

Welcome to Legacy Christian School!

We are delighted that you have chosen our center to provide for the needs of your child. We look forward to building a cooperative, close and growing relationship with your child and family. We realize that we will have your children during the most formative years of their life. During that time, our goals are to base everything we do on the Bible and to nurture your children as they grow spiritually, academically, physically, emotionally, and socially.

The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible.

Please carefully read this handbook and keep it for future reference. The staff at Legacy Christian School would be glad to address any of your questions or concerns. Once again, welcome!

Our Mission

The mission of Promised Land's Legacy Christian School is to spiritually and academically equip, challenge, and inspire our students to impact the world for Christ.

Our Philosophy

We believe that faith in Christ must be applied to all areas of life, and that God's Word has the answers to individual and world problems. Our academic programs are designed to challenge and inspire our students to develop their God-given gifts and talents as they develop into the young men and women God has designed them to be.

Communication

Proper communication between our parents and the teachers and staff of Legacy Christian School is extremely important. Teachers will be sending home information on a regular basis. Infant and toddler parents will receive daily reports. You are welcome to call to arrange a meeting with your child's teacher-even just to become better acquainted!

Teachers cannot handle any complaints or grievances; they should be discussed with the Principal/Coordinator and handled using the Complaint Procedure. The Principal/Coordinator always welcomes any suggestions, which are presented in a positive manner. Please remember

that we cannot handle a situation or make a change if we are not aware that there is a problem. We want you to feel that our staff is always open to your concerns and feelings. By working together in a responsible manner, your child's experience here will be a happy and loving one.

Each child is provided with a cubby and folder. Please check these daily for notes, newsletters and daily reports.

Our main office must be informed of any of the following changes:

- address and /or phone numbers, or e-mail address
- parent/guardian employment,
- health/immunizations up-dates, or;
- other pertinent information related to your child.

Operating Hours

The Legacy Christian School is open Monday through Friday from 6:30 A.M. until 5:30 P.M. The school will close in observance of the following holidays:

- Labor Day/September 2nd
- Thanksgiving/Nov.27-29 (First Steps,5k- 1st) Nov. 28-29 (Preschool)
- Christmas Holiday/Winter Break Dec.23-Jan. 3rd
- Martin Luther King Jr.'s Birthday/Jan. 20th
- Good Friday/April 10th
- Memorial Day/May 25th
- Independence Day/July 3rd

The **4K First Steps class, 5K through First Grade** will follow the same schedule as the Spartanburg School Districts. In addition to the above holidays those classes will be closed three days for Thanksgiving (Wednesday, Thursday, and Friday), two weeks for Christmas, and one week for spring break.

Inclement Weather

In the event of inclement weather, Legacy Christian School will follow School District 7's decision on closings. These closings will be announced on WSPA-TV Channel 7. If a two-hour delay is announced, we will open at 8:30 A.M. If bad weather begins after school starts, please observe the public-school closing time. All children must be picked up within an hour of school closing in order for our staff to get home safely.

Admissions

Enrollment is open to children from Infants to First Grade. Legacy Christian School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the facility.

Parent/Child Confidentiality Statement

The Legacy Christian School strictly enforces our confidentiality policy. All information received is kept confidential and accessible only to the Legacy Christian School staff, DSS personnel, DHEC personnel, or other governing agencies within the jurisdiction of our license.

Withdrawal from Program

At least a two-week notice is requested if you plan to withdraw your child from the program. Account must be paid in full before withdrawing-including your child's tuition for that two-week period. Any parent/guardian not giving the requested notification may be charged a withdrawal fee (at least one week's tuition).

Payment Policies

The initial and annual registration fee is \$50 per child and must be received before a child will be allowed to start attending the Legacy Christian School. Registration fees are non-refundable and required each year to remain enrolled in our program.

All school tuitions are due prior to services being rendered. Payment is due on **Monday morning, or Monday evening at the latest**. You may also choose to pay monthly or bi-weekly, those payments too must be received in advance. **Any fees paid after Monday evening will have a \$25 late fee added.** If fees are unpaid your child will not be permitted to attend the program until fees are paid. Fee payment is not based on attendance. The weekly tuition secures your child's enrollment. A partial week of attendance will not be prorated. School fees are payable in cash or with a personal check. All returned checks will result in a \$30 returned check fee. Payment will be requested in cash after two incidents of a check being returned for insufficient funds.

