

Temple Weekday Preschool



Parent Handbook

Temple Church
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252-633-3330

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www.temple.church

CURRICULUM

The Temple Weekday Preschool Program offers a structured yet flexible learning environment designed to meet the developmental needs of preschool children. Our Christ-centered curriculum is thoughtfully tailored to each child's age and stage of growth. For children ages two and older, the Handwriting Without Tears program is incorporated into daily learning focusing on developmentally appropriate, hands-on learning to help children build fine motor skills, letter recognition, and early writing readiness. Bible stories are woven throughout the curriculum, helping children learn about God's love and teachings. The program focuses on three foundational virtues: God Made Me, God Loves Me, and Jesus Wants to Be My Friend Forever. Weekly music classes and Monday chapel services further enrich each child's educational and spiritual experience.

GENERAL OPERATIONAL POLICIES

Hours of Operation

9:00 a.m. to 12:00 p.m.

Drop Off

All children (except for Pre-K) should be dropped off at 8:55 am at their classroom doors. Please do not bring your child any earlier than 8:55 a.m., as the teachers are preparing for your child's daily activities from 8:30 to 8:55.

All Pre-K students will meet their teachers at the double doors under the front shelter at **8:45 a.m.**

Older 4's will meet their teacher at the side door under the front shelter at 8:55 a.m.

If your child is arriving after their designated drop off time, please enter through the church office to drop off your child.

Pick Up

Children will be picked up in the same manner as drop off. Classroom doors will open at 12:00 p.m. For safety reasons, please do not enter playground areas while classes are outside.

All other times, parents must enter through the church office, check in with the receptionist and your child will be brought to the office. This procedure helps ensure the safety of all children.

Early pick-up will end at 11:45 a.m. After this time, you will need to pick up your child up from their classroom door at 12:00 p.m.

Late Pick Up

Please be on time to pick up your child. The Director or teacher will attempt to telephone the parents and/or one of the contact persons listed under emergency phone numbers in the event that you are late. If there is an emergency, please call the office at 633-3330, if possible. It is very distressing for a young child to be left after everyone else is gone. **All students who have not been picked up by 12:15 will be placed in lunch bunch and charged \$8.00.**

Safety

Help us keep the children safe by **always** walking your child to and from the drop off and pick up location. When walking through the parking lot, **please hold your child's hand** or have visual contact at all times.

Except for toys that may be needed to ease the transition from home to school, we ask

that you leave your child's toys at home or in the car. We realize that children in the younger classes may need their security items longer than the first few days only. We do not allow toy weapons, money, gum, and candy at school. Temple Weekday Preschool has an Emergency Protocol in place in the event of an emergency situation. Steps will be taken to provide all safety precautions. The YMCA is designated as a meeting place for parents to pick up their children.

Withdrawals

We request that families provide the preschool with a 30-day written notice of withdrawal so we may keep enrollment filled to capacity. If a 30-day notice is not given, parents will remain responsible for tuition payment during that time.

Emergency Closing and Delays

Any changes to a school day due to inclement weather will be communicated through Brightwheel and Facebook. We will not make up days due to inclement weather except under extenuating circumstances.

Dress Code

Please dress your child appropriately for our preschool. Girls are to wear clothing appropriate to the female gender and boys are to wear clothing appropriate to the male gender. Be prepared for paint and glue days. All children go outside to play as weather permits, please send appropriate sweaters or jackets. Children should wear closed toe shoes. **Please send a complete change of clothing in a Ziploc bag labeled with your child's name in case of an accident. Please make seasonal changes. Please mark all articles of clothing with your child's name. This applies to jackets, coats, book bags and diaper bags as well.**

Health Policy

The school makes every effort to protect the health and well-being of our children. Please do not send your child to school if he or she has experienced any of the following symptoms within the past 24 hours: fever, rash, diarrhea, vomiting, chicken pox or any other contagious disease. **This policy will be strictly enforced to ensure the safety and well-being of all our students.** If a child becomes ill while at school, the teacher will notify the parents immediately. Teachers cannot administer medication to a child unless the parent fills out the appropriate paperwork. If you suspect your child has lice, please notify the office immediately to prevent the spread to others.

All immunizations must remain current, and an updated immunization record must be in the child's file at all times. We follow and enforce all immunization requirements established by the State of North Carolina.

