



Student Handbook

2026-2027

Tot Time is a program of care and creative education for toddlers through transitional kindergarten. As we address each child's total development (physical, mental, social, and spiritual), we provide a joyful environment with loving care and fun as well as learning enrichment. Our program is designed to meet each child's needs and encourage creativity, self-esteem, and love of learning about God and His world.

We uphold the Tot Time Statement of Faith in all of our programming.

Tot Time Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational or admissions policies.

We gladly accept children with special needs as long as the needs of the child and their family can be met and do not interfere with the needs of the other children in the classroom. Children who receive outside services such as speech, occupational, or other therapies may arrange for those services to be given on site. Please request a meeting with the Director to discuss and approve these services prior to acceptance.

TOT TIME STATEMENT OF FAITH

- We believe that God is one being – infinitely just, wise, good, loving and holy, and existing eternally in three persons: Father, Son and Holy Spirit. He is the sovereign Creator of the universe and by His providence sustains and rules all that He has made.
- We believe that Jesus Christ, Son of God, is fully divine and fully human, and that He saves His people from their sin by His life, death and resurrection, and is now ruling over His Church and the world through His Word and Spirit.
- We believe that the Holy Spirit regenerates sinners, resides in believers, and enables them to live a Godly life and to use the spiritual gifts He has given them.
- We believe that the Scriptures of the Old and New Testaments are the inspired, infallible and inerrant Word of God, our final authority in matters of doctrine and practice.
- We believe that sinners are justified by grace through faith on the basis of the finished work of Christ (His death and resurrection) and live this life by the power of God.
- We believe that God is calling people from the whole human race to believe in His Son, Jesus Christ, and to become members of His Body, the Church. Those who believe in Jesus as Lord and Savior enjoy the blessings of God and fellowship with each other in communities of faith until Jesus returns.
- We believe that man, male and female, was created in the image of God, but fell into sin through the disobedience of Adam and Eve. As a result of the fall, all people are born sinful and in need of salvation.
- We believe that marriage is a covenantal relationship created by God for a man and a woman. Sexual intimacy is a gift from God and has its proper place only within the context of marriage.
- We believe that Jesus Christ, the Son of God, will return to renew the whole creation and to judge the living and the dead

ATTENDANCE & DAILY SCHEDULE

- **SCHOOL HOURS:** 9:15 AM to 1:00 PM.
 - Toddlers & Twos Transition Weeks: For the first 2 weeks of school these classes will be **dismissed early at 12:00**. The shorter day helps with the adjustment of being away from home.
- **CLASS DAYS**
 - Toddlers, Twos, and Threes classes meet on Monday, Wednesday and Thursday.
 - Pre-K classes meet on Monday, Tuesday, Wednesday, and Thursday.
 - TK class meets Monday through Friday.
- **ATTENDANCE**
 - Your child should attend regularly, except when ill, and should arrive and be picked up on time. Arriving late or leaving early disrupts the classroom and can make the day more difficult for your child.
 - **To assist your teacher with daily planning, PLEASE notify them if your child will not be in school.**
 - Parents are expected to exercise caution and discernment when choosing to send a child to school that may be ill or exposed to an illness that makes them a risk to others. The Director reserves the right to send home a sick child immediately, and can ask that any child exhibiting symptoms or exposed to someone exhibiting symptoms to stay home. (See Health Policies for more information.)

DROP-OFF, PICK-UP, and SECURITY/SAFETY

- **AM DROP-OFF:** Carpool runs from 9:05 to 9:20am. Your child will be assisted from your car by a teacher.
 - **Do not get out of your car or let your child out of your car without a teacher at your car door.**
 - **Only teachers should open vehicle doors.**
 - **Late Arrivals:** Park and walk your child to our front door; we will assist them in getting to class.
- **PM PICK-UP:** Our front door is open from 12:55 to 1:05pm. Classroom doors open at 1pm.
 - **Late Pickups:** Please arrive no later than 1:05pm. If you will be late, inform your teacher and ask another parent to pick-up your child. **Please do not ask your teachers to stay until you arrive.**
- **SECURITY:** For the safety of our school, **the outside doors to the Tot Time hallways are locked** (with the exception of carpool and pickup times, where open doors are actively monitored).
 - Children will only be released to their parents or other pre-authorized adults.
 - Adults entering the building without a Tot Time ID will need to show a driver's license to enter.
 - Please notify your teacher if a caregiver not on your pre-authorized list will be picking up your child.
 - At pickup, the caregiver accepts full responsibility for the child.
- **SAFETY:** During the year PBC holds a monthly fire drill, and twice a year Tot Time schedules a disaster drill. Parents will be notified about the scheduling of our disaster drill.

