



Parent/Caregiver Handbook

2025-2026

Little Rhythms Presbyterian Preschool

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Little Rhythms Presbyterian Preschool Mission, Vision, and Values

Sneads Ferry Presbyterian Church (SFPC) was started in February 1988 by a small group of newcomers to the area who were interested in starting a church reflecting their beliefs and religious traditions. Ever since, SFPC has continued to grow. Over the years, significant growth has come from young families, many affiliated with Marine Corps Base Camp Lejeune. It was the vision of mothers of young children to one day have a preschool to serve the church's youngest disciples and community. Thus, Little Rhythms Presbyterian Preschool (LRPP) was born. The name "Little Rhythms" was chosen for the preschool as it relates to SFPC's current vision, *"Moving in the Rhythm of Christ"*.

Mission

LRPP's mission is to provide a loving and Christian atmosphere where children can grow and develop socially, intellectually, physically, and spiritually to achieve their God-given potential. It is our goal to create joy-filled disciples who seek to move in the rhythm of Christ.

Vision

LRPP strives to provide a safe, loving, and Christ-centered environment to nurture a community of young disciples. LRPP incorporates Christian teachings and principles, helping children to understand that faith and learning are inseparable.

Values

LRPP fosters a Christian educational environment where children are encouraged and challenged all while feeling safe and valued by students, staff, and the SFPC session and administration. Whether in play, academics, or social interaction, LRPP emphasizes the fruits of the Spirit; love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-23). Teachers continually model such Christ-like behavior and encourage children to reflect God's love in their daily lives.

Our Staff

As Christian educators and leaders, we deeply value the trust parents/caregivers place in us to care for their children. LRPP staff consists of experienced early childhood educators who are highly qualified and chosen for their loving and compassionate attitudes toward children. All staff members undergo thorough background checks and are trained in First Aid and CPR to ensure the safety and well-being of every child.

Our Curriculum

The LRPP curriculum is based on **ABC Jesus Loves Me**, a research-based, Bible-centered learning program that integrates faith with foundational academics. In addition to the core curriculum, LRPP incorporates additional elements to create a well-rounded learning experience, fostering spiritual, cognitive, social, and emotional growth. This comprehensive approach ensures that students are more than prepared to confidently begin kindergarten.

Bible-Based Curriculum

LRPP use the **ABC Jesus Loves Me Bible Curriculum** which is carefully designed to teach young children the foundational truths of the Bible in an age-appropriate and engaging way. Through interactive

lessons, children will learn key Bible stories, memorize simple Bible verses, and discover how to apply Christian principles in their daily lives.

- Bible Stories: Each week, children will hear Bible stories such as Noah’s Ark, David and Goliath, and the birth of Jesus. These stories teach children about God’s love, kindness, and the importance of faith.
- Memory Verses: Children will memorize simple Bible verses such as “God is love” (1 John 4:8) and “The Lord is my shepherd” (Psalm 23:1), reinforcing Christian values and encouraging the development of scripture-based language.
- Songs and Prayers: Children will participate in singing Christian songs, such as “Jesus Loves Me” and “This Little Light of Mine,” and will also engage in prayer, learning to express gratitude and talk to God.

Social-Emotional Learning (SEL)

LRPP places a strong emphasis on social-emotional development, as it forms the foundation for all other learning. LRPP students learn how to identify and express feelings, develop empathy, and practice problem-solving skills.

Key SEL Skills:

- Self-regulation: Learning to manage emotions and behaviors in a safe and appropriate way.
- Empathy: Understanding and showing care for the feelings of others.
- Respect: Treating others with kindness, taking turns, and listening attentively.
- Problem-solving: Using language to express needs and resolving conflicts independently or with teacher support.

Pre-Academic and Kindergarten Readiness Skills

LRPP preschool curriculum focuses on establishing a groundwork for academic success while ensuring that children develop a love for learning. LRP integrates activities that build early literacy, numeracy, motor skills, and cognitive development, all of which prepare children for the transition into kindergarten.

Key Pre-Academic Skills:

- Early Literacy: Letter recognition, phonemic awareness (letter sounds), and beginning reading skills.
- Mathematics: Number recognition, counting, sorting, patterns, and basic shapes.
- Fine and Gross Motor Skills: Activities to strengthen hand-eye coordination, small muscle development, and overall physical fitness through art, play, and movement.
- Listening and Following Directions: Building the ability to follow multi-step directions and improve focus and attention.
- Independence: Encouraging children to complete tasks independently, such as putting on their jackets, cleaning up, and engaging in problem-solving.

By integrating social-emotional learning, pre-academic skills, kindergarten readiness, and biblical principles, LRPP aims to lay a strong foundation for each child’s future success, both in school and in life. LRPP is honored to partner with families in this exciting journey of growth and discovery, trusting in God’s plan for each child’s development.

