



Parent Handbook

Nurturing A Love of Learning In Every Child!

2025-2026

Greece Christian Preschool
750 Long Pond Rd.
Rochester, NY 14612
greecechristianpreschool.org
(585) 723-1165





Dear Parents,

Welcome to Greece Christian Preschool! We are excited to have you part of our family! We believe children are a gift from God. Thank you for choosing to share your most precious gift with us. We are committed to providing a warm, loving, and nurturing atmosphere where your child can thrive. It is our desire, that during this brief but important time in your child's life, to nurture a love of learning to last a lifetime.

We value open communication and partnership between staff and parents. We hope this handbook provides information to foster a spirit of cooperation and understanding. Should you need any further information, please feel free to ask any of the staff members. We're happy to help!

Thank you for entrusting your child to us. We look forward to a wonderful year!

A handwritten signature in black ink that reads "Catherine Astuto". The signature is written in a cursive style with a large, elegant "C" and "A".

Mrs. Catherine Astuto
Preschool Director

TABLE OF CONTENTS

Affiliation	3
School Purpose	3
Our Philosophy and Goals	3
Christian Faith	3
Admission	3
Student Withdrawal	3
Tuition	4
School Hours	4
Absences	4
Parking	4
Emergency School Closings	4
Emergency Procedures	4
School Safety	4
Health Requirements	5
Prescription Medication	5
Daily Arrival/Dismissal	5
Guidance & Discipline Policy	6
Healthy Snack Policy	6
Food Allergies	6
Birthdays	7
Communication With Parents	7
Beyond The Classroom	7
Field Trips	8
Clothing and Personal Items	8
Social Media	8
Confidentiality Of Records	8
Disclaimer	8
Handbook Cooperation Agreement	9

OUR AFFILIATION

Greece Christian Preschool is a department of Greece Christian School, a ministry of Greece Assembly of God Church. Therefore, you may receive some informational mailings; i.e. VBS, Christmas Services, etc., from the church. Our intent is to serve the community and present the love of Jesus Christ. Parents and children are invited to participate in church activities and/or weekend church services.

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, Christian songs, prayer, and Christian celebration of Thanksgiving, Christmas, and Easter.

ADMISSION

A child must be 3 years old prior to December 1st to be admitted into a PreK 3 class session. A child must be 4 years old prior to December 1st to be admitted into a PreK 4 class session. The child must be toilet trained and able to use the bathroom independently. Enrollment begins in December for students presently attending Greece Christian Preschool. Open registration begins in January.

STUDENT WITHDRAWAL

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

TUITION

Greece Christian Preschool uses FACTS Student Information System (SIS). Setting up a family account is required during the enrollment process. Tuition is paid and managed through the family FACTS account. Tuition rates can be found on the backside of the application form.

SCHOOL HOURS

Classes begin at 9:15am and finish at 11:45am. Arrival is between 9:00am – 9:15am. Children should be 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. School office hours are 9:00am – 2:30pm.

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

ABSENCES

If your child will not be in attendance for a scheduled class, please notify the school office or email your child's teacher. 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. In the case of a planned absence, such as a family vacation, we ask that you please remember to notify the school as well.

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 OR UNDER THE CAR PORT. Children should never be left unattended in vehicles during arrival or dismissal.

EMERGENCY SCHOOL CLOSINGS

Please tune into the local news for Greece Christian School closings due to bad weather. Email notifications will also be sent to all school families in the event of an emergency or school closing. Missed days because of weather conditions will not be made up.

EMERGENCY PROCEDURES

Parents or persons they designate, when they are not available, are contacted in an emergency. Be assured that every effort will be made to contact the parents before additional steps are taken. 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.

SCHOOL SAFETY

Greece Christian Preschool is a safe school with all the doors locked to ensure the safety of our students. 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. Regular fire drills and lock down drills are held so that the children will know what to do in the event of an emergency.

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. Each student is required to have on file an up-to-date immunization/vaccination record.

For the protection of all children, your child should be kept at home if he/she shows any of the following symptoms: temperature, discharge from nose or mouth, excessive coughing, rash/skin eruptions. Students are not permitted to be in school with vomiting, diarrhea, and/or fever.

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 without medication 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. These forms and medication MUST be turned in to the office PRIOR TO THE START OF THE SCHOOL YEAR.

