little leaders ★ pre-k

Parent Handbook

School Year: 2026-2027

NORTH CAROLINA LOCATIONS

ALA - Coastal
1135 Pandion Dr.
Wilmington, NC 28411
(910) 839-0012

The campus' Parent/Student Handbook will apply to any situation or policy not included in this Handbook.

We reserve the right to update this handbook at any time and without notice.

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Little Leaders Vision

Learn, Lead, Change the world!

Little Leaders Mission

In support of the family, provide the best educational experience to as many students as possible in a moral and wholesome environment.

Little Leaders Values

Little Leaders are taught the RAISE values as part of their learning experience. These universal values are woven into daily lessons across all subject areas and your Little Leader will be encouraged to try hard each day to live up to these values.

PRESCHOOL OFFERING, COSTS, AND ELIGIBILITY

Half-Day Options	Days	Times	Price Per Month
AM	M-F	8:15-11:15 am*	$575.00
PM	M-F	11:45-2:45 pm*	$575.00
Full Day Options	**Days**	**Times**	**Price Per Month**
Full	M-F	8:15-2:45 pm*	$875.00

This chart represents a sample schedule. Start and stop times may vary per campus. Please refer to your school's website for the schedule. All classes are based on availability and are subject to change. Monthly tuition rates may be adjusted between school years but will remain fixed during the current school year.

Little Leaders welcomes potty-trained students ages 3-5.

- Students must be three years old to enroll in Preschool. Enrollment of three-year-old students will cease after December 31st of each school year.
- Students who turn five before May 31st of the previous school year may be enrolled in Pre-K upon approval.

EARLY RELEASE

On early release days, all students are released 15 minutes before their campus K-6 students are released. AM and PM students may follow an early release schedule depending on your campus.

ENROLLMENT

Families will enroll students using an online application through Infinite Campus. The following documents will be required for registration:

1. Completed online application
2. The child's birth certificate
3. The child's record of vaccinations
4. Court Documents, if applicable

ENROLLMENT & REGISTRATION FEES

Once your child's application for enrollment has been processed and a seat has been offered to your student, families should follow the instructions for completing the registration process. This email will include a request for the following:

- **Required enrollment documents (See above)**
- **Payment of a non-refundable $100 registration fee**
- **Payment of the last month's tuition**

To secure your child's spot in the program, both payments and required documents must be submitted within 48 hours of receiving the enrollment email. If the enrollment fees are not received within the 48-hour window, your child's spot may be released, and their name may be added to the waitlist.

CHANGE OF PROGRAM:

All program change requests (such as changing days or times of attendance) must be submitted to the District Registrar. Please allow 48 hours for processing while availability is reviewed. The first change of program will be processed free of charge. Any additional changes will incur a $25 processing fee per request.

POTTY TRAINED REQUIREMENTS

All students must be potty-trained before their first day of school. Students are expected to perform all potty training tasks independently, including communicating the need to use the bathroom, cleaning themselves after going to the bathroom, and dressing themselves. If your child has an accident during school hours, you will be contacted to assist in cleaning and changing your child as needed. Excessive restroom accidents may lead to disenrollment. Re-enrollment may only be considered when the child is fully and independently potty-trained.

TUITION AND PAYMENT PROCEDURES

Our tuition is billed monthly, with the total annual tuition due divided by the number of months in the school year. For example, there are 10 months per school year, and we distribute costs evenly over ten months, creating ten equal payments no matter how many days are in a given month, including days off. These include December, March, and October, which include longer school breaks.

Here's a brief breakdown:

1. **Total Annual Tuition**: This is the full cost for your child's preschool year.
2. **Divided by School Months:** The total tuition is divided by 10 school months.
3. **Monthly Billing:** The result is billed monthly over 10 months, providing a consistent, equal payment schedule.

Monthly payments and all other fees are due on or before the 1st day of the month of service. A late fee of $35.00 will be assessed for payments received after the 5th of the month. These fees may include late tuition payment, late pickup, lunch, apparel, and field trip fees. All late fees will be assessed immediately on the 6th of the month and due on the 10th, along with tuition. Failure to pay all fees and tuition before 3 pm on the 10th day of the month may result in disenrollment or withdrawal of the student from the Little Leaders program. To be eligible to reapply, the account must be current, will be subject to the waitlist, and to a new registration fee.

