



Parent Handbook

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<https://genesis-christian-preschool.org/>

facebook.com/GenesisChristianPreschoolCaryNC

Genesis Preschool Calendar 2025/2026

- ☐ Wednesday, Sept. 2: Meet the Teacher Day 9:15 - 9:30
 - ☐ Angelfish
 - ☐ Sea Turtles
 - ☐ Dolphins
 - ☐ Orcas
- ☐ Thursday, Sept. 3: Meet the Teacher Day 9:15 - 9:30
 - ☐ Starfish
 - ☐ Tree Frogs
 - ☐ Giraffes
- ☐ Tuesday, Sept. 8: First Day of School for Starfish, Dolphins, Orcas, Tree Frogs, and Giraffes
- ☐ Wednesday, Sept. 9: First Day of School for Angelfish and Sea Turtles
- ☐ Monday, Sept. 21: School will be closed (Wake County Schools Teacher Workday)
- ☐ Monday, Oct. 12: School will be closed (Wake County Schools Teacher Workday)
- ☐ Tuesday, Nov. 3: School will be closed (Wake County Schools Teacher Workday)
- ☐ Wednesday, Nov. 11: School will be closed (Veterans Day)
- ☐ Wednesday, Nov. 25: Friday, Nov. 27: School will be closed (Thanksgiving Holiday)
- ☐ Wednesday, Dec. 16: School will close at 12:15 (Early Release)
- ☐ Monday, Dec. 21: Friday, Jan 1: School will be closed (Christmas & New Year Holiday)
- ☐ Monday, Jan. 18: School will be closed (Martin Luther King Jr Day)
- ☐ Tuesday, Jan. 19: School will be closed (Wake County Schools Teacher Workday)
- ☐ Monday, Feb. 15: School will be closed (Wake County Schools Teacher Workday)
- ☐ Wednesday, March 10: School will be closed (Wake County Schools Teacher Workday)
- ☐ Friday, March 26 - Monday, April 5: School will be closed (Spring Break)
- ☐ Friday, May 7: School will be closed (Wake County Schools Teacher Workday)
- ☐ Monday, May 24: School will close at 12:15 (Early Release for Dolphins, Orcas, Tree Frogs, and Giraffes)
- ☐ Tuesday, May 25: Last Day of School for Starfish Class
- ☐ Wednesday, May 26: Last Day of School for Angelfish, Sea Turtles, Dolphins, Orcas, Tree Frogs, and Giraffe classes
- ☐ Thursday, May 27: Graduation Celebration for Tree Frogs and Giraffes at 9:30
- ☐ June - August: Summer Camp

MINISTRY AND MISSION STATEMENT

Genesis Christian Preschool is a ministry of Genesis United Methodist Church. The purpose of this mission, regarding the preschool, is this will be a place where children can begin their faith journey, become disciples of Jesus Christ, and reflect God's light into the world while being nurtured in a place of belonging and purpose. Thus, it is our goal to provide a developmentally appropriate and Christian environment that will enhance the physical, social, emotional and spiritual development of young children.

As a Christian Preschool, we consider Christian education to be an integral part of our program. Our dedicated staff will teach Christian values through the use of Bible stories, religious songs, prayer, and a weekly Chapel time. Developmentally appropriate Christian values for preschool children to learn include: "God made us and the world. God's word is good. God loves us. God is always with us. We can love God and trust God. Jesus teaches us about God's love."

As we journey through the seasons of the Christian year, we celebrate special and holy days. During Christmas, we celebrate Jesus' birth. At Thanksgiving, we give thanks to God for everything because everything we have comes from God. At Easter, we celebrate the new life Jesus shows us.

STATEMENT OF EQUAL OPPORTUNITY

Genesis Christian Preschool admits students without regard to race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in the program. The program does not discriminate based on race, color, nationality, or ethnic origin in the administration of its educational policies, admissions policies, or other program-administered opportunities

EDUCATIONAL PHILOSOPHY

Children are active learners, gaining knowledge while learning through their daily experiences. Every child is an individual with unique strengths, interests, personalities, and approaches to learning.

Learning is most meaningful when it happens in the context of the child's everyday experiences at home and in the classroom. Independence is fostered while exploring language, cognitive, motor, self-help, and social skills in settings designed for children with teachers who love and care for them. The environment is arranged to include a variety of accessible materials to encourage learning through play.

We believe a small class with a low child-to-staff ratio is important to facilitate growth and learning. By evaluating children in the first few weeks of school, teachers can plan activities that facilitate optimal development for our children.

