



Parent Handbook 2020-2021

919-469-1300

preschool@genesis-umc.org

<http://www.genesis-umc.org/web/ministry/children/preschool/>

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

Genesis Christian Preschool Calendar

2020-2021

September 8	First Day of School
September 28	Teacher Workday - No School
October 23	Teacher Workday - No School
November 3	Election Day – WE WILL BE OPEN
November 11	Holiday (Veterans Day) – No School
November 25-27	Thanksgiving Holiday
December 21-January 3	Christmas Holiday
January 4	First day back after holiday break
January 18	Student Holiday – Martin Luther King, Jr. Holiday
January 19	Teacher Workday – No School
February 15 & 16	Teacher Workdays– No School
March 12	Teacher Workday – No School
Mar 29-Apr 6	Spring Break
May 26	Last Day for 1s
May 27	Last Day for 2s and 3s
May 28	4s and Transition Kindergarten Graduation

General Information

Mailing Address	Genesis Christian Preschool 850 High House Road Cary, NC 27513
Telephone	919-469-1300
Email	preschool@genesis-umc.org
Hours of Operation	9:15 a.m. – 12:15 a.m. (Preschool hours) 12:15 p.m. – 1:15 p.m. (Lunch bunch hours) 9:15 a.m. – 1:15 p.m. (Fours and TK)
Preschool Director	Marilyn Yoder
Senior Pastor	Craig Ham

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 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 are able to 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 places emphasis on 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 on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarships, or other Program-administered opportunities

FEES

Preschool Registration	\$100.00
Field Trip One Time Fee	\$ 30.00
Workbook fee for 4's and TK	\$ 10.00
Extended Adjustment Support Fee	\$ 50.00
2 Day 1's	\$ 195.00
2 Day 2's	\$195.00
3 Day 3's	\$225.00
5 Day 3's	\$280.00
4 Day 4's	\$265.00
5 Day 4's	\$305.00
TK	\$305.00

We require payment of the first and last month tuition on May 15, prior to the start of school in September. These fees are non-refundable after July 1 unless withdrawal is due to an employment-related transfer over 30 miles or a job loss. Documentation from the employer for a job transfer or job loss is required.

October tuition will be drafted on September 15th from your bank account. November tuition will be drafted on October 15th and so forth throughout the school year. Tuition remains the same regardless of the number of holidays, breaks, or absences. If your child is graduating or not returning, your last draft will occur on April 15th for the current school year. September and May tuition for the next school year will be drafted on **May 15th**. The May draft will be the new tuition amount for the following school year.

There will be a charge of \$25 if a tuition draft or check is returned due to insufficient funds. A late fee of \$25 will be assessed for any tuition payment that is received past the due date. **We do not do monthly billing for tuition.**

Extended Adjustment Support can be available during week four. Parents will be charged \$50 per day in addition to regular tuition. If child is not able to adjust during week four a withdrawal from Preschool is expected.

WITHDRAWAL POLICY

Registration fees are always nonrefundable.

If you elect to remove your child from the preschool during the summer please note that no fees will be refunded after July 1.

Withdrawal from Genesis Preschool requires a 30 day notice and payment of a full month's tuition from that date. It is difficult to fill a vacancy during the school year.

DROPPING OFF AND PICKING UP CHILDREN

There is no carpool drop-off at Genesis, due to our circular drive being so close to High House Road. **Please do not park in or pull in beside the circle.** School hours are 9:15 am until 12:15 pm. Fours and Transitional Kindergarten hours are 9:15 am until 1:15 pm. Teachers are busy preparing their rooms in the mornings. Teachers will open their doors when they are ready for the students to come in. Please do not bring your child before 9:10 am. Pick up is at 12:15 pm for Ones, Twos and Threes. Pickup for Fours and Transitional Kindergarten is 1:15 pm. Children will only be released to those listed on the application as authorized pick-up people. If someone other than a parent is to pick up the child, the director or teacher must be notified by phone or in writing.

EARLY ARRIVALS

We have no available care for early arrivals, as teachers are busy collecting supplies and preparing for the day.

LATE PICK-UPS

Classes end at 12:15 pm. If you do not pick up your child by 12:20 pm for the regular preschool day or 1:20 pm for lunch bunch, Fours and Transitional Kindergarten 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 into the Preschool office and you will be notified of a late pick-up fee. The charge for late pick-ups is \$5.00 if you pick up your child more than 5 minutes late you will be charged \$1.00 per minute for additional minutes after the first five minutes. The late fee will be drafted if using EFT otherwise the late fee is due immediately using check or cash. There will be an additional \$10 charge if not paid on time.