Preschool offerings, costs, and eligibility are subject to change at any time.

ACCEPTABLE FORMS OF PAYMENT:

- Checks - Please make checks payable to Little Leaders and mail them to your campus or give the check to the Pre-K Site Administrator at your campus. Checks must be in a sealed envelope, and the receipt must be verified by signing the payment log.
- Cash - Please provide payment directly to the Pre-K Site Administrator and verify receipt by signing the payment log.
- Online payments through Infinite Campus (major credit and debit cards accepted)

RETURNED PAYMENTS

Non-Suffcient Funds (NSF), returned online payments, or returned checks will be charged a $35 per payment returned. You may be required to provide cash, cashier's check or money order for future payment transactions.

REFUND POLICY: Tuition is not refundable and will not be prorated for absences due to weather-related or safety campus closures, illness, vacation, or a family's decision not to attend scheduled sessions. Tuition is not refundable if parents choose to withdraw their child mid-month.

AVAILABLE DISCOUNTS

Military: 10% off monthly fee (must be verified by current military ID)
First Responders (Fire, Police & EMT): 10% off monthly fee (must be verified by current ID)
Campus (K-12) Sibling: 10% off the monthly fee
Prepay Full School Year: 10% off total fee if received (a) within 30 days of enrollment, and (b) more than 3 months prior to the last day of school.
Employee's Children: Check with the Site Administrator for further details. (Employment will be verified) *One discount per family

LATE PICK-UP FEES

A late pick-up fee will be charged if preschool children are not picked up within 15 minutes after class dismissal. The site clock determines the late pick-up time.

- ❑ 16-30 minutes late = $15.00
- ❑ 31-45 minutes late = $30.00
- ❑ 46-60 minutes late = $45.00

*A $15.00 fee for each pick-up 15 minutes after 60 minutes will be charged.
Please contact the site if you know you will be late. After 30 minutes late, the site will start contacting parents. The site will call the emergency contacts if the parents cannot be contacted. If there is no answer with any contact, the police will be called.

WITHDRAWAL POLICY

Little Leaders Preschool requires a two-week written notice if you choose to withdraw your child from the program. Written notice must be submitted to the District Registrar.
Tuition will be charged for the two-week notice period, regardless of attendance. Failure to provide proper notice may result in the forfeiture of prepaid tuition or fees.

If tuition payment is ten (10) days late, the child may be withdrawn from the program. Tuition will not be refunded.

PRESCHOOL AND PRE-KINDERGARTEN CURRICULUM

The curriculum is developmental and academic in nature. Although there are universal and predictable sequences in a child's growth and development, each child moves through this development at their own rate. Little Leaders lessons are aligned with the North Carolina Foundations for Early Learning and Development and connected to the Core Knowledge Sequence.
The curriculum resources build early literacy and mathematical foundational skills. It addresses all areas of a child's development, including language, literacy, and communication; social and emotional development; mathematics; science and technology; social studies; physical development and health; fine arts; and approaches to learning.

WHAT YOUR CHILD WILL NEED

Before your child's first day of school, parents will receive information about the requirements for his/her class, in general all students need to have the following supplies:

- A regular-sized backpack with first and last name on it.
- A lunch box (if eating lunch at school) with first and last name on it.
- A water bottle with first and last name on it.
- A complete change of clothes (in a zip-sealed bag) in their backpack at all times with first and last name on it.
- Full-Day Students: A blanket and fitted crib sheet to be used for cover at naptime and will be sent home for washing each Friday.
- A snack or two, according to the child's teacher's instructions

We ask that students refrain from bringing items from home that are unsafe or distracting.

DRESS CODE & UNIFORM REQUIREMENTS

- Red, white, navy blue, or polos. A Little Leaders shirt is also acceptable.
- Magnetic school logo pins for preschool are not allowed for safety reasons
- Any color bottoms. jeans, athletic shorts, and leggings in good condition are allowed.
- Shorts, skirts, or dresses must be no shorter than mid-thigh when standing.
- Girls should wear shorts underneath dresses and skirts.
- Shirts and bottoms should be appropriate size and clean
- Closed-toed shoes are required for safety.
- Hair should be above the collar for boys. Extreme hairstyles are not allowed.

