



CHILD ENRICHMENT CENTER

Changing the future one child at a time.

Parent Handbook

Revised 2019

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
Payment Methods	4
Orientation	4
Security System	5
Arrival and Departure	5
Drop-off/Pick-up	5
Absences and Vacations	5
Operational Policies	5
Hours	5
Late Pick-up Fee	6
Holidays and Closings	6
Inclement Weather	6
Notice and Withdrawal from the Center	7
Solicitation of Legacy Employees	7
Programs	7
Infants	7
Toddlers	7
Twos	7
Preschool	7
Pre-K	8
Enrichments	8
Health and Safety	8
Sick Policy	8
Health Screenings/Trainings	9
Meals	9
Nut-Free Environment	9
Birthday Party Options	9
Drills	9
Emergency Preparedness Response Plan	10
Safety Training	10
Clothing	10
Parent Involvement	10

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,

Linda Chavis, Director

Pamela Creel, 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

2019 introduces 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 enrollment fee of \$100 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 date of the registration form. Parents of children currently enrolled receive sibling priority for enrollment.

All parents must 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 will 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 disenrolled 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.

Checks should be made out to the Legacy Child Enrichment Center or LCEC.

Tuition rates are set each year 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.

Monthly statements will be available at the end of each month. If you have any questions or concerns about your balance, please contact a member of the administrative team immediately at (919)286-4698.

Payment Methods

The Legacy Center accepts personal checks, cash or online payments. Checks should be made out to the Legacy Child Enrichment Center or LCEC with your child's name in the memo line. There is a designated locked box to leave your payment, located on the wall near the check-in station. There will be a \$30 charge for all returned checks.

Orientation

A member of the administrative team will call new enrolling parents/guardians before their start date to set up a welcome meeting with the new family and 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 7:00am and 6:00pm, Monday through Friday. The front door remains locked throughout the day. On Wednesday evenings only, the front door will automatically unlock at 5:00pm in preparation for mid-week church activities. 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

When you arrive, please assist your child with the removal of their outer clothing and with washing their hands and your own. 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.

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

Drop Off/Pick Up

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.

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 7:00am to 6:00pm, 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 at 919-286-4698.

Late Pick-Up Fees

The Center closes promptly at 6:00pm 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 6:00pm.

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 7:00pm, 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
- 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. Please check our website (www.legacydurham.com), our Facebook page (Legacy Child Enrichment Center), WTVD-11 & WRAL-5 for announcements regarding delays or closings.

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 Employee

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.

Our Programs

Our Infant Program: Ages 6 weeks – 12 months

The Infant ratio is 1:5 with a group size of 10. Our Infant classroom(s) have two full-time teachers available in the classroom. Teachers implement the lesson plan that has age-appropriate, creative activities for infants to explore and be engaged in.

Our Toddler Program: Ages 12 months – 24 months

The Toddler ratio is 1:6 with a group size of 12. Our Toddler classroom(s) have two full-time teachers available in the classroom. Teachers implement the weekly lesson plan by being on children's eye level while engaging in developmentally age-appropriate activities.

Our Twos Program: Ages 2 to 3yrs

The Twos ratio is 1:8. Our Twos classroom(s) have two full-time teachers available in each classroom. Twos are very much in the "I do it" phase.

Our Preschool Program: Ages 3 – 4 years old

The ratio in PS1 is 1:9. There are two full-time teachers available and a third teacher joins the group when the classroom size is larger than 18. The children in PS1 are young three-year-olds.

The children in PS2 are older threes and four-year-olds. The classroom ratio in PS2 is 1:15. There is one full-time teacher in the classroom and another teacher is available to assist. Transitions into the PS program occur on the Tuesday after Labor Day.

Both PS classrooms are taught classroom management as they learn how to move from one activity center in the classroom to another with each center having a limit for the number of children permitted. This system allows children to maneuver around the classroom and to practice problem-solving skills when the number of children exceeds the

allotted amount. Basic math and science activities are explored along with pre-writing and drawing skills. Teachers individualize to meet the individual needs of each child. Small group activities continue and enhance the focus of the skills being introduced or taught.

Our Pre-K Program: Ages 4 – 5 years old

The Pre-K ratio is 1:25. There is one full-time teacher in the classroom and another teacher is available to assist.

The children in Pre-K are exposed to mathematical concepts, word recognition, beginning reading skills, Scripture and memory games, along with an introduction to money.

An important part of kindergarten is social and emotional development. Our focus is to prepare them as best we can. This involves promoting critical thinking and problem-solving skills, supporting and fostering self-esteem, and self-awareness. Teachers continue to explore the concept of predictions and incorporate graphing. They introduce children to writing their own stories and help them identify their full name. Children are taught the parts of a book such as who is the author, the illustrator, where is the spine, and the front and back of a book. They explore the structure of a story by learning to identify the beginning, the middle and the end of a story and build upon concepts that were introduced and taught in preschool as they continue to be involved in new and exciting projects.

Enrichments

Periodically the Legacy Center provides enrichment classes in-house by Legacy teachers. More information is available when these enrichments are being offered.

Other programs such as Soccer Shots and LionHeart Fitness are available for families who wish to participate. Enrollment and payment is handled directly with each 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 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 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.

Health Screenings/Trainings

Every staff member has had a physical, a TB skin test, and completed state-mandated health and safety course work.

Meals

The Legacy Center provides a morning snack, a daily lunch, and an afternoon snack. Morning snack is served between 9:00 – 9:30 a.m.; lunch is served between 12:00 – 12:30 p.m.; and afternoon snack is served between 3:00 – 3:30 p.m. A late evening snack is also available in some classrooms between 5:15 -5:30 p.m.

The Legacy Center will make substitutions to the menu for children with food allergies or dietary restrictions. Our chef will do her 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

All outside food **MUST** be checked by administrative personnel before entering the classroom hallway. We do not serve any food items that contain nuts or that may have been processed with nuts. All food that a child brings with them to the Center 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 parents the opportunity to purchase a birthday party to be held in the birthday child's classroom. There are three snack options for parents to choose from: cupcakes, dessert quesadillas, or fruit & yogurt parfaits. The \$25 birthday celebration also includes a birthday hat, plates, napkins, a banner, and photo. More information can be found in each classroom on the parent information board.

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.

Safety Trainings

All staff members are trained in First Aid and CPR and receive renewal certification every 2 years by a certified American Heart Association instructor.

SIDS (Sudden Infant Death Syndrome) is a 3-year renewal training every staff member undertakes through Childcare Services Association.

Clothing

Clothing for school should be simple, comfortable, meant for play and weather-appropriate. Caps, 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. Our children love to explore in water, and puddles are no exception. Please bring rain boots for your child to wear when the weather is wet.

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 and encourage you to drop in whenever you are able to do so. 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.