



Childhood is a journey, not a race.

Parent Handbook

2026–2027

Revised 9.15.2026

Nancy Glodich
Geneva Church Preschool Director
Preschool@GenevaChurch.org
734/658-8445 cell
734/927-5550 office

Geneva Presbyterian Church
5835 N. Sheldon Road
Canton, MI 48187
office@genevachurch.org
734/459-0013 church office

www.genevachurch.org/main03/preschool
facebook.com/genevachurchpreschool

Table of Contents

Welcome	2
Mission Statement	3
Program Philosophy	3
Licensing	3
Enrollment and Tuition	3
Enrollment Policy	4
Tuition and Fees	4
Admission and Withdrawal Policies	5
Parent Information	5
Requirements	6
Communication	6
Parent Education Nights	7
Book Orders	7
Classroom Information	7
Arrival and Dismissal	7
Preschool Hours	8
Typical Schedule:	9
Class Size	9
Attendance and Absence Policy	8
School Closing Policy	10
Student Policies	10
Student Expectations	10
What to Bring	10
Clothing	10
Snacks/Lunches	11
Personal Items/Toys and School Supplies	11
Geneva Preschool T-Shirts	11
Photographs	12
Special Occasions	12
Field Trips	12

Live Bedtime Stories	12
My VIP and Me Events	13
Special Visitor Demonstrations	13
Birthdays	13
Christmas Performance	13
Geneva Church Family Events	13
Spiritual and Guidance Policies	14
Spiritual Curriculum.....	14
Spiritual Development/Chapel	14
Guidance/Discipline	14
Health and Safety.....	16
Cleanliness and Hygiene	16
Health Requirements	16
Illness Policy	16
Medications.....	17
Medical Emergencies	17
Fire/Tornado Drills	18
Pest Management	18
Child Protection Policy	18
Evaluations	19
Student Evaluations.....	19
Licensing Notebook	19
Notification.....	19
2025-2026 Preschool Calendar.....	20
Parent Acknowledgment/Agreement	23

Welcome

At Geneva Preschool we strive to share God's love and help your child to learn and grow. We hope that you will find that it is the perfect fit for your child. We hope to foster partnerships among our families, our school, and Geneva Church. Our goal is to work together to create an environment that promotes learning and the healthy development of our students.

We are excited to have you join our preschool family and hope that you find this handbook a helpful resource as you and your child journey here at Geneva Church Preschool.

Mission Statement

We are committed to creating safe and loving care for children while offering educational and spiritual opportunities that increase children's awareness of God, nurtures children's innate curiosity, and stimulates their social, emotional and cognitive development.

Program Philosophy

We offer a play-based Christian learning environment that is designed to allow children the opportunities to explore, cooperate with peers and adults, and to work independently. We provide age-appropriate activities in the areas of language, literacy, math, arts, movement and spiritual development including activities to help with fine motor skills, sensory development and social development. We strive to promote and develop each child's sense of self-worth, and accomplishment. Our goal is to provide an environment where a child feels safe, loved, and has the opportunity to grow.

Licensing

Geneva Church Preschool is licensed by the State of Michigan's Department of Human Services, license number DC820349725. Additionally, we are rated as "Demonstrating Quality," the highest rating available, through Michigan's Great Start to Quality program for early childhood centers.

Enrollment and Tuition

Enrollment Policy

Enrollment shall be open to any child, provided the school can meet the needs of the child, without discrimination with regard to sex, race, color, nationality, religion, or political belief.

Pathfinders must be at least 2½-years-old and Explorers must be at least 3-years-old by October 1st of the current year to be eligible for the class.

Explorers students **must be able to take care of their own toileting needs**. Pathfinders students may be in the process of toilet training at the beginning of the school year. All fully-toilet trained children **must wear cloth underwear**, not disposable “pull-ups,” unless approved by the program director. Pathfinders students may wear diapers while they are toilet training; families supply their own diapering items.

Tuition and Fees

Geneva Church Preschool operates as an educational, non-profit agency of Geneva Presbyterian Church.

A non-refundable \$175 registration fee per child for new families or \$125 for returning families is to be paid to ensure placement.