STAFF PERSONNEL

Designated, qualified staff members, including, but not limited to, Administrative Staff, Lead Teachers, Teacher's Assistants, and Substitute Teachers, will assist the Little Leaders classrooms and students with day-to-day duties.

DISCIPLINE AND GUIDANCE

The Little Leaders discipline plan reflects the Little Leaders R.A.I.S.E. values (Respect, Accountability, Integrity, Service, and Excellence.) In addition to our values, we use positive discipline to create an environment conducive to learning. Staff facilitates the development of self-control in children by designing classroom environments that emphasize routine and consistency. Staff uses positive guidance techniques such as modeling, natural consequences, encouraging expected behavior, redirecting children to a more acceptable activity, direct teaching of appropriate behavior, positive redirection, setting clear limits, and instruction in problem-solving skills. Staff help children foster respect for self, others, and property. Children are taught to develop skills to help them make appropriate choices and resolve conflicts. Although our program promotes positive reinforcement and redirection, harmful behaviors are not tolerated. Students who repeatedly display physical or verbal aggression toward other classmates or staff members may be disenrolled from the program. Little Leaders emphasizes the importance of working as a team with parents/guardians to help students become successful in their early learning environment and will involve parents/guardians as needed throughout the positive guidance process. Parents should follow the same R.A.I.S.E values when interacting with staff to promote a positive example when working in an educational environment.

SUSPENSION AND EXPULSION POLICIES

At Little Leaders Preschool, our goal is to make school a safe, positive, and supportive place for every child. We believe that young children learn best when they know what is expected of them and when they are guided with positivity, patience, consistency, and care.

We teach and practice simple, clear expectations in the classroom every day. Teachers use positive guidance, redirection, and encouragement to help children build social and emotional skills. If a child is having difficulty, we work closely with families to create a plan of support.

We believe suspension or expulsion should only be considered in rare situations and only after other strategies have been tried.

Proactive Strategies:

- Partner with families to understand a child's needs and create solutions together.
- Provide extra support and teaching to help children manage their emotions and behaviors.
- Use a variety of strategies and routines to help each child feel successful.

Our commitment is to help every child thrive. Suspension or expulsion is used as a last resort, and only after we have exhausted all other strategies. If this step ever becomes necessary, parents will be fully involved in the process and given the opportunity to meet with staff to discuss next steps and supports.

SPECIAL NEEDS

Our goal at Little Leaders is to serve as many families and students as possible, including students of all abilities. Our preschool program, however, does not offer special education services to our students, though these services may be available when they move into the public charter program, which begins in Kindergarten. If your preschool child requires special education services, we encourage you to work through other local providers, which may include a local district school to ensure your student accesses the services they need.

Full Day: 6 ½ Hour Program

Monday, Tuesday, Wednesday, Thursday and Friday 8:15 am-2:45 pm

Half Day: 3 Hour Morning or 3 Hour Afternoon Sessions

Monday, Tuesday, Wednesday, Thursday and Friday
8:15 am-11:15 am or 11:45 pm-2:45 pm

DAYS AND HOURS OF ATTENDANCE FOR LITTLE LEADERS PROGRAM

Please note: The start and end times for the Little Leaders program may vary based on transportation and traffic flows.

DAILY SCHEDULE

This list provides a general idea of your child's daily routine. Little Leader's curriculum is based on a full-day, five-day-a-week program.

FULL DAY PROGRAM

Meet & Greet	10 minutes
Circle Time/Story Time	25 minutes
Learning Centers with Small-Group Instruction	60 minutes
Snack Time	10 minutes
Circle Time/Story Time	25 minutes
Outdoor Time	25 minutes
Lunch	30 minutes
Read Aloud: Children's Choice	15 minutes
Quiet Time	15-60 minutes
Songs and Fingerplays	10 minutes
Circle Time/Story Time	25 minutes
Learning Centers with Responsive Instruction	30 minutes
Outdoor Time	25 minutes
Closing	10 minutes

HOLIDAYS/SCHEDULE CHANGES

Little Leaders Preschool and Pre-Kindergarten classrooms observe all holidays in accordance with the campus calendar. Early release days release times differ between campuses, but most likely, they will be released 15 minutes before elementary school. Check with your campus for more specific information regarding early release days.

