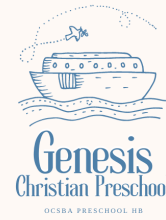




Genesis Christian Preschool
An OCSBA Preschool at HBCChurch

**PARENT
HANDBOOK
2023-2024**



REGISTRATION & TUITION

• *Registration Policy*

Our annual registration fees are as follows:

- \$100 for the first student
- \$50 for the second student

• *Tuition Policy*

Tuition has been computed on a monthly basis and consists of twelve equal monthly payments. Payments can be made online through our Procure app or by cash or check in the office.

Tuition is due on the first of the month prior to the child attending. Tuition that is not received by the tenth of the month is subject to a \$35 late fee.

Tuition shall be payable whether or not the student attends school.

Full tuition shall be paid for those months in which there are holidays and vacations within the school year.

A full month's tuition shall be paid if a child enters after the 1st of the month but before the 15th.

Half the month's tuition shall be paid if a child enters after the fifteenth but before the end of month.

If an account remains delinquent at the end of the month, the parent will be asked to withdraw the student unless arrangements are made with the administration.

• *Vacation/Absence Policy*

Holidays, illnesses and occasional absences will not change your monthly fee.

Tuition shall be payable whether or not the student attends school.

Full tuition shall be paid for those months in which there are holidays and vacations within the school year.

• *Tuition Rates*

		1 STUDENT	2 STUDENTS
FULL DAY TUITION RATES			
Monday-Friday 7:00 AM to 6:00 PM	5 full days	\$930	\$835 each
	3 full days	\$845	\$760 each
	2 full days	\$760	\$680 each
HALF DAY TUITION RATES			
Monday - Friday 7:00 AM to 12:30 PM	5 half days	\$845	\$760 each
	3 half days	\$715	\$640 each
	2 half days	\$585	\$525 each



ABOUT

Genesis Christian Preschool, an OCSBA Preschool, was established as a ministry to provide an educational and spiritual experience in a secure and loving atmosphere. Every parent wants their child to have a good start in life. We at Genesis are here to help in that great endeavor by providing you a safe, nurturing preschool where you can be assured that your child is being cared for by loving, qualified people. We use Christian-based curriculum to help your child develop academic skills and learn the basic principles of being a good person such as love, kindness, and sharing.

STATEMENT OF FAITH

Scripture

God wrote the Bible through men and without error. (2 Peter 1:21)

Trinity

God exists eternally in a Trinity: Father, Son, and Holy Spirit. (2 Corinthians 13:14)

Jesus

Jesus Christ is God and Savior. He became a man, lived a sinless life, died on a cross, was buried, rose bodily from the grave, and ascended into Heaven to redeem sinful people. (Hebrews 1:3)

Holy Spirit

The Holy Spirit is the supernatural agent who applies salvation to sinful people, regenerating, indwelling, sanctifying, and sealing them until the day of Christ's return. (John 15:26)

Humanity

God creates all people in His image as uniquely male and female. (Genesis 1:27)

Salvation

All people are sinful and in need of salvation. Salvation is a gift of God, given by grace alone, and received by personal faith in the Lord Jesus Christ. (Ephesians 2:8)

The Church

The church is both universal and local. (Acts 2:42)

Restoration

Jesus will return to earth to judge all people and to rule and reign with his saints forever. (Matthew 25:46)

We affirm the Baptist Faith and Message 2000.

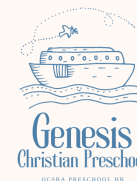


PHILOSOPHY

Genesis Christian Preschool's philosophy centers on Jesus' words in Matthew 19:14 "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

We believe that our Christ-centered faith and the teachings of our church provide the strongest foundation for preschool education. Confident in that strong foundation, we assist parents by offering developmentally appropriate religious and early childhood learning that best prepares the children for productive futures.

Our curriculum is structured, yet flexible to accommodate the many hands-on learning activities and spontaneous teaching opportunities. Christian education in our Preschool begins with the acknowledgment that all strengths and abilities come as a gift from God's love. Therefore, we create an environment for play-based early childhood learning, looking at each individual child's needs.



PRESCHOOL POLICIES

- ***Daily Sign In***

Every child MUST be signed in every time they are brought to preschool. Using our Procure App, a QR Code allows you to sign your child in by scanning a unique bar code with your personal device. If a child is not signed in or out, we will have to call the parent back to school to do so.

- ***Daily Sign Out***

State law requires that anyone signing a child out must be 18 years or older. If the person picking up your child is not recognized by a teacher, they will be asked to show I.D. In addition, they must be listed on as authorized on the pick up list for your child. If at any time, you need to add an authorized person to your list, please call the office to do so. If your child is not properly signed out, a fee of \$50 will be assigned to your account.

- ***Open Door Policy***

Genesis Christian Preschool practice an open door policy. Any parent is welcome to visit the school at any time during normal business hours. In addition, state law requires that Community Care Licensing has the right to interview staff and children at any time without requiring parental permission.

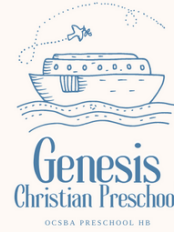


- ***Late Pick Ups***

Our school will close promptly at 6:00PM, Monday through Friday. We understand that situations arise that may occasionally cause people to be late. However, when this occurs we must charge a late fee of \$2.00 for the first five minutes and an additional \$1.00 for each additional minute. This fee will be due at the time of pick up and if not paid then a \$5 processing fee will be added and the late payment will be added to your next tuition payment.

Being consistently late can result in termination of enrollment.

PRESCHOOL POLICIES



• *Communication*

We know how important it is to stay up to date on your child's learning journey, which is why we're excited to offer you access to Procure Solutions' best-in-class parent app.

