

Highland Baptist Child Enrichment Center

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Parent Handbook 2024 - 2025



Welcome to Highland Baptist Child Enrichment Center (CEC). Our preschool is a ministry of Highland Baptist Church, and we are so glad you have chosen us to be part of your child's preschool years.

Mission Statement

As a ministry of Highland Baptist Church, the Child Enrichment Center seeks to provide a Christian atmosphere where children can grow spiritually, socially, emotionally, physically, and intellectually with attention being given to individual needs. The CEC provides a child enrichment program consisting of developmental experiences in keeping with the highest quality program for early childhood education, while upholding the values and outreach of Highland's Christian beliefs, in a happy and safe atmosphere.

The Child Enrichment Center's curriculum includes exposure and enrichment in our Christian faith by teaching age-appropriate biblical lessons, monthly Bible verses, and Bible songs. The children attend a weekly Bible fun class as well as chapel once a month.

The Child Enrichment Center strives to offer preschool services to all children and families, however; our staff is not certified in special education and our facilities are not ADA compliant as houses of worship are not required under federal law to adhere to those standards. Please speak with our director if you have any special requirements so that we might be able to assist you in finding care elsewhere if we are not able to provide the care you need for your family.

Enrollment

- ❖ Enrollment will be determined based on classroom availability and the child's age as of August 31st of that school year.
- ❖ We enroll children ages 1 year through 5 years of age.
- ❖ A \$95 non-refundable registration fee must be paid in full at the time of enrollment.

Tuition Fees

Tuition is due on the first day of each month. A late fee will apply after the 5th of each month. For your convenience, please sign up for automatic bill pay through your bank. If paying with a check, please label checks with your child's full name in the memo line. If paying with cash, please place money in an envelope labeled with your child's full name. A receipt will be provided for cash payments by the end of the week.

Note: Tuition payments are non-refundable.

- ❖ 3-day classes (Tuesday, Wednesday, Thursday) \$230 monthly
- ❖ 4-day classes (Monday, Tuesday, Wednesday, Thursday) \$290 monthly

Arrival and Departure Procedures

- ❖ Drop Off will begin at 9:00 am - if you arrive after 9:15 am, please drop your child off at the CEC office.
- ❖ Pick Up will begin at 12:45 pm - all children must be picked up by 1:00 pm. Teachers have classroom duties and meetings to attend between 1:00pm and 1:30pm. Failure to pick up on time may result in a late fee.

Clothing

- ❖ Children must have a full change of clothing including socks, shoes, and undergarments. The clothing should be kept in a zip lock bag, labeled with the child's name, in his/her backpack.
- ❖ It is recommended that girls wear shorts/pants under dresses or skirts.
- ❖ Parents or guardians will supply diapers and wipes.
- ❖ Shoes need to fit and secure to the child's foot. Tennis shoes are recommended, flip flops, crocs and other sandals **MUST** have a backstrap. This is for the child's safety in the classroom and on the playground.

Potty Training

- ❖ We require that your child be potty trained upon entering the 3-year-old room.
- ❖ Teachers in the 2-year-old rooms will assist in potty training as your child becomes ready.
- ❖ Accidents happen so please be sure your child has extra clothing, including socks and shoes.

Food

- ❖ Children should eat breakfast prior to coming to preschool.
- ❖ Snack, lunch, and a reusable water bottle should be provided by parents or guardians. Please send a healthy snack and pack a balanced lunch in a lunch bag/box daily. Food should be cut appropriately, and utensils needed should be provided. If you pack cold foods, we ask that you keep it at a safe temperature with an ice pack. Warm foods should be heated at home and placed in a thermos; we are unable to heat them at school.
- ❖ If a child has special dietary restrictions, a parent or guardian must notify the Director/Assistant Director. The teacher responsible for the child will be notified and the information will be discreetly posted in the child's classroom.
- ❖ Birthdays or Special Occasions: Parents or guardians providing a special snack or lunch must have all food approved by the Director/Assistant Director ahead of time.

Illness

- ❖ A child should not come to school if he or she shows any signs of illness such as: fever, non-clear runny nose, diarrhea, nausea, vomiting, undiagnosed rash, on-going cough, skin eruptions, pink eye, head lice or any contagious disease.
- ❖ A child must be fever-free, non-medicated, for 24 hours before returning to school. If a child becomes ill at school or exhibits these symptoms, we will notify parents to pick the child up within 45 minutes.
- ❖ Please do not give a feverish/sick child medication (Tylenol/etc.) and send them to school. In some cases, involving contagious diseases, parents may be asked to provide a doctor's note before the child returns to preschool.