Non-Discrimination Statement

LRPP believes that every child is a unique creation of God, deserving to be treated with dignity, respect, and love. LRPP is committed to providing an inclusive and welcoming environment where all children, families, and staff are valued and supported. LRPP does not discriminate on the basis of race, color, national origin, gender, religion, disability, or any other characteristic protected by law. LRPP celebrates diversity and seeks to model Christ's love for all people, embracing the differences that make each child and family special.

Class Ages, Size, and Days of Operation

LRPP classrooms are designed with small class sizes, ranging from 8 to 12 students, ensuring personalized attention and a supportive learning environment. LRPP offers age-appropriate classes 3- to 5-year-olds, providing tailored experiences that foster growth and development at every stage.

Classes are available in the morning or afternoon, for two days per week (Tuesdays and Thursdays), three days per week (Mondays, Wednesdays, and Fridays), OR five days per week (Monday-Fridays). This schedule allows children to benefit from a structured learning environment while leaving plenty of time for family activities and rest. Our program follows the Onslow County Schools calendar for holidays and breaks. Drop off and pick-up times are detailed below.

Enrollment, Tuition, and Payment

Enrollment and Registration Fee

Enrollment for LRPP can be completed online at <https://www.sfpresbyterian.com/lrpp/lrpp-enrollment>. A non-refundable registration fee of \$50 per child is due at the time of enrollment to reserve your child's spot. This fee is required for each child enrolling in the program.

Tuition and Class Assignments

Tuition amount is based on the child's class assignment. Class assignments are based on the child's age as of September 1st of the current school year. The following class structure applies:

2024-2025 School Year	
CLASS ONE: 2 Days Per Week Tuesdays and Thursdays 3- and 4-year olds	Children turning 3 by September 1, 2024
	Children turning 4 by September 1, 2024
	Birthday range: September 1, 2019 – August 31, 2021
	Monthly Tuition: \$260 cash or check payment OR \$271 online
CLASS TWO: 3 Days Per Week Mondays, Wednesdays, Fridays 4- and 5-year olds	Children Turning 4 by September 1, 2024
	Children Turning 5 by September 1, 2024
	Birthday Range: September 1, 2018 – August 31, 2020
	Monthly Tuition: \$360 cash or check payment OR \$375 online

2025-2026 School Year	
<p>CLASS ONE: TR, MWF, or MTWRF 8:30-11:30 3, 4, and 5-year olds</p>	Children turning 3 by September 1, 2025
	5 year old children who miss 2025 Kindergarten cutoff
	Birthday range: September 1, 2019 – August 31, 2022
	Monthly Tuition: CASH/CHECK: 5 days/\$550, 3 days/\$360, 2 days/\$260 or ONLINE: 5 days/\$572, 3 days/\$375, 2 days/\$271
<p>CLASS TWO: TR, MWF, or MTWRF 12:30-3:30 3, 4, and 5-year olds</p>	Children turning 3 by September 1, 2025
	5 year old children who miss 2025 Kindergarten cutoff
	Birthday Range: September 1, 2019 – August 31, 2022
	Monthly Tuition: CASH/CHECK: 5 days/\$550, 3 days/\$360, 2 days/\$260 or ONLINE: 5 days/\$572, 3 days/\$375, 2 days/\$271

Payment Terms

LRPP is a non-profit ministry that relies on tuition to cover the operating budget. Tuition is based on an annual amount divided into 9 monthly payments, **not on attendance**. Tuition is due by the 1st of each month (September through May) and must be paid by the 5th to avoid late fees (\$25/day).

LRPP does not make deductions for absences, holidays, illnesses, vacations, inclement weather, or school closures due to government orders.

Online Payments

Tuition payments can be made online. Online payment must be submitted by the last day of the month prior to the month for which the payment is being made. For example, if you are paying for the month of October online, then the online payment for October must be made on or before the last day of September.

Online payments can be made here: <https://app.easytithe.com/App/Giving/sfpresbyterian> or using the QR code below. Recurring payments may also be setup on this platform. If payment is not made by the last day of the month prior, payment **MUST** be submitted via check or cash on the 1st. **Late payments will not be accepted online.**



Cash/Check Payments

Payments by check or cash should be placed in the mailbox outside the director's office. If paying by check, please write your child's name in the memo area. If paying by cash, please place it in an envelope with your child's name, amount, and date written on the envelope.

Late Fees and Non-Payment

- A \$25/day late fee will be assessed for any tuition not received by the 5th of the month.
- A \$25 fee will be assessed for any declined checks in addition to daily late fees.
- If tuition is not paid and the child is absent, their spot cannot be guaranteed when they return. Tuition for the months missed must be paid in full before the child can return. Additionally, the current month's tuition must be paid upon the child's return.

