



“...Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” Matthew 19:14

**Tabernacle Learning Center for Preschoolers
TLC
2024-2025
Parent Manual**

Tabernacle Baptist Church
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Philosophy

Tabernacle Learning Center for Preschoolers (TLC) is a mission outreach of Tabernacle Baptist Church. We are a non-profit organization that offers a child-oriented, Christian centered, preschool program for children ages 2-5. Our program seeks for each child to grow academically, socially, emotionally, and spiritually at his/her own pace. Our program provides unique and individually appropriate experiences for each child to learn more about themselves, others, and the world around them. We believe that children will develop a personal relationship with God as they work and play in an atmosphere of responsible discipline, Christian love, and kindness. They will be aware of God's wonders in the world around them and of God's everlasting love for them.

TLC is under the guidance of the Tabernacle Baptist Church preschool committee. This committee serves as a liaison between TLC and Tabernacle Baptist Church leadership.

Tabernacle Baptist Church Preschool Committee

Tabernacle Baptist Church asks members of the church to serve on this committee who bring experience in the following areas: child development, teaching, business and finance, counseling, social work, and church representation. Ex-officio members include the Minister of Families and the Preschool Director. This committee meets monthly to maintain a level of communication between the church and preschool, and to help develop and maintain policies, procedures, and changes, as deemed necessary.

Curriculum

TLC believes in child-led teaching. Our teachers are flexible with the curriculum and their lesson plans. The freedom to choose among many different activities is provided for each child. The teacher has created the environment and arranged the options for the child to choose from. Teachers interact with the children and offer guidance when appropriate.

The TLC staff strives to build relationships with the children by helping them feel safe, feel loved, and accepted unconditionally, and also by giving them comfort and sympathy, while helping them come to terms with disappointments. TLC strives to be fair, firm, and consistent in what is said and done. The ultimate goal is self-discipline for the child and consideration and appreciation of those around them. This, rather than academic knowledge, will be one of the most important preparations for kindergarten.

Chapel

Chapel is held weekly for the twos, threes and fours. Chapel is held in the Sanctuary and is led by the pastor of Tabernacle Baptist Church. Through Bible stories, songs, and interaction with staff, children learn about God's love for us!

Operating Hours and Session Dates

TLC hours are from 9:00am to 1:00pm Monday, Tuesday, Wednesday, Thursday, and Friday.

The school year begins September 3, 2024, and ends May 23, 2025. A school calendar listing holiday and vacation closings is provided to parents and is available on our website.

Arrival

Rushing in the mornings means a bad day for most little ones. Please find an appropriate bedtime so that your child will awaken in time to eat and dress at a leisurely pace before school.

For the first week of school, children should be walked to their classrooms and arrive at 9:00am.

Starting September 9, 2024, we will have a morning carpool drop-off at the circle at the front of the church at 9:00am. This service is provided as a convenience for our parents. Please do not use cell phones in the carpool line. We need to you be alert, and we also want you to take advantage of this time to connect with your child saying goodbye! If you are late and arrive past 9:10am, you will need to park in the back and walk your child to their classroom.

Dismissal

There is NO carpool for afternoon pick-up. Children should be picked up from their classrooms at 1:00pm. Children are only released to parents/legal guardians or persons designated on the Emergency Care Information form.

If someone other than parents or persons designated on the Emergency Care Information form will be picking up your child, you need to send a note beforehand, text the teacher, or call the preschool office to inform us who is picking up your child.

Please let the teacher know if you need to pick up your child early.

Late Pick-Ups

It is the parent's responsibility to pick up their child at the designated dismissal time. Being late creates a lot of emotional stress and worry for your child. When a parent is late, children become apprehensive about being left behind or forgotten. The door to the preschool wing will be locked until 1:00pm. **Parents should promptly pick-up their children at 1:00pm when the door is opened. There is a grace period until 1:05pm. After this time, a fee of \$10.00 per child will be charged.** If, after a late fee is charged, the parent/guardian continues to pick-up late, the late fee may be increased and a meeting will be called to discuss the situation. The late fee must be paid before the next day your child attends TLC.

Tuition Payments

Tuition is **due on your child's first school day each month** with a 5 day grace period. A late charge of \$10 will be applied every day tuition is late after the fifth of the month for each child enrolled. If your tuition is 30 days or more overdue your child will be dismissed from the program. The registration fee is due at the time of enrollment. **Make your check payable to TLC for Preschoolers. Include your child's name on your payment.** Checks should be placed in the tuition box by the preschool entrance. Payments should not be sent in with the child or placed in their backpack.

You may also use an **online bill pay option** through your bank. Have your bank send the check to **TLC for Preschoolers**, Tabernacle Baptist Church, 8304 Leesville Rd., Raleigh, NC 27613.

Absences

Please call or text your child's teacher if your child is absent for any reason. If you know in advance that your child will be absent, please inform your child's teacher. If your child's absence is due to illness, please let us know.

Withdrawal from School

When a child withdraws from the program during a school year, thirty-day written notice is required. If thirty-day notice is given and if the vacant slot is filled, the tuition will be prorated and refunded. If thirty-day notice is not given, the tuition will not be refunded. The registration fee is not refundable for any reason.

