# Genesis Christian Preschool Parent/Student Handbook 2026-2027



We are so glad you have chosen Genesis Christian Preschool! We are excited to have the privilege of working with your child. We look forward to welcoming the children to our classroom for lots of fun and learning experiences. We will be learning our A, B, C's and 1,2,3's, as well as planting the seeds of God's word in their hearts and minds.

**2026-2027 Preschool Staff**

**Kerri Lynne, Director/Teacher**: She has three girls, Shelby, Taylor, and Macey. She and her family attend Tonganoxie Christian Church. Mrs. Lynne was a stay-at-home mom for 11 years, and for 3 of those years, she had a daycare out of her home. This will be her 16th year on the preschool staff and her 11th year as the preschool director.

**Olivia Rhodes, Full-Time Teacher:** She has three children, Gracelyn (7th), Harley (5th), and PJ (4th), who all attend Tonganoxie Public Schools. She attends Lawrence Heights Christian Church. She has worked in child care for 12 years. This will be her 6th year here with us, and she is ready to help your kids learn and grow.

**Tesia Hollingsworth, Full-Time Teacher:** She has three children, Myla (7th @ TMS), Emmy (4th @ TES), and Lane (Kindergarten @ Genesis). They attend Lawrence Heights Christian Church. This is her 5th year with us, and she is excited to help teach the children about God's love and prepare them for a strong start to their schooling.

**Kelsey Johnson, Full-Time Teacher:** She and her family attend Crossroad Christian Church. They have 2 children, Greyson (3rd) and Raelynn (2nd), who both attended Genesis. She has worked with 3 & 4-year-olds in the past. She has a degree in teaching and is excited to welcome your children to her classroom. This will be her 4th year of teaching here at Genesis.

**Susan Davidson, Full-Time Teacher:** She has three children, Jack (4th), Lauren (2nd), and Naomi (Kindergarten), who all attend Genesis. She and her family attend church at Eudora Baptist. Susan is active in her church and volunteers in VBS and their Sunday School. She loves teaching young children and knows this is where God has called her. This will be her 1st year as a preschool teacher, and her second year here at Genesis.

## Mission Statement

Genesis Schools, Inc. exists to exalt Christ by teaching and reinforcing Biblical truths while producing well-rounded, highly educated young people equipped to serve God and others.

GCP is a state-licensed preschool. The preschool is subject to yearly inspections performed by the Kansas Department of Health and Environment. Preschool teachers attend training sessions each year to meet all the requirements for state licensing.

GSI is a non-denominational Christian school established to assist parents in "training a child in the way he should go." (Proverbs 22:6) Genesis Christian Schools is open to all students who agree to abide by and obey the rules and policies established by the school. The school is a Christian institution, and all members of the Genesis community will join together with the understanding that Biblical Christianity will be our emphasis. Students and parents/guardians must be in agreement with the school's mission, principles, and policies.

Christian education begins in the home. Genesis cannot replace the Biblical training, character building, family prayer, and Bible reading time, which should take place at home. Families and the school must work together to reinforce values like respect, honesty, morality, humility, mercy, stewardship, and the importance of hard work. To this end, parents are strongly encouraged to attend church services and Bible study with their children at least weekly and to include prayer in their daily routine.

## Non-Discrimination

GSI admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. It does not discriminate on the basis of race in the administration of its education policies, scholarships, loan programs, athletics, and other school-administered programs.

## GSI Board of Trustees

The Board of Trustees constitutes the policy-making body for Genesis Schools, Inc. The Elders of the Tonganoxie Christian Church confirm members of the Board of Trustees. The supermajority (not less than 66%) of this board shall at all times be members of the Tonganoxie Christian Church. Board meetings are open to all and are normally scheduled on the second Monday of each month at 6:30 pm.

## Gender Identification Policy

GSI requires all students and staff to identify with, dress in accordance with, and use the facilities associated with their biological gender as stated on his/her birth certificate.

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. (Genesis 1:26-27)

**Tuition Payments**

Genesis Schools, Inc. offers tuition plans to help our families maintain a budget that works for them. FACTS Management will be used for payment collection.

By enrolling their student with Genesis Schools, Inc., signing the Tuition Contract accompanying the enrollment paperwork and acknowledging that the parent has read and agrees to abide by the Parent-Student Handbook, the parents agree they are financially liable for all tuition and fees for their children. If a student is enrolled on the 1st day of the month, tuition for the entire month is required. The enrollment fee and the student program fee are non-refundable.

