



Legacy Child Enrichment Center Parent Handbook

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Table of Contents

Welcome	2
Statement of	3
Our Philosophy	3
Our History	3
Our Future	3
Our Purpose	3
Getting Started	3
Enrollment	3
Tuition	4
Orientation	4
Security System	4
Arrival and Departure	5
Absences and Vacations	5
Operational Policies	5
Hours	5
Late Pick-up Fee	5
Holidays and Closings	6
Inclement Weather	6
Notice and Withdrawal from the Center	6
Solicitation of Legacy Employees	6
Staff to Child Ratios	6
Enrichments	7
Health and Safety	7
Sick Policy	7
Staff Requirements	7
Meals	8
Nut-Free Environment	8
Birthday Party Options	8
Drills	8
Emergency Preparedness Response Plan	8
Clothing	9
Parent Involvement	9

Dear Parents,

We welcome you to the Legacy Child Enrichment Center, a ministry of Grey Stone Church. The greatest joy we have is the knowledge that you have entrusted us with your most prized possession. Be assured that we believe each child is a unique creation of God with infinite worth.

Psalm 139:13-14 (NIV)

“For you created my inmost being; you knit me together in my mother’s womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well.”

Our goal is to be a school marked by excellence in early childhood education in the name of Christ. We will do our utmost to represent His Name well in every aspect of the Legacy Center. Each teacher is committed to be an educator focusing on the developmental milestones, (fine and gross motor skills, social and emotional development, language and cognitive skills), along with incorporating Biblical stories, activities, Scriptures and prayer throughout the day.

We are honored and humbled that your family has chosen to be part of our ministry. Our prayer is that we will be a blessing to your family as much as to your children. The parent handbook was created to provide you with essential information regarding our program. If and when updates are made, we will notify you in writing. Please keep the handbook accessible to you for future reference.

In Christ’s Name,

Pamela Creel, Director

Hannah Hunt, Associate Director

Our Philosophy

The Legacy Center is a Christian child enrichment program under the umbrella of Grey Stone Church. We strive to provide individual, developmental care for children from 6 weeks through 5 years of age. Our focus is high quality, developmentally appropriate care with an emphasis on Christian values which are incorporated into the curriculum.

Our History

The Legacy Center was formerly known as Grey Stone Christian Learning Center (CLC). The CLC was established in 1943 and is the longest continually running daycare center in the state of North Carolina. It operated out of an old, white mill house for over sixty years and housed about sixty children ages two to five.

In February of 2013 the CLC was proud to expand into a new state-of-the-art facility with a capacity of 120 children ages 6 weeks to 5 years, now called the Legacy Child Enrichment Center. We have transitioned from daycare to early care and childhood education. While we have a new building and a new name, our dedication to serving the Durham community with superior childcare has not wavered.

Our Future

In 2019, we introduced the Christian faith-based curriculum called Pinnacle. It is a research-based early childhood curriculum based on the works of Piaget, Gardner and Erikson. The curriculum is developmentally sound providing age-appropriate activities on all levels as well as including activities and Scriptures that remind us of the presence of God every day.

Our Purpose

The Legacy Center is an extension of Grey Stone Church. Our commitment is to provide a safe and secure, nurturing environment, where your child will thrive and develop a love for learning: Changing the future one child at a time.

Enrollment Process

A non-refundable registration fee of \$35 places your child on the wait list. A non-refundable deposit of \$150 secures your place in a classroom once a space becomes available. We do reserve the right to refuse enrollment. Children are enrolled on a first-come basis based on the registration date, their birthdate, and classroom availability. Parents of children currently enrolled receive sibling priority for enrollment.

All parents will receive a copy of the summary of the North Carolina Child Care Laws and Rules brochure upon enrollment.

All children must provide the Center with a copy of the child's immunization record before their first day. No child will be enrolled if they are not up-to-date with their immunizations. If there is a medical reason that they are on a different schedule, a letter from the child's pediatrician explaining and outlining the plan to become current will be required.

No child will be allowed to remain enrolled if their physical examination has exceeded the 30 day time frame set forth by the State of North Carolina.

Tuition

Tuition is paid in advance and is due on the 25th day of each month. If payment is not received, a late payment fee of \$35 may be applied to your monthly statement.