Notice of Withdrawal

Notice of withdrawal from the program should be given to the LRPP director at least 30 days in advance. Tuition paid for the month of withdrawal is non-refundable regardless of withdrawal date.

Drop-off and Pick-up Procedures

LRPP aims to provide a smooth and efficient drop-off and pick-up process for both children and parents/caregivers. To ensure a safe and orderly arrival each day, please adhere to the following procedures.

Drop-Off Procedure

- Drop off is between 8:30 AM and 8:45 AM and 12:30 and 12:45 PM.
- Parents/caregivers will walk the child into the building through the main entrance, then to the preschool hallway.
- Children will be dropped off at the entrance to their designated classroom. For the safety and well-being of all children, **parents/caregivers are not permitted to enter the classroom** during drop-off.
- Parents/caregivers will help their child hang their backpack on designated backpack hooks located in the hallway. This helps keep the classroom organized and allows children to transition quickly.
- A file folder for correspondence (e.g., notes, forms, and important documents) will also be available in the hallway. Please place any items for the teacher in the appropriate folder and check it daily for notes or communication from the school.

- Parents/caregivers should say goodbye to children in the hallway, and LRP staff will greet children at the door to their classroom and will help them settle in for the day, ensuring a positive start.

Separation and Comfort

LRPP understands that mornings can be emotional for both parents/caregivers and children. LRPP encourages a quick, loving goodbye at the door. LRPP teachers will support all children and help them feel comfortable as they settle into the classroom. If a child needs additional comfort, LRPP staff is trained to offer reassurance and support. Parents/caregivers can rest assured that teachers will immediately engage and provide care.

Pick-up Procedure and Late Fee Policy

- Pickup is between 11:25 AM and 11:30 AM and 3:25 PM and 3:30 PM.
- During pick-up, parents/caregivers will wait in the preschool hallway by their child's designated classroom door – the same area as drop-off.
- Each child will be called individually and dismissed directly to their parent/caregiver or other authorized persons.
- For safety reasons, children will only be released to individuals listed on the Preschool Emergency Information and Release form.
- A late fee of \$1.00 per minute will be charged for any child not picked up by 11:45 AM, with no exceptions. Please be mindful of this policy to avoid additional charges.

Custody

In issues of child custody, parent/caregiver must submit a court copy of the current custody agreement. Unless an official document is on file, LRPP legally cannot prevent a natural parent from picking up a child. It is the responsibility of the parent/caregiver to inform the LRPP director of any changes in emergency contacts, addresses, or custodial care. Verbal requests are not accepted.

Attendance Policy

LRPP asks that parents/caregivers notify the school in advance if their child will be absent by contacting the director (director@lrpreschool.com). This includes unplanned absences related to illness or unforeseen circumstances as well as planned absences such as vacations. ***Tuition is not pro-rated for absences of any kind.*** Frequent absences may result in a meeting with the teacher or director to discuss potential support needs. Children should be present for at least 90% of scheduled class time to maintain their enrollment. LRPP appreciates parent/caregiver adherence to the attendance policy as regular attendance helps yield the best social, emotional, and cognitive growth outcomes for your child.

Illness Policy

At LRPP, the health and well-being of every child is a top priority. LRPP is committed to creating a safe, nurturing environment for all children, and part of that includes minimizing the spread of illness. This illness policy outlines the steps parents/caregivers and staff should take to ensure the safety and health of all children in LRPP's care. **Please be sure to email the director (director@lrpreschool.com) when your child will be absent due to illness.**

When to Keep Your Child at Home

To help prevent the spread of illness, children should not attend preschool if they exhibit one or more of the following symptoms:

- Fever (100.4°F or higher) within the last 24 hours.
- Vomiting or diarrhea within the last 24 hours.
- Persistent cough or runny nose with thick mucus (especially if accompanied by other symptoms).
- Conjunctivitis (Pink eye) or any eye infection.
- Rash that has not been evaluated by a doctor.
- Unexplained fatigue or discomfort that makes the child unable to participate in normal activities.
- Contagious illness (e.g., strep throat, chickenpox, hand, foot, and mouth disease, etc.).
- Cold sores or open sores that cannot be covered by a bandage.

If a child is experiencing any of these symptoms, LRPP kindly asks that they be kept at home until they are symptom-free for at least 24 hours and without the use of medication.

Returning to School

- Fever: Children should be fever-free for 24 hours without the aid of fever-reducing medication before returning to school.
- Vomiting/Diarrhea: Children must be symptom-free for at least 24 hours before returning.
- Contagious Illness: Children diagnosed with a contagious illness (e.g., strep throat, flu, chickenpox) should remain at home until they have completed the required treatment or are no longer contagious, as advised by their healthcare provider.
- Cold and Cough: Children with cold symptoms may return when they are well enough to participate in activities, and their symptoms are mild or improving.