Tuition can be paid yearly or split into 9 monthly payments. Monthly payments are due on the first Monday of each month (or Tuesday for our Pathfinder students) September through May. Before/After School fees from May will be due by the last day of school.

Tuition statements will be emailed each month. Statements will include monthly tuition, plus the previous month’s before or after school program fees (Extended Day, Lunch Bunch and Before School Drop Off.)

Tuition payments can be made in the form of check, cash or credit card. Credit card payments can be made in person (at the church office) or online. Automatic credit/debit card payments are also available if an Automatic Credit/Debit Card Payment form is online and current. Online payments can be made at GenevaChurch.org following the link to Geneva Church Preschool and locating the secure payment portal. Please make checks payable to Geneva Church. Should any check be returned for nonsufficient funds, a \$25.00 charge will be assessed. **Additionally, a \$15.00 late fee will incur if tuition is not received by the Wednesday of the week tuition is due.**

Tuition:

Pathfinders – Tuesdays/Thursdays 9:00-11:30 AM \$1980 per year; or \$220 per month Sept. – May

Explorers – Mondays/Wednesdays/Fridays 9:00-12:00 PM \$2970 per year; or \$330 per month Sept. – May

Optional program fees:

Before School Drop Off – 8:30-9:00 a.m.	\$5 per day
Lunch Bunch – 12:00-1:00 p.m. <i>Explorers only</i>	\$7 per day
Extended Day – 12:00-3:30 p.m. <i>Explorers only</i>	\$30 per day (\$5 late fee per 5 minutes after 3:30 pm)

10% Sibling discount when sibling is enrolled concurrently.

10% Employee/Geneva Church member discount.

Admission and Withdrawal Policies

Admission

Registration for the following school year will begin in late January. Priority for admission is as follows:

Returning students and siblings beginning the last week in January.

Former Geneva Church Preschool families beginning the first week in February.

All others beginning the second week in February.

Withdrawal

In order to withdraw your child from the preschool program, the school requests a written notice 2 weeks prior to withdrawal. The school reserves the right to withdraw a child from the program if the following conditions apply:

Tuition payments are delinquent.

Forms or health/immunization information is not complete, accurate or current.

Child is not or will not be benefitting from the program.

Child causes a threat to other children or staff.

School policies are not being followed.

Parent Information

Requirements

Registration Forms

The following paperwork must be returned within 2 weeks of receiving digital forms, or 2 days before beginning classes if registering after August 25:

- Child Information Record (emergency form)
- Acknowledgement/Agreement of this Parent Handbook
- Photo Release authorization (indicating yes or no)
- Field Trip authorization
- An Automatic Debit form if you'd like your tuition automatically debited
- Health appraisal signed and dated by your child's physician and up-to-date immunization record (must be received by September 25, 2026)

Parent Orientation Meeting

An orientation meeting will take place for all parents before the beginning of school. All parents will receive an e-mail announcing this meeting. Attendance is mandatory, unless approved by the director, and is for adults only. The parent orientation meeting for the 2026-2027 school year will be September 1, at 6:30 PM.

Communication

Our primary path of communication with parents will be Kaymbu for Families app. Additional communication will be through email and/or text.

Please keep a current email address on record, add preschool@genevachurch.org to your contacts list, and **check your email frequently**. At the least, we will be sending a weekly preschool newsletter each Friday through email. This newsletter will include important information about upcoming events, things to remember and give a brief summary of our preschool week. Please let us know if you'd like other family members to receive this weekly email. We'll be happy to add them to the list.

All families must download the Kaymbu for Families app before the September parent meeting. We encourage all adults in the household to download and use the app. General and specific important or reminder announcements, messages between teachers/director and families, and a weekly photo digest will come through the app. Instructions on using the app will be given at the parent meeting.

A parent bulletin board that includes important information is located across from the Pathfinders cubbies. A Parent Tips Notebook with child development and health and nutrition resources for you is available on the white table near the cubbies. We'll be happy to copy any articles of interest you'd like to take home.

Parent Education Nights

Geneva Preschool occasionally hosts Parent Education Evenings on topics that may be of interest to families with young children. These events may feature guest experts or members of our own teaching staff. Past topics have included Occupational Therapy for Young Children, Kindergarten and Young Fives Readiness, and Process Art.

