



WELCOME!

Thank you for choosing the Legacy Christian Academy's Adventures 4 Kids Program designed for Legacy enrolled students in grades K-4.

We look forward to working with you to provide a safe and quality experience for your child. Our team of teachers understands young children and are well-trained in providing them an enriching after-school experience.

We recognize that children in the Adventures 4 Kids Program have a very long school day and that after-school activities must be enjoyable, as well as educational. Our program includes recreational time/active play as well as time for homework, crafts, and quiet time.

In this Handbook, we have identified many ways in which we can work together to provide the best program for your child. Please take the time to familiarize yourself with the information and the policies.

If you have any questions, please contact our Director of Operations, Sarah Klawiter, at 763-427-4595.

We look forward to having your child in LCA's Adventures 4 Kids Program.

Sincerely,

Sarah Klawiter  
Director of Operations

Joel Nydam  
PreK-4<sup>th</sup> Grade Principal



## INFORMATION AND POLICIES

### **Eligible Children**

- LCA students in Grades K-4

### **Days/Hours**

- Monday-Friday from 2:15-5:30 pm

### **Registration Form**

- A Registration Form must be completed annually for all children attending Adventures 4 Kids. The Form is available in the FACTS Family Portal under Web Forms.

### **Personal Belongings**

- Children should be dressed appropriately for inside and outside play each day. The Adventures 4 Kids Program will not be responsible for soiled clothing.
- Outerwear, backpacks, and lunch boxes should be labeled to avoid mix-ups.
- Valuable items should not be brought to the Program. The Program is not responsible for any lost items. We encourage responsibility.

### **Release of Information**

State law classifies all data on individuals. This data may not be released to parties other than the parent or eligible student without consent, except pursuant to a valid court order or certain state statutes authorizing access.

### **Child Abuse and Neglect**

Under Minnesota State Law, all staff that work with children are required to report all abuse or neglect of children to authorities.

### **Pick Up – Door 4 (North service road)**

- Adventures 4 Kids Program is from 2:10-5:30 pm. Parents/authorized adults need to arrange for pick up by 5:30 pm.
- Parents/authorized adults picking up children are to check in with the staff and sign children out before children leave the school. All persons authorized to pickup your student will need their FACTS issued pickup ID number to check out your child.
- In the event your child(ren) is not picked up by 5:30 pm, additional fees will be incurred. Staff will remain with your child(ren) until 6:00 pm. If the staff has not been contacted or is unable to reach anyone listed as an emergency contact, local law enforcement will be notified.
- Parents are asked to enter at the Meadow Creek Church parking lot so that they can park along the North Service Road facing EAST. Parking spots outside the receiving door should NOT be used for child care pickup.

### **Entering the Building – Door 4 (North service Road)**

- A keyless entry device called a fob must be purchased to enter the building when picking up your child(ren) from Adventures 4 Kids. You will be invoiced for the key fob on your first billing statement.
- Your assigned fob has been programmed to provide access to Door #4 which is accessible from the north service road by the playgrounds/fields.
- Touch or hold your fob within an inch of the reader. A red LED light will flash green when it is accepted and the door will release for 10-15 seconds.
- All persons picking up your child are encouraged to utilize the fob, even if another family is entering just prior to you.
- Be mindful of who enters with you at any time. If you should encounter individuals trying to gain access to the building and do not have a fob, please ask them to wait outside and notify our Adventures 4 Kids staff.
- After 5:30 pm your fob will not open the door. At that time you will need to contact an Adventures 4 Kids staff member.

### **Late Pickups**

- You are allowed three late pick-ups per quarter. After the third one, the student will be suspended from the Program for one day.
- Consistent tardiness in picking up your child(ren) could result in termination from the Program.

### **Release of Child to Other Adults**

The Adventures 4 Kids Program Coordinator and staff can only release your child(ren) to those adults for whom you have indicated are authorized to pick up in your FACTS Family Portal. If you wish to have friends, relatives or Legacy staff members pick up your child on a particular day and you do not have time to add them to your authorized pickup list you will need to provide a written release to that effect and to inform us that day.

### **Accidents and Emergencies**

In the event of an accident, the Program Coordinator will determine the seriousness of the injury, deciding if immediate medical attention is needed. If immediate medical care is needed, the parent will be notified by telephone and 911 will be called to transport the child to the nearest emergency facility. A written report of the accident and actions taken will be promptly filed.

### **Emergency Care Authorization**

We recognize that a working parent cannot always arrange to be available during after school hours. In the event of your child's illness or injury, staff will always try to reach you first. We ask for two emergency contacts to which you would entrust your child's care and support if you cannot be reached. Friends may move or change phone numbers, so alert the Program Coordinator of the changes of names, addresses, and phone numbers of your emergency care representatives.

