



Little Blessings Parent's Handbook 2026/2027

Welcome to the 2026–2027 Session of Hope Lutheran's Parent's Morning Out Program – Little Blessings!

We are excited to begin a wonderful year with your “Little Blessings”. Thank you for trusting us to care for your child while providing you with a well-deserved morning break. For many families, this year will bring exciting milestones, new friendships, and memorable “firsts,” and we are honored to walk alongside you during this special time.

Our goal is to provide a safe, loving, faith-filled environment where children can grow socially, emotionally, spiritually, and developmentally through play, exploration, and meaningful interactions.

We look forward to a joyful and rewarding year together!

2026–2027 School Year

- **First Day of Classes: Monday, August 10, 2026**
- **Last Day of Classes: Friday, May 28, 2027**

MYPROCARE.COM

A free online portal for you to access your account information and easily pay tuition. Myprocare.com is safe, secure, and easy to use, whether you use a computer or your cell phone.

PROCARE APP

This app helps implement a contactless sign-in/sign-out procedure. When the app is downloaded on your phone, it will prompt you to sign your child in or out, **when on our campus.**

Through the app, parents can:

- Sign children in and out while on campus
- Receive photos and updates from teachers
- Communicate directly with teachers and the Director
- Receive important announcements and reminders

Please note: Tuition payments cannot currently be made through the Procare app.

Teachers may respond to messages received outside of school hours during their scheduled work hours. As a result, responses may be delayed until the next school day.

DAYS AND HOURS OF OPERATION

Monday through Friday 8:45 am - 12:00 pm

Early Care: 8:30 am - 8:45 am for an additional charge (\$3.00 per day)

Lunch Bunch: 12:00 pm - 12:30 pm for an additional charge (\$5.00 per day for monthly enrolled days)

\$10.00 for “drop-in” lunch bunch per day.

AGES ACCEPTED

At Little Blessings, we provide a nurturing environment for children 6 months - 2 (with some turning 3 during the year they are with us).

Our program focuses on developing social skills through activities like free play, where children learn to interact with others, share, and take turns. We also offer structured activities, including Jesus time, music time, snack time (where parents provide a nut-free snack and drink), and circle time at the end of the day. We take care of diaper changes and assist with potty training as needed.

Our two's classes will attend weekly Chapel and other in-house field trips.

While our primary focus is on fostering social skills, we also introduce children to key developmental concepts like colors, counting, animals and animal sounds, body parts, and more.

2026–2027 Classroom Placement

Based on a child's age as of August 1, 2026

Butterfly Garden Classroom

Age Range: Children ages 6 months through approximately 23 months

The Butterfly Garden Classroom supports infant and young toddler development through sensory exploration, motor skill development, language exposure, and social interaction. Children are encouraged to discover their world in a nurturing environment that promotes growth, security, and early learning.

Little Ladybug Classroom

Age Range: Children ages 6 months through approximately 23 months

The Little Ladybug Classroom supports infant and young toddler development through sensory exploration, motor skill development, language exposure, and social interaction. Children are encouraged to discover their world in a nurturing environment that promotes growth, security, and early learning.

Busy Bee Classroom

Age Range: Children who are 2 years old by August 1, 2026, and will remain 2 years old throughout the 2026–2027 school year

The Busy Bee Classroom is designed for active and curious toddlers who are ready to explore the world around them. Through play-based learning experiences, children are encouraged to develop independence, build social connections, and strengthen foundational skills. The classroom environment nurtures curiosity, confidence, and early learning while supporting each child's growing sense of self.

Creative Caterpillar Classroom

Age Range: Children who are 2 years old by August 1, 2026, and will turn 3 years old during the 2026–2027 school year

The Creative Caterpillar Classroom focuses on fostering social-emotional development, communication skills, imaginative play, and interactive learning experiences. Children are encouraged to express themselves, engage with peers, and explore new concepts through hands-on activities that support growth, creativity, and confidence.

Our Approach

Each classroom is thoughtfully designed to meet the developmental needs of the children it serves while encouraging learning, growth, and exploration through play. Our goal is to provide a nurturing environment where every child can build confidence, develop meaningful relationships, and thrive at their own pace.

Please note: While we make every effort to place children in classrooms that align with their age and developmental stage, exceptions may occasionally be necessary. Classroom placement decisions are made at the program's discretion and may take into account a variety of factors, including classroom composition, staffing, enrollment, program needs, and other considerations.

Our goal is to provide the best possible experience for all children and families.

