



“...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)
2026-2027
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 staff 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 weekly for all classes. This takes place in the Sanctuary and is led by a pastor of Tabernacle Baptist Church or a TLC staff member. 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 (9/8/26) and ends the Friday before Memorial Day (5/28/27). 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 9:00am when the door is unlocked. The second week of school, we will begin morning carpool drop-off at the front circle of the building for **3's and 4's**. The **2's** carpool will be at the preschool door in the back until further notice. Carpool begins promptly at 9:00am. For the safety of students and staff, do not pass a car in front of you. If you are late and arrive past 9:10am, park in the back, ring the bell and a staff member will assist you. It is in the best interest of your 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 promptly from their classrooms at 1:00pm when the door is unlocked. There is a grace period until 1:05pm. After this time, a fee of \$10.00 will be charged. 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 and/or the Director. An ID will be required. 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 the playground as if it was in your own backyard.

Tuition Payments

Tuition is **due on the first of each month** with a 5 day grace period, (unless School begins after the 5th, then tuition is due the first day of school). A late charge of \$10 will be applied every day tuition is late after the fifth. If tuition is 30 days or more overdue, the child may be dismissed from 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. A \$25 fee will be charged for any returned check.

Absences

Please message the teacher if your 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 symptoms and/or diagnosis.

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.

Additional Behavioral Supports

If a child demonstrates ongoing behavioral challenges that impact their learning, safety, or participation in the program, teachers will first document observations to identify patterns, triggers, and areas of concern. The teacher will then communicate with the child's parents to share observations and discuss strategies that may support the child's success. If concerns persist, a meeting will be scheduled with the teacher, parents, and director to develop a collaborative support plan. When appropriate, the preschool will work closely with Project Enlightenment and utilize recommended resources and

strategies to support both the child and family. Our goal is to partner with families in creating a positive, consistent approach that promotes each child's social, emotional, and behavioral development.

Please know that the safety and well-being of all children and staff is our highest priority at TLC. While we understand that young children are still developing emotional regulation and social skills, behaviors that pose a risk to others—such as hitting, kicking, pushing, spitting, or other aggressive actions beyond what is developmentally appropriate—are not acceptable. We are committed to working with children and families to support positive behavior; however, children who consistently demonstrate unsafe behaviors may be asked to leave the preschool program.

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. Days missed due to inclement weather may be rescheduled after your child's class has missed 4 days of preschool. Tuition will not be refunded. If Wake County dismisses school early for any reason, parents are expected to pick up their children immediately.

Safety

The safety and security of our children, families, and staff is a top priority at TLC Preschool. During school hours, all exterior doors remain locked while children are present to help ensure a secure learning environment. All teachers and staff members are CPR certified and trained to respond appropriately in the event of an emergency. Background checks have been completed on all teachers/staff/interns interacting with the students. To help prepare for unexpected situations, the preschool regularly practices safety procedures, including fire drills and lockdown drills, so that children and staff know how to respond calmly and safely. We are committed to maintaining a safe, nurturing environment where children can learn and grow.

Immunization Requirements

To help maintain a healthy and safe learning environment for all children, all immunizations required by the *American Academy of Pediatrics* must be current and documented before a child may begin attending school. This record can be uploaded into your child's ProCare account. Families are responsible for providing an up-to-date immunization record (dated between 8/31/25-8/31/26) prior to the first day of school and for submitting any updated records as additional vaccinations are received. Children who are not in compliance with the required immunization requirements may not attend TLC until the necessary documentation is provided. Please note that religious exemptions for immunizations are not accepted at TLC.

Allergies

TLC is a NUT-FREE zone (tree nut or peanut). If a child has severe allergies, we will ask that certain foods not be brought into that particular classroom. For children with allergies, their emergency medications for allergic reactions (EpiPen, Benadryl, etc.) should be left at school for 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 Procure 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. Please discuss specifics of your child's allergy with his/her teacher.

Health Exclusion and Return-to-School Guidelines

To protect the health and safety of all children and staff, children who are ill should remain at home. The school reserves the right to determine when a child is too ill to participate in the program and may require a healthcare provider's note before return.

Fever: Children with a fever of 100.4°F (38°C) or higher must remain home. Children may return to school after being fever-free for at least 24 hours without the use of fever-reducing medication and are well enough to participate in normal activities.

Intestinal Infection (Vomiting and/or Diarrhea): Children experiencing vomiting or diarrhea must remain home. Children may return after they have been symptom-free for at least 24 hours without medication, are tolerating normal food and fluids, and can participate comfortably in school activities.

