



Parent Handbook

LOCATION

Greece Christian Preschool is located in Greece, NY, at 750 Long Pond Road. It is a department of Greece Christian School, a ministry of Greece Assembly of God Church.

SCHOOL PURPOSE

We believe each child is a unique individual, a gift from the Lord and valuable in His sight. We recognize the importance of prayer in relation to everyday life and the need to instill solid Christian values in young children. Our staff will encourage your child to express these values. We desire that your child will learn that he/she is a special part of God's creation. We will provide an opportunity for your child to grow socially, physically, mentally, and spiritually. It is our purpose to prepare your child with the necessary skills needed to grow in these areas beginning with these formative years. We will provide a rich classroom environment where children are encouraged to explore and challenged to learn, while making friends and developing self-confidence. Our curriculum helps children develop the thinking and problem solving skills they'll need to succeed in kindergarten.

OUR PHILOSOPHY AND GOALS

It is our belief that each child enters school with individual skills, abilities and needs. Our goal is to assist in developing these skills and abilities while meeting each child's individual needs. For most children, Greece Christian Preschool represents their first educational experience. Children will form lasting impressions of what school and learning mean. It is very important that these impressions are positive and that the children develop appropriate attitudes towards learning. Our teachers strive to provide a caring, accepting atmosphere which promotes a love of learning and a desire to be successful, while developing a positive self image and the self-confidence necessary to meet all of life's new challenges.

CHRISTIAN FAITH

Biblical instruction includes: Bible stories and Christian songs, prayer before snack, and celebration of Thanksgiving, Christmas, and Easter.

ADMISSION

A child must be 3 years old by November 30th to be admitted into the 3-year old program. A child must be 4 years old by November 30th to be admitted into the 4-year old program. The child **must** be toilet trained and able to use the restroom independently. Enrollment begins in January for students presently attending Greece Christian Preschool. Families that previously had children in attendance may register in January. Community registration begins at the beginning of March.

HEALTH REQUIREMENTS

Greece Christian Preschool requires each student to be fully immunized or in a good faith progress of immunization prior to attendance as mandated by New York State.

For the protection of all children, your child should be kept at home if he/she shows any of the following symptoms:

- *temperature
- *vomiting
- *excessive coughing
- *discharge from nose or mouth
- *Diarrhea
- *rash/skin eruptions

If a child has been exposed to a contagious disease, and symptoms appear, he/she should be kept at home and the condition reported to us. **Children must be symptom free for 24 hours before returning to school.

Any parents with children having medical conditions or allergies requiring special care will be asked to fill out a Health Alert Plan, Permission to Administer Medication. If your child requires an epi-pen in the event of an anaphylactic reaction, we request a spare pen to be left at school in the event of an emergency. An epi-pen may also be brought back and forth to school each day with the student. **These forms and medication MUST be turned in to the office PRIOR TO THE START OF THE SCHOOL YEAR.**

EMERGENCY PROCEDURES

Although parents or persons they designate when they are not available, are contacted in an emergency, parents are further asked to provide written consent on the "Enrollment Record", for the staff of the school to obtain such medical services as they deem necessary for a child in the event of an emergency. Be assured that every effort will be made to contact the parents before such steps are taken. Any expenses incurred under these circumstances will be borne by the child's family. In the event of a disaster requiring evacuation, Greece Christian Preschool has a Disaster Plan agreement with Northwest YMCA. Staff will escort children off site to the YMCA which is located adjacent to our school property. Parents will be contacted through Call – Em – All, our automated phone system.

PRESCRIPTION MEDICINE

Prescription medication may be administered only under unusual circumstances and ONLY if medication is appropriately labeled. We must have a written consent form from the parents and physician, with complete instructions on proper dosage and times to be given. Medication must be in the original pharmacy container with a current date. These arrangements must be discussed with and cleared by the director and the school nurse in advance.

DAILY ARRIVAL

We need each child to wash his/her hands with soap and water or cleaned with a baby wipe before entering the classroom. Baby wipes are available at the door of each preschool classroom. We would also appreciate parents bringing his/her child to the bathroom before class each morning. This helps minimize class disruptions.

You are expected to take your child to their classroom each morning. No child should be brought to class before 9:00am. If your child's classroom door is closed, please wait patiently until the door is opened and the teacher begins welcoming the students. Classes end at 11:45am. It is important to be prompt at dismissal time to avoid any unnecessary fear on the part of your child. Even five minutes can seem very long for a preschooler, especially if the other children have already left. If you are unavoidably detained, please call the school office.

