

# Table of Contents

Our Purpose & Primary Goals	Page 2
Open Door Policy	Page 2
Preschool Program Hours	Page 3
Staffing	Page 3-4
Drop Off & Pick Up	Page 4
Legal Custody Issues	Page 4
Discipline	Page 5
Emergency Procedures	Page 5-6
Weather Related School Closings	Page 6
Registration and Tuition	Page 6-7
Safety Issues	Page 8
Program Calendars & Mail	Page 9
Field Trips	Page 9
Student Evaluations & Parent-Teacher Conferences	Page 10
Clothing	Page 10
Classroom Rosters	Page 10
Room Parents	Page 11
Special Guests	Page 11
Donations	Page 11
Fundraisers	Page 11
Snacks & Birthdays	Page 12
Sick Policy	Page 13

# Our Purpose & Primary Goals

**Genesis Children's Ministries** were created to provide our children with quality Christian experiences in **Preschool and Toddler's "Mom's Morning Out" settings**. Each program is designed for age-appropriate activities that will help children learn the meaning of the Christian faith as they grow up in our community. We place an equal emphasis on academic and social skills with Arts enrichment, in order to help children be successful in their school experiences and life.

**Recognizing each child as an individual**, we seek to provide a comfortable atmosphere in which to grow, thus allowing each child to develop and blossom in a natural way. As with all of our church programs, we keep the focus on **Christ as the Center of all we do**. Children of all races and religions are welcome to take part in our programs, but we are unapologetically Christian in our focus.

**Each of our programs is led by experienced staff people who love children**. We also put to use the dedication and talents of volunteers, including parents related to our programs. It is the goal of Genesis to work with families to provide a positive environment in which children can learn and grow.

## Open Door Policy

**We have an Open Door Policy.** Any parent or guardian is welcome to visit their child's program at any time. **Please check in at the office when you arrive.** We do ask that you refrain from visiting often during the first few days of a program so that children have an opportunity to adjust to being with us and separated from you. They seem to adjust more quickly if family members are not within sight. You are welcome to stay in the building (in an area designated by the Director) if you want to be nearby as your child adjusts. We will come and get you if your child becomes inconsolably upset. *Please let the staff know of any concerns or situations that may affect your child during the day.*

## **Open Door Policy (continued)**

**The Director always welcomes you to come and meet with her.** If possible, please call ahead to schedule an appointment. In an emergency, or for brief questions, you are always welcome to stop by and see if she is immediately available. We appreciate your input regarding our program and are constantly looking for good ideas and ways to make adjustments and improvements. **Please contact Mrs. Gidget Meland, Director of Genesis Preschool, with any questions you may have concerning our programs.**

## **Preschool Program Hours**

Our **morning 3-year-old class** is held twice a week, (Mrs. Meland's classes) Tuesdays and Thursdays from 9:00am-11:30am. **Afternoon 3-year-old class** is held Tuesday and Thursday from 12:30pm-3:00pm. Our **4-year-old, 3-day class**, is held three times a week, Monday, Wednesday and Friday from 9:00am-11:30am (upstairs class, Mrs. Miner's). Our **4-year-old, 5-day/3-day Combo class** is held five times a week, Monday-Friday, 9:30am-12:00pm (downstairs class, Mrs. Guild).

## **Staffing**

**We have taken special care to staff our children's programs with people who love children, have a passion and talent for teaching them, and are of good Christian character.** They have had training in CPR and First Aid, with an opportunity to renew skills each year.

**A Certified teacher established our preschool program in 1992.** All our current teachers have Educational degrees and a background in Child Development. We keep in close contact with our public school system to make sure we are on the right track in preparing your child for success in school. We also make instruction in the Christian faith a basic element of all programs.

## Preschool Program Director – Gidget Meland

<u>Preschool Class</u>	<u>Teacher*</u>	<u>Assistant(s)*</u>
3 yr. old (2 days)	Gidget Meland	Ann Jurdi Lesley Carrigan
4 yr. old (3 days) Upstairs	Heather Miner	Ann Jurdi Lesley Carrigan
4 yr. old (5 days) Downstairs	Megan Guild	Diane Gilinger Elise Andrews

*\* Subject to change due to unusually low or high enrollment.*

## Drop Off & Pick Up

**All children must be walked to and from the building by an adult. You filled out a “Drop off & Pick up Authorization”** for our files. *Please notify us with any revisions to this list.* Anyone on this list can drop off or pick up without written permission, but they must show Photo ID. Written permission *and* Photo ID are required if someone is not on the authorization list.