Tuition is due per the agreement made through FACTS Management.

Enrollment that occurs after the 15th of September may be allowed at the discretion of the school administration.

The enrollment fee and student program fee still apply. Tuition will be prorated based on remaining school days.

**Health and Medical Matters**

Keeping our office equipped with up-to-date health records is required by KDHE. Students must have current immunization records on file at the beginning of the school year, and the office must be updated with any new immunizations given. All students entering Genesis Christian Preschool must have a current health assessment filled out by a physician, on file as required by the state of Kansas. A Medical release form is required to be on file in the office.

**Signs and Symptoms of Illness**

If your child is experiencing any of the following, please keep them at home:

- Temperature of 100 degrees or higher. The child MUST be fever-free for 24 hours before returning to school.
- Vomiting or diarrhea. The child must not have had any episodes within 24 hours before returning to school.
- Pink eye (conjunctivitis). Can return after 1st treatment or with a doctor's note.
- Lice. Can return after 1st treatment.
- Strep Throat. Cannot return until they no longer have a fever and have taken antibiotics for at least 24 hours
- Flu-like symptoms

If your child begins to experience these symptoms or has a fever occur throughout the day, you will be called and asked to pick your child up.

**Drop Off**

Our preschool doors open at 8 am. Feel free to drive up under the awning. We will be happy to assist in getting your child out of the vehicle and assume custody of them at that point. If you prefer to park and walk your child to the building, please use the sidewalk. *DO NOT*, at any time, walk with your child in the driveway. The sidewalk around the playground is the best path to the preschool room.

**Pick Up**

We are providing name cards for your car. Please put this in the window when picking up your child for at least the first two weeks. We will escort your child to the car and return them to your custody. ***We will not, under any circumstances, allow your child to leave with anyone NOT on the pick-up list without signed, written permission.*** An email may serve as written permission, but a phone call will not be acceptable for permission.

School dismisses at 11 am and 3 pm. We do not offer after-school care for the morning classes. Students who are not picked up by 11:15 am will be escorted to the GCA main office. You will need to use the GCA entrance (Door C) and will be charged $3 for every ¼ hour unless you have notified the office that you are running late.

**Preschool Doors**

The preschool doors will be open in the mornings from 8 am to 8:15 am each school day. If you arrive after this time, you will need to enter through the GCA entrance (Door C) and escort your child to the preschool room.

The doors will be open again from 11 am to 11:15 am and from 3 pm to 3:15 pm for dismissal.

**Backpacks and Folders**

Students should bring their backpacks and folders to class each day. There are hooks outside the preschool rooms for backpacks and jackets. Students will bring their folders into the class and place them in their cubby.

Daily folders will contain a parent/teacher communication sheet for your convenience. ***Please leave the communication sheet in the folder at all times.*** The staff will check this each day, so please use it to communicate special information to the teachers. All other papers in the folder are for you to keep.

**Extra Change of Clothing**

Please send in a change of clothes in a gallon-size Ziploc bag with your child's name on it. We may need these if there is an accidental spill or mess. Remember to rotate these clothes to be seasonally appropriate.

**Toilet Training**

All students are required to be toilet-trained. For students in K-2nd grade, accidents exceeding twice a month are considered concerning. Parents will need to meet with the director to determine steps to eliminate accidents at school.

**Shoes**

We will have regular playtime outside and occasional gym time. **Flip-flops** or **shoes** without a security strap around the heel will not be acceptable for these play times. Non-marking tennis shoes are best for school.

**Allergy Information**

If your child has an allergy, we encourage you to come talk with us. We want to talk firsthand so we can understand the severity of the allergy and get information on how you would like us to handle any situation that would arise. In cases with food allergies, you may be asked to provide snacks for your child/children to remove the possibility of contact with items that might cause an allergic reaction.

**Snacks**

We will have a daily KDHE-approved snack provided by the school. Occasionally, we will have special snack days. These are learning/cooking experiences for the students. For this snack, we will send home a snack sheet informing you of what your child needs to bring.

**Birthdays**

We will celebrate each student's birthday. We sing, give a birthday crown, and allow a choice from the prize bucket. We celebrate summer birthdays on the child's "half" birthday. You are welcome to send birthday treats. Please let us know in advance what day you would like to send in the treats.

**Class Parties**

We will have three class parties this year (Christmas, Valentine's, and Easter). Please sign up to help with these parties. We will send home a reminder when party time approaches.

**Field Trips**

We will take two field trips with each class this year. Information about each trip will be sent home as the trip date approaches. We do not have school transportation, so each family will be responsible for transporting their child to and from field trips.