SNACKS

Parents are to provide their child with a healthy snack and drink each day. **If you are providing special snacks for birthdays, parties, etc. please provide a healthy snack from our approved snack list. You will need to complete a Food Permission form which helps us keep all children with allergies safe. The following foods are not allowed for children younger than four: grapes (unless cut in half), hard candy, nuts and popcorn. Please check with your child's teacher regarding allergies.**

1. Children are expected to feed themselves snack and lunch. Please teach them at home how to eat by themselves.

POLICIES AND PROCEDURES

1. Comfortable, washable play clothes are the most suitable for your child to wear to school.
2. **Please wear close toed shoes for safety on the playground.**
3. Children should not wear costume jewelry including but, not limited to necklaces below the neckline, rings and bracelets. Jewelry is a safety hazard not only on the playground but, also a

choking hazard for our One and Two year olds if left laying on the playground, in the music room or bathrooms.

4. Please mark all coats, hats, gloves, and sweaters with your child's name using permanent laundry marker.
5. Children must have an extra change of clothing at school
6. Disposable diapers and wipes are to be furnished by the parents on a daily basis. Please send an ample amount. Unused diapers will be returned at the end of the day.
7. Please have your child leave his/her personal toys at home, with the exception of Show and Share or Show and Tell. Educational items are encouraged for Show and Tell. No guns, knives or violent toys, play or otherwise are permitted.
8. Please do not hand out party invitations at Preschool. Invites can be done via e vites or regular mail.
9. **Parents are responsible for their children's expected behavior before and after checking in and out** of any activity/program held on church campus.
10. Children's supervision is especially important in our parking lot. **Parents are advised to refrain from socializing in the parking lot.** Children running on the sidewalk, in the parking lot, or in the green areas next to the parking lot are not allowed.

POTTY TRAINING

All children entering into a 3 year old Preschool class and all four or five year olds must be fully potty trained before starting school. They need to be able to independently use the bathroom without help from staff. There will be a grace period during the month of September for three year olds as routines are being established. Children who are not fully potty trained must wear pull-ups. In October, if a child is having frequent accidents at school, he/she will be required to stay at home and work on potty training. If after one week they are ready to come back, they may do so. However, if he/she continues to have accidents at school, they will be asked to stay home for another period of time. Parents are required to continue to pay tuition to hold their child's spot. If your child has some type of medical condition, please speak with the Director.

DISCIPLINE

Positive guidance is an important key to a successful program. Our teachers have daily plans that keep the children constructively busy. However, should a child show behavior that needs correction, the teacher may:

1. Redirect the child to an appropriate activity
2. Move the child away from the group for a short period of time, always in view of the teacher. This time-out shall not exceed one minute for each year of the child's age.
3. Discuss the behavior with the parent if necessary.
4. No type of corporal or physical punishment shall be administered.
5. We have the right to dismiss any child whose behavior or conduct interferes with his progress or the progress and/or welfare of other children at the school.

Genesis Christian Preschool board and staff take COVID-19 and its impact on the community very seriously. In order to protect our staff, students and the larger community we have put into place COVID-19 Protocols to ensure we do what is best for all. We expect everyone who comes to our campus and attends our preschool to follow these protocols.

COVID-19 PROTOCOL

- If anyone in the child's household has COVID-19 or is awaiting results from a COVID-19 test or think they may have COVID-19 the child may **NOT** attend preschool.
 - They need to quarantine at home for at least 14 days.
- If a child tests positive for COVID-19 we are required to report to the health department and close down the school for 2 to 5 days for appropriate cleaning procedures as required by the CDC.
 - A child can only return to preschool after documentation is provided by a medical doctor that the child or family member no longer has COVID-19.
- Each morning temperature checks will be done before children enter the building.
 - Staff will help move children from the sidewalk to their classroom.
- Parents will not be permitted in the building.
- Parents should wear mask when dropping off and picking up their students.
- Parents should use social distancing of 6 feet when dropping their child off or picking them up at the door.