If a child has not been picked up within ten minutes of the scheduled time, the teacher will attempt to reach the child's parent(s) and/or those listed on the emergency contact list. A staff member will remain with the child to ensure the child's protection and well-being until the child has been picked up by an authorized adult.

Children will be released only to persons designated in writing to receive the child. The staff shall refuse to release to anyone, whether related or unrelated to the child, unless they are listed on the proper forms held at the school. **If someone other than the enrolling person is picking up or dropping off, a written statement of that must be given to the teacher.** A photo ID will be required if the staff is unfamiliar with that person. This is done to insure the safety of your child. **It is very important that parents inform the preschool office of any changes to the emergency contact list (names, phone numbers, etc.) so that we can easily reach you in an emergency.**

If your child will not be in attendance for a scheduled class, please notify the school office. If the absence is due to a communicable disease, you will need to alert us so that the parents in your child's class can be notified and take necessary precautions.

Greece Christian Preschool is a safe school with all the doors locked at all times. The doors are locked to ensure the safety of your child. Please enter the school through the school entrance door which is located on the south side of the building. It is necessary to push the button located to the right of the door to be allowed entrance into the school building.

PARKING

When picking up or dropping off your child, please park in the south lot located in front of the school entrance door. **DO NOT PARK ALONG THE SIDEWALK NEXT TO THE BUILDING IN OR UNDER THE CAR PORT!**

DAYS AND HOURS OF OPERATION

Classes will begin at 9:15 am and dismiss at 11:45 a.m. **We ask that you have your child present at the beginning of class time. Children that are excessively late disrupt the class and miss out on the fun things happening at the beginning of the class.**

Greece Christian Preschool will follow the Greece Christian School yearly calendar, closing for the same holidays and vacations.

Please tune into the local news and radio stations for Greece Christian school closings due to bad weather. We also have an automated phone system that allows us to phone all school families in the event of an emergency or school closing. Missed days because of weather conditions will not be made up. Regular fire drills will be held so that the children will know what to do in the event of an emergency.

WITHDRAWAL

If a child needs to be withdrawn from school for any reason, please contact the school office.

PROGRAM

Planned within the framework of our philosophy and purpose, the Greece Christian Preschool's curriculum includes Music Time, Community Helper Presentations, theme - related field trips, Christmas and graduation programs, and Mother's Day and Father's Day specials.

FIELD TRIPS

An important part of Greece Christian Preschool for the students is exposing the children to many and varied experiences within the community; therefore, a number of field trips are built into the preschool year. Transportation to and from field trip locations is the responsibility of each family. Parents or an adult chaperone must accompany a student on a fieldtrip. Regularly scheduled classes are canceled on field trip days.

GUIDANCE AND DISCIPLINE POLICY

1. General Definition

Discipline means setting limits, guiding behavior and helping children to learn appropriate behavior. Discipline measures shall be designed and administered in such a way as to help a child develop his/her self-control and to assume responsibility for his/her own actions. It is important never to confuse discipline with punishment.

2. Methods of Discipline

a. DISTRACTION

1. Involves changing a child's focus from an activity that is unacceptable to one that is acceptable without confronting inappropriate behavior.

EXAMPLE:

a) Handing a toy to a child who is attempting to take another child's toy.

b. REDIRECTION

1. Puts the teacher in a more interactive role than does distraction. Redirection is preventive in nature and involves anticipating problems and intervening (before they occur) with a solution.

EXAMPLE:

a) Retiring the small, wheeled toys from the block corner when there are more children who want to play with them, than toys.

c. SAFE SPOT

1. The Safe Spot is used when a child needs time away from the group. The Safe Spot is a designated area in the classroom where a child can go to help understand and regulate their emotions. In the Safe Spot, children learn how to: identify their emotions, gain control of their emotions, reflect on how their actions affect others, and make good choices. The items in our Safe Spot are:

- Soft stuffed animals for hugging if we are sad
- Books

HEALTHY SNACK POLICY – Food Allergies

Greece Christian Preschool is a nut and peanut free school. On your child's designated day, he/she may bring in a store bought snack and juice item that does not contain nuts or peanuts. The teachers will read all ingredient labels at the classroom door in the morning to determine if the snack is safe for all the students to eat. **No homemade treats can be served.** Any items brought in must be sealed and unopened. No red juice, fruit punch or soda will be served. If you have any questions about snack, please contact the school office or your child's teacher.