COMMUNICATION

- Please report changes to your contact information (email, cell phone, address) to the teacher and the office.
- Communicate any information you think will help the teachers understand your child better.
- Please remember to only discuss sensitive details about your child when they are not present.
- If you have concerns about your child's teacher, please discuss the issue first with the teacher. If the situation is not resolved, please discuss your concern with the Director.
- Your teacher will inform you of her availability and communication preference, please respect her schedule!
- **You can text or call the office at 704-292-6700.** Our office hours are 8:30-1:00, Monday to Thursday.

CLOTHING & TOTE BAGS

- **CLOTHING:** Your child should dress in comfortable clothes. Avoid frilly dresses, difficult buttons/snaps, PJs/costumes (unless a dress-up day is on the calendar). Girls should wear shorts or leggings under dresses.
- **SHOES:** close-toe, comfortable and well fitting, and non-slip. **No sandals, Crocs, or boots!**
- **COATS:** In cool weather, send a coat labeled with your child's name, we go outside most days.
- **POTTY TRAINING & DIAPERS:** In order to keep your child comfortable during the day, your teacher may ask for diapers/pull-ups and an extra set of clothing to stay at school in case of accidents.
- **TOT TIME TOTE BAG:** Bring your bag to school daily with a lunch, snack, and water bottle. The wide openings help us teach our students to pack and unpack independently.
- **DO NOT SEND:** Umbrellas or toys from home (they can be distracting, and we cannot ensure their safe return). For special "Show and Tell" days, ensure items fit in the Tot Time bag.
- If your child brings home small pieces of toys or teaching materials, please return them to your teacher.

PLAYGROUND POLICY

If you choose to use the playground after school, please reinforce the Tot Time rules below while playing, which will help our teachers in maintaining these rules during school hours. Consistent misuse of the playground during school hours will cause your child to lose their playground privilege for a set period of time while at school.

- **NO throwing mulch.**
- **NO pushing or shoving other children.**
- **NO wrestling or tackling of other children.**
- **Use the slides from the top in a sitting position.**

TUITION & PAYMENTS

Annual tuition is divided into 9 monthly payments and collected one month in advance via ACH draft, with payments beginning August 1st (September tuition). Families new to Tot Time and all PK families are asked to prepay May tuition when registration is confirmed. (NOTE: TK tuition schedule is separate and listed on the ACH form.) Please visit our website for current tuition amounts.

A **\$20.00** fee will be charged for drafts declined for lack of funds. All payments are non-refundable. No refunds will be made for partial attendance, absences or incidental closures. Any attendance during a month constitutes a full month's tuition. A one-month notice must be given to the Director to withdraw from the program. Your child can continue to attend all months where tuition has been paid. This allows us to reserve a space for your child for the full year while ensuring we have the funds to pay our staff and other expenses.

CLOSING POLICIES

WEATHER & NATURAL DISASTER CLOSURES:

Generally, we follow CMS district decisions for closings, delays or early dismissals related to weather events. Closings **WLL NOT** be made up during the year.

- **Day One:** We follow CMS closures. If CMS delays opening, Tot Time will delay one hour (opening at 10:15am).
- **Day Two and on:** If CMS remains closed for more than one day, Tot Time will determine if we will be open or closed for the following day(s) based on our operational status.
- **NON-CMS CLOSURE:** In the event that our campus experiences an event that hinders operations, Tot Time may announce a closure outside of a CMS decision.
- All closures will be communicated through email and teacher texts.

HEALTH RELATED CLOSURES:

- The Tot Time Board or Director will make decisions based on input from CMS and government officials.
- If a large portion of the Tot Time students and staff are ill, the Board or Director can cancel school to protect families and staff. This information will be communicated through email and teacher texts.

TUITION DURING CLOSURES:

- **If closed for less than 30 days:** Payments will continue to be drafted on schedule.
- **If closed for greater than 30 days:** Payments scheduled after 30 days of initial closure will cease. Upon reopening, the Board will communicate an updated tuition plan for future months.

HEALTH POLICIES

ALLERGIES/HEALTH CONDITIONS:

Severe allergies and health conditions must be brought to the attention of the Director and the classroom teacher. If your child requires an Epi-Pen, submit a **notarized** copy of our Epi-Pen Release Form (found on our website) along with the prescribed Epi-Pen.

