694
License expiration date: 09/13/2023 Facility contact email: susans@lakegrovepres.org

Reason for referral
Renewal ☐ Other (explain): _____ Fire Dept name: Lake Oswego Fire Department
Fire Dept address: _____

Original approved Building Occupancy code: _____ Current approved Occupancy code: _____

To be completed by deputy/inspector	
Name of Deputy/inspector: <u>David Smith</u>	
Inspecting agency: <u>Lake Oswego Fire</u>	Date of Inspection or Reinspection: <u>8/21/23</u>
Phone number: <u>503-635-0372</u>	
Email: <u>dsmith@ci.oeswego.or.us</u>	Fire inspection number: _____
<input checked="" type="checkbox"/> Approved for occupancy (no deficiencies noted) <input type="checkbox"/> Approved with corrections listed on inspection notice	
<input type="checkbox"/> Not approved until all deficiencies are corrected (refer to fire inspection notice)	
Deputy/inspector signature: _____	

This area for DHS-ELD-OHA office use only

Certified Child Care Center

Sanitation Inspection

This inspection form can be completed electronically, or handwritten on a printed copy. All of OCC's sanitation forms can be downloaded here: <https://oregonearlylearning.com/news-resources/resource-library/>



Program Details

Date of Inspection:	Renewal	Renewal Date:
New Facility	New Operator	New Open Date:
Hours of Operation:	Age Range:	Capacity:

General Facility Information

Facility Name:	
Facility Address:	
Email Address:	Phone Number:
Director's Name:	Licensing Specialist:

RULES		CHECKLIST ITEM		VISIT RESULTS	
BUILDING SAFETY AND SANITATION					
0180(1)	Drinking water supply source approved	In Compliance	Not In Compliance	N/A	
0205	Lead testing of water is verified by OCC every 6 years				
0180(7)(a)	Sewage disposal Public Septic	In Compliance	Not In Compliance	N/A	
180(3)	Rodent and Insect Control	In Compliance	Not In Compliance	N/A	
0190(1)&(2)	Toilets and bathroom sinks: Good Repair Soap and Paper Towels Warm running water	In Compliance	Not In Compliance	N/A	
0170	Center hazard free	In Compliance	Not In Compliance	N/A	
0180(4)(a)	Building, Equipment & Toys in good repair	In Compliance	Not In Compliance	N/A	
0210(1)	Furniture safe, in good repair	In Compliance	Not In Compliance	N/A	
0180(2)	Ventilation/Heating approved	In Compliance	Not In Compliance	N/A	
0180(3)(b)	Doors and windows used for ventilation equipped with fine mesh screen	In Compliance	Not In Compliance	N/A	
0180(7)	Garbage/Refuse storage & disposal approved	In Compliance	Not In Compliance	N/A	
0180(4)(a)(F)	Floors, walls, ceilings, shall be in good repair	In Compliance	Not In Compliance	N/A	
PLAYGROUND SAFETY AND SANITATION					
0340(1)(b)	Play equipment durable and safe	In Compliance	Not In Compliance	N/A	
0150(3)(a)	Be suitably surfaced. Equipment shall be surrounded by resilient surface	In Compliance	Not In Compliance	N/A	
0150(3)(b)	Well drained	In Compliance	Not In Compliance	N/A	
0150(3)(c)	Free of hazardous conditions	In Compliance	Not In Compliance	N/A	
POOL					
0380	Center has pool Yes Inspection Date: No License Date:	In Compliance	Not In Compliance	N/A	
0380(3)(j)	Pool/Emergency Plan	In Compliance	Not In Compliance	N/A	
0380(3)(i)(C)	Emergency Phone	In Compliance	Not In Compliance	N/A	
0380(3)(j)(B)	Body Fluid Spill Kit located in pool area	In Compliance	Not In Compliance	N/A	