Book Orders

Several times throughout the year Scholastic book order forms will come home. Ordering through Scholastic is an inexpensive way to build your home library. For every dollar that is spent we receive bonus points for the preschool that we may use to purchase books or other items for the classroom. The Geneva Preschool class code will be provided with the first book order.

Classroom Information

Arrival and Dismissal

Arrival

Doors open at 8:55 AM for regular classes. At arrival, an adult must accompany the student to the preschool doors at the south side of Geneva Church where they will be greeted, checked in using the Kaymbu app, and brought into the building by a staff member. Parents do not enter the building during drop off except for emergencies and approved or requested by a Geneva Preschool staff member. Preschool staff members will help the students become independent at their cubbies – hanging up their outwear, taking care of snack, etc. Staff members will bring the students to the bathrooms to use the toilet and wash hands before entering the classroom.

Dismissal

At dismissal, when students are inside, an authorized adult picking up an Explorer student should wait in line by the preschool double doors for the teacher to dismiss the class. Pathfinder adults should wait near the children's cubbies. When students are outside on the playground, pickup will take place on the playground.

Please be prompt at pickup. Arriving on time helps us keep dismissal running smoothly and ensures that teachers are able to finish their responsibilities at the end of the school day.

Only an adult listed on the child's Child Information Record may pick up a student. If someone other than a parent or regularly authorized adult will be picking up your child, please notify the teacher or director as soon as possible through the Kaymbu app or by text. The person must already be listed on the Child Information Record, or may be added at any time before pickup.

Students will be checked out by their classroom teacher using the Kaymbu app. A \$10 late pickup fee may be charged, at the discretion of the director, when a child is picked up after the scheduled dismissal time.

Tardiness, Absence and Attendance Policy

Regular and punctual attendance is important in establishing a healthy school experience for your child. Contact **the director** if your child will be absent or late arriving, or if you will be late picking up your child. Call or text Nancy @ 734-658-8445, email Preschool@GenevaChurch.org or message through the Kaymbu for Families app.

Preschool Hours

Pathfinders meet Tuesdays and Thursdays from 9:00-11:30

Explorers meet Mondays, Wednesdays, and Fridays from 9:00-12:00

Optional hours: (beginning the September 15 through May 27):

Before School Drop Off: \$5 per day, offered Mondays through Fridays, 8:30-9:00 a.m. **Notify directory by phone, text, email or Kaymbu for Families app before 8:00 AM.**

Lunch Bunch: \$7 per day, offered Mondays through Fridays, 12:00-1:00 p.m. *Explorers only.* Student brings his/her own lunch from home. **Sign up each morning by using Kaymbu for Families app, or at drop off by contacting the director or your child's teacher.**

Extended Day: \$30 per day, offered Mondays, Wednesdays and Fridays 12:00-3:30 p.m. *Explorers only*. Student brings his/her own lunch from home. In order to safely follow Geneva Church's Ministry with Minors policy, a minimum of 3 students must be attending, or this program is not available. **Sign up at least 48 hours in advance on SignUpGenius.**

Typical Schedule:

Explorers

9:00	Arrival
9:00	Create plan/Walk-in Activity
9:15-9:45	Circle Time
9:45-11:10	Choice/Exploration Time – Students may choose to engage in art, games, puzzles, reading, math games, writing center, creative play, discovery, sensory tables or snack. During this time, teachers and aides facilitate, rather than direct, the classroom experience. Followed by Clean Up and Plan Check-out
11:10-11:30	Mindfulness, Chapel or Music
11:30	Outside as weather permits, if not, large motor activities or free play
12:00	Dismissal

Pathfinders

9:00	Arrival
9:00-9:20	Walk-in activity
9:20-9:40	Circle Time
9:40-10:45	Choice/Exploration Time – Students may choose to engage in art/discovery table, games, puzzles, creative play, or snack. During this time, teachers and aides facilitate, rather than direct, the classroom experience.
10:45-11:00	Music or Chapel
11:30	Outside as weather permits, if not, large motor activities or free play
12:00	Dismissal

Class Size

The maximum ratio of children to adults for each class is:

Pathfinders 5:1 – limited to 10 children
Explorers 5:1 – limited to 15 students

School Closing Policy

When Plymouth-Canton schools are closed for any kind of extreme weather, or for any length of time, our school will close as well. Families should look to local news or school closing websites for information about closing. We're sorry, no tuition refunds will be made for excessive school closings. If Geneva Preschool needs to close for any reason other than extreme weather, an announcement will be made through the Kaymbu app.