Development is promoted through practices that are age-appropriate, interesting, challenging and carried out in an atmosphere of acceptance and respect. Children are encouraged to resolve conflicts with others rather than relying solely on adults to manage their behaviour and intervene in disputes. Having age-appropriate expectations, providing interactive activities for learning, and active staff supervision promote positive discipline.

Learning to respect differences among people is promoted when children have opportunities to play and interact with classmates of different skills, abilities, racial and cultural backgrounds. This is supported by our staff recognizing and valuing the beliefs, customs, and traditions of each family when establishing classroom goals.

Tuition and Fees: We kindly ask that registration and the first-month tuition payment be submitted upon enrollment. These fees are non-refundable. If you choose to pay by check, cash, or money order, please ensure your payment is submitted on time. For those opting to pay through ACH, please notify us promptly of any changes to your bank information. Please note that reminders for tuition and fee payments will not be sent. Failure to pay may result in **temporary suspension of attendance without refund** until the balance is cleared.

The following is the Tuition and Fee Schedule for the 2026/2027 school year:

May 15, 2026- 2026/2027 Registration Fee

June 15, 2026 - September Tuition

August 15, 2026 - Supply Fee

September 15, 2026 - October Tuition

October 15, 2026 - November Tuition

November 16, 2026 - December Tuition

December 15, 2026 - January Tuition

January 15, 2027 - February Tuition

February, 15, 2027 - March Tuition

March, 15, 2027 - April Tuition

April 15, 2027 - May Tuition

WITHDRAWAL POLICY: To withdraw your child from the preschool, we kindly ask for a 90-day written notice addressed to the preschool director. Please note that verbal notices cannot be accepted as your official 90-day notice. You may send your notice via email to the director at genesisdirector@gmail.com.

ARRIVAL AND DISMISAL

SCHOOL HOURS are 9:15-12:15 for Ones and Twos; 9:15-1:15 for Threes, Fours and TK.

DROPPING OFF AND PICKING UP CHILDREN: Please note that we do not offer an early drop-off option. We kindly request that you pick up your child on time. Our teachers and staff have commitments in the afternoon, and we appreciate your understanding and respect for their schedules.

Parking Lot: For everyone's safety, please drive slowly and safely through the parking lot. Additionally, we kindly ask that you hold your child's hand when walking through the parking lot.

Late Pick-Ups - Classes end at 12:15/ 1:15 PM. If you do not pick up your child by 12:20/ 1:20 for the regular preschool day, you will be asked by your child's teacher to sign a late pick-up notification form. Your child's teacher will turn this form in to the Preschool Office, and you will be notified of a late pick-up fee. The charge for late pick-ups is \$10 for the first 5 minutes you are late. If you are more than 5 minutes late, you will be charged \$1.00 for each additional minute after the first 5 minutes. The late fee will be drafted if using ACH bank payments; otherwise, the late fee is due immediately using check or cash. There will be an additional \$10 fee if not paid on time.

POLICIES AND PROCEDURES

ATTIRE: For your child's comfort and safety at school, please dress them in comfortable, washable play clothes. Sneakers or other closed toed shoes are recommended for playground safety. We ask that children refrain from wearing costume jewelry, including necklaces below the neckline, rings, and bracelets. Jewelry poses safety risks on the playground and can be a choking hazard, especially for our younger children. Please label all coats, hats, gloves, and sweaters with your child's name.

An extra change of clothing is required to be at school for each child. Parents are responsible for providing disposable diapers and wipes daily, ensuring an adequate supply. Any unused diapers will be returned at the end of the day.

SNACKS: Please note that we are a **nut-free and tree-nut-free** facility. When packing snacks for your child, ensure they do not contain any nuts or tree nuts. We kindly request that you do not send in special treats or snacks for the entire class. We encourage healthy eating habits, so please avoid sending candy as a snack.

PARENT INVOLVEMENT: Genesis Preschool welcomes parents to visit and participate in activities, while respecting the decisions of teachers and administrative staff regarding visit duration based on daily activities. If you have something special to share with the children, wish to read to the class, or want to be involved in any way, please discuss with your child's teacher.

POTTY TRAINING: For children entering our 3-year-old Preschool classes and all 4-year-old/ TK classes, please note that full potty training is required before starting school. They should be able to independently use the bathroom without assistance from staff.

TOYS: We kindly request that personal toys remain at home to prevent distractions and ensure a focused learning environment.

BIRTHDAYS: We celebrate birthdays with joy! In the spirit of simplicity and inclusivity, we ask that you refrain from sending food or gifts to share with the class. With a range of allergies and dietary needs, it is easiest for everyone if we stick to not having treats or goodie bags.