## Legal Custody Issues

**Separated or Divorced Parents:** We cannot refuse to release a child to either parent without a court-approved document. Hand written notes or verbal messages are not acceptable. Please contact the office if you have any questions about these policies.

# Discipline

**We feel that structure and rules are important for children to learn so that they can have a safe and happy environment.** We are firm believers in positive reinforcement and redirecting. To that end, your child will come home with stickers, certificates, and other rewards to reinforce the desired classroom behavior. You'll also hear us praise the students verbally. This is the best reinforcement of all!

**Children will be introduced to basic classroom rules** and expectations such as: using “walking feet” in the classroom, asking for needs in polite terms, respecting teachers and fellow students, following directions, sharing, and using self-control (keeping hands to self). When needed, staff will remind children of the appropriate behavior and why it is needed in the classroom environment. Parents will be informed if there seems to be a problem that is not simply resolved. **We do not believe in physical punishment. Focusing on the love and forgiveness of God is primary.**

## Emergency Procedures

**Fire drills are planned** and take place several times during the good weather in order to familiarize children with location of exits and where to meet once outside the building. Plans are in place in case of an emergency that warrants evacuation of the children to another location. We will update you with that information as soon as possible.

**If a medical emergency arises with a child, we will try to locate parents, guardians, or designated contact persons first.** If the staff feels the child needs immediate medical attention, we will call 911 and expect Wendelville Fire Company volunteers to respond quickly. If necessary, a staff person will accompany the child to a hospital for treatment.

**Your signature on the registration form gives Genesis personnel the authority in an emergency**, and we will use our best judgment to get emergency treatment if we can't reach you. **Our staff has had CPR and First Aid training**; first aid kits are available throughout the building.

## **Weather Related School Closings**

In the event of inclement weather, which may result in school being cancelled, if Starpoint is closed, we are closed. However, we may close while Starpoint doesn't. If the driving conditions are too hazardous for the safety of our children and families, we **will** close.

Please watch Channels 2, 4 or 7 for closings. **Please be advised that we will be posted as Genesis Preschool**. If Starpoint is closed we will **NOT** post a separate listing. If Starpoint stays open, then check for our posting if you feel the driving is questionable. Always use your own discretion as to the driving conditions.

Closings can also be found online at [www.closings@wkbw.com](mailto:www.closings@wkbw.com), [www.wivb.com/closings](http://www.wivb.com/closings) or [www.wgrz.com](http://www.wgrz.com).

## **Registration & Tuition**

**To register your child, or make an appointment to visit one of our programs, please call the office at 625-8306.** All children turning 3 or 4 years old by December 1<sup>st</sup> are eligible for preschool. All children are admitted without regard to race, color, or creed. All of our programs have **some limitations in serving special needs children**. We are willing to work with families to try to meet each child's special needs, but may have to refuse or suggest moving an occasional child whose needs we cannot meet.

**Registration Fee: Our preschool program has a \$40 non-refundable registration fee**, which secures your child's placement in our program. If you have more than one child enrolled in Genesis program(s) **or** have a child enrolled in multiple Genesis programs, only one registration fee is required each year.

## **Registration & Tuition (continued)**

**One Month's Advance Tuition is due by June 1<sup>st</sup> and will be applied to the final month of school.** This way, families do not have to worry about tuition during graduation time, and it also gives our staff the funds to purchase supplies up front. If your plans change and you decide not to send your child to Genesis Preschool, you must request a refund of your one month's advance tuition by July 31<sup>st</sup>. No refunds will be made after this date.

**Preschool Program Rates are reviewed and updated, if necessary, each year. Please call the office for details.**

**Billing Details:** Preschool tuition will be billed monthly, bi-annually, or annually. If you are paying monthly, statements will be generated around the 15<sup>th</sup> of the month, with payment due by the 1<sup>st</sup> of the following month. If paying bi-annually, your two payments will be due September 1<sup>st</sup> and February 1<sup>st</sup>. If you choose the annual option, the entire fee will be due September 1<sup>st</sup>.