If students enrolled in kindergarten through elementary leave Legacy with an outstanding bill, textbooks, or any other Legacy Christian School material, the items must be returned, and the bill paid before any school records, grades or transcripts can be released to any school or institution.

Open Door Policy

Parents are always welcome to visit. There will be many opportunities for you to take an active role in your child's education. If you have any special talents, gifts, or desire to assist in any way please inform the Director. Staff is always available to discuss your child's progress or address any concerns that you may have.

Drop-off and Pick-up Policies

All children attending the Legacy Christian School should enter through the front door. Parents are expected to accompany their child into the center and sign them in on the kiosk located in the office. Also once in the classroom the parent is expected to assist them with washing their hands before they join the class.

- Preschool children (ages Infants and toddlers) will need to be at school no later than 8:30 A.M. daily.
- 3K/4K (Peters and First Steps) through 1st Grade will need to be at school be 8:00 A.M. daily. **In order to be accepted in school after those times you must have a doctor's excuse.**

Our teachers work diligently to prepare a challenging learning environment for our students and it disrupts learning when children arrive late.

Only the individuals listed on the General Information Sheet or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents).

Your child has waited all day to see you and is excited when you walk in the door. At pick up please **put away you cell phone** and give you full attention to your child.

We close at 5:30 P.M. If the child is picked up after that time the parents will incur a \$1.00 per minute fee. The late fee will be due at the time of pick-up or no later than drop-off the next morning. This fee

applies per family. Payments should be given directly to the staff member.

Clothing/Accessories

- Your child will need an extra set of clothing in the event of an incident, which would soil their clothes. Please clearly mark all your child's belongings with their name.
- School uniforms are mandatory attire for students in the 3k-1st Grade classes. Uniforms are not required for students in First Steps.
- Uniforms consist of Navy or Khaki bottoms; and white, navy, red, light blue or hunter green polo style shirts. **No other color shirts will be permitted.** Blue jeans are not acceptable as navy bottoms.
- Girls are not permitted to wear hair beads. They pose a choking hazard for students of all ages.
- At drop off or pick-up the dress code for parents is **no bonnets, bedroom shoes, or pajamas.**

Meals

- Breakfast will be served from 6:45 until 7:30.
- Our school participates in the CACFP (Child and Adult Care Food Program), and we provide all necessary food and beverages throughout the day. Outside food is prohibited due to the Food Program guidelines.

Accident Report

An accident report will be written up by the staff that is caring for your child at the time the accident occurs and given to you. This will be the process when an accident occurs which does not need immediate medical assistance. We will also attempt to reach you by phone in these situations.

Physical Activity:

Based on the recommendation from the American Academy of Pediatrics, Legacy Christian School does not allow media viewing and computer use for children age 2 and younger.

Physical activity and active play is an important part of children's healthy development. Therefore, Legacy Christian School encourages all

children to be physically active indoors and outdoors at appropriate times.

Outdoor Play

It is the Legacy Christian School's philosophy that children need outside physical activity on a daily basis. Therefore, we go outside each day, unless the weather is inclement. **Appropriate shoes for outside play are sneakers or tie up shoes, not sandals or flip-flops.**

Absences

Please call and notify the Principal if your child will not be attending due to an illness. If your child is absent for two consecutive weeks, he/she will be withdrawn from the active roll of students attending the program.

Parking

Park in a designated parking space and do not block the entrance. At no time should you leave your car running or leave children in a running car. Children must be in a child safety seat or properly restrained before leaving the premises.

Curriculum

The children at the Legacy Christian School will receive spiritual guidance and Bible devotions as well as regular training in self-help skills. The program will assist your child/children in reciting The Lord's Prayer, their ABC's counting, and number recognition. Our Infant through 4k students use Creative Curriculum, and our 5k through 1st grade students use the Bob Jones Curriculum. Play and various other activities will be utilized to stimulate your child's young mind. Your child will be encouraged to achieve in all areas- spiritual, mental, physical and social. The planned daily programs include formal educational activities and provide a variety of different learning experiences.

Discipline Policy

It is our goal that Christian love is at the heart of all discipline and that correcting/chastising be balanced by a loving spirit. **No corporal punishment shall be permitted.** We handle discipline in as positive a

manner as possible. Clear behavioral limits are set, reasons for rules and regulations are explained. We encourage the children to develop self-control and to handle conflicts in peaceful, effective ways. We pray that you may consider yourselves our partner in seeking the best possible pattern of growth for your child/children.

