



WELCOME!

Thank you for choosing Legacy Christian Academy's K-4 Aftercare 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 Aftercare 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 at 763.316.6253.

We look forward to having your child in Legacy's Aftercare.

Sincerely,

TBD
K-4 Aftercare Coordinator

Joel Nydam
Elementary 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

- **Automatic Enrollment:** All Families with students who participated in our PreK–4th grade Aftercare in the previous school year are enrolled for each upcoming school year—no additional registration is required.
- **New Aftercare Students:** A Registration Form must be completed for all new children attending Aftercare. 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. K-4 Aftercare 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. K-4 Aftercare 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)

- K-4 Aftercare 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 and/or older siblings 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 Aftercare .

- 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 Aftercare staff.
- After 5:00 pm your fob will not open the door. At that time you will need to contact an Aftercare 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 K-4 Aftercare.

Release of Child to Other Adults

The Aftercare 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.

Authorized Older Sibling Pick-Up

To help ensure the safety of all children, families who would like an older sibling to pick up a child must complete an Authorized Older Sibling Pick-Up Form. The form must be approved by the program Coordinator before an older sibling will be permitted to pick up. Older siblings must meet the program's minimum age requirement and present identification (if requested). Without a completed and approved form, children will only be released to individuals already authorized on the child's emergency contact and pick-up list.

Cell Phone and Electronic Device Policy

Aftercare follows the same guidelines that are in place during our school hours. All personal electronic devices capable of calling, taking photos, texting, and playing games/music (phones and smart watches) are not permitted to be used during Aftercare hours (2:00-5:00 p.m.), and must be kept in backpacks or turned into the Aftercare Coordinator while attending. The full policy is available for reference upon request.

Accidents and Emergencies

In the event of an accident, the K-4 Aftercare 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 K-4 Aftercare 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.

Aftercare 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

Aftercare includes some and/or all of the following:

2:00-2:10 pm: Check-in

The Aftercare Program requires all students to be checked-in prior to arrival by classroom teachers and ready for activities shortly after their arrival. Students are expected to come directly to Aftercare after check-in to ensure each student is where they need to be. .

2:10-3:30 pm: Physical Activity

Aftercare 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/Rest Time

Children need to bring their own after-school snack. If your child has any food allergies, please notify the K-4 Aftercare Coordinator.

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

Aftercare 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.

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 Aftercare staff and the Elementary Principal

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

Staffing

In Aftercare we strive to keep a 1:30 adult to student ratio.



Holiday and School Closing Schedule

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

September:	Labor Day
October:	The Friday of Parent/Teacher Conferences Education Minnesota (MEA) Grandparents Day (1/2 day for K-4)
November:	Thanksgiving Break
December:	Christmas Break
January:	Martin Luther King Day
February:	The Friday of Parent/Teacher Conferences President’s Day
March:	Spring Break
March/April:	Easter Break
April:	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 K-4 Aftercare 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.