### **Fire Drills, Weather Alerts, and Emergency Evacuations**

A plan is posted in each classroom, which explains the action to be taken in the event of fire or weather alert. Staff is trained to execute this plan and will evacuate the building if the need arises. Periodic fire and weather drills are held.

### **School Closings**

Occasionally, winter weather may require a snow day or rare circumstances may necessitate an emergency closing. Please consult your local television/radio stations and LCA's website for school closing bulletins. Adventures 4 Kids will stay open until all students are picked up, but we ask that you do your best to arrive as soon as possible upon notification so that our staff can also get home safely in inclement weather.

## **Daily Schedule**

Adventures 4 Kids Program includes some and/or all of the following:

### **Physical Activity**

The Adventures 4 Kids Program is sensitive to the fact that children are in need of physical activity after school. Therefore, weather permitting the children will have outside/active playtime using LCA's playground. During inclement weather, the children may be in the gym for their active playtime.

Children will follow the same rules on the playground and in the gym after school that they follow during the school day.

### **Snack Time**

Children need to bring their own after-school snack. Occasionally, we will provide a nutritious snack. If your child has any food allergies, please notify the Program Coordinator and include information on the Registration Form.

### **Homework Time**

Children will have time to work on their homework during the Adventures 4 Kids Program. Children should bring homework with them to Adventures 4 Kids each day they attend the Program. It is a student's responsibility to bring their homework with them. Students who do not have homework will have the opportunity to read or be read to.

Your child may not always finish all their homework during Adventures 4 Kids, but they work on it during the time provided. The Program staff will be available if students need help with their homework, but the parents will maintain full responsibility for ensuring the accuracy and completeness of all assignments.

### **Board Games/Crafts/Movies/Playtime**

Each day there is time set aside for children to play board games, crafts, play with toys, and occasional time for an age-appropriate movie.

## **Behavior/Discipline**

LCA will provide a safe environment for your child, both physically and socially. We employ well-trained and enthusiastic people who enjoy and understand children.

Recognizing that children are still developing self-control and socially acceptable behavior, a major goal of the school and the Program staff is to help children learn how to manage their behavior in and out of school.

Adults who work with the children will model courteous and respectful behavior and encourage children to be respectful. Children will learn to follow the rules of group membership, respecting one another's possessions and individual space. In addition, they will learn to share materials, games, books, etc., to wait for turns, and to listen to one another. All children are expected to follow these rules.

Program staff will discipline using biblical principles in discipline. If a child should fail to respond in a positive way to the discipline of staff, then the parents will be consulted. If difficulties continue, the student may be placed on the following plan:

- Removal from the group for the remainder of the day and the next day
- One or two-day suspension from the Program
- Expulsion from the Program for the remainder of the year at the discretion of Adventures 4 Kids staff and the PreK-4<sup>th</sup> Grade Principal

Discipline Reports are made and placed with student information for each occurrence.



## Holiday and School Closing Schedule

Adventures 4 Kids will be closed during all school holidays and “No School” days. Those days typically are:

- September: Parent/Teacher Conferences
- October: Education Minnesota (MEA)  
Grandparents Day (1/2 day for K-4)
- November: Thanksgiving Break
- December: Christmas Break
- January: Martin Luther King Day
- February: President’s Day
- March: Spring Break
- March/April: Easter Break
- April: Parent/Teacher Conferences  
Legacy Gala – closing at 4:00 pm
- May: Elementary Field Day

View the school calendar on the Legacy App or on LCA’s website ([www.lcamn.org](http://www.lcamn.org)) under Quicklinks > Calendar for the exact dates of school holidays and other “No School” days. There may be additional days that Adventures 4 Kids will not be open, however, we will do our best to notify you in advance if that would occur.



## Fees and Payment

Fees Per Day Per Student (All Fees Are Subject to Change)

Minutes	Cost
1-30	\$2.50
31-60	\$5.00
61-90	\$7.50
91-120	\$10.00
121-150	\$12.50
151-180	\$15.00
181-195	\$17.50

### Late Fee

There is a \$1.00 per minute late fee from 5:30-5:35 pm. After 5:35 pm, the late fee will be \$5.00 per minute.

### Billing

Charges for care are conveniently billed every two weeks and are separate from your tuition account. Statements are mailed to your home.

### Payment

Payments may be made via check, cash, or put on your FACTS tuition account. Payment is due within 10 business days of receipt of after-school bill.

### Non-Payment

If payment is 15 days or more overdue, the child(ren) will not be allowed to return to the Program until all outstanding bills have been paid.

### Questions

Contact the Business Office at 763-316-6243 with all payment/billing questions.