Sick/Exclusion Policy

Children are to be kept at home any time they have any of the following symptoms or contagious infections:

***Fever** (temperature 99 degrees or above). It is advisable to keep a child who has a fever at home until the temperature has been normal for one full day (24 hours).

***Sore throat and Cough**

***Rash**

***Upset stomach** - vomiting must subside at least 24 hours before returning to the program.

***Conjunctivitis**- (Pink Eye) - cannot return to center until child has been treated at least 24 hours with drops

***Strep Throat**- must be on an antibiotic at least 24 hours before returning to the program.

***Diarrhea**

***Severe cold with fever, sneezing and nose drainage**

***Impetigo of the skin**-shows up as red pimples

Children who have had communicable diseases must have a medical release from their physician before returning to the program.

The Principal will notify you when your child is sick or feeling ill. Parents are expected to promptly pick up their child/children when they become ill. Please have someone on call to keep your child in case you cannot stay home during his or her periods of illnesses.

Administration of Medication

*The administration of any medication will require a written permission slip signed by the legal parent or guardian.

*Prescription drugs and other medications required by the child must be in the original container and properly labeled with the child's name and dosage schedule. (See Principal for form when necessary).

*Only the Principal and Coordinator will administer medication or special medical procedures.

*Non-prescription medication may be administered to a child if the dosage is specified in writing by the parent (includes Motrin or Tylenol).

*First-Aid supplies shall be available for the treatment of minor cuts and abrasions.

*Medicines requiring refrigeration will be kept in the refrigerator in the kitchen and must be picked up by the parents.

*Non-perishable medications will also be stored in the locked file cabinet in the principal's office.

*Parents **must not** put medicine in a child's bottle, food, or book bag.

Immunizations

A copy of your child's immunization records must be provided upon enrollment and thereafter updated annually. When your child is due for immunizations, you have 30 days from the due date to submit an updated Certificate of Immunization. Failure to submit this form will result in your child being dismissed from the program.

Potty Training

Please inform the staff when you are "potty training" your child so we can work together. Be certain to always provide extra clothing for the unexpected!

Rest Time

Children will have nap/quiet time from one to one and a half hours each day. Durable, DHEC approved vinyl, mats must be provided for the children. If the mat begins to rip you will need to provide another one for them. Their blankets will be sent home each Friday for you to wash and send back to school on Monday. 5K and 1st grade will participate in quiet activities during this time.

Birthday Celebrations

Advance notice is requested when you would like for your child to celebrate their birthday with friends. **State regulations allow the program to only serve pre-packaged food brought from a store or bakery.**

Nutrition:

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition for the children in our facility, Legacy Christian School has developed the following childcare nutrition policies to encourage the development of good eating habits that will last a life time.

Legacy Christian School follows the childcare nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for two meals and one snack per day. We do not serve sugar sweetened beverages, and we serve 1% milk to children over the age of two.

Screening

The ASQ-3 (Ages and Stages questionnaire) is one form of screening we use at Legacy. This questionnaire is for ages 1 month to 5 ½ years. It will help you to look at how your child is doing in important areas, such as communication, physical ability, social skills, and problem-solving skills. ASQ-3 can help you to identify your child's strengths as well as any areas where your child may need support. If the results of the screening show a concern, we have the option of referring the child to Baby Net (ages birth to 3) or Child Find (3 years and older).

We allow licensed therapist to work with children in the classroom. The teacher will continue the therapist's recommendations.

Complaint Procedure:

Even in the best-run Christian School there will be problems that lead to complaints against the staff and teachers. It is important that these be handled politely and promptly.

The following steps are based upon the Biblical principle set forth in Matthew 18. In these scriptures, the Lord Jesus Himself gives us the model for resolving conflict and outlines for us the process by which we should seek peace and resolution with one another.

Parents, staff members and even the students are asked to submit to this procedure. We encourage the ones that received an offense to address the offending party in order to give that person the opportunity to clarify the problem and, if necessary, to seek forgiveness.

In situations where there may be a difference of opinion between two people, the attitude should be one of submitting to one another in love. In cases that are not resolved on a one-to-one basis, the Principal may seek a resolution as the third party, on behalf of the offended party.

In all cases, we strongly encourage the handling of problems in a professional charitable manner only with the one that has caused the offense. The temptation to talk with others about the problem is great, but it is not God's way.