

# Preschool

## Policy Handbook



A ministry of the  
Pendleton Center United Methodist Church  
6864 Campbell Blvd. at Bear Ridge Road  
N. Tonawanda, NY 14120  
(716) 625-8306  
Fax: (716) 625-8192

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## Our Purpose & Primary Goals

**Genesis Children's Ministries were created to provide our children with quality Christian experiences in Preschool, Afternoon Adventure, and Toddler's "Mom's Morning Out" settings.** Each program includes 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 the children succeed 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 our program so that children have an opportunity to adjust to being with us and separated from you. Children tend to have a smoother transition if family members are not within sight. You are welcome to stay in the building (in a designated area) 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.*

**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 programs and are constantly looking for good ideas and ways to make adjustments and improvements. **Please contact Mrs. Heather Miner, Director of Genesis Preschool, with any questions you may have concerning our programs.**

## Registration

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 our Genesis program(s) only one registration fee required, each year.

## Billing & Tuition

**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.

**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 a locked Drop Box located outside the main office doors.

**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.

## Staffing & Preschool Program Hours

**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.

**Our Preschool was established in 1978.** All our current teachers have Educational degrees and backgrounds 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.

<b><u>Preschool Class</u></b>	<b><u>Class Days/Times</u></b>	<b><u>Teacher</u></b>	<b><u>Assistant</u></b>	<b><u>Program Assist. &amp; Subs</u></b>
<b>3 yr. old (2 days)</b> Blue Room	Tues. & Thurs. 9-11:30 AM & 12:30-3:00 PM	Abigail Hartigan	Ann Jurdi	Gina Giomundo Rebecca Edwards
<b>4 yr. old (3 days)</b> Blue Room	Mon., Wed., & Fri. 9-11:30 AM	Traci Leaver	Ann Jurdi	Gina Giomundo Rebecca Edwards
<b>4 yr. old (5 days)</b> Ark Room	Mon. - Fri. 9:30 AM - Noon	Mary Pappagallo	Jodi Depew	Gina Giomundo Rebecca Edwards

# 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.

## 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.

## 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 redirection. 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.**

## 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” list for our records. 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.

**DROP OFF: Parents/Caregivers** will bring their child into the building's Preschool Wing Hallway & wait together for staff to open the classroom. \*\*

**PICK UP: Parents/Caregivers** will wait in the PS Wing Hallway for students to be released by the PS staff. \*\*

\*\* If children or caregivers are not comfortable waiting in the hallway, they may choose to wait in their cars, and enter the building once the majority of the students have entered the classroom.

## 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 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.wgrz.com](http://www.wgrz.com), [www.closings@wkbw.com](mailto:www.closings@wkbw.com), or [www.wivb.com/closings](http://www.wivb.com/closings).

## Emergency Procedures

**Fire drills and “Shelter in Place” 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.

**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. 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.

# Clothing

**Children should be dressed comfortably and ready to play.** Rubber soled shoes (preferably sneakers) are required at all times. We recommend an extra set of clothes in their back pack. Please mark your child's name on all belongings.

# 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:

- ✓ Fever, oral or ear temperature of 100 degrees or more
- ✓ 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
- ✓ 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

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

**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!!**

COVID19	Bacterial Meningitis	Measles	Chicken Pox	Strep Throat	Conjunctivitis (Pink Eye)
Influenza (Flu)	Whooping Cough	Mumps	Hepatitis A	Pin Worms	
Scabies	Impetigo	Lice	Diarrhea	Ring Worms	

# COVID19 Protocols & Procedures

(as of September 1, 2022)

**Cleaning & Disinfecting:** Our classrooms will be cleaned and sanitized daily, using sanitizing wipes, spray, paper towels, etc.

**Mask Usage & PPE:** Masking by both staff and students is optional.

**Ventilation:** Classroom windows will be open and ajar during the class day, regardless of weather or outside temperature, to promote ventilation of air throughout our educational areas. Classes will be encouraged to use multiple areas of the building during each class day to promote air exchange in classrooms, and provide differently

ventilated areas for our students. Fans will be used as well, and where available, air conditioning will be provided.

**Staying Home When Sick or Getting Tested:** Families will be encouraged to be on the alert for any signs of illness in their children, and to keep them home when they are sick. Signs of illness can be (but are not limited to): Fever, sore throat, new uncontrolled coughs, diarrhea, vomiting, severe headaches. Families have been instructed to notify the preschool staff if their child contracts **any** communicable disease, so that the other families may be notified and alerted to any possible symptoms.

**Contact Tracing/Quarantine/Isolation:**

- Our programs will follow the current CDC guidelines in regards to COVID19 isolation & exposure.
- Attendance will be taken daily to allow for contact tracing if necessary.
- Classroom guests (parents, siblings, etc.) will be required to sign in on our classroom attendance sheets.

## 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. Sometimes the dates of events will change because of church scheduling or other conflicts. 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.

**Backpacks:** Calendars, newsletters, special notes (as well as your child's schoolwork!) will be placed in your child's backpack, so **be sure to check each time you pick up your child.**

## 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 information for that class only) after school begins.



## Snacks & Birthdays

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

Trail Mix	Pretzels	Cheese & Crackers	Pizza	Animal Crackers	Applesauce
Fresh or Dried Fruit	Raisins	Fresh Vegetables	Yogurt	Graham Crackers	Granola Bars
<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 store bought treat, we recommend small cupcakes or cookies. Please avoid cakes and brownies as they crumble easily!

## Room Parents & Volunteers

**We enlist the help of Preschool Room Parents to aid us with tasks** such as: preparing craft items, helping with classroom holiday parties, etc. Please talk to your child's teacher if you would like to help.

**Parent Volunteers & Special Guests:** We would love to have parent volunteers assist in our classroom. Our church has established policies for visitors and volunteers, and we will follow those policies to ensure the safety of everyone in our classroom.

**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 that made bread, a scientist demonstrated an experiment, a Spanish teacher hosted a cultural day, and more! Please talk to your child's teacher if you would like to be a special guest.

## 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 concerns 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 offer 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.

## Field Trips

**Field trips are planned for Preschool classes.** Some places we have gone in the past are: Becker Farms, Flips Gymnastics, Skateland, 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 so that your schedule will not be disrupted.

## 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 late winter. 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.