**Newsletters/Calendars**

The 2026-2027 At A Glance school calendar is available on the school's website (genesisschools.org). If you need a hard copy, please let a teacher know.

You will receive a regular newsletter and calendar with information about what your child is learning, special events information, and snack information. We would love to send these to you as an email attachment. If you are unable to go "paperless", we will put a hard copy of the newsletter and calendar in your child's folder.

**Parent Teacher Conferences**

Generally, parent/teacher conferences are held with pre-K students' parents. These conferences are scheduled in the spring. You may request a conference at any time if you have concerns to discuss with the preschool teachers.

**Programs**

The preschool classes perform a special program at Christmas. This program is scheduled for Thursday, December 10, at 6:30 pm. The classes combine for this celebration of Christmas. We will ask you to provide a dozen cookies to be shared after the program.

**All Day Students**

Students will need to bring a lunch each day. Students will have a rest time each day; nap cots are supplied by the school. Each child will need a twin sheet and a small blanket for rest time. All nap items should fit into a small box that fits the school supplies. Milk is available each day. You may purchase at a yearly fee of $80. Please communicate to the teachers your preferences for white or chocolate milk for your child each day.

**Movement Centered Learning**

The latest brain development studies all indicate that movement is critical in the development of a preschooler's brain. Neural pathways are being built that will facilitate all future learning experiences. With this in mind, our class structure will be more movement-centered and less paper and pencil. Look for information from time to time, sharing the academic objectives for these movement activities.

We will be using Abeka's K4 as our core curriculum in all classes. This curriculum incorporates Bible, phonics, math, science, and social studies into various thematic units. We will be encouraging "ball and stick" printing when we do paperwork.

Please keep in mind that all children develop at different rates. The normal range of development is about an 18-month span. Brain development cannot be rushed. Many studies have shown that forcing students to do something their brains are not ready for can aid in developing learning disabilities. Please be patient with your child and always avoid the comparison game. If your child is not doing something his peers or older sibling did at this age, it's OK. Rest assured, if we have developmental concerns, we will let you know. If you have concerns, please visit with the preschool Director.

**Classroom Disciplinary Procedures**

Teachers will handle common offenses with their students. For serious offenses such as lying, stealing, fighting, profanity, disrespectful or defiant behavior, threatening speech, or behavior, students will be sent to the office for possible parent notification of the offense. Office referrals and discipline will be determined on a case-by-case basis, with the following used as a guideline:

- When a student is sent by the teacher to the office, the director will discuss with both the student and the teacher what happened.
- Depending on the offense, a note or call home will explain the offense and the consequence to the parents. The director will give appropriate consequences.
- If the student continues to display the behavior multiple times in a day, a parent will be contacted, and if necessary, a meeting will be planned. The director will give appropriate consequences. The consequences for the day could include the student going home to cool off and think about their behavior, and try it again the next day.
- If the behavior continues, the director may consult the school board for more severe consequences, including an in-school suspension or an out-of-school suspension.
- If a student receives more than one out-of-school suspension, the parents may have to meet with the school board before the student is allowed to return to school.

**Cool Down Time**

If a student loses control emotionally, the teacher may send the student to the office to “cool down.” A note may be sent home, and parents are asked to sign acknowledging receipt of the notice and the issue. After three of these “cool down” periods, the teacher may choose to use an office referral for the lack of self-control.

## Addendum 1

The following will serve as definitions and procedures for guests to Genesis Schools.

**Volunteer:** A volunteer is an uncompensated individual who freely gives their time and skills to support students, teachers, and staff within our school community.

**Visitor:** Any person who enters a school property or facilities who is not a currently enrolled student or an assigned employee of the school.

## Volunteers & Background Check

A school volunteer must enter the building through an assigned door and check in with the office. If their volunteer work requires it, they may be in the building without a staff escort. As volunteers are not escorted, they must pass a background check.

## Visitors

Visitors come to our building for the following reasons:

1. Drop off or pick up an item

2. Eat lunch with a student

3. Participate in a special activity or special day

All visitors must enter through an assigned door and check in with the office. If remaining in a building for an individual reason (i.e., to eat lunch with a child), they are to wear a visitor's sticker provided by the office.

Visitor stickers will not be dispersed for large group activities.

During party days where a large number of adults are in the building, a staff member will be moving about the building paying special attention to exits and restrooms.

Visitors with sexual misconduct charges against children will not be allowed to enter the building.