Snacks

Each child will have a daily snack. A snack schedule with your child's snack rotation will be included on a calendar sent home monthly by the teacher. We encourage families to provide child friendly healthy snack options such as fruit, salty snacks, vegetables, cheese, etc.

Due to the increasing number of children with allergies, we are a peanut-free preschool. Please do not send any peanut products to school, including for Lunch Bunch.

Please be sure to inform your child's teacher of any allergies your child may have.

FEES AND TUITION

Registration

All fees are due at time of registration and are non-refundable.

Registration fee: \$200.00

Each Additional child: \$50.00

Supply Fee (per child):\$150.00

Monthly Tuition

2 Days a week (T/TH) \$225.00 per month

3 Days a week (M/W/F) \$270.00 per month

5 Days a week (M-F) \$370.00 per month

If you have 2 or more children attending you will receive a \$10.00 discount for each child.

Tuition

Tuition is a monthly fee required for each child to maintain enrollment in the preschool. Tuition remains the same regardless of holidays, attendance, inclement weather, family vacations, illness, or five-week months. Tuition consists of nine equal payments made from September through May.

If tuition becomes two months past due, your child will not be permitted to return to school until the balance has been paid in full. All Pre-K tuition must be paid in full prior to graduation.

Tuition payments and invoicing will be managed through Brightwheel. Through Brightwheel, families will be able to make online payments, manage charges and payments in one convenient place, view past statements, and easily access tax reports. Brightwheel also provides high levels of security and industry compliance to ensure your information remains safe and encrypted.

If you have any questions regarding tuition or payments, please contact the preschool directly rather than the church office.

Early Morning Drop Off (EMDO)

Our EMDO opens at 7:30 a.m. You may drop your child off anytime 7:30 a.m. – 8:45 a.m. Drop off area is the double doors at the front entrance of the church. The cost for EMDO is \$6.00 per day. You will be billed at the end of each month through Brightwheel.

Lunch Bunch (LB): We offer lunch bunch Monday—Friday. Your child will need to bring his/her own lunch box. **We are peanut free.** Please label your child's lunch box and cup. The cost for lunch bunch is \$8.00 per day. You will be billed at the end of each month through Brightwheel. **Pick up time is 1:30 p.m. at the double doors at the front entrance of the church. Please note: You will be charged \$5 through Brightwheel for every 5 minutes you are late picking up your child from Lunch Bunch.**

DISCIPLINE INFORMATION

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent and understanding interactions from adults and others, they develop a good self-concept, problem solving abilities, and

self-discipline. Based on this belief about how children learn and develop values, we have put in place appropriate discipline guidelines.

Children who have continual discipline issues, (ex. biting, spitting, hurting other classmates) will be expelled from Temple Weekday Preschool for the safety of all of our students.

Bathroom

All children entering a 3-year-old class **are required** to be fully potty trained before the school year begins. Children who are not potty trained will not be able to attend, as the classrooms are not equipped to change diapers or pull-ups. Children must be able to verbally communicate to the teacher when they need to use the restroom. At the beginning of the year, teachers will assist students with tasks such as pulling pants up and down, flushing the toilet, and wiping). As the year progresses, teachers will gradually reduce assistance in order to help students become fully independent in the bathroom in preparation for Pre-K.

All children entering Pre-K and Older 4's must be fully independent in the bathroom. Due to Temple Church's no touch policy teachers are unable to wipe children after toileting. In the case of an accident if they are unable to change their soiled clothing, a parent will be contacted to assist.

**TEMPLE WEEKDAY PRESCHOOL
2026-2027 CALENDAR**

Please follow all our calendar events through Brightwheel

2026

September 3	Open House
September 8	First Day of Preschool
October 13	No School/Teacher Workday - Columbus Day
November 11	No School - Veteran's Day Holiday
November 25-27	No School - Thanksgiving Holiday
December 16-17	Christmas Program
December 18—January 3	No School - Christmas Holiday

2027

January 4	Back to School
January 18	No School - MLK Holiday
January 25	Open House for new perspective parents
February 2	Open Registration
February 15	No School - President's Day
March 2-3	Grandparent's Day
March 24	Family Chapel
March 26	No School - Good Friday
March 29-April 2	No School - Easter/Spring Break
May 19	Pre-K Graduation

Special Events will all be announced through Brightwheel

JESUS 

LOVES ME

THIS I KNOW

for the BIBLE

TELLS me SO.