Conferences

Parent/teacher conferences may be scheduled at any time by contacting the teacher or the Director. Teachers propose a conference with parents during the year to discuss your child's progress. Should a child require special observation or help, the school will work with the parents to obtain assistance.

School Delays and Closings

Our program usually follows the Wake County Public School System for delays and closings. If Wake County has an opening delay, then our program will start at 10:00am and close at 1:00pm. If Wake County is closed, our program will be closed. The first three school closings will not be made up. After the third closing, the preschool committee will review whether to make up school days. Tuition will not be refunded. If Wake County dismisses school early due for any reason, parents are expected to pick up their children immediately.

Health Requirements

TLC requires that all children enrolled receive all of the recommended vaccines according to the schedule published by Center for Disease Control and American Academy of Pediatrics. Your child's immunization record must be on file at the preschool before beginning school. Please note that religious exemptions for immunizations are not accepted at TLC.

Children must be toilet trained for the 4 year old or transitional classroom.

Allergies

TLC is a NUT-FREE zone. If a child has severe allergies, we may ask that certain foods not be brought into that particular classroom. Please check with your child's teacher for allergies in the classroom.

Please make sure we are aware of any allergies your child may have. For children with allergies, their emergency medications for allergic reactions (EpiPen, Benadryl, etc) should be sent to school with them.

Illnesses

A child who has any symptoms of illness should be kept at home. Please keep children home for at least 24 hours after the following symptoms have ended.

- Acute Cold/Upper Respiratory Infection
- Fever
- Diarrhea
- Vomiting
- Sore throat that has not been cleared by a physician
- Pink eye or other contagious eye infections
- Skin rash that has not been cleared by a physician
- Croup or any bark-like cough
- Any skin infection (boil, ringworm, impetigo, etc.)
- Head Lice
- Hand, Foot, Mouth Disease
- Any COVID-19 Symptoms

Any individual medical concerns should be discussed with the Director and your child's teacher. Any decisions about returning to school in regards to illnesses not mentioned above will be made by the Director and discussed with the family.

Children who become sick at school will have their parents or designated contacts notified to pick up their child.

Snack and Lunch

Send your child with a full water bottle each day to school. Make sure the water bottle is labeled with their name.

Label all snack containers, lunch boxes, and water bottles with your child's name.

Our school is a NUT-FREE zone. **Do NOT send peanuts, peanut butter, or any tree nuts to school.**

In the lunchbox, send food that does not need to be refrigerated or heated. Please use an ice pack for food needing to be chilled.

The children will bless their food before eating. Teachers will sit with the children and interact with them, assisting the children when necessary and working on table skills.

Snack schedule is determined by the teacher and will be communicated to the class at the beginning of the school year.

Clothing

Proper school attire is clothing that is neat, clean and comfortable. Dress your child so that he/she feels comfortable about joining in activities and can handle going to the bathroom without too much help from the teachers. Shoes should be sneakers or similar. No flip flops or open-toed shoes please.

Each child must bring a change of clothing daily regardless of age. Diapers and wipes should be included for children who need them.

Coats (hats and mittens) should be worn when the temperatures require them. We have outdoor play each day except in rainy or extremely cold weather.

Please refrain from allowing your child to wear costumes such as tutus and tiaras unless it is costume day.

Label all belongings with your child's name (this includes diaper bags, backpacks, water bottles, lunch boxes, diapers, coats, hats, and extra clothing).

Show and Tell Days

Some classes may have show and tell days. We ask animals/pets not be used for show and tell days. Play guns and other weapons are not permitted.

Please do not bring toys from home unless it is your child's show and tell day. They may get lost and can be difficult to find if they get mixed in with toys at school.

Birthdays

We love birthdays! Please be considerate and sensitive to each child by not bringing birthday party invitations to school to be handed out unless everyone in the class has been invited. Parents are welcome to bring in a birthday snack in order to make the day even more special. Please ask the teacher in advance if there are any children with food allergies in the class.

Field Trips

Field trips may be scheduled and will be on the school calendar. Usually we have a trip to a local farm in the Fall and to a local park in the Spring. These trips are scheduled on a Friday morning and there will not be classes held at school on that day. Parents are expected to accompany and supervise their children on these field trips. The field trips are an opportunity to interact with other preschool families. Attendance is optional for field trips.

Discipline Policy

It is the philosophy of TLC that discipline is an integral part of learning. Putting that philosophy into action, we seek through positive and consistent guidance to:

- Help children learn self-control which enables them to interact well with others.
- Promote socially acceptable behavior.
- Aid in the development of self-confidence and high self-esteem.
- Help children develop problem solving skills to find their own solutions.

It is our policy that under no circumstances will corporal punishment be administered by our staff. Techniques which are frightening or humiliating to a child, such as punishment associated with food, rest, or toileting, as well as rough handling of a child are not a part of our program. No verbal abuse, intimidation or fear tactics will be used. When a child does experience difficulty in the classroom and does not respond to a positive intervention, teachers use brief periods of appropriately supervised quiet/calm time. When the behavior ceases, the child may return to the group and rejoin the classroom activity.

If behavior problems persist, parents will be asked to attend a conference to discuss the behaviors and create a plan for intervention.