TERMINATION POLICY

30-Day written notice from the parent is required if you choose to leave our program at any time. If you do not give proper notice, you will be subject to the monthly tuition until such notice is given.

HOLIDAYS 2026-2027

The following are dates that we will **NOT** be in session:

- Monday, September 7, 2026 (Labor Day)
- Wednesday, November 25, Thursday, November 26, and Friday, November 27, 2026 (Thanksgiving)
- Monday, December 21 through Friday, January 1, 2027 (Christmas and New Year)
- Monday, January 18, 2027 (MLK Day)
- Monday, March 22, Tuesday, March 23, Wednesday, March 24, Thursday, March 25, and Friday, March 26, 2027 (Spring Break)

Summer Blessings - Little Blessings is thrilled to offer a weekly summer camp experience for our youngest learners. Summer Blessings is designed for children ages 12 to 35 months.

The daily agenda includes Jesus time, music, art, stories, free play and outdoor play.

This half-day program will run from June 1 through July 30, 2027.

Summer Blessings Hours:

Program hours are **8:30 AM – 12:00 PM, Monday through Friday.**

Please note that **no early care** or **lunch bunch** will be offered during the Summer Blessings session.

Additional information can be found on the Little Blessings tab of Hope Lutheran Church's

<https://www.hopelutheranwf.org/little-blessings>

SICK POLICY

Please keep your child home from school if they have any of the following symptoms:

- Fever higher than 100.4 degrees.
- Vomiting or diarrhea in the past 24hrs.
- Eyes pink and crusty.
- The child is complaining of ear or throat pain.

INCLEMENT WEATHER

Little Blessings will follow the preschool recommendations on weather closures, however, if the preschool is delayed, Little Blessings will be **CLOSED**. The Preschool Director will make that determination in a timely fashion.

We **DO NOT** follow WCPSS.

****If Little Blessings closes for any reason, no reimbursement or credit will be issued for the day(s) of closure. ****

DEPOSIT

A non-refundable or transferable deposit of \$150.00 is due at the time of enrollment to secure your requested days. Once this payment is received, we can then process your registration.

PAYMENT POLICY/ATTENDANCE

2026-2027 Schedule and Tuition

Program Schedule Options:

- 2-Day (T/Th) \$200 per month
- 3-Day (M/W/F) \$300 per month
- 5-Day (M–F) \$500 per month

Early Care is \$3.00 per day, 8:30 am-8:45 am. Requires pre-registration.

Lunch Bunch is \$5.00 per day for any monthly pre-enrolled days, and any “drop-in” days will be \$10.00 per day. Requires pre-registration.

Payment is due no later than the 5th of every month.

Any payment received after the 5th of the month will be assessed an automatic \$15.00 late charge.

Any payment not paid by the 15th of the month will be assessed an additional \$20.00.

All fees not paid after **60 days** will result in the dismissal of the child from the program.

Hardship arrangements must be made before the 5th with the Little Blessings Director.

Unfortunately, we cannot switch around your child’s scheduled days of enrollment on an occasional or semi-occasional basis. In other words, your days contracted are your days and cannot be altered weekly.

At the Directors’ discretion “drop-in” may be available to currently enrolled children only, based on class size and staffing for the day(s) requested. There is a \$30.00 “drop-in” fee per day and a \$10.00 “drop-in” lunch bunch fee per day.

All requests must be made in advance through the Procure app or email.

DISCOUNTS

- **Members of Hope Lutheran Church** will receive a monthly discount of 10%.
- **Staff Members** will receive a monthly discount on all Hope Lutheran programs. The applicable discount percentage is outlined in the Hope Employment Manual.
- **Siblings** in Little Blessings will receive a monthly discount of 10%. First child is full price; second child will receive the 10% discount.

PAYMENTS

Please make checks payable to **Hope Lutheran Church - Little Blessings** or pay online at **Myprocare.com** (There is a fee assessed by the credit card companies on all online payments). We cannot take cash at this time.

Procare app does not accept payments.

Checks may be mailed to Hope Lutheran Church 3525 Rogers Road Wake Forest, NC 27587, dropped off at the Little Blessings office or handed to a Little Blessings staff member.

NON-SUFFICIENT CHECKS

A \$25 fee will be charged for NSF checks.

DROP-OFF and PICK-UP POLICY

Little Lady Bug Classroom #1 (Youth Center) Walk up to gray doors for drop-off and pick-up.

Busy Bee Classroom #2 (Youth Center) Walk up to gray doors for drop-off and pick-up.