Illness Onset at School

If a child becomes ill during the school day:

- The child will be isolated in a quiet area, and a LRPP staff member will stay with them until a parent/caregiver or other authorized persons arrive.
- The parent/caregiver will be contacted immediately to pick up the child. If the parent/caregiver cannot be reached, the emergency contacts listed on the child's information form will be called.

Precautionary Measures

LRPP follows strict hygiene protocols, including regular handwashing, disinfecting toys and surfaces, and encouraging children to cover their mouths when coughing or sneezing. These measure along with the cooperation of parents/caregivers in keeping sick children at home helps minimize the spread of illness and keeps the LRPP community healthy.

LRPP appreciates your support in adhering to the above illness policy. By keeping a sick child home, you are helping protect not only your child but also their peers, teachers, and other families.

Dress Code

At LRPP, we want children to feel comfortable and free to explore, learn, and play. To support their active day, we ask that parents/caregivers dress children in the following:

Weather-Appropriate Clothing

Children should be dressed according to the weather conditions. In colder weather, please ensure your child has a warm coat, hat, and mittens. We go outdoors in all but extreme weather, so appropriate winter gear is essential for comfort and safety.

Comfortable, Washable Play Clothes

Please dress your child in comfortable, washable “play clothes” that are suitable for active play, arts and crafts, and outdoor exploration. These clothes should allow for movement and shouldn’t cause anxiety if they get dirty.

Footwear for Safety and Comfort

For safety reasons, children must wear tennis shoes or other closed-toe, sturdy shoes with socks. These shoes provide proper support and protection during indoor and outdoor activities. **Boots, sandals, Crocs, flip-flops, beach shoes, or dress shoes are not permitted, as they do not offer sufficient protection or stability for active play.**

Allergies/Medical Considerations

Parents/caregivers must inform LRPP of any allergies or medical conditions their child may have. This includes food allergies, environmental allergies, or other health-related concerns. Please provide this information in writing on the child’s Emergency Information and Release Form at the time of enrollment and update LRPP immediately if any changes occur. This helps ensure that LRPP takes appropriate precautions to keep your child safe and healthy while in our care.

Confidentiality Statement

LRPP will uphold confidentiality of all children’s personal and medical information. LRPP is not authorized to correspond with any persons who are not natural parents/caregivers or authorized caregivers/guardians of children in our care.

Immunizations

Current immunization records must be submitted and kept updated by parents/caregivers. Records are due at enrollment and must be received before the first week of school. Records are to be submitted by email to director@lrpreschool.com.

No Nits Policy

LRPP is committed to maintaining a healthy, clean, and safe environment for all children. To prevent the spread of head lice, we have implemented a **No Nits Policy**. This policy is in place to protect all children and ensure that everyone can fully participate in classroom activities without concern.

- Children will not be permitted to attend preschool if they are found to have live lice or nits (lice eggs) in their hair.

- If a child is found to have nits (even without live lice), they must be treated and be completely nit-free before returning to preschool.

When to Keep Your Child at Home

- Live lice or nits (lice eggs) in the hair will require the child to be kept at home until they have been treated with an approved lice treatment and the hair is completely free of lice and nits.
- The child may return to preschool after treatment and once the hair has been thoroughly checked and found to be free of both live lice and nits.

What Happens If Nits Are Found During School

- Immediate Action: If nits or live lice are discovered during the school day, the child will be discreetly removed from the classroom and taken to a quiet area to ensure they are comfortable while waiting for a parent/caregiver or authorized guardian to pick them up.
- Parent Notification: Parents/caregivers will be immediately contacted and asked to pick up the child. We ask that parents/caregivers come as soon as possible to ensure the child is treated promptly.
- Follow-Up: After picking up the child, parents/caregivers should treat the lice and nits at home and ensure the child is completely nit-free before returning. The child may return once the hair is thoroughly checked and verified as being free of both live lice and nits.

Treatment and Re-entry

- Immediate Treatment: If lice or nits are discovered, the child must be treated immediately with an effective lice treatment (as recommended by a healthcare provider or pharmacy).
- Nit-Free Check: After treatment, the child's hair must be checked by the parent/caregiver or a staff member to ensure all nits have been removed. A child will not be permitted to return until all nits have been eliminated.
- Re-entry: Children who have been treated and are lice/nit-free may return to preschool, but should be checked regularly for several days following treatment to ensure no lice or nits remain.

Communication

- If a case of lice is reported or found at LRPP, parents/caregivers will be notified so they can check their own child for lice and take any necessary precautions.
- We respect the privacy of our families and will handle all cases of lice discreetly, communicating directly with the affected families and providing guidance on proper treatment.