GENERAL HEALTH RULES

1. Do not send your child to school if he/she has been sick the night before. If your child has any of the following, keep him/her out of school for the protection of him/her self and others:
 - extremely bad cold with cloudy or colored mucus
 - runny nose
 - sore throat
 - cough
 - shortness of breath
 - fever in the last 72-hours
 - infected glands
 - head ache
 - stomach ache
 - nausea or diarrhea
 - a contagious illness
 - any rash that has not been diagnosed by a physician
2. In the event of a major flu or pandemic outbreak during the year we will follow the CDC guidelines given out at the time. [See above for CDC COVID-19 guidelines.](#)
3. **Do not medicate a feverish child and then send him/her to school.**
 - S/he is still contagious. Be considerate of other children and their families.
 - Parents will be notified if a child is brought to school with any of these symptoms or if a child develops any of these symptoms while at school.
4. Your child may not attend school with head lice. **Children need to be lice and nit-free** before they return to school. The school needs to be notified immediately upon learning that your child has lice.
5. Your child will play outside every day, weather permitting. If you do not want your child to go outside for a particular health reason, we ask that you keep your child home that day. We cannot allow some children to remain indoors.
6. You will have to notify the Director if your child develops a contagious disease.
7. In case of an accident while the child is at school, the following procedures will be followed:
 - If minor, first aid will be given at school.

- If serious, the child's parents will be called immediately. If the parents cannot be reached, and the injury needs attention, we will try to contact someone listed as that child's Emergency Contact. If necessary, 911 will be called and an ambulance will transport the child to the facility deemed most appropriate by the emergency personnel.

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 than 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.

INCLEMENT WEATHER AND SCHOOL CLOSINGS

Genesis Preschool will follow Wake County School System's inclement weather policy. When Wake County Schools are closed, the Preschool will also be closed. When Wake County is on a 3 hours delay, Preschool will be delayed 2 hours. We will open at 11:15 am, children need to bring a lunch. All classes will end at 1:15 pm. When Wake County is on a 2-hour delay, the Preschool will be delayed by two hours. Preschool will open at 11:15 am, children will need to bring lunch. All classes will end at 1:15 pm. If Wake County is on a 1-hour delay, the Preschool will also be on a 1-hour delay and close at regular time. If schools are in session, but Wake County closes before noon, the Preschool will also close at the same time. If we have missed any days due to inclement weather we may use President's Day or other teacher workdays as makeup days. We will not use Spring Break, Easter Holiday or add on to the end of the school year for any snow days that have been missed.

PARENT INVOLVEMENT

Genesis Preschool parents may visit but they must abide by the decisions of the teachers and preschool administrative staff concerning how long they stay, dependent on the activities for the children on any given day. If you have something special that you would like to share with the children, or if you would like to read to the class, or in any way be involved, please feel free to speak with your child's teacher. Parents are encouraged to sign up to be a "party mom or dad" during one of our special days.

Parents will need to check in when entering during the school hours. You will need to sign the log in book as well as wear a visitor sticker or badge.

In accordance with the Safe Sanctuary policy at Genesis United Methodist church, parents wishing to volunteer will need to complete an information form. Parents wishing to sub during the year will need to complete an application and agree to a background check.

Emergency Plans

The Preschool practices fire drills and tornado drills during the school year. In the case of an emergency, we have an Evacuation Plan in place with a first and second safe location. We also have plans in place for a Lock Down procedure. During an emergency staff will contact you using cell phones. Do not attempt to call the school because we will not be able to answer phones. Our plans have been prepared in conjunction with the Cary Police Department.

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact.

As a result, federal, state and local governments and federal and state health agencies have made many recommendations on how to best prevent the spread of COVID-19.

In accordance with the most recent Interim Guidance for Child Care Settings issued by the NC Department of Health and Human Services, Genesis United Methodist Church, Cary, NC/Genesis Christian Preschool (hereafter referred to as "**Genesis Christian Preschool**") has put in place preventative measures to reduce the spread of COVID-19. However, Genesis Christian Preschool cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending Genesis Christian Preschool could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I (including my heirs, assigns and personal representatives) acknowledge the contagious nature of COVID-19 and freely and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Genesis Christian Preschool and that such exposure or infection may result in personal injury, illness, permanent disability and/or death. I understand that the risk of becoming exposed to or infected by COVID-19 at Genesis Christian Preschool may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Genesis Christian Preschool employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim,, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s at Genesis Christian Preschool.

On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, agree to indemnify and hold harmless Genesis Christian Preschool, its employees, agents, and representatives, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto concerning any COVID-19 infection I or my child(ren) may incur. I understand and agree that this release includes any and all claims that I or my child(ren) could subsequently make now or in the future, based on the actions, omissions, or negligence of Genesis Christian Preschool, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in the Genesis Christian Preschool program.

Signature of Parent/Guardian

Date

Print name of Parent/Guardian

Child's name