**No refunds can be given** for sick days or family vacations. If you have any questions on your bill, please contact the Billing Department **before** payment is due.

**Payment Drop Box:** Please place all payments and the bottom portion of your statement in the envelope provided. You may either mail your payment or place it in the locked Drop Box located in the office.

**Annual Statements:** We do not routinely send out annual statements, but if you need one for tax purposes or for reimbursement from your employer, please let us know and we will furnish one.

**Non-payment of tuition can be grounds for removing your child from our program.** We understand that families sometimes have financial difficulties. If you need some extra time to make a payment, please call the Billing Department to make arrangements.

# Safety Issues

**GENERAL SAFETY ISSUES:** We do everything in our power to make sure your children are safe while they are in our care. They are never left unattended, or alone with just one adult. The children are taught about being careful with each other during play. They are taken in small groups to the restroom, where an adult accompanies them and waits outside the door. Visitors are to check in at the office before entering a children's program area. The doors of the children's area are locked after all the children arrive, so no one can enter without a staff person letting them in.

**Never let your child wander through our building unattended!** Even though this is a church, we cannot keep track of the integrity of everyone who goes through our doors. We are doing our best to keep your children safe, but we need your help. **Your children are God's most precious gift -- please help us to protect them!**

**PARKING LOT SAFETY:** We have an active church with a very busy parking lot. There are also some drivers who cut through our lot to avoid the traffic light on the corner. The children are full of energy, and sometimes they can get away from parents or guardians as they leave the building or as they are let out of the vehicles. **Please be sure to hold on tightly to all your children as you walk them in or out of the building!**

**Please do not park alongside the building in the "No Parking" zone!** You can be ticketed for parking there, or in the "handicap" spots, if you do not have a permit. It is also a safety issue because it makes it difficult for drivers to see children walking out of the building. We know, too, that it's difficult to bring sleeping babies in with you from your car, but please do not leave them alone.

# Program Calendars & Mail

We follow the Starpoint Central School District calendar in regard to vacations, holidays, and other days off. **There are exceptions** which may include the following: classes begin the *week* following Starpoint's first week of classes; we have two full weeks off at Christmas; we may take extra days prior to Memorial Day weekend; and our classes end in early June. Please see our calendar included in this handbook.

**Monthly Calendars:** Each Preschool teacher will make up a monthly calendar showing days off, field trips, and other special events. Please keep these for reference.

**Mail Slots:** Calendars, newsletters, tuition bills, special notes (as well as your child's schoolwork!) will be placed in your child's mail slot at the main entrance, so **be sure to check each time you pick up your child.** Sometimes the dates of events will change because of church scheduling or other conflict. We will try to let you know as soon as possible if there are any changes. We realize some of you have to schedule days off in order to take part in special events, and we appreciate your involvement.

## Field Trips

**Field trips are planned for Preschool classes.** Some places we have gone in the past are: Becker Farms, Flips Gymnastics, Children's Theater productions, and bowling. We will send out detailed information approximately two weeks before our field trips so that you have time to arrange your schedule. We do not have bus transportation here at PCUMC, thus parents are responsible for transporting children to and from the field trip destination.

**Permission slips must be completed and returned with any applicable field trip fees before the day of the trip.** We encourage parent participation in these trips, and younger siblings are usually welcome as well. We try to keep field trips within the usual Preschool class time (9:00am-3:00pm) so that your schedule will not be disrupted.

# Student Evaluations & Parent-Teacher Conferences

**3 year old Preschool Students:** The 3 year olds will receive written evaluations later in the school year. If we notice any potential problems earlier in the year, we will ask to meet with you privately.

**4 & 5 year old Preschool Students:** About halfway through the school year we will hold Parent-Teacher Conferences for the 4 & 5 year old preschool programs. These are designed to help us evaluate how your child is doing socially and academically. We will tell you where we think your child's strengths lie, and where they may need a little help or encouragement.

The director of the preschool program and/or the preschool teachers are willing to schedule an appointment with you any time you would like to discuss your child's progress.

## Clothing

**Children should be dressed comfortably and ready to play.** Rubber soled shoes (preferably sneakers) are required at all times. Please mark your child's name on all belongings.