School Closures

LRPP will follow the Onslow County School schedule. When schools are closed due to severe weather, LRPP will also close. When Onslow County Schools open on a one-hour delay, LRPP will operate on a one-hour delay. When Onslow County Schools open on a two-or-more-hour delay, LRPP will not open that day. If Onslow County Schools close early (before 12pm), LRPP will also close at that time. Parents/caregivers will be notified of any changes in school closures by email.

Snacks and Drinks

LRPP believes that snacks should be nutritious and enjoyable, helping children stay energized and focused throughout the day. To support this, we provide snacks for the children but ask for families to participate in our snack program.

Snacks Provided by LRPP

Snacks will generally be provided by the preschool (e.g., goldfish crackers, pretzels, etc.). However, we encourage families to participate by signing up to bring a healthy snack for the class on a rotating basis.

Parent/Caregiver Sign-Up for Healthy Snacks

Families will have the opportunity to sign up for a month-long slot to provide healthy snacks for the entire class. A sign-up schedule will be available outside the classroom for parents/caregivers to choose a month to contribute.

Suggested Healthy Snacks: A list of snack suggestions will be provided at enrollment, and examples include fresh fruits (bananas, apples, etc.), cheese sticks, yogurt, veggie sticks, crackers, or granola bars. These snacks should be easy to serve and suitable for young children.

Allergy Considerations

Teachers will share any specific allergy restrictions for the classroom, and we ask that families respect these when selecting snacks. This ensures that all children can safely enjoy snack time.

Water Bottle Requirement

Each child must bring a filled, no-spill water bottle to school every day. The bottle should be clearly labeled with the child's first and last name to avoid confusion. ***Please note that we only allow water in water bottles.*** Juice, milk, and other beverages are not permitted in the bottles, as we want to encourage hydration throughout the day with ***water only.***

We appreciate your cooperation in providing healthy snacks and ensuring that all children are well-hydrated. Together, we can create a nurturing environment where every child's health and well-being are prioritized.

Potty Training

LRPP requires that children are fully potty trained before starting school to ensure they are ready for the independence needed in our classroom setting. Being fully potty-trained means that the child can recognize the need to use the restroom, communicate this need to an adult, and manage basic self-care independently.

We understand that children develop at their own pace, and occasional accidents can happen. For children who are still in the process of becoming fully potty trained, we offer a flexible trial period of up to 6 weeks. During this time, we will track restroom incidents to monitor the child's progress toward independence. We require that during this trial period parents/caregivers actively work on potty training at home AND the child shows consistent improvement during the trial period.

If after the trial period the child has NOT demonstrated sufficient progress as shown by the tracked incidents, we may request that the family pause enrollment until the child is ready to fully participate in the classroom

environment. Our goal is to support children and families during this important developmental stage while maintaining a positive and hygienic learning space for all students.

Outdoor Play Guidelines

LRPP believes that outdoor play is essential to a child's development by providing opportunities for physical activity, social interaction, and exploration. We are committed to ensuring that children have outdoor time every day, weather permitting.

- Children will play outside each day except during extreme hot, cold, or inclement weather conditions. In cases where outdoor play is not possible, parents/caregivers will be notified in advance.
- **Sunscreen:** Please apply sunscreen to your child before school, as we often play outdoors during sunny days. If you prefer, you may send labeled sunscreen for staff to apply as needed.

Outdoor Play Areas

- Children will primarily play on the fenced church playground. The playground is designed to offer a safe and stimulating environment for outdoor activities.
- There may be times when children participate in outdoor activities such as gardening or class lessons outside the fenced playground. During these times, appropriate adult supervision will be provided to ensure the safety of all children.
- At all times, staff will ensure that children are closely supervised during outdoor play, whether on the playground or in any other outdoor area. Our goal is to foster a fun and safe environment for children to explore and grow.

Parents/caregivers should provide a complete change of clothes for the current season including socks and underwear in a labeled Ziploc bag to leave at school. Please label all jackets, hats, clothing, etc. that are sent to school.

Incident Report Procedures

LRPP strives for clear communication between staff and parents/caregivers and aims to maintain proper documentation regarding any incidents, injuries, or behavior-related events that may affect the safety and well-being of children at LRPP. This protocol aligns with our commitment to providing a safe, loving, and accountable environment for all children.

