



Parent Handbook

2020-2021

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

**1305 Hulsey Road
Carthage, NC 28327
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 family! 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 of 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 Faith

Little Promises Preschool stands on the Word of God, and it will be presented as Truth to your children in an age appropriate manner. Below is our statement of faith.

God We believe in one God, Creator of all, holy, sovereign, eternal, existing in three persons, the Father, the Son, and the Holy Spirit – three distinct persons, but without division of nature, essence, or being.

God the Father God the Father is the Creator of the universe. It is the Father who, because of His love for us, made provision for the forgiveness of sin by sending His only Son, the Lord Jesus Christ.

God the Son (Jesus Christ) Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. Though He was tempted as we are, He lived a life without sin, died upon the cross, and was buried in a tomb. On the third day, He arose from the dead according to the Scriptures. He ascended into heaven and is now at the right hand of the Father as our great High Priest. He will come again to establish His Kingdom of righteousness and peace.

God the Holy Spirit The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer and to convince the world of sin, of righteousness and of judgment.

Satan We believe in the existence of Satan, otherwise known as the Devil, who originally was created as an Angelic being, but through pride and wicked ambition rebelled against God, thus becoming utterly depraved in character. He is the great adversary of God and His people, leader of all other demons, and the deceiver of this present world.

Man Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All mankind are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss.

Salvation Salvation has been provided through Jesus Christ for all mankind and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life and become children of God. Salvation is by faith in Christ alone, without works, and solely by God's grace.

Scriptures The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.

The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commanded by Him to love one another and commissioned to go into all the world as a witness to all peoples. The local church is a body of believers in Christ who are joined together for the worship of God, for edification and equipping through the Word of God, for prayer, fellowship, and observance of the ordinances of baptism and the Lord's Supper

We respect that your children and families may come from different backgrounds and denominations of the Christian Faith. Our teaching will focus on the neo-fundamentals of our shared faith and the Scriptures.

COVID-19 Re-Opening Plan

Effective September 2020

Premise

As a school we believe that live, in person education is best for our preschool age students. The policies and procedures listed below prioritize in person education with practical modifications to reduce the spread of COVID-19. This plan will be revisited quarterly as the COVID-19 pandemic information and studies evolve.

Social Distancing & Minimizing Exposure

Social distancing will be encouraged throughout the campus when feasible.

Students are asked to go to the bathroom and wash their hands right before leaving home this year to reduce the use of bathrooms at drop off.

Students will be dropped off at their specific classroom door, the side which they will begin their day.

Students will remain in their classroom group through the morning and to the best of our ability will not intermix between groups during school hours.

Masks are encouraged to be worn by staff and students who feel more comfortable returning to campus with one; however, they will not be required in the classrooms. We will work to help students understand and feel comfortable around others in a mask.

During recess time classes will stay separated by rotating between the playground, blacktop, and field throughout the week.

Students will still be switching sides within the classroom from instruction to centers. Table and materials will be sanitized between class groups.

Classes will be doing specials time separately on their own sides of the classroom.

Parent/guardian access to campus during school hours will be restricted to drop-off and pick-up, as well as the school office.

For the first part of the School year, school-wide activities and field trips will not occur. We are working on creative ways to enrich our school year in lieu of large school-wide events.

Screening and Monitoring Procedures

All Students will be screened by the classroom teacher or assistant prior to entering the classroom.

Any child who has a body temperature of 100.4 or higher, will not be permitted to attend school.

Temperature checks will be repeated anytime a child shows signs or symptoms of being unwell. Any child who has a body temperature of 100.4 or higher, will be isolated and required to be picked up.

Staff will screen themselves prior to coming onto campus each day.

Staff and administration will regularly and diligently monitor students and one another for signs or symptoms related to COVID-19. Children and Staff who are unwell will be sent home.

Sanitizing and Hygiene

Frequently touched surfaces such as door handles, light switches, bathroom sinks and the like will be routinely cleaned throughout the day.

Students and staff will use hand sanitizer each time they enter the classroom, and hand washing will be required before snack.

Students and staff will learn and practice good hygiene practices such as coughing or sneezing into an elbow, limiting touching of face, and handwashing often etc.

Students will have access to personal supplies during educational instruction. Items that are shared will be sanitized to the best of our ability between use. We will limit the use of shared items in the classroom that cannot be sanitized.

Response Measures

If a COVID-19 test is administered to a student or staff member, the age level class of the student or staff member will be shared with the school community in writing. This will allow for heightened monitoring of individuals in given classrooms.