PRESCRIPTION MEDICATION

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 & DISMISSAL

Student supervision and safety are very important to us. All children should be dropped off and picked up by the parent or an authorized adult at their classrooms. Please be sure to have children use the school bathroom before arriving to class. This helps minimize class disruptions when class begins. Children may arrive to class as early as 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 ensure 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.

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) Putting away the small, wheeled toys from the block corner when there are not enough of that specific toy for all the children who would like to play with them.

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. Items that may be used in our Safe Spot are:

- Soft Stuffed Animals For Hugging
- Books
- Calming Bottles
- Fidget-Friendly Toys

HEALTHY SNACK POLICY

Teachers will provide parents a monthly snack schedule throughout the year. On your child's designated day, he/she may bring in an unopened, store-bought (including full labeling information) snack and juice item that does not contain nuts or peanuts. Greece Christian Preschool is a nut and peanut free school. 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 snacks, please contact the preschool director or your child's teacher. Under no circumstance are we allowed to serve home-cooked or home-prepared foods.

FOOD ALLERGIES

If your child has a food allergy, please be sure to designate his/her allergy on the admissions' application in the section provided. The Preschool Director will partner with parents to set up a school health care plan for their child.

BIRTHDAYS

Your child's birthday is a special day! We enjoy being a part of your child's birthday celebrations and like to recognize birthdays at school – summer birthdays too! Parents are welcome to bring in a special treat for all the children in the class on the scheduled celebration day. Please keep in mind this is a 15-minute time slot during snack time, so please keep refreshments simple. Elaborate parties should be done at home.

COMMUNICATION WITH PARENTS

At Greece Christian Preschool, we communicate with parents in several different ways.

1. School Year Calendar – The school year calendar provides parents with important dates.
2. Monthly Newsletters – Parents are informed of special events and activities, learning themes, and event dates through monthly newsletters from the director.
3. Email – Email is the most common form of communication between staff and parents. Please help by keeping the school informed of a current email address. Staff members are provided with a GCS email account (firstinitiallastname@greecechristian.org).
4. School Website – Event information, school news and additional resources can be found on our website.
5. Social Media – Facebook and Instagram are used to communicate both internally, to our Greece Christian community and externally, to the community and public at large.
6. Parent Communication Folders – Folders are given to each student at the beginning of the school year. This folder is provided for the student's work and classroom information to be brought home to the parents. Please empty your child's folder each day and bring it back to school on your child's next school day.
7. In Person Communication – Speaking with your child's teacher can be challenging during the busy drop off and pick up times. Teachers' primary responsibility during this time is the safety of each student. For this reason, should parents have questions or concerns related to their child, we ask that "doorway conversations" are kept to a minimum. Teachers will be happy to speak with you after all the children in the class have been dismissed, or at an agreed time outside of class.
8. Phone – Parents may reach out via phone to speak to a teacher or to schedule a time to meet outside of class. This allows teachers to give their undivided attention.

BEYOND THE CLASSROOM

Planned within the framework of our philosophy and purpose, our approach to early learning is enhanced through: Community Helper presentations, theme – related field trips, holiday parties, special end of the year celebrations including a Moving Up Celebration for our PreK 3 classes and a Graduation ceremony for our PreK 4 classes.

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, several 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 field trip. Regularly scheduled classes are canceled on field trip days.

CLOTHING AND PERSONAL ITEMS

Children are encouraged to wear play clothes and sneakers. Daily activities include active and sometimes messy play. Children feel more comfortable and can 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 CLEARLY labeled including jackets, backpacks, and winter wear (snow pants, hats, mittens, boots, etc.).

SOCIAL MEDIA

Greece Christian Preschool maintains both a Facebook and an Instagram account. GCP will not post photos of children without written permission from parents; the media permission authorization is part of the enrollment process. Parents are encouraged to “like” our pages as a way to receive regular communication about school events and to highlight classroom learning.

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.

DISCLAIMER

Procedures, policies and protocols are subject to change if Greece Christian School receives updated guidance from the Greece Central School District, The Monroe County Department of Public Health, the Centers for Disease Control (CDC) or the NY State Department of Public Health (NYSDOH).



HANDBOOK COOPERATION AGREEMENT

I have read the parent handbook and agree to follow the Greece Christian Preschool guidelines.

Parent Name _____
(please print name)

Student Name _____
(please print name)

Student Name _____
(please print name)

Please remove and submit page to your child's teacher.