Reporting Criteria

An incident report must be completed in any of the following situations:

- **Injury/Accident Requiring First Aid:** Any time a child sustains an injury requiring first aid treatment (e.g., cuts, scrapes, bruises, etc.).
- **Bump or Blow to the Head:** Any incident involving a child receiving a bump, blow, or impact to the head.
- **Serious Illness or Emergency:** Any serious illness or emergency situation that arises during school hours.
- **Behavior-Related Safety Concerns:** Any unexpected behavior-related incident that jeopardizes the safety of the child, other children, or staff (e.g., biting, hitting, aggressive actions).
- **Emergency Transportation:** Any situation requiring emergency transportation for medical care, whether due to injury or sudden illness.

Reporting Procedure

1. Immediate Reporting and Documentation:
 - o The teacher or staff member who witnesses or responds to the incident will complete the incident report as soon as possible after the event occurs.
 - o The report must be detailed, providing clear information about the nature of the incident, the circumstances surrounding it, and any actions taken (e.g., first aid administered, child sent to the Safe Place, etc.).
2. Notification and Parent/Caregiver Communication:
 - o When the report is complete, the teacher will present a copy of the incident report to the child's parent/caregiver at dismissal.
 - o The parent/caregiver will be asked to sign the report to acknowledge that they have been informed of the incident. The teacher will ensure that the parent/caregiver understands the details of the incident and any steps taken by staff.
3. Copies of the Report:
 - o Parent/Caregiver Copy: A copy of the signed incident report will be given to the parent/caregiver for personal records.
 - o File Copy: A copy will be retained in the child's file at LRPP for documentation and future reference.
4. Emergency Transportation Protocol:
 - o In cases where a child requires emergency transportation, the incident report must be made available to the parent/caregiver and filed within 24 hours of the incident occurring.
 - o If emergency services are involved, LRPP will maintain communication with the parent/caregiver throughout the process to ensure the child's safety and well-being.

Incident Follow-Up

If the incident involves a behavior-related issue or safety concern, LRPP staff will follow up with the parent/caregiver to discuss any further actions needed (e.g., a behavior plan, additional support, etc.). LRPP staff will monitor the child's behavior and emotional well-being following the incident, ensuring that any necessary adjustments or interventions are made to maintain a safe environment for all children.

The completion and filing of incident reports are vital to ensuring transparency, accountability, and the safety of all children and staff at LRPP. Through prompt communication with parents/caregivers and diligent record-keeping, we aim to maintain a safe and supportive environment in accordance with our Christian values of care, responsibility, and respect for all.

Behavior Management Policy

LRPP believes that each child is created in the image of God and deserves to be treated with love, respect, and compassion. Our behavior management approach is rooted in Christian values, promoting emotional growth, self-regulation, and conflict resolution skills. LRPP uses Conscious Discipline, a trauma-informed, evidence-based framework, to create a safe, nurturing, and Christ-centered environment that empowers children to manage their behavior with dignity and understanding.

Behavior Expectations

LRPP behavior expectations are designed to help children learn to manage their emotions, treat others with kindness, and develop respectful relationships with peers and teachers. These expectations are taught, modeled, and reinforced regularly through intentional lessons, activities, and daily interactions. Core behavior expectations at LRPP are:

- Respect: Show respect for others, ourselves, and our environment.
- Kindness: Use kind words and actions.
- Self-Regulation: Work towards calming ourselves when upset or frustrated.
- Safety: Make choices that keep ourselves and others safe.
- Responsibility: Take responsibility for our actions and words.

Conscious Discipline

LRPP behavior management strategies follow [Dr. Becky Bailey's Conscious Discipline](#) model, which emphasizes building safety, connection, and problem-solving skills. LRPP focuses on creating a nurturing environment where children feel safe to explore and grow emotionally and socially. This includes the following principles:

- Model Emotional Regulation: Teachers will model appropriate emotional responses and self-regulation. Teachers will use calming techniques such as deep breathing, counting, or using the Safe Place to help children learn to manage feelings.
- Use Positive Language: Teachers will use positive reinforcement and affirmations to encourage desirable behaviors and create an atmosphere of encouragement.
- Foster Connection: LRPP recognizes the importance of relationships and will take time to connect with each child, especially after moments of misbehavior. This helps rebuild trust and emotional safety.
- Teach Problem-Solving Skills: Teachers will guide children in learning to express their needs or resolve conflicts peacefully through words rather than actions.