Common Cold: Children with mild cold symptoms may attend school if they are able to participate comfortably in daily activities. Children should remain home if they have a persistent cough, excessive nasal drainage that cannot be managed independently, difficulty breathing, lethargy, or other symptoms that interfere with participation or require one-on-one care.

Strep Throat: Children diagnosed with strep throat must remain home until they have been on prescribed antibiotics for at least 24 hours, have been fever-free for 24 hours without medication, and feel well enough to participate in school activities.

Influenza (Flu): Children diagnosed with influenza should remain home until they have been fever-free for at least 24 hours without medication and are well enough to participate in normal activities. Parents should notify the school of a flu diagnosis.

COVID-19: Children who test positive for COVID-19 should remain home while experiencing fever or other symptoms that prevent participation in school activities. Children may return when they have been fever-free for at least 24 hours without medication and symptoms are improving. Families should follow current public health recommendations and notify the school of a positive test result.

Rash: Children with an unexplained rash must remain home until the rash has been evaluated by a healthcare provider or determined to be non-contagious. Children may return when the rash is no longer contagious and they are able to participate comfortably in school activities.

Eye Infections (Pink Eye/Conjunctivitis): Children with red eyes accompanied by thick discharge, excessive tearing, pain, or swelling should remain home. Children may return when symptoms have improved, eye discharge is controlled, and any treatment recommended by a healthcare provider has been initiated.

Hand, Foot, and Mouth Disease: Children diagnosed with Hand, Foot, and Mouth Disease may return when they have been fever-free for at least 24 hours without medication and feel well enough to participate in school activities. Open blisters should be dried up or controlled.

Croup: Children with croup should remain home if they have fever, significant coughing episodes, breathing difficulties, or are unable to participate comfortably in classroom activities. Children may return when symptoms have improved, breathing is normal, and they are fever-free for 24 hours without medication.

Head Lice: Children found to have live lice will be sent home for treatment. Children may return after appropriate treatment has been completed and no live lice are present. The school may conduct a recheck before readmission. Nits alone will not automatically exclude a child from attendance if appropriate treatment has been completed.

General Return-to-School Requirements:

Regardless of diagnosis, children should remain home if they:

- Have a fever of 100.4°F (38°C) or higher.
- Have vomited or had diarrhea within the previous 24 hours.
- Require more care than staff can reasonably provide while maintaining supervision of the group.
- Are unable to participate comfortably in routine classroom activities.
- Have symptoms of a contagious illness that may place others at risk.

The school reserves the right to require medical clearance when necessary to protect the health of children and staff.

Snack and Lunch

Label all snack containers, lunch boxes, and water bottles with your child's name. Send your child with a full *water (ONLY)* 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.** A list of healthy lunch/snack options is attached. Please do NOT send food that needs to be refrigerated or heated. Use an ice pack for food needing to be chilled. Snack schedule will be 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 help from the teachers. Remember, we play hard so clothes may get dirty. Shoes should be sneakers or similar. Flip-flops, clogs, boots with no tread, sandals, crocs, and jellies are not recommended. An extra set of clothes should be in left in the child's backpack each day for emergencies. 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).

Potty Training Guidelines

We recognize that toilet learning is an important developmental milestone and that every child progresses at their own pace. Our goal is to partner with families to provide a consistent, positive, and encouraging approach to potty training.

Signs of Readiness: Children are generally ready to begin potty training when they:

- Show interest in using the toilet.
- Communicate when they need to go or when they have a wet or soiled diaper.
- Stay dry for longer periods of time.
- Can follow simple directions.
- Can pull clothing up and down with minimal assistance.

Parent and School Partnership: Successful potty training requires consistency between home and school. Families are encouraged to begin toilet training at home before requesting support at school. Teachers will work with families to establish routines and communicate progress, successes, and challenges.

Clothing Requirements: Children who are potty training should come to school dressed in:

- Easy-to-remove clothing such as elastic-waist pants or shorts.
- Underwear or training underwear if developmentally appropriate.
- Closed-toe shoes.

Please avoid overalls, belts, snaps, onesies, or other clothing that may make independent toileting difficult.

Extra Clothing: Parents must provide a complete change of clothing, including: Shirt /Pants /shorts/Underwear/Socks. Additional changes may be requested if accidents occur frequently.

Toilet Learning at School: Teachers will:

- Provide regular bathroom reminders and opportunities.
- Encourage independence and self-help skills.
- Offer praise and encouragement.
- Assist with clothing as needed.
- Communicate with families regarding progress and concerns.

