

LEGACY LEADERSHIP ACADEMY

BEFORE/AFTER SCHOOL PROGRAM
2016-2017



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Dear Parents,

Welcome to the 2016-2017 school year! We are delighted you are interested in the Legacy Leadership Academy After-School Program. Our program strives to provide a service that makes your child feel safe, nurtured, empowered and enriched.

In this handbook we are including information about activities, procedures and policies regarding our program.

We hope your family has a wonderful school year!

Sincerely,

LNASP Director and staff

Mission Statement

The Legacy Leadership Academy After School Program's mission is to create a learning environment that is an extension of the student's school day. They can develop as leaders and maximize their skills and interest through a variety of engaging activities and social interactions.

Hours and Days of Operation

Legacy Leadership Academy After-School Program will run from **3:30pm – 6:00pm**
Monday – Friday from **August 15, 2016 – June 1, 2017**

ASLP will be **CLOSED** the following dates:

September 5 – Labor Day
September 23 – Teacher Work Day

October 10 – Columbus Day
October 20 - 21 – LLA Fall Break
October 31 – Teacher Work day

November 1 – Teacher Work Day
November 8 – Teacher Work Day
November 11 – Veterans Day
November 22-25 – Thanksgiving Break

December 16-30 – Christmas Break

January 2 – Christmas Break
January 3 – Teacher Work Day
January 16 – Martin Luther King Day
January 26 – Teacher Work Day

February 17-20 – Winter Break

March 17 – Teacher Work Day

April 10-14 – Spring Break

May 18-19 – Teacher Work Day
May 29 – Memorial Day

Snow Days/Inclement Weather: In the event Legacy Leadership Academy is closed the After School program will not operate.

Fees and Payment Policies

Registration Fee: \$25

After School (5 days): \$220/month
After School (3 days): \$175/month

Before School: \$120/month

- ✓ Monthly payments are due by the 1st of each month. Payments that have not been made by the 5th of the month will be considered late and a charge of \$15 will be made.
- ✓ Payments in full may be made via check to Legacy Leadership Academy. Cash is not accepted. Invoices will be sent out electronically. Months with holiday breaks will have a discount as follows:
 - ◆ November 25% off (Thanksgiving Break)
 - ◆ December 50% off (Christmas Break)
 - ◆ April 25% off (Spring Break)
- ✓ Students that are picked up after 6:01pm will be considered a **late pick-up** and a charge of \$1/minute will be made. Students will not be eligible for After-School services after 5 late pick-ups in a year.
- ✓ A service of \$35 will be assessed for returned checks

Emergency Dismissal

Legacy Leadership After-School Program will be dismissed due to inclement weather or whenever there's an unexpected event that impacts the safety of our students and staff.

In the event of an early dismissal, Legacy Leadership Academy staff will contact parents/caregivers to notify unexpected closures and the time frame to pick up students will be 45 minutes.

Attendance and Pick-up Procedures

- ✓ Parents or caregiver should notify the ASLP director jangel.legacylkn@gmail.com or homeroom teacher regarding an absence from the Before/After school program.
- ✓ Students will not be released to anyone other than a parent/guardian or person listed on the child's permission release form. Staff members will require ID before releasing a child.
- ✓ Parent/guardian should enter the facility and sign out their child from the program.

Programming

Homework Policy

Legacy After School Program stresses the importance of homework and sets aside 30 minutes daily for students to complete their assignments. It's the child's responsibility to use their homework time wisely. If you prefer a child to complete assignments at home, please communicate to staff or the director. Staff members are available to supervise the homework area and assist students with work, however our staff is not required to tutor or provide one-on-one homework help.

Snacks

Legacy Leadership Academy will provide a snack for students. If food allergies or dietary restrictions apply, please feel free to send a separate snack to school with your child.

Outdoor Play

A minimum of 20 minutes outdoor time will be provided every day. Outdoor play will be canceled due to precipitation, icy ground conditions, and temperatures below 39 degrees or above 93 degrees Fahrenheit.

Electronics

Students in upper grades will be allowed to use tablets or computers to complete their homework assignments. Time in the electronics will be limited to **20 minutes** during homework time. Cell phones are **NOT** allowed during After School hours. Parents/caregivers that need to communicate with their child over the phone are asked to call the school.

Health

All students must satisfy the minimum immunization and routine physical examination requirements. Documents must be on file at the school. Parents will be notified in the event of any outbreak of communicable disease or condition in conformance with the North Carolina Department of Public Health. **Students who have a contagious infection such as, eye ailment, head lice, rash, fever, vomiting or diarrhea may not attend the program and must be fully recovered, symptom free and fever free for 24 hours before returning to the program.** In the event of an accident or acute illness, every effort will be made to notify the child's parents. If the situation requires immediate attention, 911 will be called and the child will be transported by ambulance.

Legacy After School Program will dispense prescription and non-prescription medication **ONLY** when written permission of the child's doctor and parent/guardian is on file. All medications administered by the staff must be current and in the pharmacy labeled container.

Staff is required by North Carolina Law to report all suspected instances of abuse or neglect to the Department of Social Services.

Students can expect outdoors activities all year-round. Appropriate clothing for specific temperature is required.

Behavior

Students and staff are required to treat each other with respect, tolerance, kindness and consideration. Legacy Leadership principles will be explained and reinforced during the After/Before school program.

Positive behaviors will be encouraged. If students display specific behavior issues every effort will be made to implement a behavior management program consistent with the school day program. If a child's behavior indicates that the program is not able to meet his or her needs, the program director will meet with parents to discuss a plan of action. Students who do not accept the physical boundaries of the program, or exhibit behaviors that threaten his or others well-being are subject to dismissal of the program without notice.

Communication

Legacy Leadership After School Program maintains an open door policy. Questions, concerns, and suggestions are always welcome and can be directed to the program director. If concerns arise about a staff member please speak directly to the staff member and arrange a meeting. If issues are not resolved please feel free to contact the program director. Meetings cannot be held in the presence of children.