



Parent Handbook 2017 - 2018

**Children are a gift from the Lord.
Psalm 127:3**

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910-947-1412**



Dear Parents,

Welcome to Little Promises Preschool. We are delighted to have the opportunity to get to know you and your child. Thank you for selecting our preschool program for your child. We strive to give your child the loving care and guidance that children need in their formative years. Each child here is a blessing from God and a blessing to us.

We trust that our program will minister to your needs as well as the needs of your child. We hope the learning experiences here will be happy and wholesome ones.

As parents, you are cordially invited to visit us, and ask questions anytime throughout the school year. The best assurance for the success of your child's experience is the close cooperation and understanding between parents and staff.

Thank you for sharing your precious gift from God with us. We look forward to working with you as we help your child become all that God has intended.

Please take a few minutes and read through this handbook. There is a lot information that will be valuable to you during the course of the school year.

Thank You,

Little Promises Staff

**Train up a child in the way he should go,
and when he is old he will not depart from it.
Proverbs 22: 6**

Statement of Belief

Little Promises Preschool acknowledges and respects the different belief systems and cultures represented in the school. We feel that children best learn about God's love if they experience feelings of love, acceptance and respect of self and others in their everyday lives. The most important way children learn the Biblical message is by being with adults who radiate God's love and care. We do hope you attend a church of your choice, and we cordially invite you to worship at New Covenant Fellowship if you do not have a church home.

Along with the curriculum, the children will learn about the following simple faith concepts:

1. God loves us.
2. Jesus is God's son. He told people about God's love and care.
3. The Bible is a special book that contains true stories about God and Jesus. Bible stories will be shared.
4. God made the natural world for us to enjoy. We marvel at His Creation.
5. Every person is important to God.
6. Children should love and obey their parents.
7. The Church is made up of people who love Jesus and who love others. At church we learn about God.
8. Others are important to God and us.

**Love suffers long and is kind...bears all things, believes all things, hopes all things,
endures all things. Love never fails.**

1 Corinthians 13:78

PRESCHOOL OVERVIEW

Daily Activities

Our teachers create a daily schedule and routine that is age appropriate and allows for a variety of learning activities. The classrooms are set up with different learning environments. The “instructional classroom” is set up for circle time, group and group activities, while the “centers classroom” is set up for student directed learning and play. Basic routines such as organized free play, clean-up time, toileting, snack time, outdoor play, and group time are carried out everyday to help the child develop a sense of regularity and security. Special seasonal activities are planned to teach awareness and meaning of important holidays.

Materials are provided and activities and learning experiences are planned to foster all areas of development (academic, social, emotional, physical, mental, and spiritual.) Your child will participate in a variety of activities such as:

1. Working with paints, play dough, crayons, scissors, blocks and other manipulative
2. Academic skills including shapes, colors, letter and numbers are taught to all of our students at varying levels to meet their needs. Our four year old class is working on academic skills with the mindset of preparing for kindergarten.
3. Enjoying stories, poetry, finger plays, films and books
4. Learning to take turns, share, plan, work, and play with others
5. Learning to respond to music, singing songs, and listening to different kinds of music
6. Acquiring good health and hygiene habits
7. Experiencing and learning foundational truths of the Christian faith
8. Making short excursions to points of interest on the church campus

Arrival

Our program begins at 9:00 am. When you arrive at 8:55 am, take your child to the restroom and wash his or her hands before entering the classroom. After using the bathroom, please escort your child to his or her classroom to sign in for the day. Please wait for the teacher to open the classroom door to drop off your child as our teachers are using every minute prior to 9:00 am to prepare for the day.

Two year old classrooms are located in the dome building.

Three year old classrooms are located in the green door modular.

Four year old classrooms are located in the blue door modular.

At 9:15 am, all modular doors and doors to the dome will be locked for safety purposes. After this time, you must enter the dome building through the doors facing The Gathering Place. You will need to ring the bell and an office member will come down to let you in. You will need to take your child to the restroom, and a staff member will radio your child’s teacher before you escort your child to the classroom.

We have found the importance of beginning a preschooler’s day is the moment they enter the classroom, so please **make every effort to arrive on time.** Please contact your child’s teacher should your child be arriving late or missing school.

Early Pick Up

If you need to pick your child up from school prior to 11:55 AM, please notify your child's teacher ahead of time, if possible. You will need to enter the dome through the doors facing The Gathering Place, by ringing the bell to gain access. An office staff member will radio your child's teacher to notify her that you will be coming to pick up your child.

Dismissal

The children will be picked up at their classroom doors at 12:00 PM.

Please wait outside of the door until the classroom teacher begins releasing students.

All students must be signed out, and they will only be released to people listed on the registration form, unless there is prior communication.

Late Pick Up

Pick up is at 12:00 PM. If you will be late for pick up, you must call the church office so that our staff can be notified. For any child picked up after 12:15 PM, a late pick up fee of \$15 will be applied. The late pick up fee is due within two business days.

If late pick up (anytime after 12:05 PM) becomes a consistent habit or there is a failure to pay late pick up fees, termination of your child's spot in our program may be considered.