Teachers will not use punishment, shame, criticism, or rewards that single out children.

Accidents: Accidents are a normal part of the learning process and will be handled calmly and respectfully. Children will be encouraged to participate in changing their clothing as developmentally appropriate.

If a child experiences frequent accidents that significantly disrupt their participation in the classroom, teachers and parents will meet to develop a plan for continued support.

Pull-Ups and Training Pants: Children may wear pull-ups or training pants while learning. Families should discuss their child's readiness and progress with teachers to determine when transitioning to underwear is appropriate.

Independence Expectations: For preschool-aged classrooms, children are expected to be progressing toward independent toileting skills, including:

- Telling an adult when they need to use the bathroom.
- Attempting to manage clothing independently.
- Following bathroom routines.
- Washing hands after toileting.

Staff will provide reasonable assistance while encouraging independence.

Medical or Developmental Considerations: We understand that some children may require additional support due to medical, developmental, or special needs considerations. Families should discuss any individual circumstances with the Director so that appropriate accommodations can be considered.

Positive Approach: Every child develops at their own pace. TLC staff is committed to creating a supportive, patient and encouraging environment to help children build confidence and independence in their toileting skills.

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 to TLC unless it is the child's Show and Tell day.** Toys can get lost and are difficult to find if they are mixed in with toys at school. Please leave toys in the car at drop off. TLC has special comforting toys for students if such items are needed.

Birthdays

We love birthdays! Parents are welcome to bring in a store bought birthday treat 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. 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.

Field Trips

Two Field Trips will be included on the school calendar. The first field trip is to a local farm in the Fall; the second to a nearby park in the Spring. There will not be class held at school on the days of the field trips. Parents (or guardians) 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 regardless of the day.

Discipline Policy

We believe that young children learn best in a safe, supportive, and nurturing environment. Our approach to discipline focuses on teaching children appropriate behaviors, developing self-control, and helping children learn how their actions affect others. We view challenging behaviors as opportunities to guide children in building social, emotional, and problem-solving skills.

Teachers use positive guidance strategies, including clear expectations, consistent routines, redirection, offering choices, modeling appropriate behavior, and helping children use words to express their feelings and needs. Children are encouraged to practice kindness, respect, cooperation, and responsibility while interacting with classmates and teachers.

When conflicts or inappropriate behaviors occur, teachers will help children identify the problem, understand the impact of their actions, and practice more appropriate ways to respond. Consequences will be developmentally appropriate and focused on learning rather than punishment. Physical punishment, humiliation, or harsh discipline will never be used.

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.

**If you'd like to donate to TLC,
we always need the following:**

- Paper Towels
- Tissue boxes
- Baby Wipes
- Clorox Wipes
- Hand sanitizer
- Gloves for changing diapers
- Lysol spray
- Copy paper
- Dry erase markers
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Healthy Lunch and Snack Ideas (Nut-Free)

To support a healthy learning environment, we ask families to send nutritious, nut-free lunches and snacks for their preschoolers. Please choose items that are easy for children to manage independently and avoid all products containing peanuts and tree nuts.

Fruit Options • Apple slices (cut appropriately for age) • Bananas • Grapes (quartered for young children) • Strawberries • Blueberries • Melon cubes • Orange slices • Applesauce cups • Fruit cups packed in water or 100% juice	Vegetable Options • Cucumber slices • Carrot sticks (cut appropriately) • Steamed broccoli • Snap peas (if age-appropriate) • Bell pepper strips • Cherry tomatoes (quartered) • Avocado slices • Hummus with vegetables (if permitted and nut-free)
Protein Options • Hard-boiled eggs • Cheese cubes or string cheese • Yogurt (nut-free) • Cottage cheese • Turkey or chicken slices • Beans • Sunflower seed butter (if allowed by school policy) • Tuna or chicken salad	Grain Options • Whole grain crackers • Whole wheat bread or wraps • Pasta salad • Rice • Quinoa • Oatmeal • Whole grain muffins (nut-free) • Pretzels
Lunch Ideas • Turkey and cheese roll-ups with fruit and vegetables • Cheese quesadilla with salsa and avocado • Pasta with vegetables • Chicken and rice bowl • Sunflower butter and jelly sandwich (if allowed) • Hummus wrap with vegetables • Mini pita sandwiches with cheese and turkey	Snack Ideas • Yogurt with fruit • Applesauce • Cheese and crackers • Fruit and veggie cups • Popcorn (for children who are age-appropriate) • Rice cakes • Nut-free granola bars • Homemade muffins (nut-free)