Creative Caterpillar Classroom #3 (Youth Center) Walk up to gray doors for drop-off and pick-up.

Butterfly Garden Classroom #4 (Youth Center) Walk up to gray doors for drop-off and pick-up.

LATE PICK-UP POLICY

If your child is picked up after 12:00 pm, Little Blessings will give a 5-minute grace period, after which there will be a late charge assessed of \$1.00 for every one minute (unless prior arrangements have been made). Lunch bunch pick-up is 12:30 pm, Little Blessings will give a 5-minute grace period after which there will be a late charge assessed of \$1.00 for every one minute (unless prior arrangements have been made).

Please be courteous and arrive on time.

HEALTH MATTERS

For the health and safety of your child and all the children in our Little Blessings program, **please do not bring your child to school sick**. If you are not sure if your child should be brought to class, then please call and check with us.

If a child becomes ill during Little Blessings hours the parents will be contacted to pick up their child. A parent will need to pick up their child immediately after being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed from class due to illness, **they may not return to Little Blessings until symptoms requiring removal are no longer present**. The child must also be void of any contagious disease unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

GUIDELINES FOR CHILDREN REQUIRING EXCLUSION FROM LITTLE BLESSINGS

A child with any of the following illnesses must be completely free of any symptoms before returning to class. If the child is taking antibiotics for an illness, the child may return to class after the initial 24 hours of beginning antibiotics as long as he or she has no fever (under 100.4 F), is no longer

contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from a doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. **Any child with a fever of 100.4 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend Little Blessings.**

State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

CHILD'S ABSENCES AND/OR VACATIONS

If your child will not be attending Little Blessings due to illness or other, **please let us know as soon as possible.** No discounts will be given for your child's absences due to illness or vacations.

If your child will not be attending Little Blessings for whatever reason, you are still required to pay.

MEDICATION

At Little Blessings, we do not give medications to the children. If your child needs to be medicated to get through the day and be able to comfortably participate in our classroom activities, then he or she may be too sick to attend school.

MEDICAL PROCEDURES

Emergency information is kept on file at Little Blessings and in Procure. In case of illness or injury, this information will be used to notify you or the person designated by you of your child's status. If your child is injured while at the Little Blessings, first aid will be administered.

All emergency contact information must be kept up to date and correct. Please inform us immediately of any changes to keep your information current.

EVACUATION PROCEDURES

Little Blessings has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the classroom. In the unlikely event, the children will be evacuated to an emergency location, you will be notified as soon as possible. Our emergency location of choice is the far back parking lot or the greenway.

DIAPER POLICY

It is the parent's responsibility to provide diapers, wipes, and diaper creams for their child. Diapers are checked frequently and changed around 11:00 am. Diapers containing #2 are changed immediately. Diaper creams can be applied by teachers when asked to do so by parent. All requests should be made through the Procure app. The diaper changing tables are cleaned and disinfected between each diaper change. We use disposable changing sheets.

TOILET TRAINING

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least **two weeks** with success before it can be effectively started at Little Blessings. Parents will be required to supply pull-ups and wipes.

Children will be allowed to come to class in cotton training pants/underwear after they have been accident-free for at least two weeks.

Communication between parents and Little Blessings teachers through the Procare app is imperative for a successful transition from diapers to the toilet.

TV VIEWING

Television viewing is only done on occasion, no more than 20 minutes at a time, and is limited to exercise and fun movement videos.

TOYS

We have well-organized, separate, age-appropriate toys for the toddler and infant classes. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period, we encourage your child to bring a piece of home with them; a special blanket, toy, or teddy can be very comforting.

PHOTOS

Understand that your child may be included in pictures connected with our program unless otherwise specified by you the parent.

Please return Photo Authorization and Release Form attached indicating your preference

BEHAVIOR AND MANAGEMENT & DISCIPLINE

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful of others.

If further actions are required, the teachers will be in contact with the child's parents to discuss strategies that work best and are consistent with home discipline.

CLEANLINESS

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our classrooms and the children in them as clean as possible, to help minimize and/or prevent the spread of germs. Our classrooms are kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, or bleach/water solution. The high chairs are cleaned between each use, and the diaper-changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected daily. Hand washing is performed upon arrival, after using the restroom, and before and after eating.

There may be occasions when the classrooms post a "wish list" for cleaning supplies, especially during cold/flu season.

ARRIVAL AND DEPARTURE

Please send your child with necessary supplies needed for that day's class. Please make your goodbye brief, the longer you prolong departure the harder it gets for both parents and especially for your child.