When Behavior Expectations Are Not Met

When a child does not meet the behavior expectations, LRPP follows a series of steps designed to support their emotional growth, teach appropriate behaviors, and ensure all children's safety and well-being. This includes the following procedure:

1. Remain Calm and Centered
 - o Teachers will model calmness and self-regulation in moments of challenging behavior. This allows us to respond with empathy and clarity rather than reacting impulsively.
 - o A teacher will calmly approach the child and with a gentle voice will say something like: "I see that you are upset. Let's take a moment to calm down together."
2. Use the Safe Place (If Needed)
 - o If a child is overwhelmed or unable to regulate their emotions, they may be encouraged to visit the Safe Place. This is a designated space where the child can take a break and practice calming strategies, such as deep breathing or using a calming sensory tool.
 - o The teacher will provide a calming presence and guide the child through the process, allowing them time to regain control over their feelings.
3. Reconnect and Teach

- o After the child is calm, the teacher will re-establish a connection by acknowledging the child's feelings: "I understand you were feeling frustrated. It is okay to feel upset. Let's talk about what happened."
 - o Teachers will guide the child through understanding their behavior and its impact on others. For example: "When you hit others, it hurts them. You use kind words and kind hands."
4. Offer Alternatives and Problem-Solving
- o Once the child is able to listen and engage, teachers will offer alternative ways to handle the situation. "Next time, if you are feeling frustrated, you can say, 'I need help' or 'Please stop!'"
 - o Teachers will encourage the child to express needs with words and help them brainstorm peaceful solutions to conflict. This teaches them emotional regulation and conflict resolution skills.
5. Restorative Actions (If Applicable)
- o If a child has harmed another, the teacher will guide both children in a restorative practice. This might involve an apology, an opportunity to make amends (e.g., helping the other child feel better), and a brief discussion about how to act differently in the future.
 - o We emphasize forgiveness in the context of our Christian faith: "God calls us to forgive one another, just as He forgives us."
6. Praise and Reinforce Positive Behavior
- o When the child demonstrates a positive behavior, the teacher will immediately acknowledge and praise the child for making a better choice. "I'm so proud of you for using your words instead of hitting. That was a kind choice."
 - o Positive reinforcement encourages the child to repeat desirable behaviors and fosters a sense of accomplishment.

When Behavior Challenges Persist

If a child continues to struggle with meeting behavior expectations, or if a behavior escalates, the following additional step will be taken:

Assess the Child's Needs

- Teachers will consider potential underlying causes for the behavior, such as unmet emotional needs, lack of sleep, hunger, or difficulty with transitions.
- LRPP staff may consult with the child's parents/caregivers to gather insight and work together to address any specific needs or challenges.

Collaborate with Parents/Caregivers

- Parents/caregivers will be notified if a pattern of challenging behavior continues. A collaborative meeting may be scheduled to discuss strategies for supporting the child both at home and at school.
- A behavior plan, incorporating Conscious Discipline strategies, may be developed with the family's input to address the child's needs.

Involve the Director or Counselor (If Necessary)

- If behavior challenges persist despite consistent support and collaboration, the preschool director or counselor may be involved to ensure that the child’s emotional and behavioral needs are met.
- If needed, referrals to outside professionals (such as a child psychologist or therapists) may be considered for additional support.

LRPP’s goal is to guide each child with love, patience, and wisdom, fostering an environment where they can learn how to regulate their emotions, resolve conflicts peacefully, and interact respectfully with others in a Christ-like way. By using Conscious Discipline techniques and embracing Christian values, LRPP helps children grow in their emotional intelligence, compassion, and faith.

Biting Policy

Biting can be a common developmental behavior in young children, and it is important to address it in a way that promotes positive behavior, emotional regulation, and conflict resolution. LRPP biting policy incorporates the same Conscious Discipline framework discussed above.

Parent/Caregiver Communication

Parents/caregivers will be notified of any biting incidents. LRPP will work in partnership with parents/caregivers to ensure a consistent approach both at school and at home. Through Conscious Discipline strategies, we will empower families to create supportive environments for emotional regulation and social skills development.

Preventing Future Biting

- Proactive Social-Emotional Learning: Through daily activities, lessons, and discussions, children will be taught about emotions, empathy, and how to solve conflicts peacefully.
- Modeling Positive Behavior: Teachers and staff will consistently model respectful, calm behavior and healthy ways of interacting with others.
- Recognizing and Addressing Triggers: We will observe the child’s behaviors and try to identify underlying triggers or unmet needs, such as hunger, fatigue, or difficulty with transitions, and address them proactively.

When to Involve Administration

If biting becomes a repeated behavior, or if a child’s safety is at risk, LRPP may schedule a meeting with the child’s parents/caregivers to discuss further interventions. In rare cases, individualized behavior plans may be created in collaboration with the parents/caregivers to help the child learn more effective ways to manage their emotions and interact with peers.

Communication With Staff

At LRPP, effective parent/caregiver/teacher communication is essential for supporting each child’s growth and development. Regular communication allows us to understand the child’s needs, celebrate their successes, and address any concerns, ensuring a positive and supportive learning environment for both the child and family.

Communication Channels

- Newsletters and Calendars: Monthly newsletters and calendars will be distributed to keep families informed about classroom activities, upcoming events, and important dates.