DISCIPLINE: Positive guidance is integral to our successful program. Our teachers maintain daily plans to engage children constructively. However, if a child exhibits behavior needing correction, the teacher may:

1. Redirect the child to an appropriate activity.

2. Move the child away from the group or activity briefly, always within the teacher's view. This time will not exceed one minute per year of the child's age.
3. Discuss the behavior with the parent if necessary.
4. No form of corporal or physical punishment will be administered.
5. We reserve the right to dismiss any child whose behavior interferes with their own progress, or the progress and well-being of other children at the school.

HEALTH

GENERAL RULES: To ensure the health and safety of all children, please do not send your child to school if they have been sick the night before. Keep your child at home if they have any of the following symptoms, for their protection and that of others:

- Extremely bad cold with cloudy or colored mucus (green or yellow)
- Sore throat
- Persistent Cough
- Shortness of breath
- Fever within the last 48 hours
- Infected glands
- Headache
- Stomachache
- Nausea or diarrhea
- Contagious illness
- Any undiagnosed rash

Major Health Issue: In the event of a major flu or pandemic outbreak, we will follow guidelines from the CDC at that time. Please do not medicate a feverish child and send them to school. If a child is brought to school with any of these symptoms or develops them while at school, parents will be notified and required to pick up the child.

Contagious Disease: If a student tests positive for any highly contagious disease such as COVID-19, Norovirus, Strep, Chicken Pox, Influenza, or RSV, we kindly ask that you notify the director. This information will only be used to notify families and staff at the preschool who may have been exposed. The name of the person who tested positive will not be shared.

Students who test positive for any contagious disease are required to follow quarantine guidelines as recommended by their primary care physician. They should not return to school until cleared to do so by their primary care physician.

FACEMASK: You have the option to send your child to school with a facemask, but if they are wearing one due to illness, please keep them home. Weather permitting, children will play outside daily. If your child cannot go outside for health reasons on a particular day, please keep them home. We cannot accommodate some children staying indoors while others play outside.

LICE: Please notify the school immediately if your child has lice. Children must be lice- and nit-free before returning to school after having head lice.

SCHOOL INJURIES: If an accident or injury occurs at school, it will be handled in the following manner:

- Minor injuries will receive first aid at school.
- For serious injuries, parents will be contacted immediately. If parents cannot be reached, we will contact someone listed as the child's Emergency Contact. If necessary, we will call 911, and the child will be transported by ambulance to the appropriate medical facility.

MEDICAL

ALLERGY: If your child has an allergy listed on the application, you will be required to provide an **Allergy Action Plan**, along with the medications indicated on the plan, to the preschool by August 1st or on the first day of attendance for those enrolling after August 1. This form needs to be completed and signed by a physician. Your child will not be able to attend preschool until an Allergy Action Plan is on file in the Preschool office and medications to implement said plan are in the classroom.

Immunization In accordance with North Carolina law, a parent of a child attending Genesis Christian Preschool must submit a certificate of immunization indicating that the child has received the immunizations required by the state by August 1 or on the first day of attendance for those enrolling after August 1. If a current immunization record is not provided then a religious or medical exemption form must be completed. Acceptance of an exemption is subject to approval by the Preschool Board.

Medical Form: A current medical form must be on file before admittance to preschool.

Special Medical Conditions: If your child has a medical condition that needs special care, please provide this information to the preschool on your child's application. It is the parent's responsibility at the beginning of each school year, and throughout the school year, to inform the director if there are medical conditions that require special measures.

Special Needs: We recognize and value that every child is unique, with their own individual strengths and abilities. However, our staff is not specifically trained to support children with certain special needs. Depending on the level of support your child may require, our program may not be the most appropriate fit. In such cases, we may recommend seeking a program that is better equipped to meet your child's specific needs and ensure their continued growth and success.

WEATHER

Severe Weather or Closing of School: We follow the decisions of Wake County Schools regarding school closures. If Wake County Schools announce a closure, we will also be closed. If there is a delay announced, we will remain closed for the entire day. In the event of a school closure due to weather or unforeseen circumstances, we will notify you through email, Facebook, and WRAL television.

EMERGENCY PLANS

Throughout the school year, the Preschool conducts fire drills and tornado drills to ensure preparedness. In the event of an emergency, we have an Evacuation Plan with designated first and second safe locations.

During an emergency, our staff will use cell phones to contact you. Please refrain from calling the school, as we may not be able to answer the phones promptly. Our emergency plans have been developed in collaboration with the Cary Police Department for optimal safety measures. We have procedures in place for a Lock Down if needed.

