



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 is 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 Coordinator, Whitney Jenkins, at 763.316.6253.

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

Sincerely,

Whitney Jenkins
Adventures 4 Kids Coordinator

Joel Nydam
PreK-4th Grade Principal



INFORMATION AND POLICIES

Eligible Children

- Legacy students in Grades K-4

Days/Hours

- Monday-Friday on all school days until 5:00 pm

Registration Form

- A Registration Form must be completed **each school year** for all children attending Adventures 4 Kids. The form is available in the FACTS Family Portal under “School” and then “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 7 (East Parking Lot)

- Adventures 4 Kids Program is from the end of the school day until 5:00 pm. Parents/authorized adults need to arrange for pick up by 5:00 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 pick up your child(ren) will need their FACTS issued pickup ID number for accurate check out. The ID number can be found under your FACTS Family Portal under “Family” and then “Family Home.”
- In the event your child(ren) is not picked up by 5:00 pm, additional fees will be incurred. Staff will remain with your child(ren) until 5:30 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.

Entering the Building – Door 7 (East Parking Lot)

A keyless entry key fob is necessary to enter the building when picking up your child(ren) from Adventures 4 Kids.

- Your assigned fob has been programmed to provide access to Door #7 which is accessible from the east parking lot.
- 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 5:00 pm your fob will not open the door. At that time you will need to contact an Adventures 4 Kids staff member. Please use 763.316.6253 to be redirected to our Coordinator's cell phone.

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 via email to our Coordinator on 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 a 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 Legacy's website for school closing announcements.

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. Late fees will still apply after 5:00 pm.

Daily Schedule

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

2:00-2:15 pm: Check-in & Roll Call

The Adventures 4 Kids Program requires all students to be checked-in and ready for roll call shortly after their arrival to ensure each student is where they need to be.

2:15-3:30 pm: Physical Activity

The Adventures 4 Kids Program is sensitive to the fact that children are in need of physical activity after school. Therefore, the children will have daily outside/active playtime, weather permitting, on Legacy's playground. During inclement weather, children will be in the Auxiliary Gym on our lower level for their active playtime. We will extend our outside time whenever weather allows and will notify families via text message.

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

3:30-4:00 pm: Snack Time

Children need to bring their own after-school snack. If your child has any food allergies, please notify the Program Coordinator.

4:00-5:00pm: Homework Time/Playtime

The Adventures 4 Kids Program understands that this is the end of the day for these Children and a variety of activities encourages them to stay engaged, have fun and helps them grow in community with their classmates. This time can be utilized for homework, board games, crafts, playing with toys and occasional gym time.

If a child would like to do their homework, they may bring it in during this time. The Program staff will be available if students need help with their homework, however the parents will maintain full responsibility for ensuring the accuracy and completeness of all assignments.

Fridays are classified as Movie Fridays. The kids look forward to these days at the end of the week and really enjoy this time to watch together with their classmates. This is an age-appropriate movie and is chosen by the A4K staff.

Behavior/Discipline

Legacy 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. 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-4th Grade Principal

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

Staffing

In Adventures 4 Kids we strive to keep a 1:30 adult to student ratio.



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 Legacy’s website (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	\$3.00
31-60	\$6.00
61-90	\$9.00
91-120	\$12.00
121-150	\$15.00
151-180	\$18.00
181-195	\$21.00

Late Fee

There is a \$1.00 per minute late fee from 5:00-5:05 pm. After 5:05 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. Should you require detailed billing, please contact the Program Coordinator for Time Clock detail.

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.