If your child has:	He/she should remain home until:
Respiratory Viruses: Covid-19, Flu, and RSV	24 hours fever free without fever reducing medication and symptoms are improving *see CDC guidelines for updates
Chicken Pox	All lesions have crusted over
Diarrhea (more than 1 runny bowel movement)	24 hours without diarrhea/runny BM
Fever (100 or higher)	24 hours fever-free
Head lice	24 hours since effective treatment
Nasal discharge suggesting infection (green/yellow)	Discharge is absent or has turned clear
Ringworm	24 hours of effective treatment
Conjunctivitis (Pink eye)	24 hours since effective treatment
Hand Foot Mouth Disease	Blisters are gone

Immunizations

- ❖ Each child attending the Child Enrichment Center is required to have a current, up-to-date immunization record following the Center for Disease Control and Prevention's child's vaccine schedule. www.cdc.gov/vaccines/schedules/
- ❖ The immunization form will be provided by the preschool and must be signed by a licensed physician and submitted to the Director/Assistant Director within the first 30 days of starting preschool.
- ❖ If an up-to-date immunization form is not submitted within the first 30 days of school, your child will not be able to return until it is provided.

Medication

- ❖ Medication forms must be filled out by parents or guardians and given to the Director/Assistant Director.
- ❖ Medications must be in the original labeled box/container and include the following information: child's name, date filled, prescription number, physician's name, and dosage directions.
- ❖ Medication will be administered by the Director/Assistant Director and logged in the medication binder.

Allergies

- ❖ Parents or guardians of a child with an allergy **MUST** alert the Director/Assistant Director at the time of registration or if any changes take place.
- ❖ A signed copy of the Child Enrichment Center Policy will be placed in the child's file. An allergy chart will be posted in each classroom.
- ❖ Parents and guardians are encouraged to teach their child to recognize foods they are not allowed to eat.
- ❖ Food, other than snacks provided by the preschool and lunch brought from home, must be approved by the Director/Assistant Director, in advance and arrangements must be made to accommodate any child who has an allergy.

Accidents and Emergencies

- ❖ At the time of enrollment, all medical information and an emergency medical card must be filled out by a parent or guardian and placed in the child's file.
- ❖ Any change to medical information must be updated within 24 hours.
- ❖ During operating hours, an employee certified in first aid and CPR will be on site.

Biting

The biter is immediately removed from the group with a firm NO. The bitten child is consoled, and the bitten area washed with soap and water. Ice is applied to reduce swelling or bruising. The biter is not allowed to return to play at that time and is talked to on a level that he or she can understand, then redirected. A written incident report is placed in the office folder of both children and a copy is handed to the parents of all children involved at pick up that day. The name of the biter is not released because it serves no useful purpose. We will look at the context of each biting incident for patterns and adapt the environment as needed, in an effort to prevent future incidents. For a child who bites repeatedly, we will request a meeting with parents to discuss an appropriate plan of action.

1st incident - parent will be notified

2nd incident - child will be sent home for the day

3rd incident - child will be sent home for 2 days

If the skin is broken in any incident the child will be sent home immediately.

Discipline

The Child Enrichment Center (CEC) believes that all children should be treated with kindness, love, and respect. Children need rules for their own health and safety. Good conduct is a skill that is largely learned at home, with positive reinforcement in the preschool setting. The CEC staff will provide each child with guidance that helps the child acquire a positive self-concept and self-control. The behavior guidance used by the CEC staff will be constructive, positive, and suited to the child's age. Federal laws prohibit corporal or abusive punishment. If a child's behavior becomes disruptive to the other children, teachers will use redirection. If the behavior persists, the child may be separated from the group for a short period of time, and then allowed to rejoin the current activity. If a child becomes repeatedly disruptive or aggressive, he/she will be referred to the Director/Assistant Director, and the child's parent or guardian will be contacted. In some cases, outside resources may be suggested, or additional interventions may be needed. NOTE: We reserve the right to dismiss a child whose actions and conduct become so disruptive as to cause physical or emotional harm to our children or our staff.

Parent Concerns and Information

For classroom information or concerns, please see the child's teacher first. If a satisfactory resolution is not reached, please contact the Director/Assistant Director.

Graduation

- ❖ Graduation ceremonies are planned for our rising Kindergarteners in May.
- ❖ A graduation fee is collected mid-year.

Pictures

School pictures are taken each year. Individual/Class pictures and graduation pictures (4's classes only) are taken in the spring. Parents or guardians will be notified about specific dates that pictures will be made and there is no requirement to purchase.

Child Abuse/Neglect

By law, caregivers are required to report suspected cases of child abuse and neglect. If such cases arise, the alerted staff will report to the Director. The Director will then notify the Protective Services Unit of the Department of Social Services.

Inclement Weather

- ❖ Highland Baptist CEC will decide closings and delays based on staffing availability and weather conditions.
- ❖ Please refer to WRAL TV for closings and delays and look for Highland Baptist Church Child Enrichment Center.
- ❖ Email and Facebook will be updated depending on internet availability.
- ❖ Days will be made up ONLY after 3 days have been missed with a maximum of 3 makeup days.

Withdrawal

- ❖ Preschool enrollment may be terminated by either the parent or guardian or the Director/Assistant Director.
- ❖ Two weeks' notice in writing must be given prior to the child's last day. Without two weeks' notice, tuition must be paid.
- ❖ Tuition payments are non-refundable.