DAILY SIGNING IN AND OUT

Students **must** be signed in and out by a parent, guardian, or another adult specified and approved by the parent or guardian written on the student's Emergency Card. Written permission for pickup by a designated individual must be provided *prior* to the time of pickup. Designated emergency contacts must present a government-issued photo ID each time a student is checked in or out. As each campus is different, please check and follow your specific campus's drop-off/pick-up procedures. An adult must escort Little Leaders to the designated check-in/check-out area. Students may not be dropped off prior to the official start time and must be picked up by the scheduled stop time of the program. We do not offer before and after-school child care services. If your child needs to leave campus at any time, they must be signed out by a parent or guardian. Acceptable signatures include your full name or first initial and full last name.

HEALTH INFORMATION

HAND WASHING

Handwashing is part of the daily routine in the preschool setting. It not only helps children to remain healthy, but it promotes a healthy lifestyle. At a minimum, children wash their hands when they enter every day, after using the restroom, and before and after eating a meal or snack.

IMMUNIZATIONS

Parents of children entering the preschool program will need to provide verifiable documentation of immunizations required by law. At the time of registration, the registrar will require a copy of your child's immunizations. Your child cannot start at the school until immunizations are on file. When your child has updated immunizations, please provide those to the registrar. Exemptions allowed for preschool children are for medical or religious reasons. If your child requires an exemption for either of those reasons, please let the school know so you can fill out the appropriate form.

Before a child may attend the Little Leaders program, their parent/legal guardian must provide the child's immunization record to the Little Leaders registrar. The immunization record is typically given to parents/legal guardians by their doctor or clinic and must show the date each required vaccine dose was received as well as the signature or stamp of the health care provider.
Acceptable forms of immunization records to enter school include:

- A copy of the Lifetime Immunization Record.
- A copy of the vaccine administration record from the health care provider.
- A computer-generated immunization record from the state immunization registry.
- A signed and dated School Immunization Record completed by a school the child has

attended (a copy is acceptable).

- An immunization record that is generated by a school's immunization software system, as long as the school name, school address, school contact person, child's name, child's date of birth, and child's immunization dates are included.
- A signed and dated immunization record or school/child care immunization record from another state.

LITTLE LEADERS IMMUNIZATION REQUIREMENTS

Authorized school personnel must review each child's immunization record(s) prior to the time of enrollment. Children must obtain required immunization(s) or sign a medical or religious exemption form prior to attending school, or they may be excluded until (s)he is compliant with the requirements. If a child requires more than one dose of a specific type of vaccine, the child may continue to attend school during the minimum interval between doses. In the event of an outbreak of a vaccine-preventable disease, children who are exempt may be excluded from school until the risk period of exposure ends. Varicella (Chickenpox): Students enrolling for the first time after 9/1/2011 are required to present proof of varicella immunization or a valid exemption for medical reasons, laboratory evidence of immunity, or personal beliefs. Parental recall of disease will not be accepted. Please provide proof of completion of these immunizations to your campus health office as soon as possible.

ILLNESS

Children who are ill or who have had a fever or vomiting in the past 24 hours **will not be allowed to remain at school.** Students may return to school once they have been fever-free for at least 24 hours without the use of fever-reducing medication. If a child becomes sick during the day, the staff will separate the child and give them a place to rest until the child can be picked up. The school staff will call the parents/guardians to pick up the child. If no one can be reached, the staff will call the other authorized persons listed on the emergency card until someone is reached. It is expected that the child will be picked up immediately.If no authorized contacts can be reached in a timely manner, the school may contact emergency services or local law enforcement for assistance. The Little Leaders program appreciates your cooperation in maintaining a healthy school environment. Please keep your child home from school if they have any of the following symptoms:

Chicken pox	Exclude until all blisters are scabbed over and dry and fever-free 24 hours without the use of fever-reducing medications
Pink Eye	Exclude until 24 hours of appropriate treatment and signs and symptoms are greatly reduced

Fifth Disease	Exclude until fever-free for 24 hours without the use of fever-reducing medications
Diarrhea	Exclude until no diarrhea, cramping, or fever for 24 hours, students must be able to tolerate a normal diet
Coxsackie virus	Exclude until fever-free without use of medication and Doctor's note to return (Hand, Foot & Mouth Disease)
Head Lice	Exclude until the student has been treated. Before returning, the student should be examined by trained staff and can return with a visible reduction of nits. Students with live lice present will be sent home.
Impetigo	Exclude as long as untreated sores are present or until sores have been treated by antibiotics
Flu (Influenza)	Exclude until symptoms subside and the individual is fever-free for 24 hours without the use of medication.
Measles (Rubella)	Exclude from the time of onset of illness through the 4th day after rash occurs. Please contact the campus immediately if your child has been diagnosed with Measles.
MRSA	Exclude from school if sores cannot be covered and bandage kept dry and intact
Mumps	Exclude until swelling subsides and child is fever-free (or 9 days after the onset of swelling)
Ringworm	Cover affected areas and exclude if infected
Rosella	Exclude until fever-free 24 hours without the use of medication.
Scabies	Exclude until treatment has been completed
Strep Throat	Exclude for at least 24 hours after the first dose of antibiotics and student is fever-free
Scarlet Fever	Exclude for at least 24 hours after the first dose of antibiotics and student is fever-free
Tuberculosis	Exclude until written permission to return by Doctor
Whooping Cough	Exclude for 5 days and may return with Doctor's note
COVID-19	Exclude for 10 days from the day of symptom onset. If

asymptomatic, exclude for 10 days from the first positive PCR/Antigen test date.

MEDICATIONS

Little Leaders does not give any routine medications. Little Leaders can administer rescue EPI-PENS and/or inhalers. Parents will bring the medication with the original box, which includes the prescription label for these medications. Parents/guardians will fill out the medication authorization form which will be kept with the medication. If these emergency medications are used, parents will be contacted immediately, and the dosage will be recorded. If the student is having difficulty breathing or epinephrine is administered, EMS will be called, and the student may be transported to the nearest hospital. Little Leaders staff shall not transport injured or ill students for medical treatment. If your child needs medication throughout the school day, parents/guardians can come to school to give that medication to their child.

EMERGENCY PROCEDURES

Minor injury: Children will receive basic first aid treatment at school, and an email or written notification will be sent to the parents/guardians.
Other injury: First aid will be administered, and the parent/guardian will be notified by telephone to pick up the child for further care. If the parent/guardian cannot be located, a person listed on the emergency card will be called to take the child for further care.
Life-threatening injury: In case of serious accidents, the paramedics will be summoned for treatment. They will advise whether the child should be taken to the nearest hospital or doctor's office by ambulance. Parents/guardians will be notified as quickly as possible.
NOTE: It is the responsibility of the parents/guardians to update any changes for emergency contacts.

TRANSPORTATION FOR PRESCHOOL

Student transportation is not provided for Little Leaders.

FIELD TRIPS

As much as possible, we bring the fun to the classroom. From time to time, there may be off-campus activities, but parents will be responsible for providing transportation, accompanying their student and then transporting their child when the field trip is completed. When off-site activities are held, additional fees may be required, which will be communicated to parents in advance. All field trip fees need to be paid by the due date to ensure attendance. Field trips may replace the whole school day; please follow your site's information about the trip.

LUNCH AND SNACKS

Lunch - Full Day Students: Students may bring lunch from home, or lunch may also be available from the school's food service provider. A monthly school lunch calendar is available online and will be sent home monthly. The school lunch option may be requested on the same day, is billable daily, and is payable through Infinite Campus. All lunch fees are due on the first day of the following month.

Snack - Full-Day and Half-Day Students: Students are required to bring at least one snack each day. Your student's teacher may request that you bring an additional snack for your child as needed.

FOOD FROM HOME

Due to policy, we can not allow parents to bring food in for celebrations that are high in sugar (i.e. cake, cookies, cupcakes, etc.) Acceptable foods are fruit and/or low-sugar or no-sugar prepackaged items. No food prepared at home is allowed.