We realize that life happens and late pick ups may occur on occasion; however, significantly late picks up have unfortunately become a preschool wide issue. Our staff uses this time to plan and prepare for the following day, and this policy is in place so that we can provide the best care to all of our students. The late fee will be used to pay our staff for the additional time that is spent with your child.

Preschool Ratios

Two year olds – max. 10 children : 1 teacher and 1 assistant

Three-year olds – max. 12 children : 1 teacher and 1 floating assistant

Four-year olds – max. 12 children : 1 teacher and 1 floating assistant

**The floating assistant will help in two classrooms side by side.

Age Requirement

A child must be three or four before August 31st of the given year to be enrolled in that age group. We follow this in order to be aligned with the kindergarten requirements for Moore County Schools. Our two year old students can enter they class upon turning two years old through Decemeber 31st – if there is space in the class.. This is with the understanding that they will repeat the twos class the following year if they are not three by August 31st.

Medical Requirement

Each child must have a medical form and immunization record on file. You will have until the end of October to turn these form in. If you have not turned a medical form and immunization record in by that time your child may be suspended from school until this form is completed.

Registration and Tuition

A non-refundable \$85.00 registration fee is due when you enroll your child at Little Promises.

Tuition fees for Little Promises are as follows:

Two Year Old Class

2 days- \$135.00 monthly

4 days - \$195.00 monthly

Three Year Old Class

4 days- \$195.00 monthly

Four Year Old Class

4 days-\$195.00 monthly

Tuition is due the first school day of the month. Cash or checks (made out to Little Promises Preschool) are acceptable forms of payment. Please place your monthly tuition payment in the Little Promises lock box located in the dome building.

After a 5 day grace period, a late fee of \$10 will be charged to your child's account.

If a financial hardship should come about, please contact the office as soon as possible. We are willing to work out a payment plan with your family as long as there are open lines of communication.

Snack

All classrooms will have a snack time during the course of the morning. Snack time not only give the kids energy to make it through the morning, but it is also a valuable time of practicing social and self-help skills, as well as allowing them to try a variety of healthy snacks. In previous years, we have also found that children are more likely to try new foods in the presence of their peers.

Each class will put out a snack calendar for the school year. You will be required to provide snack for the week for your child's class a few times throughout the school year. Goldfish and animal crackers are certainly acceptable to send in for the class to enjoy; however, our goal in having the snack calendar is that our students will experience more of a variety in snacks, as well as more healthful options. Some popular items include: cheese sticks, veggies, fruit, yogurt, various crackers etc. Typically, water is served with snack. Occasionally your child's teacher may ask for a special drink to be sent in or ingredients for a recipe that the kids will prepare for snack time.

Your classroom teacher will share more detailed information with you regarding the snack routine for your child's particular classroom. If you have any financial concerns regarding snack time, please contact your child's teacher ASAP.

Allergies

Little Promises Preschool takes food and environmental allergies very seriously. As a result, Little Promises is a **PEANUT FREE ZONE**, and we ask that all snacks containing peanuts be left at home due to the severity of this allergy. Please share immediately with your child's classroom teacher if your child has any allergies. You will be provided with an allergy action plan (AAP) to complete and return to your child's teacher. We will work with you to ensure your child is safe while at preschool. We will keep your child's Epi-Pen or antihistamine locked up on the premises, and return it to you at the end of the school year.

Contagious Illnesses

A letter will be sent home to make the classroom families aware of a contagious illness within the classroom, for example: strep throat, pink eye, lice, etc. If your child contracts a contagious illness please make the staff aware so the other families within the class will be notified. Your confidentiality will be respected. Please note that the staff at Little Promises Preschool goes to great lengths to keep the classroom disinfected and keep children's and teacher's hands washed.

Sick Child Policy

If children come to school when they are not feeling well, they will be more vulnerable to infection. Also, sick children can pass the illness to friends and teachers. It is in the best interest of your child and of the other children and teachers to **keep your child at home when he/she is ill**. A child needs to be well to be able to participate actively in the program.

*Before returning to school: a child must be fever free for at least 24 hours. Please keep in mind that fever reducing medicine only reduces and masks the fever for a few hours, but the contagious infection is still there. The fever must be gone without the use of medications.

*After a stomach flu or virus, a child needs to be free from any diarrhea and any vomiting for at least 24 hours.

*Be sure your child is well enough to come to school. We will expect him/her to go outdoors to play, weather permitting.

*If your child becomes ill at school we will contact you to come and pick up your child.

Make sure all cell numbers are up to date

Discipline and Behavior Management Policy

Praise, positive reinforcement, redirection and quiet time will be the behavior management policies of this program. When children receive positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this program will practice the following discipline and behavior management statements.

WE:

1. DO praise, reward and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.

7. DO provide the children with natural and logical consequences of their behavior.
8. DO treat the children as people and respect their needs, desires and feelings.
9. DO stay consistent on our behavior management program.
10. DO explain things for the children on their level.
11. DO use short supervised periods of “quiet time”.
12. DO love your children EVERYDAY!