If a staff or student tests positive for COVID-19, he/she will be required to quarantine at home for 14 days and follow the guidelines given by the doctor. The school community will be notified of the positive test in a specific class and our response measure. The school will exercise appropriate response measures up to and including deep cleaning and disinfecting, monitoring and temporary class or school closure.

If a household member of a staff or student tests positive for COVID-19, the household will quarantine for 14 days from diagnosis. The school will exercise appropriate response measures up to and including deep cleaning and disinfecting and monitoring students.

In the event of a temporary class or school closure, LP will upload video circle times for children to view online.

What can you do?

1. **Make sure to be teaching and practicing good hygiene at home.** Teach best practice for handwashing, tissue use, coughs, sneezes and the like.
2. **Keep sick children home.** We can all agree that we want our children to receive and in-person education at school for a variety of reasons- quality education, socialization, working families etc. We need each family to do their part to keep children home when they are unwell so that our doors can remain open at LP.
3. **Please notify administration of known COVID-19 exposure, COVID-19 testing and any positive cases of COVID-19 within your household as soon as possible.** Confidentiality will be maintained but notifying appropriate parties and implementing response measures will best protect our students and staff and keep our doors open at LP.
4. **COVID-19 is not a joking matter.** While as adults we are bombarded daily with a wide variety of opinions, thoughts, ideas, and sometimes jokes surrounding this current pandemic, we encourage you to be mindful of what is spoken to and in front of your children. **Our priority is for our students to be in a safe environment where they can learn, and our policies and procedures are in place to make that feasible.** The complexities surrounding this pandemic including personal freedoms, politics, inequalities, economic impact and the like are difficult for a young child to navigate. Children hear and repeat what they hear from home. As a school community we want our children to see Christ reflected in our words and actions daily, even through this season.
5. **Join us in praying for the health and safety of our students, staff, and campus.** We are praising God for our ability to open our doors and we ask that you join us in that. Lift up our teachers, assistants, administrators, and families as we each navigate new responsibilities, roles and challenges in this season. May we approach each other with grace. Pray for a hedge of protection physically, spiritually and mentally around our campus.

May He alone be glorified this year.

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 (spiritual, academic, social, emotional, physical, and mental) Your child will participate in a variety of activities during the course of the year that all point toward our class goals.

Arrival

Our program begins at 9:00 am. **Drop off time for your students is from 9:00 – 9:10 am.** You will go to the classroom door on the side in which your child will start and end his or her day on. Please stay in your car until drop off/pick up time. Please have your child use the bathroom and wash his or her hands prior to leaving your house in the morning.

*Playground is not available for use before/after school hours.

Due to COVID-19, all students will have a temperature check upon arrival at the classroom door. The child will only be permitted to remain at the school if he or she is fever free (below 100.4). Teachers will be greeting **students and parents at the classroom door** with a mask on as they interact during drop off and take the temperature check of each student.

We ask families to remain socially distant during drop off and to consider wearing a mask. Please follow guidance for morning drop off traffic patterns.

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 and the purple door modular.

At 9:10 am, all modular doors and doors to the dome will be locked for safety purposes. If it is after 9:10 am and your child’s classroom door is closed, you must report to the dome building for your child’s temperature check and signing in. Your child will be given a pass to enter the classroom. You will need to ring the bell and an office member will come down to let you in. 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, and make sure to check in at the dome first before going to classroom door.

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 first go to the dome building and 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 in your car and then come to the door at 12:00 pm and wait for the teacher to begin releasing students.

All students will be signed out by their teacher when picked up, 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.

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 the class upon turning two years old through December 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.

Registration and Tuition

A non-refundable \$100.00 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- \$165.00 monthly

4 days - \$215.00 monthly

Three-Year-Old Class

4 days- \$215.00 monthly

Four-Year-Old Class

4 days-\$215.00 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. Put your child's first and last name on the memo line of the check or use the provided envelopes for cash payments. This is incredibly important for our accountant to be able to apply payments properly.

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.

*Due to COVID-19, in the event of a short-term closure, Tuition will not be reimbursed. Digital circle time's will be provided on school days a long with activities that can be printed out or completed with supplies found at home.

Communication with Parents and Teachers

Clear communication is one of the keys to a successful preschool program. This year our program will be using an app called "ClassTag". Please follow your classroom teacher's instruction for joining their classrooms.

This will allow us to communicate to all of our families, share events and pictures and easily update the entire school of specific announcements. Please join us on "ClassTag" to get connected.

Additional communication may come through emails from patty@ncftoday.com or your classroom teacher. Please allow 24-hour response times from our classroom teachers and note that on weekends, they may wait until the next school day to return your contact.