Student Policies

Student Expectations

Preschoolers are asked and encouraged to sit cross-legged during circle time, with hands in their own space, raising hands to talk. Explorers are expected to use the bathroom (including washing their hands) and to drink water as needed, without being asked. Pathfinders are expected to be working on potty training if they are not yet fully potty-trained. These guidelines support learning self-control while teaching independence and responsibility for attending to personal needs. Classroom guidelines also include being respectful of others.

What to Bring

A **labeled** tote bag (preferred) or backpack is required for all students each day. Please **label** your child's bag on the outside as this will avoid confusion if other children have the same style. **No toys or personal items should be brought from home** except clothing or sunglasses for outside use, the child's labeled snack and labeled water bottle, and lunch when required. Parents must check their child's bag each school day, as their teacher might be sending information and other items home in the bag throughout the school year.

Clothing

Dress your child so he or she can play safely and comfortably. Remember, children will be participating in hands-on activities that may cause clothing to become dirty or stained. All families are asked to provide a complete set of labeled clothing at school to be kept in your child's cubby. (Including extra underwear and socks.) Please remember to change these 'just in case'

clothes with the seasons.

Tennis shoes or other closed-toe shoes are required. Snug-fitting slip-on shoes or shoes with Velcro closures are highly recommended. **Do not send your child in** flip flops, sandals without backs, or loose-fitting crocs. To make bathroom times easier **please avoid clothing with snaps, zippers, ties and buttons.**

We go outside in all weather. Please make sure to dress your child appropriately for the weather, including wind or rain jackets when necessary. In the colder months, **mittens are preferred** over gloves. Children are encouraged to dress themselves, including putting on outerwear. **ALL outdoor clothing must be labeled** with the child's name.

Snacks/Lunches

Refrain from sending any snacks/lunches made from peanut or tree nut products (*including lunches for Lunch Bunch*) as we strive to maintain a peanut- and tree nut-free environment.

Daily snack: All students bring their own labeled water bottle and **one serving** of a healthy and nutritious snack each day. Healthy and nutritious snacks include fresh fruit, vegetables, cheese or yogurt, etc. Unhealthy snacks include potato chips, cookies, fruit snacks, pastries, etc. **Do not send unhealthy snacks, juice, or larger portions.** Children should only drink water at snack time. Please send snack containers that your child can easily open and close.

Lunch Bunch: All lunches must be brought from home. No lunches will be refrigerated or warmed. Please include an ice pack or thermos, and a napkin as needed. Milk or juice may be included with your child's lunch. Please use containers that allow your child to open and close them independently.

Personal Items/Toys and School Supplies

Toys, or other personal items, should never be brought to school, except as directed by the teacher. All school supplies (markers/crayons/scissors, etc.) are provided by Geneva Preschool.

Geneva Preschool T-Shirts

Students will be provided with one Geneva Preschool T-shirt at the beginning of each school year. Children are expected to wear their preschool T-shirt on out-of-school field trips, at the end-of-the-year picnic and other designated days. Children are also encouraged to wear their t-shirts to

school on Thursdays (Pathfinders) and Fridays (Explorers), or whenever they would like.

Photographs

At the beginning of the school year, a professional photographer will take pictures of all the children. Parents may purchase digital picture packages, but no parent is obligated to purchase pictures. Parents who purchase a digital photo package will also receive a printed composite of their child's class.

Photos may also be taken during the class for preschool advertisement, to show during Geneva Church Worship, to post on our Facebook page, or include on our website. A signed photo permission form is required for Geneva Preschool to use your child's photo for these purposes. We may take your child's photo without permission to use for class projects.

Special Occasions

Field Trips

Field trips will be held throughout the year. Parents are required to transport and stay with their own children, or parents may designate another adult as driver/chaperone. Geneva Preschool does not take responsibility for your child during field trips. Students are encouraged to wear Geneva Preschool T-Shirts on field trips. Minimal fees for field trips may be collected.