No one other than the parent or person designated by you will be allowed to pick up your child without **advanced written permission indicating the person's name and relationship to your child.** This request may be submitted through the Procure app.

If there is a court order, we must have a written note provided for our file.

SUPPLIES NEEDED

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, weather-appropriate clothes, change of clothes, jacket, shoes, snack, lunch, and drink. Please make sure all of these items are labeled. If necessary, a comfort object and anything else your child may need. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, potty accidents, diaper blowouts, etc. So please dress your child accordingly for play. Wet, dirty, and soiled clothes will be put in a plastic bag in your child's bag to be taken home and cleaned. We are not responsible for replacing stained or soiled clothing. We suggest that you write your child's name on the tags of their clothing to prevent any clothing mix-ups.

Note: Please periodically check your child's bag to make sure they still have all of the necessary items needed at Little Blessings.

Little Blessings is not responsible for any lost items or clothing.

MEALS/SNACKS

You will provide your child with a healthy snack and drink. We are a **nut-free** facility. Snack is given around 10:00 am. If your child is staying for lunch bunch you also will provide a healthy, **nut-free** lunch.

SPECIAL DIETS

Please inform us if there are any dietary needs or allergies. This can be done through Procure.

Birthday Celebrations

We love celebrating birthdays at Little Blessings!

Parents wishing to provide a birthday treat should email the Director with:

- The date of the celebration
- The type of treat
- A complete list of ingredients

All birthday treats must be:

- Pre-packaged
- Store-bought
- Nut-free
- Made in a nut-free facility

To allow adequate time to notify families and obtain parent permission for sharing treats, all birthday celebration requests must be submitted at least **48 hours** in advance.

LEARNING AND FUN

Infants and toddlers learn through play by utilizing books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more. We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make learning for all ages

fun, and non-intimidating. We hope that both you and your child will be as enthusiastic as we are about our program.

ACTIVITIES

We know that children also learn through play; because of this, we do not underestimate its importance on a growing child's mind, body, and spirit. Age-appropriate activities will be scheduled with flexibility allowed to respond to the needs of each child and their various ages. Activities that we and the children participate in include, but are not limited to the following:

Indoor activities: Books and story-time, Mega Bloks Legos, circle-time, music and dancing, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, animals/dinosaurs, trains, musical instruments, balls, dolls and Barbie's, various learning toys, musical instruments, various games, Mr. Potato Head, bean bag toss, blocks, beads and string, song games, play dough, coloring, sing-along story books, painting, puppets, and singing.

Weather permitting, we may play outdoors.

DAILY SCHEDULE

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on the time of the year, weather, age, and temperament of the children. Age-appropriate activities are scheduled with the flexibility allowed to respond to the needs of each child and their various ages.

8:30 am	Early Care (extra fee/registration required)
8:45 am - 9:00 am	Drop-off, hand washing
9:00 am - 9:45 am	Welcome children, free play
9:30 am - 10:00 am	Outside play - weather permitting
9:45 am - 10:00 am	Music, song, and dance
10:00 am - 10:30 am	Wash up, prayer, and snack time
10:30 am - 11:00 am	Free play
11:00 am	Diaper changing
11:30 am - 11:50 am	Story time
11:50 am - 12:00 pm	Line up dismissal
12:00 pm - 12:30 pm	Lunch Bunch (extra fee/registration required)

COMMUNICATION

Please feel free to communicate any needs, wants, and/or concerns regarding your child. **It is only through good parent/provider interaction that good quality nurturing care can be achieved.**

Please use the Procure app to communicate with teachers. This is a private message between the parent and teacher/Director.

Feel free to contact Tracy Zwickis, Little Blessings Director via email - littleblessings@hopelutheranwf.org, phone - 919-229-0196, or Procure app.

Office hours: Monday - Friday 8:00 am - 3:00 pm

Summer hours: Monday - Friday 8:00 am – 1 pm (summer hours may vary)

Facebook - Little Blessings at Hope Lutheran Church.

CONTRACT ADHERENCE

We realize this is a lot of information to absorb. Because of this, **please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary.** We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.

A FINAL NOTE

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our program. We are always open to suggestions and feel communication is a very important part of a quality Parent's Morning Out program. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours.

Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of **Hope's Little Blessings** handbook are understood and agreed upon.

Please sign and date one copy of this page, to return to us and keep a copy of the handbook for your records. By signing, you agree to these dates and terms for the 2026-2027 year at Little Blessings.

(Signature and Date)

(Please print your name here)

Childs Name