



CHILD ENRICHMENT CENTER

at Lebanon Baptist Church

FAMILY HANDBOOK



Our Philosophy

- We believe that children are valuable and must receive care from adults who are capable and caring – whose values enable them to be excellent role models.
- We believe that children must be kept safe at all times.
- We believe that God has given us the opportunity to provide a safe, and positive place for all children regardless of their race, ethnicity, or gender.
- We believe that diversity is important and this also includes the different physical, cognitive, and social abilities that one possesses.
- One of the most important things we can do is teach our children about our Lord Jesus Christ through modeling kindness and respect to all people.



Child Enrichment Center Information

Address: 4635 Hicone Rd
Greensboro, NC 27405

Phone: 336.394.3827

Website: lbcnow.org/cec

Hours: 7AM-6PM

Center Director: Maggie Lineberry

Email: maggielineberry@lbcnow.org

Child Enrichment Center Board of Directors

Paula Adams - psaadams5@yahoo.com

Karen Apple - karenmapple@gmail.com

Mandy Patterson - jmpatterson927@gmail.com

Ronda Layman - ronda.layman@gmail.com

Jo Short - tiffbudjo@gmail.com

Please direct all center questions to the Center Director. For issues that cannot be resolved in that manner, please contact a board member.



Dear Families,

Welcome! We are so grateful and excited that you have chosen to enroll your child in our Child Enrichment Center here at Lebanon Baptist Church. It is truly an honor to partner with you during these important early years of your child's life.

As the director, I want you to know that my heart for this center goes far beyond providing quality childcare. My desire is for our CEC to be a place where children are deeply loved, families feel supported, and Christ's love is evident in all that we do. We strive to create a safe, nurturing, and faith-filled environment where children can grow socially, emotionally, academically, and spiritually.

We believe that families are an essential part of our community. When you join our center, you are not just enrolling your child—you are becoming part of our CEC family. We warmly invite you to be involved, to build relationships with our staff and other families, and to partner with us as we care for and encourage your child. Open communication, trust, and mutual support are values we hold dearly.

Please know that my door is always open. Whether you have questions, concerns, or simply want to share a joy or milestone, I am always happy to connect with you. It is our prayer that your family feels welcomed, valued, and at home here.

Thank you for trusting us with your precious children. We look forward to getting to know your family and walking alongside you in this season. Welcome to our CEC community—we are so glad you are here!

Keep Shining,
♡ Maggie Lineberry

Enrollment & Tuition:

- There will be an enrollment fee of \$75 for all preschool children and \$25 for all afterschool children. The fee is per child and will be collected at the time of initial enrollment. This will be an annual fee due the third week of August each year.
- Weekly tuition must be paid by Tuesday at 6PM of the week that care will occur. Payments received after 6PM on Tuesdays will be considered late and will incur a late fee of \$20 per the Tuition Agreement.
- After one week of non-payment, children may not return until all fees (including late fees) are collected. Payment for the current week will be due at this time as well.

Missed Days:

- Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason.
- Tuition rates do not change in the event of a holiday occurring within the week or inclement weather closures.

Vacation Days:

- One week of vacation credit will be awarded after one year of consecutive enrollment and each calendar year after.

Discounts:

- We do offer a multi-child discount for multiple children enrolled in our program. \$5 off the weekly tuition rate for each additional child enrolled.

Fees:

- All children must be picked up by 6PM. All children picked up after 6PM will incur a late pick-up fee of \$1/minute.
- **There is a 7.5% fee on all returned payments and they must be paid with the full tuition fee.**
- **There is a 3% surcharge on all credit card payments, cash payments do not incur a fee.**

Withdrawal & Dismissal:

- Any child enrolled in our program must give us a two weeks written notice in order to withdraw.
- The CEC Director & CEC Board of Directors reserve the right to cancel the enrollment of a child for the following:
 - Non-payment or excessive late payments of tuition and fees.
 - Not observing our CEC rules as outlined in the parent agreement
 - Children who require special accommodations that we cannot meet with current staffing patterns
 - Physical and/or verbal abuse of staff or children by parent or child.

Behavior Requirements:

- Students enrolled must follow instructions given by CEC Staff and refrain from disruptive behaviors such as bullying, fighting, hitting, kicking, biting, spitting, and/or using inappropriate language.
- Positive reinforcement for good behavior will be provided.
- Time out will be used only as needed to allow children time to calm their bodies and reflect on their behavior.
- In the event that unacceptable behaviors continue, the following steps will be taken:
 - 1st Offense – Parent notified by CEC Director or CEC staff.
 - 2nd Offense – 1 day suspension from program.
 - 3rd Offense – 2 day suspension from program – child may be terminated from program depending on severity of offense.
 - Accounts ll not be altered for any suspensions that occur.
- Changes to our Discipline Poicy will be sent to families 14 days prior to implementation. Parents/Guardians will be required to sign documentation of the new policies.

Transportation Behavior Policy:

- If the van/bus is moving and children become disruptive, the drive will pull over safely to address the behavior. If the behavior continues, the CEC Director will be called and parents may have to arrange pick up from the child's current location.
- If a child exhibits behavior that is a danger to themselves or others, we reserve the right the unenroll the child from our transportation immediately.