We will not allow tuition delinquencies to go over 30 days. If payment is not received within 30 days of the due date, your child may be unenrolled from the Legacy Center. Please see the director immediately in the case of an emergency or hardship, which will be reviewed on a case-by-case basis.

All payments are the same and will not be affected or adjusted by days missed due to weather, holidays, closings, absences, illness or vacations.

Tuition payments can be made through the link on our website.

Tuition rates are set by the Center director and go into effect in September of each year. The Center works hard to keep tuition rates as low as possible, while maintaining high quality care for your child.

Orientation

A member of the administrative team will contact new enrolling parents/guardians before their start date to set up a welcome meeting with the lead teacher in the classroom. The teacher will review any classroom paperwork, go over the classroom routine, and discuss any special requirements.

Security System

Every parent/guardian is assigned their own key fob which allows them access to the building between 7:30am and 5:30pm, Monday through Friday. The front door remains locked throughout the day. If a person does not have a key fob, they cannot enter the building unassisted. We ask all parents not to allow admittance to the childcare center if they do not know the person.

Arrival and Departure

All children must be walked into the building and dropped off in the appropriate classroom. Please do not let your child out of the car unattended. Children must be checked in and out at the front desk in the lobby. The office and your child's teacher must be notified when another person is doing drop-off or pick-up for your child. The Legacy Center will maintain a list of individuals that have been authorized to pick up your child. A photo ID, such as a driver's license, is required for your child to be released into their custody.

When you arrive, please assist your child with the removal of their outer clothing and storing their personal belongings in their cubby.

Always accompany your child to the appropriate classroom. **At no time should your child be left unattended.**

Absences/Vacations

Please notify the office by 10:00am if your child is going to be absent for any reason, so that we can accurately plan for lunch and classroom coverage. If your family is taking a vacation, please let the office know when you are planning to leave and return so our teachers can plan accordingly. Please remember that you are still responsible for your child's tuition while on vacation.

Hours

The Legacy Center is open Monday through Friday from 7:30am to 5:30pm, unless weather conditions exist that necessitate a change in operating hours. Children should be picked up on time. Parents who are running late due to an unforeseen circumstance should notify the office as soon as possible.

Late Pick-Up Fees

The Center closes promptly at 5:30pm and the teachers' work schedules are set accordingly. Please plan to consistently complete picking up your child and be ready to leave the building by 5:30pm.

There is a \$15.00 per child late fee for 1 – 10 minutes late and a \$2.00 per minute, per child late fee for 11+minutes late (i.e. 11 minutes late = \$22 late fee).

In the event that a child has not been picked up from the Center and parents, or authorized individuals, cannot be reached by 6:15pm, the Center will notify the Durham Police Department to pick up the child.

Holidays / Closings

The Legacy Center observes the following holidays throughout the year; included are the scheduled teacher work days:

- New Year's Day
- Martin Luther King Day
- President's Day (*Teacher Work Day*)
- Easter (*Good Friday & Easter Monday*)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day (*Teacher Work Day*)
- Thanksgiving (*Thursday through Friday*) ***On the Wednesday before Thanksgiving, the Center will operate on a reduced schedule of 7:00 – 4:00.***
- Christmas (*This fluctuates from year to year and includes teacher work days.*)

Inclement Weather

The Legacy Center does not follow the Durham Public Schools policy regarding inclement weather. The number of staff who can safely travel to the Center determines our ability to maintain state classroom ratios. Based on this information the center director will make the decision to open late or close early. The Admin will email and/or text the staff and families with any announcements regarding delays or closing.

Notice and Withdrawal from the Center

The Legacy Center or parents/guardians may terminate their agreement/contract by giving a 30-day written notice.

The Legacy Center may terminate their agreement/contract without notice if the parent/guardian is 30 days late with tuition or due to behavioral issues.

Solicitation of Legacy Employees

Parents who withdraw from the Legacy Center and employ a staff member as their personal nanny will be charged a finder's fee of \$500.

Staff to Child Ratios

The Legacy Center follows the state guidelines for classroom ratios.

Infants:	1:5
1 Year olds	1:6
2 Year olds	1:10
3 Year olds	1:15
4 Year olds	1:15

The State allows all ages of children to be grouped together for the first hour of the day and for the last hour of the day depending on their age. Infants and toddlers can be grouped together; two to five-year olds can be grouped together.