- **Conferences:** Conferences can be scheduled at any time during the year, either by the teacher or at the parent/caregiver's request. To schedule a conference, please email the director at director@lrpreschool.com, the teacher at teacher@lrpreschool.com, or the assistant at assistant@lrpreschool.com.

Confidentiality Statement

In order to maintain confidentiality, LRPP is not permitted to correspond with any persons who are not natural parents or authorized caregivers/guardians of the children in our care.

Parental/Guardian Concerns and Complaints

At LRPP, we value the partnership we have with parents/caregivers in supporting the growth and development of each child. We understand that concerns or questions may arise from time to time, and we are committed to addressing them with respect, care, and Christian kindness. Our goal is to resolve concerns in a timely and constructive manner, ensuring the best possible experience for all children and families.

Addressing Concerns and Complaints

- Initial Communication

If a parent/caregiver has a concern or complaint, we encourage them to first speak directly with the staff member involved (e.g., the teacher or classroom aide). Many concerns can be resolved quickly and effectively through open, respectful conversation. We ask that any concerns regarding a child's experience, behavior, or classroom environment be addressed promptly.

- Escalation Process

If the issue is not resolved after discussing the matter with the staff member, parents/caregivers are invited to reach out to the preschool director for further assistance. The director will listen to the concern, gather necessary information, and work to find a resolution. If needed, the director may schedule a meeting involving the parent/caregiver, staff member(s), and director to discuss the concern in more detail.

- Ongoing Concerns

If the concern remains unresolved after meeting with the director, the parent/caregiver may request a meeting with the Preschool Board for additional support. The Board will review the situation, and if necessary, provide further guidance or a final decision.

Respectful and Constructive Communication

All concerns should be communicated with respect and a spirit of cooperation. We ask that parents/caregivers approach all situations with a heart of understanding, following the biblical principles of Matthew 18:15-17, which instructs us to address issues directly and privately before seeking broader involvement. We strive to maintain a peaceful and respectful atmosphere where everyone can feel heard and valued.

Confidentiality

All concerns will be handled with confidentiality and discretion. The privacy of all involved—children, staff, and families—will be respected throughout the resolution process.

Prayer and Support

LRPP recognizes that conflicts or concerns can be challenging. We encourage prayer and ask that families seek God's wisdom and guidance in resolving issues. The preschool director and staff are always available to offer prayer and support to families who may need it during difficult times.

We are committed to resolving concerns with grace, humility, and understanding, reflecting Christ's love in all our interactions. We believe that through open communication and prayer, we can maintain a positive, nurturing environment for all of our preschool families.

Please do not hesitate to reach out with any concerns. We are here to serve you and your child and are dedicated to fostering a supportive, Christ-centered community.

Social Media and Photography Policy

LRPP values the opportunity to capture and share special moments from your child's educational experience. We also respect the importance of privacy and confidentiality. To ensure that all photography and social media use aligns with these values, we have established the following guidelines:

Photography and Video Recording for School Purposes

Teachers and staff may take photos or videos of children during school activities, projects, or events. These images may be shared with parents/caregivers through the SportsYou app, which is a secure, private platform used exclusively for sharing photos and updates with enrolled families. ***Photos or videos shared via this app are intended for school-related purposes only.***

Permission for Use of Photos in School Promotions

As part of the enrollment process, parents/caregivers will be asked to complete a waiver that grants or denies permission for their child's photos or videos to be used in school promotions, including on the preschool's website, social media platforms (such as Facebook or Instagram), or in printed materials. Parents/caregivers may choose to opt in or out of this permission when completing the enrollment packet. If you opt out, your child's photo will not be used in any public school promotions or social media.

SportsYou App Usage

The SportsYou app will be used to share photos, videos, and updates with current preschool families only. This platform is designed to keep parents/caregivers informed about daily activities and events in a safe, private environment.

SportsYou is password-protected, ensuring that only authorized family members have access to shared content. Parents/caregivers should be mindful of privacy when posting or sharing photos within this app.

No Personal Identifiers

For any school-related photos or videos shared, we will avoid including personal identifying information, such as full names or contact details, to ensure children's privacy is protected.

No External Photography

Parents/caregivers or external photographers are not permitted to take pictures during school events, field trips, or performances without prior approval from the preschool director.

Parent/Caregiver Social Media Use Policy

Parents/caregivers are welcome to share images or videos of their own children from preschool events on personal social media accounts. However, we ask that parents/caregivers do not post pictures of other children without obtaining prior permission from the other child's parent/caregiver.

LRPP is committed to maintaining the privacy of all children while providing families with the opportunity to stay connected through visual updates. If you have any questions or concerns about this policy or the waiver, please contact the preschool director.

This handbook is subject to updates based on NC DHHS recommendations as well as arising situations in order to keep our children, staff, and families safe and healthy.