

The Train Station Preschool





Welcome

Thank you for your interest in The Train Station Preschool. This booklet contains information that briefly describes our program.

We encourage you to visit the school to observe our classes in session and have your questions answered. Plan to bring your child with you when you visit.

Tours are available by appointment only. Please use the QR code on the back to set one up.

Thank you for considering The Train Station Preschool for your child's early childhood education and experiences.

Marcella Carter
Program Director

Dear Train Station Preschool Families,

Welcome to the Train Station Preschool Program. We are honored that you have entrusted your child to us during these foundational years of learning and growth. At Brightmoor, we believe early childhood education is one of the most important investments a family can make, and we are committed to providing a Christ-centered environment where your child(ren) can flourish.

Our preschool offers one of the finest programs in the region for children ages 1½ to 5 years old. The curriculum is intentionally designed to nurture young minds through hands-on learning, exploration, and play. Children learn how to work together, communicate well, and thrive in a group setting. They also begin building essential foundations in reading, writing, and early math, skills that prepare them for future academic success.

But beyond academics, our greatest joy is helping children discover God's love. Every lesson, activity, and classroom moment is shaped by a Christ-centered approach that teaches compassion, kindness, and respect. We want children to grow not only in knowledge, but in character.

I am incredibly proud of our Train Station Preschool staff. They are among the most loving, dedicated, and gifted teachers and aides you will find anywhere. Each one serves with a genuine heart for children and a deep commitment to creating a safe, nurturing, and joyful learning environment. Their passion for teaching and their love for Jesus shines through in everything they do.

Thank you for allowing us to partner with you in these precious early years. We look forward to a wonderful year of learning, growth, and Christ-centered development. It is our privilege to serve your family.



With gratitude,

Pastor Jamie and Kim Kjos

Senior Pastor,
Director of Sisterhood Ministry

What is The Train Station?

The Train Station Preschool is a private, Christian early childhood education center and a ministry of Brightmoor Christian Church. We are committed to nurturing the whole child—academically, socially, emotionally, physically, and spiritually—within a loving and faith-centered environment. Through our developmentally appropriate curriculum, children engage in hands-on learning experiences that promote early literacy, language development, foundational math skills, and critical thinking. We emphasize the importance of play-based learning, recognizing that young children learn best through exploration, creativity, and meaningful interactions with their peers and teachers. Our classrooms are structured to provide consistency and security, while also encouraging independence, problem-solving, and confidence.

At the heart of our program is a strong focus on character development rooted in Christian values. Children are guided in practicing kindness, patience, respect, and gratitude, while also learning about God's love through daily prayer, Bible stories, and age-appropriate faith integration. Our caring and experienced teachers build strong relationships with each child, supporting social-emotional growth and helping them develop self-regulation and positive behavior skills. We partner closely with families to create a supportive community, ensuring that each child is well-prepared not only for kindergarten, but for a lifelong love of learning and a strong moral foundation.





Staff

Our ratio of children to staff averages one staff member for every eight children. Each staff member meets the state qualifications for a childcare worker, is a born-again Christian, and has experience working with children. The Train Station Preschool requires each Lead teacher to have a certificate or degree either in education or child development. Additionally, all staff members are certified in CPR and first aid training and complete the state required amount of continuing education each calendar year.

Discipline

The staff of The Train Station incorporates positive methods of discipline that encourages self-control, self-direction, self-esteem, cooperation, and respect for God's Word and Biblical guidelines for conduct. The Train Station staff will model appropriate behavior, talk with children in a calm, quiet manner, explain unacceptable actions, and provide alternatives and redirect children to appropriate behaviors.

Registration

Parents/guardians who are interested in applying to Train Station Preschool will be provided a link for an on-line application through FACTS, our student information network. A non-refundable application fee of \$50 will apply.

Upon acceptance into the program, an online enrollment packet will be provided with instructions and documentation required by the State of Michigan Licensing and Regulatory Affairs (LARA).



Tuition and Fees

Application and enrollment fees apply at the time of submission. Tuition fees are due in advance. Payment plans will be established through FACTS with the enrollment packet. Late payments or returned payments will result in additional fees and may exclude the student from attendance until the account is current.

Fines for Late Pickup

The Train Station closes at 6:00 pm. A child picked up after 6:00 pm will be assessed \$1.00 per minute. Assessments will be added to the monthly bill. Repeated late pick ups may result in the student being dismissed from the program

Tax Credit

Internal Revenue publication# 503, "Child and Dependent Care Credit" makes provision for tax credit under certain conditions and requirements. Consult with your C.P.A. or the internal Revenue Service to ascertain how this may apply to you. Tax or flexible spending receipts can be printed through the families FACTS financial account.