We are incredibly thankful for their commitment to your children, and want to respect their family time.

Snack

All classrooms will have a snack time during the course of the morning. Snack time not only gives 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.

*Due to COVID-19, this year we would ask that parents bring in packaged items and not to bring in any homemade items for snack. For fresh fruits and veggies, we ask that you do no at-home prep. This means to please just bring in a bag of carrots, apples, or oranges etc. and we will do the washing/cutting of items at school.

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 for several students on campus. Please share immediately with your child's classroom teacher if your child has any allergies. You will be provided with a medical action plan (MAP) 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 on the premises, and return it to you at the end of the school year.

Medical Requirement

Each child must have a medical form and immunization record on file. You will have thirty days to turn these forms 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.

Basic Care and First Aid

We have at least one staff member per grade level that is trained in basic first aid and CPR. The wellbeing of your children is our top priority. Our staff will use antibiotic ointment (Neosporin) to treat minor scrapes and

cuts and we have Benadryl cream on hand for bug/ant bites. In addition, our two-year-old classroom teachers have both Vaseline and Desitin on hand for diaper rashes.

By signing the handbook form, you are stating that these basic first aid measures are permitted for your child. If any of these are not permissible, please contact your classroom teacher to let her know.

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, COVID-19, 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, or following the doctor's orders, specifically related to COVID-19. 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 to medications.* Temperature checks will be given at the door during arrival at school.

- *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.

Preschool Ratios

Two-year-old class – max. 10 children: 1 teacher and 1 assistant

Three-year old class– max. 13 children: 1 teacher and 1 assistant

Four-year old class – max. 13 children: 1 teacher and 1 assistant

Discipline and Behavior Management Policy

Praise, positive reinforcement, redirection and quiet/cool down time will be the primary behavior management policies of this program. When children receive positive, non-violent and understanding interactions from adults and others, they develop positive 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” or “cool down time” as needed.
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 will close at times due to inclement weather. We stay in close contact with local schools and districts to make the best decision regarding safety for our students. Please check Facebook and ClassTag for communication in regards to cancellations due to weather.

Volunteers

Each classroom needs volunteers in order for the school year to flow smoothly. The teachers will provide information about volunteering at Back to School Night 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.

We plan to ask for a class parent from each room who will be on our team to volunteer for special events. If you are interested in this, please sign up or contact the classroom director.

**At the start of this school year, parent volunteers will not be permitted in the classroom due to COVID-19, but teachers may have creative ideas to get you plugged in and supporting learning at Little Promises.*

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”.

Field Trips

Each class plans to take at least two scheduled field trips during the course of the school year. We ask that if you plan to attend the trip with us, that you transport your child to the field trip location at the designated time. If you are unable to attend, but would still like for your child join us, we are able to transport them in our church vans. Parents would need to bring the appropriate car seat for the child at the designated drop off time.

*Due to COVID-19, field trips will not be happening at this time.

Supply List

Each class has a published supply list. There are some items that are needed on the first day of school, and in addition to that, there is both a staggered supply list and a wish list for the classrooms. Please bring your staggered supply list items to school on the scheduled date throughout the course of the year. This helps us tremendously with storage.

As the year goes on a teacher may ask to substitute an item on the list if it is not currently needed. Items will be swapped with something of equal value.

Daily Preschool Items

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 and sand 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;
Please dress them accordingly.
4. On all weather permitting days, we do play outside. Please make sure that your child has appropriate clothing for the weather. I.e: jacket, mittens, hats, shorts, sweatshirt etc.
5. Each child should come with a bottle full of water that is labeled with his or her name. This will be the child’s drink at snack time, recess and as needed. Please send **water only** and no sippy cups.

*For our youngest students, pacifiers should be left at home. Teachers want to encourage communication and participation within the classroom at all times, which is easier to accomplish without a pacifier.

Not Permitted

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 old’s who are not potty trained, have approx. 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.

We do not have the facilities in these classrooms to be able to support children who are not fully potty trained. Please send your PREK3 and PREK4 children to school in underwear. Our staff will work to establish positive bathroom routines for your child.

*In the event that a child occasionally needs assistance in the restroom, our teachers and assistants will provide support discretely.

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.

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.

**Due to COVID-19 reopening plan, visits will not be allowed for the first part of the school year.*

School Calendar

A Preschool School calendar is published online, as well as passed out to all families. Please use this to be prepared for the upcoming year

*The Calendar is subject to change due to COVID-19, public school closures and the like.

**We are looking forward to a WONDERFUL year of growth
and discovery at Little Promises Preschool!**