RULES		CHECKLIST ITEM	VISIT RESULTS		
POISON CONTROL					
0170(1)(i)(A-D)	Chemical storage. Kept in original container & labeled secured by child proof latch/lock	In Compliance	Not In Compliance	N/A	
0230(2)(a)&(b)	Medical storage area has childproof latch/lock stored in areas not accessible to children	In Compliance	Not In Compliance	N/A	
INFECTION CONTROL AND CHILD HEALTH POLICY					
0220(1)(a)(A)	Children not admitted with a child care restrictable disease	In Compliance	Not In Compliance	N/A	
180(5)(a)	Infant and toddler equipment and toys cleaned and sanitized after each use	In Compliance	Not In Compliance	N/A	
0210(5)	Crib, cots, mats 2 ft. apart if children placed head to toe; 3 ft. apart otherwise	In Compliance	Not In Compliance	N/A	
0190(5)(c)	Approved diaper changing procedures posted	In Compliance	Not In Compliance	N/A	
0220(2)(c)(A)	First aid supplies: Band-Aids Adhesive tape Sterile gauze pads Wound cleaning agent Scissors Plastic disposable gloves Chlorine bleach Temperature taking device	In Compliance	Not In Compliance	N/A	
0190(2)(a-d)	Handwashing sink in diapering area Good repair Running warm water Soap and towels Restricted use	In Compliance	Not In Compliance	N/A	
0220(1)(d)	Ill child isolation area	In Compliance	Not In Compliance	N/A	
ANIMALS IN CENTER					
0240(6)	Animals and animal areas clean, sanitary	In Compliance	Not In Compliance	N/A	
0240(1)(a)	Animals vaccinated	In Compliance	Not In Compliance	N/A	
0240(7)	Litter boxes not in an area accessible to children	In Compliance	Not In Compliance	N/A	
HEALTH DIVISION APPROVAL REQUIRED FOR THE FOLLOWING WRITTEN POLICIES/PROCEDURES					
0030(13)(a)	Storage/handling food	In Compliance	Not In Compliance	N/A	
0030(13)(b)	Diaper changing & disposal	In Compliance	Not In Compliance	N/A	
0030(13)(c)	Bathing infants	In Compliance	Not In Compliance	N/A	
0030(13)(d)	Care of bed linens	In Compliance	Not In Compliance	N/A	
0030(13)(e)	Handwashing procedures (following 0180(6)(a-f))	In Compliance	Not In Compliance	N/A	
0030(13)(f)	Serving formula	In Compliance	Not In Compliance	N/A	
0030(13)(f)	Storage and handling of bottles	In Compliance	Not In Compliance	N/A	
0030(13)(f)	Feeding infants	In Compliance	Not In Compliance	N/A	
0280(7)(a-f)	Family style eating plan (if applicable)	In Compliance	Not In Compliance	N/A	
0210(7)	Mats, cots and bed linen properly stored	In Compliance	Not In Compliance	N/A	
0180(5)(b)	Pacifier appropriately sanitized	In Compliance	Not In Compliance	N/A	
Notes:					

RULES		CHECKLIST ITEM	VISIT RESULTS		
SAFE FOOD AND BEVERAGE SERVICE					
0200(1)	Kitchens shall have facilities for dish washing, storage, and preparation of food. The kitchen shall be separate from any child caring areas.	In Compliance	Not In Compliance	N/A	
0250(2)(a)	Food from approved source	In Compliance	Not In Compliance	N/A	
0250(2)(b)	Pasteurized and fortified milk	In Compliance	Not In Compliance	N/A	
0250(3)(b)	Potentially hazardous food held at proper temperature (Cold and Hot)	In Compliance	Not In Compliance	N/A	
0250(3)(a)(A)	Thermometer in each refrigerator	In Compliance	Not In Compliance	N/A	
0250(3)(b)(C)	Probe thermometer used for hot food	In Compliance	Not In Compliance	N/A	
0250(3)(b)(A)	Potentially hazardous food properly cooled	In Compliance	Not In Compliance	N/A	
0250(3)(b)(D)	Potentially hazardous food properly reheated	In Compliance	Not In Compliance	N/A	
0250(3)(b)(B)	Potentially hazardous food properly transported	In Compliance	Not In Compliance	N/A	
0180(1)	Drinking water supplied in a sanitary manner	In Compliance	Not In Compliance	N/A	
0260(1)(a)&(b)	Dishwashing and sanitizing method approved Mechanical Manual Sanitizer test paper	In Compliance	Not In Compliance	N/A	
0200(6)(b)	Compartmentalized sink that meets the requirements in the Health Division’s administrative rules, OAR 333-154-0000(5)	In Compliance	Not In Compliance	N/A	
0280(8)	All food prepped in kitchen or served appropriately	In Compliance	Not In Compliance	N/A	
0260(2)	Food-contact surfaces of equipment shall be washed, rinsed, and sanitized after each use.	In Compliance	Not In Compliance	N/A	
0280(8)(a-e) 0200(2)	If no kitchen, food prepared in accordance with single service utensils, pre-wrapped foods, dedicated food storage and refrigerator present if needed.	In Compliance	Not In Compliance	N/A	
0200(7)	Handwashing sink in kitchen (approved sink, soap and paper towels, warm running water)	In Compliance	Not In Compliance	N/A	
0250(5)(d)	All food removed from the kitchen is discarded	In Compliance	Not In Compliance	N/A	
0200(3)	Walls, floors, and ceilings smooth, washable, and easily cleanable	In Compliance	Not In Compliance	N/A	
0180(4)(a)(F)	Walls, floors, and ceilings clean	In Compliance	Not In Compliance	N/A	
0200(4)(a-e)	Food service equipment and utensils easily cleanable, durable, non-toxic, and non-absorbent and in good repair	In Compliance	Not In Compliance	N/A	
0250(4)(c)	Food service equipment and utensils clean	In Compliance	Not In Compliance	N/A	
0260(4)	After being sanitized, all tableware, equipment, and utensils shall be air dried.	In Compliance	Not In Compliance	N/A	
0260(3)(5)(a-b)	Proper utensil storage	In Compliance	Not In Compliance	N/A	
0250(5)(a)(A)	No reuse of single service utensils	In Compliance	Not In Compliance	N/A	
Notes:					