Train Station Schedule

Our preschool operates as a year-round program designed to support consistent growth and learning. We offer both a fall and spring term that follow a traditional academic school calendar, providing a structured and developmentally appropriate curriculum. In addition, we offer a summer term that focuses on continued education and enrichment, giving children opportunities to explore, discover, and build upon the skills they have developed throughout the school year.

The Train Station Preschool operates Mondays through Fridays from 7:00 a.m. to 6:00 p.m. Lesson time runs from 8:00 a.m. to 3:00 p.m. Tuition includes 9 hours of consecutive attendance.

Families will be required to establish a consistent drop off and pick up time so that we can staff accordingly. No students will be admitted after 10:00 a.m.

Transportation and Safety

Parents/guardians are expected to provide transportation to and from The Train Station Preschool. Children must be signed in each morning when arriving and signed out each afternoon when leaving. Only persons authorized in the FACTS student information system and on the state Child Information Record may pick up students from the preschool. Siblings under 18 years old may not sign children out. State issued ID or passport is the only acceptable documentation to verify identity, if needed.

Train Station Preschool is closed on the following days:

- New Year's Day (observed)
- MLK Day
- Good Friday and Easter Monday
- Memorial Day observed
- Independence Day (observed)
- Labor Day
- Election Day
- The day before, of, and after Thanksgiving
- Christmas Eve and Christmas Day
- Christmas break (days vary by year)
- New Year's Eve Day (observed)
- Professional development/Parent teacher conference day(s)

Program Format

The preschool will include the following elements daily:

Inspirational Time. Age-appropriate Bible lessons will be taught along with praise songs, memory verses, and prayer to foster spiritual growth in our students.

Academic Time. We utilize BJU Press early childhood curriculum (*Pathways to Preschool, Footsteps to Fours, and Focus on Fives*); a comprehensive, Christian worldview-based program that offers a structured yet engaging blend of phonics, math, science, and social studies, using teacher-guided lessons, visual aids, and interactive play to build foundational skills

Circle Time and Small Groups . Provide individualized attention, allowing for targeted, differentiated learning and increased engagement.

Music and Movement Time. This time is set aside for music and large muscle activities. Students will learn new songs, hear stories and recite finger plays.

Arts and crafts. Provides the opportunity to develop children's creative abilities through daily art.

Snack Time. A nutritional morning and afternoon snack is provided. Special dietary needs should be indicated on the enrollment information and discussed with the staff.

Lunch Time. Families are responsible for providing lunch for their child(ren). Staff will assist with opening containers and reheating food as needed. A hot lunch program is available for an extra charge through MyHotLunch.com

Gross Motor Time. This improves physical strength, balance, and coordination while supporting cognitive functions like focus and memory. It enhances social skills through play, boosts confidence, and helps regulate emotions, acting as a foundation for both healthy lifestyles and academic readiness.

Before- and after-care. Our reliable, high-quality childcare supports working families, offering a fun, enriching environment for preschoolers to explore, socialize, and learn outside of core classroom hours

Health Regulations

If a child has, or is suspected of having a, communicable disease, the child will be excluded from the program until the disease is no longer contagious. If a child becomes ill, the child's parent will be contacted and must make arrangements for the child to be picked up immediately. Students who have symptoms such as fever, rash or diarrhea will not be permitted to attend preschool.

Medical Emergency

A state mandated Child Information Record with a statement signed by the parent or legal guardian concerning liability, health insurance and Procedures will be signed and kept on file. This form must be completed and submitted to The Train Station director prior to your child's attendance in the program. This form authorizes The Train Station to secure emergency medical and emergency surgical treatment for the minor child while in our care. In the event of a medical emergency an attempt will be made to contact the parent and medical doctor immediately.

Absentee Policy

We request that, if your child will be absent, The Train Station director be notified on or before the day of absence. Call 248-668-7035 and leave a message.

Criteria for Exclusion

It is our goal to meet the needs of each child that attends our program; however, the following conditions may result in the exclusion of a child from The Train Station.

1. Continued behavior problems
2. Failure to pay fees on time
3. Habitual tardiness in picking up a student



Location and Licensing

The Train Station is located in Brightmoor Christian Church. The preschool classrooms and office are located on the second floor on the south end of the building. Access to the preschool is through the Main Church Doors (near the 65 ft. cross).

Our program and facilities are licensed by the State of Michigan Department of Human Services and are operated under the supervision of Brightmoor Christian Church.

To schedule a
tour, please use
the QR Code:



The Train Station Preschool

40800 W Thirteen Mile Road, Novi, MI 48377
(Located in Brightmoor Christian Church,
corner of M-5 and West 13 Mile Road, Novi)

trainstationpreschool.com

TTS Resources: trainstationpreschool.com/resources/