Withdrawals

The school reserves the right to request the withdrawal of a child who after a reasonable time cannot adjust or whose behavior is such that the class is suffering or whose parents are unable to comply with the rules. Documentation of behaviors will occur, a conference will be held with the parents and all possible measures will be taken to work with the child and family before this action is necessary. Any attendance by the child during the month constitutes a full month's tuition unless other arrangements have been made.

Grievance Policy

When a problem arises, the parent should contact the child's teacher; open communication between both parties involved is essential. Every effort should be made to resolve the problem at this level. The Director should be contacted if the parties involved have not reached a solution. After the Director has been contacted and the problem cannot be resolved the Pastor will be contacted.

Inclement Weather Policy

Little Promises Preschool program will follow the Moore County inclement weather school closing policy. If Moore County School is on a two hour delay or cancellation, Little Promises will not meet. Check ncmcs.org, the Little Promises facebook page or the App notifications for weather related updates. The preschool will “make up” up to 4 days at the end of the year, which are lost to inclement weather.

Volunteers

Each classroom needs volunteers in order for the school year to flow smoothly. The teachers will provide information about volunteering during the Preschool's open house and during other times of need. Volunteers will be needed for parties, field trips, special activities and more, please contact your classroom teacher if you are able to help out.

Birthdays

Each child's birthday is celebrated at school hopefully on the actual birthday or on the nearest day to his or her birthday. Parents are welcome to send simple refreshments, but this is not absolutely necessary. We want to show the child we think that the day he or she arrived is very special with a simple and loving recognition. Contact your child's teacher if you would like to send something special to eat and ask the teacher about allergies. If your child has a summer birthday, you may also contact your child's teacher about a special day of recognition.

Holiday Parties and Special Occasions

We will celebrate different occasions throughout the year such as: Fall Party, Christmas, Valentine's Day, Easter, and the End of the Year. When planning the holiday parties, we ask that you avoid secular celebrations of the holidays. Our goal at Little Promises is to lift up the Lord.

Several of our special occasions throughout the year are for your families to attend, while our events listed on the calendar as "class celebrations" are meant solely for our students. We may ask a parent to help out with some of these events; however, we kindly ask that you refrain from attending "class celebrations".

Show and Tell

The teachers are eager for children to share with their class special discoveries they have made on trips with families or at home. The teachers of the preschool classes will notify you of their "Show and Tell" schedule.

What to Bring to Preschool

1. A book bag. It needs to be large enough to carry art work, a folder and other items the child needs. A change of clothes including socks with everything labeled in a large zip-loc bag should be included in the bottom of your child's book bag.
2. Label all coats, sweaters, caps (only during cold weather and special occasions).
3. Dress your child in comfortable, washable clothing. Soft sole shoes such as tennis shoes are best. Dress shoes are slick and can cause falls outside. The playground does have tanbark which easily gets into open toed shoes and flats.

All shoes should have a back on them.

**Remember, your child is going to paint and play outside, so they can and will get dirty; Therefore, do not dress them in something you do not want ruined.

4. On all weather permitting days, we do play outside. Please make sure that your child has appropriate clothing for the weather. Ie: jacket, mittens, hats, shorts, sweatshirt etc.

What Not to Bring to Preschool

Please do not bring toys, guns or other weapons, rubber bands, money, chapstick, lip gloss, jewelry or valuables to school. These items take away from the daily classroom instruction.

Potty Training

All three and four year old children must be potty trained. Three year olds who are not potty trained, have aprox. 30 days from the beginning of school to be trained. Occasionally, a child will have a potty accident which is very understandable. Each classroom visits the bathroom very often, and children are individually asked to use the bathroom throughout the day. If your child has BM accidents you will be notified that upon the next accident you will need to come to the preschool and change your child. We understand this is inconvenient, but please understand that when a child has a bathroom accident one teacher must take that child out of the room and change him/her which may take 10+ minutes. This leaves one teacher with the rest of the class for a period of time. We will continue to work and encourage your child to tell the teacher when he/she needs to go. Please continue to work with your child at home. We know that in no time your child will have no problem with this phase in their lives.

Communication with Parents and Teachers

Clear communication is one of the keys to a successful preschool program. Parents are informed of the activities of the preschool through classroom newsletters, calendars, and emails. Your teacher will communicate the best way in order for you to contact her. Please do not discuss your child with the teacher in his/her presence or during class hours.

Please download our church app “NCF Church App” to your smart device and turn the Little Promises Preschool notifications on. We will use the notifications to communicate cancellations, tuition reminders, special events and the like. This is the BEST way to receive school wide notifications.

Visits

You are welcome to visit the school to observe your child playing and working in his or her classroom. We ask that you do not come the first month as this is a time your child is getting comfortable with his/her surroundings, and that visits do not occur too frequently. Please give your child’s teacher notice if you plan on making a special visit.

School Calendar

A Preschool School calendar will be given to you. Please pay close attention to the days we have scheduled to be out of school. We follow the Moore County School System days out.

He commanded our forefathers to teach their children so the next generation would...put their trust in God and would not forget his deeds but would keep his commands.

Psalm 78:5-7