Live Bedtime Stories

Typically during the month of March, Geneva Preschool offers Live Bedtime Stories in the evening over Zoom. A staff member reads a book while children log on and enjoy the story from the comfort of their home. These cozy, end-of-day gatherings are a beloved tradition and always a big hit with our preschool families. Look to the calendar for specific Bedtime Story evenings.

My VIP and Me Events

Twice a year, Geneva Preschool hosts special morning events called *My VIP and Me*, designed to give each child meaningful one-on-one time with a special grown-up in their life. In the fall, children invite a parent or other important adult to join them for an art/craft project and a tasty pastry. In the spring, they invite another VIP (or the same one again, depending on each family's situation) for a time of active indoor games and a special beverage. These events offer a meaningful opportunity for connection, creativity, and fun.

Special Visitor Demonstrations

Occasionally, we invite professionals to visit the school and speak to the children, these visits will be communicated ahead of time. Visitors may include community workers or authors. Geneva Church Preschool staff will supervise children during these demonstrations.

Birthdays

Birthdays are special days for children and we want to celebrate with your child. Please coordinate your child's birthday arrangements with your child's teacher. Out of caution for allergies and intolerances, we request **no edible treats**. We encourage your child to bring the classroom a gift, such as a book, game or other activity.

Christmas Performance

In December, our students will be performing Christmas songs on a Sunday afternoon. Milk and cookies to take home will be provided for all children in attendance after the performance. We encourage you to attend, but it is not mandatory. You are also encouraged to bring extended family members to enjoy this joyful experience.

Geneva Church Family Events

All preschool families are invited to attend worship and fellowship events held at Geneva Church. These events may include, but are not limited to, Trunk or Treat, Easter Egg Hunt/StoryWalk, Movie Night, and Vacation Bible School. Please note, some events may have age restrictions.

Spiritual and Guidance Policies

Spiritual Curriculum

In keeping with the purposes of Geneva Presbyterian Church, the preschool curriculum is rooted in following Jesus. Christian principles, such as being kind, welcoming, loving and caring and respectful to all, will be integrated into our entire day.

Spiritual Development/Chapel

We believe that following God is the most important part of our lives. Each week, children attend an age-appropriate Chapel where they learn about God, Jesus, and the Holy Spirit through Bible stories, songs, prayer, and hands-on activities. Each month features a new theme with a memorable song and scripture verse to support their growing faith.

If you do not have a church home, you and your family are invited welcome to worship with us at Geneva Church on Sunday mornings at 10:00.

Guidance/Discipline

The basis of the guidance and discipline policy at Geneva Church Preschool is to encourage positive behavior and facilitate empathetic social learning and self-control.

Consistent with our Christ-centered curriculum, discipline is carried out in a manner that reflects the love and forgiveness that Christ shows each of us. It is our policy to guide student behavior with love and respect in a consistently supportive, nurturing, Christ-like environment.

The staff provides a safe, hazard-free setting and careful supervision. Our foundations of child guidance include consistency in class routines and encouraging positive behavior. Strategies such as redirecting children and setting clear limits are the basis for facilitating self-management when difficulties arise as well as developing self-control in children.

The ultimate aim of our guidance and discipline methods are to pave the way for children to become self-disciplined and responsible individuals. The following are some ways in which the staff will guide children toward these aims:

- Holding realistic and developmentally appropriate expectations of three- to five-year-old

behaviors.

- Setting reasonable, realistic age-appropriate rules/limits.
- Co-constructing the limits; children and teachers together devise rules and limitations.
- Redirecting the child to the same or similar activity or a more appropriate situation.
- Giving children appropriate choices. After the choice has been made, supporting the child's decision.
- Emphasizing what the child should do rather than what the child shouldn't do. Stating suggestions in a positive way, making sure the directions are made firmly enough so that children understand that they are expected to follow the directions.
- Noticing and modeling desirable behaviors. Example: "I like the way you are sharing." When a child follows clean-up directions, staff thanks them for their help.