## Classroom Rosters

**We would like to be able to hand out rosters** to include the child's name, birth date, parents' names, address, and phone number. This will allow you to get to know other families in your class, and perhaps do some play groups or car-pooling. However, we understand if you do not want this information made public. We will send permission slips for you to state what information we can include on your child's classroom roster. The roster will be handed out to the individual classes (with info for that class only) after school begins.

## Room Parents

**We enlist the help of Preschool Room Parents to aid us with tasks** such as: preparing craft items, helping organize receptions for a few special events like our Christmas Play, helping with classroom holiday parties, etc. We will also need parents to help car-pool children to field trips, if their parents aren't available to drive. Please talk to your child's teacher if you would like to help.

## Special Guests

**Do you have a special talent, hobby, or occupation you would like to share with our children?** We welcome you to set a time to come in and visit. We have had a baker make bread, a scientist share an experiment, a Spanish teacher do a cultural day, and more! Please talk to your child's teacher if you would like to be a special guest.

## Donations

**From time to time, we ask families if they can donate a few items to our programs.** These may include snacks, juice, paper products, craft items, or simple toys. We appreciate any help you can give us. This helps us to keep our tuition lower than most programs of equal quality. Monetary donations are gratefully accepted as well. You can receive a tax receipt for most donations.

## Fundraisers

**You will have the opportunity to participate in fundraisers to enhance the quality of our Genesis Ministries programs.** We have a candy bar sale in the fall, an Easter candy sale in the winter, and a spring fundraiser to be announced. We also collect Campbell's Labels for Education. These fundraisers help us keep our costs down, and the profits are used to purchase equipment and supplies for the children. You are not required to participate, but we hope you will since all proceeds enhance our programs.

# Snacks & Birthdays

**Snacks:** The “Star Student” will provide snack and drink for that day. Some healthy items we recommend include:

Trail Mix	Chex Mix	Cheese & Crackers	Pizza
Fresh Fruit	Dried Fruit	Fresh Vegetables	Yogurt
Fruit Roll Ups	Animal Crackers	Graham Crackers	Raisins
Applesauce	Granola Bars	Finger Sandwiches	Pretzels
<b>DRINKS:</b>	Bottled Water	100% Fruit Juice	Milk

**Please, no red dyes or nut products due to allergies!**

**Children with Food Allergies:** Our policy is that parents must send in their child’s snacks in a clear plastic zip-lock bag, clearly marked with the child’s name. Your child will **ONLY** be given snacks from his or her bag; **NO** exceptions! This is to protect the health of every child with food allergies.

**Birthdays:** When your child has a birthday, you can send in a treat, but it is not mandatory. We recommend a wrapped or bagged item the children can take home with them to enjoy later. Please avoid cakes and brownies as they crumble easily! Cookies and small cupcakes work best.

# Sick Policy

**Children who are sick should not be sent to our program.** They need to stay home to recover properly, and they would not benefit from our program when not feeling well. Healthy children and their families should not be put at risk. The following symptoms are indicators that a child **should stay home** from our programs:

- ✓ Repeated diarrhea and/or vomiting within the previous 24 hours
- ✓ Severe cold with fever, sneezing and thickened nasal discharge
- ✓ Sore throat, especially if combined with fever or swollen neck glands
- ✓ A cough that keeps a child awake at night, worsens with increased activity, or is combined with other symptoms
- ✓ Fever, oral or ear temperature of 100 degrees or more
- ✓ Earache that is severe and persistent
- ✓ Redness in the whites of the eyes, yellow eye discharge and matted eyelashes
- ✓ Rashes that are blistery, oozing or sore

**Children should be kept home until symptom-free for at least 24 hours.**

**IMPORTANT: Please be sure to notify the office (625-8306) if your child will not be attending preschool for the day due to illness.** This will reassure us that your child is safe when they don't arrive for our program.

If your child is exposed to any communicable disease while in our preschool, we will send home a note informing you of the illness and its symptoms. Please call the office and let us know if your child comes down with any of the following, so we can inform the other families in your child's class. *Thank you!!*

Chicken Pox	Bacterial Meningitis	Tonsillitis
Whooping Cough	Ring Worm	German Measles
Conjunctivitis (Pink Eye)	Mumps	Scarlet Fever
Strep Throat	Measles	Impetigo
Influenza (Flu)	Diarrhea	Pin Worms
Hepatitis A	Pneumonia	Scabies
Lice		