Visit Notes

Environmental Health Specialist: Please list any other items discussed with the certified child care center

Required Corrections

--

Approvals

Select one:

☐ Center Approved

☐ Center Approved for: ____ days.

☐ Center Not Approved

Center Not Approved

** Signing this document locks the fillable form fields.*

A signed copy of the completed form must be provided to the child care program. The inspection form can be shared by: (1) emailing the completed electronic checklist to the program; (2) making copies of the printed form to leave with the program; **or** (3) printing and mailing a copy to the program.



Oregon

Kate Brown, Governor

Early Learning Division
Office of Child Care



652
NOAH'S ARK EARLY CHILDHOOD EDUCATION PROGRAM
4040 SUNSET DR
LAKE OSWEGO OR 97035-4318

RE: CC501989 Lead Testing Results Summary

The Facility must post the most recent lead test results summary provided by OCC in an area of the facility where the summary can be clearly viewed by parents. The facility must post the lead test results summary immediately after receiving the summary from OCC.

Lead Test Results:

Name/Location	Pass/Fail	Mitigation Strategy	Approved	Retest Date
2017 sink	Pass			8/28/2024
Choir rm	Pass			8/28/2024
CY FT	Pass			8/28/2024
FH FT	Pass			8/28/2024
FT	Pass			8/28/2024
H sink	Pass			8/28/2024
K3 sink	Pass			8/28/2024
LL drink	Pass			8/28/2024
LL Rm 10 sink	Pass			8/28/2024
LL Rm 11 sink	Pass			8/28/2024
M FR Sink	Pass			8/28/2024
M LIB FT	Pass			8/28/2024
M Rm 102 sink	Pass			8/28/2024
M WRM K	Pass			8/28/2024
Main kitchen	Pass			8/28/2024
Y Rm	Pass			8/28/2024

If test results show that water from any drinking water faucet or fixture has 15 parts per billion (ppb) or more of lead, the facility must:

- Prevent access to that drinking water faucet or fixture immediately after receiving the test results; and
- Continue to prevent access to that drinking water faucet or fixture until mitigation is completed and approved by the Office of Child Care

CC: Judith Kan, Licensing Specialist

File:

Keep me home if....

Your child has one of the following symptoms or combination of symptoms or illness:

- Fever over 100°F, taken under the arm
- Diarrhea (more than one abnormally loose, runny, watery or bloody stool)
- Vomiting
- Nausea
- Severe Cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping or pus-filled
- Stiff neck and headache with one or more of the symptoms listed above
- Difficulty breathing or abnormal wheezing
- Complaints of severe pain



It is recommended when your child is sick:

- Parents have a plan for back up child care.
- Parents tell their caregivers what is wrong with their child, even if parents have to keep their children home.
- For Registered Family Child Care homes, please reference OAR 414-205-0100.
- For Certified Family Child Care homes, please reference OAR 414-350-0180
- For Certified Child Care Centers, please reference OAR 414-300-0220



NOAH'S ARK

preschool



FIRST DAY
OF
SCHOOL

9/5: Junior 2s (Group A), Pre-K,
Kinder Prep, and Covenant Kids

9/6: Junior 3s

9/7: Junior 2s (Group B)

9/12: First Day for all Junior 2s



SEE YOU
next week!