When, in the course of a preschool day, further reflection on behavior is required, a child may be removed from the group setting to reduce frustration and embarrassment. When the child and teacher/aide are in a quiet, controlled place, and the child has taken time to feel calm, the following guidelines are enacted:

- Ensuring the child's attention ahead of discussion by meeting them at eye level and speaking directly to them in a firm, calm and quiet tone.
- Stating in simple language why the behavior does not work in the classroom. "I can't allow you to hit Timmy. When you hit, it hurts."
- Identifying non-verbal cues between an aggressor and hurt child. Because it is developmentally unrealistic to expect a child under six to be independently empathetic, adults can narrate what we understand about feelings and try to make connections to them.
- Encouraging conversation by inviting the child to "Tell me what you think I said." Based on the child's response, using different words of explanation so that the child understands.
- After the point of aggression has been identified and the discussion points have been repeated, asking for solutions to avoid a similar outcome in the future.
- If there is a conflict between friends, asking both for solutions for repairing their hurt relationship.

Our goal is to consistently model positive behavior throughout each school day.

Biting, or other injurious choices

When there is a biting or hitting incident in the classroom, our immediate response is toward the injured party, attending to them with first aid. The child who caused the injury is removed from the situation, redirected calmly and clearly with the message "We do not _____. _____hurts." A formal incident report is filled out and parents of both children are notified by the preschool director, taking care to maintain the privacy and confidentiality of the "biter's" identity.

We understand that communication frustrations, sensory needs, fatigue, or being overwhelmed by big emotions can trigger a biting/hitting reaction. Staff will track patterns and investigate events that occur just prior to this behavior. If a pattern exists, the classroom teacher and director will meet with families to align strategies between school and home. If biting/hitting becomes persistent, or escalates in intensity, an early pickup in the interest of safety may be required. If the behavior endangers classmates or classroom adults, disenrollment may be used as a last resort.

Health and Safety

Cleanliness and Hygiene

We do our best to maintain strict cleanliness and hygiene standards. Children wash hands upon arrival, before snacks/meals and after toileting. Surfaces are sanitized daily. Toys and other equipment are sanitized on a regular schedule.

Health Requirements

The Michigan Department of Human Services requires all children to have a Health Appraisal Form on file, completed and signed by your child's physician. All medical information must be current and complete. Please immediately inform staff of any medical changes that occur. Additionally, the Wayne County Department of Health requires that students be properly immunized or have a waiver signed by the child's pediatrician on file for each child. For preschool aged children, Health Appraisal forms must be completed every two years.

Illness Policy

For the protection of other children and staff, a sick child should be kept home or have alternate care. Parents with a child exhibiting any of the following symptoms will be asked to remove the child from school for rest and proper care:

- Temperature over 100°
- Chronic sneezing or coughing
- Discharge from nose, eyes or ears (that is not allergy-related)
- Diarrhea or vomiting
- Lice
- Any known communicable disease such as flu, conjunctivitis, chicken pox, measles, or

Covid-19

If a child becomes ill during the day, parents or emergency contacts will be notified and expected to pick up the child as soon as possible. Meanwhile, the child will be cared for separately from other students to prevent the spread of illness.

Children must be fever-free for at least 24 hours without medication, show no remaining symptoms, and no longer be contagious according to CDC guidelines before returning to school. If a doctor prescribes antibiotics, the child may return 24 hours after the first dose. The preschool director may request a physician's note before re-admittance.

If your child contracts a communicable disease, please notify the preschool director immediately. The State of Michigan requires us to keep records of all communicable diseases among students. Families will be notified by email or through the Kaymbu for Families app if there is a possible exposure—excluding common colds and the flu.

Medications

All prescription medications to be administered by Geneva Church Preschool staff must be listed on a Medication Permission and Instructions Form and provided to the teacher or program director in original, labeled packaging. Prescription drugs must be labeled by the pharmacy with the child's name. An interruption in medication will require a new permission form. No over-the-counter medications will be given.

Medical Emergencies

In the unlikely event of a child sustaining a serious injury, accident or illness, the following procedures are in place:

- First aid will be given.
- 9-1-1 will be called.
- Parents or emergency contact of the injured/ill child will be contacted.
- Child will be transported to institution designated by the family in the enrollment packet.
- A verbal report will be made to the Department of Human Services within 24 hours of an accident.
- The incident report for the State of Michigan will be completed and submitted to the Department of Human Services within 72 hours.

