



Parent Handbook

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

[facebook.com/GenesisChristianPreschoolCaryNC](https://www.facebook.com/GenesisChristianPreschoolCaryNC)

Genesis Preschool Calendar 2024/2025

- ☐ Thurs. Aug. 29: Meet the Teacher Day (Schedule is as Follows)
 - ☐ Angelfish: 9:00-9:30
 - ☐ Starfish: 9:00-9:30
 - ☐ Tigers: 9:15-9:45
 - ☐ Lions: 9:30-10:00
 - ☐ Giraffes: 9:30-10:00
 - ☐ Seahorses: 10:00-10:30
 - ☐ Dolphins: 10:00-10:30
- ☐ Tues. Sept. 3: First Day of School for Starfish, Dolphins, Tigers, Lions & Giraffes
- ☐ Wed. Sept. 4: First Day of School for Angelfish & Seahorses
- ☐ Fri. Sept. 20: School will be closed (Wake County Schools Teacher Workday)
- ☐ Thurs. Oct. 3: School will be closed (Wake County Schools Teacher Workday)
- ☐ Mon. Oct. 14: School will be closed (Wake County Schools Teacher Workday)
- ☐ Fri. Nov. 1: School will be closed (Wake County Schools Teacher Workday)
- ☐ Tues. Nov. 5: School will be closed (Wake County Schools Teacher Workday)
- ☐ Mon. Nov. 11: School will be closed (Veterans Day)
- ☐ Wed. Nov. 27 - Fri. Nov. 29: School will be closed (Thanksgiving Holiday)
- ☐ Mon. Dec. 16 - School will close at noon. (Early Release for Tigers, Lions & Giraffes)
- ☐ Mon. Dec. 23 - Thurs. Jan 2: School will be closed (Christmas & New Year Holiday)
- ☐ Mon. Jan. 20: School will be closed (Martin Luther King Jr Day)
- ☐ Tues. Jan. 21: School will be closed (Wake County Schools Teacher Workday)
- ☐ Mon. Feb. 17: School will be closed (Wake County Schools Teacher Workday)
- ☐ Fri. March 14: School will be closed (Wake County Schools Teacher Workday)
- ☐ Mon. March 31 - Mon. April 7: School will be closed (Spring Break)
- ☐ Fri. April 18: School will be closed (Good Friday)
- ☐ Fri. May 2: School will be closed (Wake County Schools Teacher Workday)
- ☐ Tues. May 20: Last Day of School for Starfish Class
- ☐ Wed. May 21: Last Day of School for Angelfish, Seahorses, Dolphins, Tigers, Lions & Giraffes
- ☐ Thurs. May 22: Graduation Celebration for Tigers, Lions & Giraffes
- ☐ May 23 & 26: Preschool closed (Memorial Day Weekend)
- ☐ May 27 - June 13: Extended School Days Option

MINISTRY AND MISSION STATEMENT

Genesis Christian Preschool is a ministry of Genesis United Methodist Church. The mission of the church as it relates to the preschool is that the preschool is to be a place where children can begin their faith journey, become disciples of Jesus Christ and reflect God's light into the world while they are 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. Christian values will be taught through the role models of our Christian Staff, through Bible stories, religious songs, practices of prayer, and a weekly Chapel time. Developmentally appropriate Christian values for preschool children to learn include: "God made us and the world. God's world 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. At 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.

EDUCATIONAL PHILOSOPHY

We believe that children are active learners, creating knowledge and learning through their daily experiences with materials and people. Every child is an individual with unique strengths, interests, personalities, and approaches to learning.

We believe 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 language, cognitive, motor, self-help, and social skills are developed in settings designed for children and supported by teachers who love and care for them. The environment is arranged to include a variety of accessible materials organized to encourage learning through play.

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

Development is promoted by practices that do not emphasize competition between children, are individually and age-appropriate carried out in an atmosphere of acceptance and respect, and are interesting and challenging to children. Appropriate behavior is fostered by helping children learn to control their behavior and work out their conflicts with others rather than relying solely on adults to manage their behavior and intervene in disputes. Positive discipline emphasizes preventing problems by attending to the room arrangement, having age-appropriate expectations, providing interactive activities for play and learning, and active staff supervision.

Learning and respecting differences among people is promoted when children have many opportunities to play and interact with classmates of different racial and cultural backgrounds with different skills and abilities. An atmosphere of mutual respect among staff and families is important for all who interact with children. When staff recognizes and values the beliefs, customs, and traditions of each family the child and family are best served. Staff works with parents but parents are the ultimate decision makers in planning and setting goals for their children. Information from teachers provides support to

families in their decision-making process.

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 administration of its educational policies, admissions policies, scholarships, or other Program administered opportunities

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, reminders for tuition and fee payments will not be sent.

The following is the Tuition and Fee Schedule for the 2024/2025 school year:

April 15, 2024 - 2024/2025 Registration Fee

June 17, 2024 - September Tuition

August 15, 2024 - October Tuition

September 16, 2024 - November Tuition

October 15, 2024 - December Tuition

November 15, 2024 - January Tuition

December 16, 2024 - February Tuition

January 15, 2025 - March Tuition

February 17, 2025 - April Tuition

March 17, 2025 - 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.

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.

Failure to pick up your child on time may result in dismissal from the preschool without a refund.

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.

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 refrain from sending special treats or snacks for the class. Additionally, please avoid sending candy as a snack.

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's easiest for everyone if we stick to not having treats or goodie bags.

POLICIES AND PROCEDURES: For your child's comfort and safety at school, please dress them in comfortable, washable play clothes. Sneakers 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. It's also essential for children to have an extra change of clothing at school. 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.

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

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

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 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.

GENERAL HEALTH 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
- Runny nose
- Sore throat
- Cough
- Shortness of breath
- Fever within the last 72 hours
- Infected glands
- Headache

- Stomachache
- Nausea or diarrhea
- Contagious illness
- Any undiagnosed rash

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.

Children must be lice and nit-free before returning to school if they have had head lice. Please notify the school immediately if your child has lice.

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. Unfortunately, we cannot accommodate some children staying indoors while others play outside.

In case of an accident at school:

- 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.

Sick Policy: 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.

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 know all children have different skills and abilities however; our staff is not trained to work with children who have special needs.

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.

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

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. Additionally, we have procedures in place for a Lock Down if needed.

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.