



“...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)
2025-2026
Parent Manual**

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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 wants each child to grow academically, socially, emotionally, and spiritually at his/her own pace. TLC 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.

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 available for each child. Teachers have created the environment and arranged the options from which the child may choose. 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, 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 a life of learning.

Chapel

Chapel is held weekly for all classes. Chapel takes place in the Sanctuary and is led by the pastor of Tabernacle Baptist Church or TLC staff, when applicable. Through Bible stories, songs, and interaction with staff, children learn about God's love for us!

Operating Hours and Program Dates

TLC hours are from 9:00am to 1:00pm Monday through Friday. The school year begins the Tuesday after Labor Day and ends the Friday before Memorial Day. A school calendar indicating holidays, teacher workdays, and vacation closings is provided to parents and available on TLC's website.

Morning Arrival

For the first week of school, children are walked to their classrooms at 9:00 when the door is unlocked. The second week of school, we will have morning carpool drop-off. The **2's** carpool will be at the back door until further notice. The **3's and 4's** carpool will be at the front circle. Carpool begins promptly at 9:00am. This service is provided as a convenience for parents. Please do not use cell phones in the carpool line. Take advantage of this time to connect with your child! If you are late and arrive past 9:10am, park in the back and walk your child to their classroom. It is in the best interest of the child to be on time and utilize carpool. Arriving late disrupts class and can be uncomfortable for the child.

Afternoon Dismissal

There is NO carpool for afternoon pick-up. Children should be picked up from their classrooms at 1:00pm when the door is unlocked. For safety reasons, all doors are locked while school is in session. Children are only released to parents/legal guardians or persons designated on the ProCare Authorized Pick up list. If someone other than a parent or person designated on the ProCare Authorized List will be picking up your child, please advise the teacher, Director, or call the preschool office to inform us who is picking up the child. Please let the teacher know if you need to pick up the child early. We love to see our students and their families enjoying the playground after school. Please clean up before you leave and treat our playground as if it was in your own backyard.

Late Pick-Ups

It is the parent's responsibility to pick up their child at 1:00pm. Being late creates emotional stress and worry for the child. When a parent is late, children become apprehensive about being left behind or forgotten. The door to the preschool will be locked until 1:00pm. **Parents should promptly pick-up their child 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 scheduled to discuss the situation. The late fee must be paid before the next day your child attends TLC.

Tuition Payments

Tuition is **due on the first of 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. If tuition is 30 days or more overdue, the child may be dismissed from the TLC. The registration fee is due at the time of enrollment. Tuition should be paid through the ProCare account. There is a \$1 ACH fee for each payment. Autopay is available on ProCare to automatically have tuition paid. Tuition may also be paid by check made payable to TLC before the 5th of each month, delivered to the Director.

Absences

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

Withdrawal from School

When a child withdraws from the program during the school year, 30 days written notice is required. If 30 days notice is given and the vacant spot is filled, the tuition for that time period will be prorated and refunded. If 30 days notice is not given or the spot is not filled, the tuition for that month 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 the child's progress. Should a child require special observation or help, the school will work with parents to obtain assistance.

School Delays and Closings

Our program follows the Wake County Public School System for delays and closings. If Wake County has an opening delay, TLC will start at 10:00am and close at 1:00pm. If Wake County is closed, TLC will be closed. The first three school closings will not be made up. After the third closing, days *may* be made up at the discretion of the Director and the Pastor. Tuition will not be refunded. If Wake County dismisses school early for any reason, parents are expected to pick up their children immediately.

Health Requirements

For the safety and well being of all TLC students and staff, it is required that all children enrolled receive all of the recommended vaccines according to the schedule according to the *American Academy of Pediatrics*. Your child's immunization record must be on file at TLC before the first day of school. Immunization records must be dated between 8/31/24-8/30/25 and can be uploaded into your ProCare account. Please note that religious exemptions for immunizations are not accepted at TLC. Children must be potty trained for the 4 year old class.

Allergies

TLC is a NUT-FREE zone. If a child has severe allergies, we will ask that certain foods not be brought into that particular classroom. Please check with your child's teacher for allergies in the classroom. For children with allergies, their emergency medications for allergic reactions (EpiPen, Benadryl, etc.) should be sent to school with them. If the child has an existing allergy or has a condition requiring medication, TLC will need a copy of an Allergy Plan or a Medication plan, signed by a doctor, uploaded to Procare by the first day of school. We will accept whatever form your doctor provides to you to document your child's allergy, medication, and steps to take if a medical situation arises while at preschool.

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. Decisions about returning to school in regards to illnesses not mentioned above will be made by the Director and discussed with the family. If a child becomes sick at school, parents will be contacted immediately to pick up the child.

Snack and Lunch

Label all snack containers, lunch boxes, and water bottles with your child's name. Send your child with a full water bottle each day to school. Our school is a NUT-FREE zone. **Do NOT send peanuts, peanut butter, or any tree nuts to school for snack or lunch.** Please do NOT send food that needs to be refrigerated or heated. Use an ice pack for food needing to be chilled. 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 they feel comfortable about joining in activities and can handle going to the bathroom without too much help from the teachers. Remember, we play hard so clothes may get dirty. Shoes should be sneakers or similar. Flip flops or open-toed shoes are not recommended. An extra set of clothes should be in left in the child's backpack each day. Diapers and wipes should be included for children who need them. Students have outdoor play each day except in rainy or extremely cold weather. Make sure coats, mittens, etc. are provided for cold days. Please refrain from allowing your child to wear costumes such as tutus, capes and tiaras unless it is a special day in their class. **Label all belongings with the child's name** (this includes backpacks, water bottles, lunch boxes, snack containers, diapers, coats, hats, and extra clothing).

Show and Tell Days

Some classes may have Show and Tell. Toy guns and other weapons are not permitted. **Please do not bring toys from home unless it is the child's Show and Tell day.** Toys can get lost and difficult to find if they get mixed in with toys at school. Please leave toys in the car at drop off. TLC has special comforting toys for students if such an item is needed.

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 is 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

Two field trips will be included on the school calendar. We have a trip to a local farm in the Fall and a nearby park in the Spring. There will not be classes held at school on the days of the field trips. 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 and all TLC students are invited.

Discipline Policy

It is the philosophy of TLC that discipline is an integral part of learning. Putting that philosophy into action, we use 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 acceptable at TLC. No verbal abuse, intimidation or fear tactics will be used. When a child does experience difficulty in the classroom and does not respond to positive intervention, teachers use brief periods of appropriately supervised quiet/calm time for emotional regulation. 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. We are proud to practice Conscious Discipline skills in our classrooms.

WE ARE ALL LOOKING FORWARD TO A GREAT YEAR!

If you have questions about this parent manual, please contact us at tlc@tabernacle-raleigh.org.