IMMUNIZATIONS:

The NC State Health Department mandates that all children must be properly immunized with the below vaccine minimum dosages before enrollment. All students must have a current immunization record or exemption statement on file with the school. See www.dph.ncdhhs.gov/programs/epidemiology/immunization for more information.

- By 16 mo old – 2 HepB, 2 Polio/IPV, 3 DTap, 2-3 HIB, 4 PCV, 1 MMR
- By 19 mo old – 3 HepB, 3 Polio/IPV, 4 DTap, 3-4 HIB, 4 PCV, 1 MMR, 1 Var

Unvaccinated children (including those who qualify for an exemption) may be excluded from school by public health officials if the state health director or a local health director determines immunization is necessary to control the spread of disease in an outbreak (GS_130a-145). Please direct all immunization questions to the Director.

SICKNESS:

It is in the best interest of your child, their classmates, and the staff to keep your child at home when they are ill. Please use the below guidelines to determine whether your child should attend.

- PLEASE KEEP YOUR CHILD HOME if they exhibit the following symptoms:
 - Thick and green nasal discharge, or other discharge that is nearly constant.
 - Thick or unusually colored discharge from the eyes.
 - Lethargy, discomfort, fatigue, feeling unwell or “off.”
- Your child may attend/resume attending school under the following guidelines:
 - **After a respiratory virus** (i.e. COVID, influenza, etc) – wait 24 hours after symptoms improve.
 - **After a fever** - temperature must be normal for 24 hours without medication.
 - **After diarrhea or vomiting** – wait 24 hours without incident.
 - **After contagious illness with a prescribed oral antibiotic** – after administration of 3 doses.
 - **After intravenous antibiotic administration** – wait 24 hours.
- **CONTAGIOUS DISEASE:** Communicate with your teacher and the Director if your child contracts a communicable disease (i.e. Hand Foot & Mouth, Lice, Influenza, COVID, RSV, Impetigo, Pink Eye). This allows the Director to anonymously notify other parents who can watch for symptoms.
- The Director may update the above guidance based on recommendations from health professionals.

DISCIPLINE

Our teachers understand the characteristics of their age group and are well prepared with a variety of activities for each day. Each class has established a positive set of standards and guidelines. When a child does not follow these guidelines, a reminder is given. If the reminder is ineffective, the child's attention is redirected or there is time allotted out of the activity for a child to prepare himself for appropriate behavior. The timeout length is 1 minute per year of age. If the inappropriate behavior continues, the child will be taken to the Director's office for a time away from the classroom. The school reserves the right to request the withdrawal of a child who, after a reasonable time, cannot adjust or whose behavior (continual unkind speech, behaviors, or threats) is such that the class is suffering. A conference will be held with the parents and all possible measures will be taken to work with the family before this action is taken.

Hitting, corporal punishment, abusive language, ridicule, harsh, humiliating, or frightening treatment by any of our teachers is against our philosophy. NONE of these behaviors are tolerated at Tot Time.

BITING, PINCHING, AGGRESSIVE & DISRUPTIVE BEHAVIOR:

Among younger children, biting, pinching, aggressive and disruptive behaviors sometimes occur between students. The following procedures are followed in the event of an incident at Tot Time:

- After the first and second occurrence:
 - Both children's parents are notified along with the Director.
 - The teacher monitors the instigator and tracks behavior to prevent further occurrences.
 - The teacher may request a conference with the parents to aid in dealing with the behavior.
- After the third occurrence: the Director may hold a conference with the parents to discuss any of the following next steps:
 - Recommendation for professional evaluation.
 - Hiring of additional support/supervision, paid for by the parents.
 - Suspension from the program for a specific timeframe.
 - Expulsion of the child from the program.

LIABILITY WAIVER

There are certain dangers, hazards, and risks inherent in educational activities, including, but not limited to, physical injuries (minimal, serious, or catastrophic) and property loss or damage. In case of accident, sickness, or injury, permission is granted to any member of the staff to see that any necessary medical assistance is rendered to your child. If professional emergency treatment is necessary, every effort will be made to contact you immediately, but treatment will proceed if you cannot be reached. You will be financially responsible for all expenses incurred in the treatment of your child and agree to release the school and all personnel and officers of these entities, from all liability, claims and actions that arise in connection with these activities.

****APPENDICES – available at TotTime.org****

Statement of Faith

Calendar

Lunch & Snack Guidelines

Restroom & Potty Policies

Carpool Map & Directions