What Can I See on the App?

Once you download the Procure mobile app, you can stay up to date on your child's daily activities, milestones, and more! We can send you photos and videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.

The app also offers several "contactless" ways to check your child in and out. This helps us limit in-person interactions and unnecessary foot traffic in the center so we can better ensure the health and wellbeing of you, your children and our staff.

How do I get the app?

You will receive an email from Procure with a unique 10-digit code and instructions on how to download and log into the the app.

In addition, monthly newsletters will be sent home with your child.

• *Health*

In order to protect the health of others and to comply with state requirements, any child that has had a fever, vomiting or diarrhea, must be symptom free for 72 hours before returning to school.

Any child that becomes ill while at school will be sent home including,

- Fever above 101
- Diarrhea
- Suspicious Rashes
- Lethargy (not eating, not playing)
- Barking cough

• *Emergency Treatment*

In case of a medical emergency or injury which requires immediate medical attention, we will call 911 and then make every effort to contact the parent and emergency contacts listed.

• *Medication*

All prescription medicine must be kept in the office and taken home each Friday for safety reasons. If a child requires medication during school hours, a Medication Instruction Authorization form must be filled out.

• *Please Note*

We are not a peanut free facility. We are happy to make sure any child with peanut allergies is kept away from anything containing peanuts. As always, your child's health and safety is our priority.

PRESCHOOL POLICIES

- **Holidays Observed**

We will follow the same calendar as local elementary schools for the most part.



September	Labor Day
November	Veteran's Day Thanksgiving Nov 20-24
December.....	Christmas Break (Dec 25-Jan 5)
January	Martin Luther King, Jr. Day
February.....	President's Day
March/April	Good Friday Spring Break (April 1- April 5)
May.....	Memorial Day
June....	Juneteenth
July.....	Independence Day(Federally Observed Guidelines)

- **Daily Schedule**

Arrival/Welcome Time
7:00 AM - 8:45 AM

Class Time
9:00 AM -11:00 AM

Lunch/Play Time
11:00 AM - 12:00 PM

Nap Time
12:00 PM- 2:30 PM

Snack Time
4:00 PM - 4:15 PM

Story & Play Time
4:15 PM - 5:30 PM

Outside play time will be on a scheduled rotation to ensure each age group has their own time.

- **Meals and Food Guidelines**

Snacks: Snacks and drinks will be provided by preschool at mid-morning and afternoon. We offer two components of the four food group for each snack. If your child has special dietary needs, you may send the required items to school. Please discuss this with the student's teacher.

Lunches: Lunches are to be brought from home. Please ensure that your child has a healthy nutritious meal. We do have access to microwave as needed.

Birthday Treats: Please let your child's teacher know if and on which day you wish to bring a treat to celebrate your child's birthday.

PRESCHOOL POLICIES



- *What to bring to Preschool*

All students are required to bring a complete change of clothes which includes, a top, pants, underwear, socks and shoes. Clothing always needs to be seasonally appropriate and labeled. If we do not have the necessary clothing, we will have to call parents to request clothing be brought in.

Students are also required to bring a crib sized fitted sheet to fit our nap mats for nap time. These sheets and any other napping materials must be able to fit in the student's designated space. On the student's last day of each week, the sheets must be taken home to be washed. If a sheet is forgotten a \$2 fee will be added to your account each day. Please do not send pillows as we do not have the appropriate space to store them.

Students that are being potty trained need to bring pull-ups with the removable sides only.

Please DO NOT bring any other items to school including bottles, toys, or pacifiers.



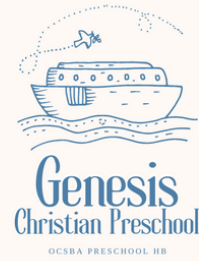
- *Dressing for Preschool*

Please be aware that a preschool, students work with all kinds of media: paint, markers, crayons, glue, etc. Please dress your child accordingly.

For two years old children who are potty training, we ask that you please dress your student in elastic waist pants to make the changing process easier.

Please no onesies and no buttons, snaps, or zippers until the child has mastered them. Sandals with backs are the only sandals allowed. **No flip-flops**

PRESCHOOL POLICIES



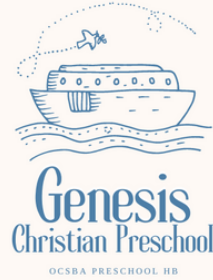
- *Discipline Policy*

We make every effort in preventing any discipline or behavioral issues. For this reason, the environments and programs for our preschool are designed to prevent problems. The rooms and toys are arranged so children can handle things mostly by themselves. Activities are age appropriate. In addition, we ensure that the adult to child ratio is more than adequate, there is a lot of interaction between them and because of this, there is less inappropriate demand for problems to develop.



- *Discipline Steps*

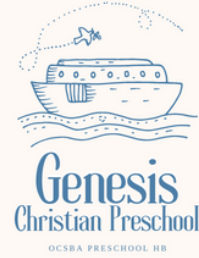
1. Encouraging children to use their words when having a disagreement with another child.
2. Redirecting behavior when effective.
3. Separating a child from the group- one minute for each year of age.
4. Discipline concerns will be addressed in an incident report. These will be presented to parents at the time of pick up unless the situation requires a more formal meeting such as a parent conference.



WITHDRAWAL POLICY

I understand that if I need to withdraw my child(ren) from Genesis Christian Preschool, I must give the school office a **30 day written notice** or no tuition will be refunded.





PARENT HANDBOOK CONTRACT

I have read and understood all policies stated in this handbook and hereby agree to abide by them.

- *Child's Name:*
- *Date*

- *Father's Signature*
- *Date*

- *Mother's Signature*
- *Date*

- *Director's Signature*
- *Date*