Fire/Tornado Drills

Three times each year, we will practice how to carefully evacuate the building in the unlikely event of fire, and safely shelter in place in case of severe weather. We are sensitive to the anxiety children sometimes associate with drills, and strive to make the experience a celebration of safety.

Pest Management

Parents will receive advance notification via email of any needed pesticide applications. The notice will contain information about the pesticide, including the target pest or purpose, location, date of application, as well as our contact information and a number for a national pesticide information center recognized by the Michigan Department of Agriculture. We will not use a spray or aerosol application in the classroom unless the room will be unoccupied by children for 4 hours or longer, or abide by the pesticide label use directions if it requires a longer time.

Child Protection Policy

Employee Screening

All staff at Geneva Church Preschool must provide a State of Michigan General Registry comprehensive background check and fingerprinting clearance. Staff will have current Infant and Child CPR/First Aid and Blood Borne Pathogens certifications. In the case of a new hire, if they do not already have CPR/First Aid certifications, they will wait to do training when the rest of the staff receive training.

Mandated Reporting

The State of Michigan requires that teachers and administrators report any suspicions of child abuse, neglect or child endangerment. Geneva Church Preschool staff will file a report with Child Protective Services and local police any time abuse, neglect or child endangerment is suspected. All information gathered about such matters is regarded as strictly confidential and only discussed with appropriate individuals.

Evaluations

Student Evaluations

Conferences

Conferences and goal setting for all parents will be held in the fall and again in April or May. Conference dates will be added to the calendar and notified through the weekly newsletter. Parents will be asked to sign up for a conference through SignUpGenius. Childcare will be offered. Any parent who wishes to meet to discuss his or her child's progress may do so at any time throughout the year. Please contact your child's teacher to schedule an appointment

Assessment

Students will be assessed using State of Michigan standards for early childhood development through teacher and staff evaluation during play and naturally occurring activities. Evaluation will take place throughout the school year and will be used for parent/teacher conferences.

To help our teachers assess, evaluate and create appropriate activities for our students, by the beginning of the school year, families are asked to complete the Wayne County *Help Me Grow* Ages and Stages Questionnaires (ASQ-3 and ASQ-SE-2.) Questionnaires can be completed either online (preferred) at <https://www.asqonline.com/family/d14f8a> or on paper (please ask for paper questionnaires.)

Licensing Notebook

Notification

Effective May 27, 2010, the Child Care Organizations Act (1973 PA 116) requires providers to maintain a licensing notebook which includes all licensing inspection and special investigation reports and related corrective action plans (CAP). The notebook must also include a summary sheet outlining all the reports and CAPs contained in the notebook. The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

The center maintains a licensing notebook of licensing inspection and special investigation reports and related corrective action plans. The notebook will be available to parents for review during regular business hours. Our notebook is located near the student cubbies on the shelf by the white table.

Additionally, licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at <http://www.michigan.gov/michildcare>.

2026-2027 Preschool Calendar

(subject to change)

September 2026

1	First tuition payment due
1	Meet the Teachers Open House (student and parent only please) Explorers (MWF) 9:00-10:00 Pathfinders (TTh) 10:30-11:30
1	Mandatory Parent Meeting @6:30 PM (parents only, no children please)
8	First Day of School – Pathfinders
9	First Day of School – Explorers
23	Field Trip to Flodin Park/Lower Rouge Trail – All Students @10:00
25	Health Appraisal due
28/29	Picture Days

October 2026

5	Monthly Tuition Payment Due
9	Preschool Staff Meeting - No Lunch Bunch or Extended Day
16	My MVP and Me: Fall Edition – Arts and Crafts 9:00-9:40 AM (regular classes for Explorers) Pathfinders invited.
20	Parent/Teacher Fall Conferences (evening)
21	Parent/Teacher Fall Conferences (daytime/regular classes in session)
25	Geneva Church Trunk or Treat Event (all are invited) 1:00-2:00
29	Halloween Costume Parade for Pathfinders @9:00 AM
30	Halloween Costume Parade for Explorers @9:00 AM (classes resume after parade)