Under no circumstance are we allowed to serve home-cooked or home-prepared foods.

TUITION

Please refer to the Tuition Payment Booklet for class rates, discounts, and late fees. Payment is due on the **FIRST** day of each month. Tuition booklets are sent to each family. Please return the tuition fee to the school office in the envelopes provided. Tuition envelopes may also be sent in by mail. Checks should be made payable to Greece Christian Preschool. If cash is used for a payment, it **must** be presented to the office staff and a receipt will be issued at that time. No refunds are available for absences due to illness, vacations or snow days, and those days will not be made up.

CLOTHING AND PERSONAL POSSESSIONS

Children are encouraged to wear play clothes and sneakers. Daily activities include active and sometimes messy play and children feel more comfortable and are able to enjoy themselves more if they are not concerned about their clothes. In addition, parents are expected to bring children to school dressed for the weather of the day. No opened toed shoes, sandals, or flip flops should be worn to school. Sneakers are required on scheduled gym days. All items should be properly labeled!!

All Jackets, backpacks and winter wear (jackets, snow pants, hats, mittens, boots, etc.) should be CLEARLY MARKED!!!

CONFIDENTIALITY OF RECORDS

Children's records are open only to the child's teacher, the director, an authorized employee of Greece Christian Preschool, or the parents of the child.

COMMUNICATION WITH PARENTS

This booklet has been prepared in an attempt to answer many of your questions. Please feel free to contact the director or anyone on the staff if you have further questions. Parents are informed of the activities of the preschool through monthly newsletters from the director. Individual teachers will inform you about each separate classroom activity for your child. Parent Communication Folders are given to each student. This folder is provided for the student's work and classroom information to be brought home to the parents. Please check and empty your child's folder each day and bring it back for the next class. Please understand that children come first and teachers are not always free to talk to you during arrival or dismissal times. The teacher will be happy to speak with you after the children are dismissed, or at an agreed time outside of class.



750 Long Pond Rd.
Rochester, NY 14612
(585)723-1165

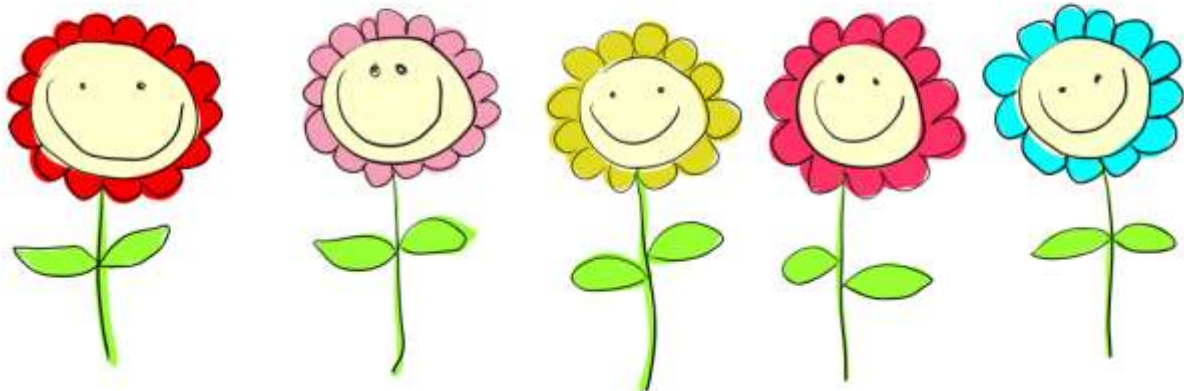
www.greecechristian.org

RECIPE FOR A HAPPY DAY

1 Cup of Friendly words
2 Heaping Cups of Understanding
4 Heaping teaspoons of Time and Patience
Pinch of warm Personality
Dash of Humor

Instructions for Mixing:

Measure words carefully. Adding heaping cups of understanding use generous amounts of time and patience. Cook on the front burner, but keep the temperature low: do not boil. Add generous dash of humor and a pinch of warm personality. Season to Taste with the Spice of Life. Serve in individual molds.





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VERIFICATION OF RECEIPT OF PARENT HANDBOOK

I/WE _____
(please print name)

Parent/Guardian of _____ has
received a copy of the Parent Handbook.

I have read and understand the GCPS Parent Handbook.

Signature of parent/guardian

Date

revised 7/12