PARENT/SCHOOL COMMUNICATION

There are a variety of ways you can communicate with your child's teacher. Always feel comfortable in calling either directly to your child's classroom and leaving a voicemail, emailing your teacher, and/or calling the office to leave a message. Staff should contact you within 24 hours of receiving your call/email. If you have a specific question or concern and would like to meet with your child's teacher, please contact them directly to schedule an appointment.

PARENT INVOLVEMENT

Staff is committed to involving parents in the education of their children. Parents are an integral part of the learning process and a variety of opportunities for parental involvement will be offered throughout the school year.

- Opportunities for parents to learn about our curriculum and developmentally appropriate learning activities for young children will be available.
- We will offer parents the opportunity to visit their child's classroom and personally observe the wonderful activities in which their child participates.
- We will request that parents complete a yearly satisfaction survey so that we can continue to improve in the achievement of our goals.

VISITING THE CLASSROOM

Only persons with a purpose and authorization to be in the classrooms will be allowed access. Parents/guardians are always welcome to visit the classroom and have access to any areas where their child is receiving services. You must sign in at the office and get a visitor's badge.

FIRE DRILLS

Unannounced fire drills are practiced on campus by each class at least monthly or as required by law.

PESTICIDES

Intention to apply pesticides on the school campus will be posted 48 hours in advance of the pesticide application.

INSURANCE

Documentation of liability insurance coverage is available for review upon request.

INSPECTION REPORTS

Inspection reports of this facility are available upon request.

CHILD FIND

Child Find is a component of the IDEA. Child Find is the ongoing obligation of Little Leaders to locate, identify, and evaluate all children with disabilities who are in need of special education and related services within the enrolled population of the school. North Carolina Department of Public Instruction ("NCDPI")provides early intervention support and services to families of eligible children by providing support and services to children ages birth to three (3) years to achieve desired outcomes related to the children's needs. Contact NCDPI if you have a child 0-3 years of age that you suspect may have a disability. If you have a child aged 3-5, who is not enrolled in kindergarten, contact your local public school to learn about preschool evaluation procedures.

PHOTO RELEASE

When completing your child's application through Infinite Campus, all families will be asked to sign permission on a photo release form for us to take photos or videos of your child. This includes individual pictures, group pictures, pictures for the school newsletter or classroom newsletter, and videos made throughout the day.
That permission may be revoked at any time. If permission is revoked at a later date, the parent must sign a new form indicating that decision.

MEDIA RELEASE FORM ELECTRONIC/PRINT MEDIA

Because of the intense interest in public education, print, and electronic media, representatives sometimes request to visit schools for stories about programs and current events. In accordance with such activities, district policy requires parental approval be obtained before the media may take close-up pictures of students, or use a student's photo in non-school publications. Please indicate by checking the appropriate box whether you will allow your child to be interviewed and photographed by print and/or electronic media.

District Media: In the interest of promoting the successful programs of Little Leaders and improving outside communications, the district is increasingly using and distributing photographs and video footage of students in our schools. This agreement constitutes permission to use photographs and video footage of the student named below in presentations about our schools, programs, and people, which Leader Leaders may distribute. All photographs and video footage shall remain the sole property of the Little Leaders. I understand that no compensation will be made to me for this use.

World Wide Web & Internet Publishing: Little Leaders recognizes the limitless potential for research, information, and communication provided by the Internet and World Wide Web. Therefore, Little Leaders encourages the creation of school and district Web pages for publication on the Internet. However, all Web publications are subject to the following terms:

- Student work may be published only as it relates to a curricular-related or school activity.
- All Web page documents may include only students' first names.
- No confidential student information shall be published or linked to a Web page unless authorized by the district.
- No names may be associated with pictures.

Child's Name (Please print using first and last name): _____

_____Yes, I give permission for my child to participate in any public or school media publication.

_____ No, I do not consent to the School and/or District's use of my child's photograph, voice and/or name in various media projects.

Signature:_____ Date: _____

Please return this signed page to the Little Leaders Office or Little Leader Teacher.