Drop Off & Pick Up:

- Any child attending the CEC must be dropped off by 9:30AM (8:30AM if they intend to eat breakfast). the cut off time for drop-off is 9:30AM, exceptions can be made in the event of doctor's appointments.
- Any child attending the CEC must be picked up from the center by 6PM at the latest.
- Individuals allowed to pick up your child must be provided during in enrollment and can be altered in writing to the CEC Director.
- All individuals picking up children must provide their ID to ensure safety.
- Parents/Guardians are required to sign their child in and out each day at the Classroom Kiosk.
- Children must be walked into the classroom and dropped off with CEC Staff.

Hours of Operation & Holidays:

- Typical Hours: Monday-Friday 7AM-6PM
- We do not operate on the following days:
 - New Years Day
 - Good Friday
 - Memorial Day
 - July 4
 - Labor Day
 - Day Before Thanksgiving
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - Day After Christmas

Dress Code:

- All children attending must dress appropriately for our program and the weather.
- Shoes must be worn at all times, preferably closed-toe shoes.

Custody Orders:

- In order for the CEC to legally enforce and adhere to custody orders and agreements, a copy of the order or legal agreement must be on file with the center.
- Parents must let the CEC Director know of any custody arrangements that are in place as soon as possible.
- The CEC Director and CEC staff will not intervene in custody discussions or disputes. Staff will strictly follow all legal documentation and court orders. If a situation arises that is unsafe for staff or children, law enforcement will be contacted to manage the situation.

Inclement Weather:

- Announcements will be made by the CEC Director as soon as possible through the ProCare App and text message for any closings or delays.
- Early release from Guilford County Schools due to inclement weather may affect the hours of the CEC.

Summer Offerings:

- Registration for Summer Day Camp will start in March on a first come, first served basis. Those already enrolled during the school year will have first priority for spots during the Summer.
- **A \$50 deposit will be due to hold their space.**
- Weekly schedules, menus, themes will be provided for families to plan accordingly.
- Weekly activities may incur Activity Fee's - these will be posted by May in the ProCare App and will cover the cost of the child's activity and gas for our transportation.
- If your child is not enrolled for that week, they cannot attend the activity.
- If you do not wish for your child to attend on activity days, you must arrange other childcare. We will not prorate childcare if your child does not attend an activity day.

Medication Policy:

- There must be a medical Action Plan in place from your child's Doctor in order for us to administer medication.
- All medication must be in the original container with the child's name on it - we cannot accept pre-dosed medication.
- We must follow all instructions listed on the medication bottle.
- All medication brought in has to be administered at least once at home - we cannot administer the first dose.

Wellness Policy:

- You are the best judge of your child's health, however, if a child becomes sick in our care we will call you to pick up early.
- If the CEC Director or CEC Staff call you, you are expected to arrange early pick up immediately. We are not equipped to quarantine sick children.
- If your school-aged child leaves school early due to illness, you may not bring them to our program until they are cleared to return to school.
- The following criteria will be considered in determining if your child must go home:
 - Unknown rash
 - Fever of 101 or higher
 - Head lice
 - Chicken Pox
 - Strep Throat
 - Diarrhea (more than two loose, watery stool)
 - Vomiting
 - Persistent Cough for an extended period of time.
- Please review the following chart to see when your child may return:

Illness	Return Policy
Fever of 101 or higher	Fever-free for 24 hours without the aid of fever reducing medication.
Diarrhea	Once diarrhea ends.
Vomiting	Once vomiting ends
Chicken Pox	Once sores are scabbed over
Head Lice	After completion of first treatment
Strep Throat	12 hours after antibiotic is present and fever-free

Snacks, Food, & Allergies:

- Breakfast, lunch, and PM snack will be provided. This can change at any time and parents would be given 10 day notice of any meal offering changes.
- Allergies will be taken into consideration and accommodated as much as possible.
- If your child requires specific foods or diets, you must provide those yourself.
- We are a peanut-free facility due to allergies.
- We do not allow children to bring in their own food unless required by doctor's note or religious reasons.

Supplies:

- Each child must have a full change of clothing in their cubby at all times.
- There is a \$60 annual curriculum fee for all preschool aged children
- The CEC currently has a wishlist of items we would love to have in our center. If you would like a copy of our wishlist, please see the CEC Director.

Injuries & Accidents:

- In the event of an injury or accident, CEC staff will fill out an incident report and parents will be notified at pick-up.
- If there is a serious injury – parents will be notified immediately and 9-1-1 called
- Parents are required to sign the incident forms at pick up.

Electronics:

- Electronics are not allowed to be brought in from home to our program.
- If electronics are brought in, they will be placed with CEC staff or the CEC Director until parents arrive at pick up.

Outside Time:

- We are required to go outside daily for all classrooms.
- Please dress your children accordingly and bring jackets/hats for Winter months.
- We follow all NC Childcare Weather Guidelines on the amount of outside play depending on the temperature.



I have read, understand, and am in agreement with the policies set forth in the Child Enrichment Center at Lebanon Family Handbook.

Child's Name: _____

Parent's Name: _____

Parent Signature: _____

Date: _____