November 2026

2	Monthly Tuition Payment Due
3	No School – Professional Development Day
10	Pathfinders Parent/Teacher Conferences
13	Preschool Staff Meeting - No Lunch Bunch or Extended Day
24	Field Trip to Flodin Park/Lower Rouge Trail – All Students @10:00
25-27	Thanksgiving Break

December 2026

- 7 Monthly Tuition Payment Due
- 11 Preschool Staff Meeting - No Lunch Bunch or Extended Day
- 13 Christmas Performance (**ALL Students**) @1:00 PM at Geneva Church
- 14 Field Trip for **ALL Students**: Spreading Christmas Cheer
at Presbyterian Villages/Westland @11:00 AM (Explorers class dismisses at
10:30 AM, Pathfinders meet at site 10:50)
- 17 Last Day before Break Pathfinders – Pajama Day
- 18 Last Day before Break-Explorers – Pajama Day
- 19-January 3 Christmas Break (*please note, our Christmas break begins before PCCS*)

January 2027

- 4 Classes resume
- 4 Monthly Tuition Payment Due
- 8 Preschool Staff Meeting - No Lunch Bunch or Extended Day
- 18 No School - MLK Day/
- 19 No School – Professional Development Day
- 27 Family Game Night @6:30 PM

February 2027

- 1 Monthly Tuition Payment Due
- 10 **Field Trip** to Flodin Park/Lower Rouge Trail – **All Students** @10:00
- 12-15 Midwinter Break – No School
- 19 Preschool Staff Meeting - No Lunch Bunch or Extended Day

March 2027

1	Live Bedtime Stories begin (Monday evenings 7:00 PM)
1	Monthly Tuition Payment Due
4	No School – Professional Development Day
8	Live Bedtime Story 7:00 PM
12	Preschool Staff Meeting - No Lunch Bunch or Extended Day
15	Live Bedtime Story 7:00 PM
19	My MVP and Me: Spring Edition – Sports and Games 9:00-9:30 AM (regular classes for Explorers) Pathfinders invited.
22	Live Bedtime Story 7:00 PM
29-April 2	No School – Spring Break

April 2027

5	Classes Resume
5	Monthly Tuition Payment Due
9	Preschool Staff Meeting - No Lunch Bunch or Extended Day
13	Art Night and Family Ice Cream Social @6:30 PM
21	Field Trip to Flodin Park/Lower Rouge Trail – All Students @10:00

May 2027

TBD	Pathfinders/Explorers Parent/Teacher Conferences
TBD	Library Field Trip
3	Last Monthly Tuition Payment Due
14	Preschool Staff Meeting - No Lunch Bunch or Extended Day
28	Last Day of School and Moving On/Up Celebration – All families invited (Regular school hours for Explorers. Pathfinders students and Explorers' families arrive at 11:00 AM for celebration.)

Additional Field Trips and other special events will be added to the schedule as needed and announced in the emailed Geneva Preschool Weekly Newsletter.

Parent Acknowledgment/Agreement

I/We understand that upon enrolling my/our child at Geneva Church Preschool, it is my/our responsibility to be familiar with all the policies and procedures. I have received the 2026-2027 Parent Handbook dated 9.15.26 electronically and may also request a hard copy from the school at any time.

While I/we understand that the Parent Handbook is neither a contract nor a legal document, I/we recognize that it is my/our responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook.

At any point and time, I/we may request clarification of policy/procedures from the school administration, verbally or written.

I/We agree to be responsible for following all of the expectations of Geneva Church Preschool school families as described including (but not limited to) the following: program philosophy, admission and withdrawal, tuition/fees, parental requirements and communication, attendance, tardiness and absence, daily schedules and routines, child illness exclusion policy, discipline policy, and pest management; and understand there may be consequences for failing to follow the policies.

In addition, I/we understand that the contents of the Parent Handbook are subject to change. I/we acknowledge that the Parent Handbook may be revised to reflect the needs of the program, children, and families or if required by the State of Michigan licensing agencies. Geneva Church Preschool will notify all parents in writing of any changes to the Parent Handbook as soon as is practicable.

Signature: _____

Name _____

Child's Name _____

Date _____