Enrichments

Periodically, outside programs such as Soccer Shots are available for families who wish to participate. Enrollment and payment are handled directly with their program. When these programs are in effect, a Legacy staff member is always present with the children.

Sick Policy

Please do not bring your child to the Legacy Center if he/she is sick. Parents will be called to pick up their child if he/she becomes ill while at school, particularly in cases of fever, diarrhea or vomiting. To provide parents with as much notice as possible, parents will receive a courtesy phone call if a child has a low-grade fever or after a child has had 2 episodes of diarrhea and/or vomiting. Parents are not required to pick up their child until the child has a fever of 100 or above or after a third episode of diarrhea and/or vomiting has occurred. Parents are encouraged to pick up their child as soon as possible, preferably within one hour of notification. We follow the state-mandated requirement of children being symptom free, without medication, for 24 hours before returning to the Center. A note from your child's pediatrician stating that they are not contagious will allow your child to return to the Center within 24 hours.

If a child develops a rash, the staff will monitor the color and size and notify parents. Depending on the severity of the rash, a doctor's note may be required before the child is able to return to school.

Staff Requirements

In order to work in childcare, every staff member undergoes a background check by the state of North Carolina. Before beginning employment, the staff has a physical and a TB skin test. All staff members complete state-mandated health and safety course work, and are certified in First Aid/CPR.

Staff members that work with infants are certified with SIDS (Sudden Infant Death Syndrome).

Meals

The Legacy Center provides a morning snack, a daily lunch, and an afternoon snack. Morning snack is served between 9:00 – 9:30am; lunch is served between 12:00 – 12:30 pm; and afternoon snack is served between 3:00 – 3:30pm.

The Legacy Center will make substitutions to the menu for children with food allergies or dietary restrictions. Our chef will do their best to meet special dietary requests. Please consult with the director if you need to provide your child's lunch, in order to ensure NC dietary guidelines are maintained.

Nut-free Environment

Due to food allergies, we do not serve any food items that contain nuts or that may have been processed with nuts. For this same reason, we do not allow outside food to be shared in the classroom. If your child arrives with breakfast, it must be eaten in the lobby with parent supervision.

Birthday Party Options

The Legacy Center encourages parents to celebrate their child's birthday here at the Center. To help eliminate the return of store-bought items that may contain nuts or have been prepared in an environment with other nuts, the Legacy Center provides a birthday celebration including cupcakes, birthday paper products and a photo. Please notify the office at least two days in advance if you wish for your child to have a classroom celebration.

Drills

The Legacy Center is required by the NC Division of Child Development to conduct scheduled fire, shelter-in-place and lock-down drills. Fire drills are conducted monthly at various times of the operating day. Shelter-in-place or lock-down drills occur every 3 months, also at various times of the day.

Emergency Preparedness Response Plan

There is an emergency preparedness response plan in place. This plan involves documentation of the following: where the staff members, children and anyone else present in the building during a drill can be located; where we will evacuate if needed; and the documentation and information we will have with us. The plan is updated as needed and reviewed annually by the entire staff. In case of emergency, parents will be notified by email and/or text message.

Clothing

Clothing for school should be simple, comfortable, meant for play and weather-appropriate. Hats, coats, gloves or mittens are needed for outside play during cold weather. Please make sure all outerwear is labeled with your child's name.

The Legacy Center recommends children wear closed-toed shoes, preferably tennis shoes, because these are the safest for play.

Parents should send in two changes of clothes for their child, which will be kept in their child's cubby. Please make sure your child's spare clothing is changed seasonally and is the appropriate size. If your child needs a change of clothes and the Center provides them, please return all borrowed clothes clean as soon as possible.

Parent Involvement

We acknowledge that parents are their child's first teacher and should have a voice in their child's daily learning and development. Current research shows that children enjoy a more enriched learning experience when their parents take an active role in their education. These are some of the reasons why we have an open-door policy. It is a blessing when parents can share their family traditions with their child's classmates, building and strengthening the bridge that connects home with school. It is our desire to partner with you during your time with us as your child learns, explores, and experiences new beginnings here at the Legacy Center.