

LEGACY CHRISTIAN SCHOOL, INC.

2022-23 Parent Handbook

Legacy Christian School

Legacychristianeastcobb.org



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Growing little hearts with the love of Jesus
And little minds with the joy of learning.

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Dear Parents,

Welcome to Legacy Christian School! At Legacy, we believe the preschool years are the cornerstones in a child's development. We consider it a privilege to share in this incredible time in your child's life. Our school's purpose is to grow hearts for Jesus and minds that love to learn. We offer an exceptional Christ-centered educational experience for children ages two through six years.

Legacy Christian School has grown from a ministry of instilling God's love and a joy for learning that is shaping children and families right here in East Cobb. We provide a nurturing environment where children are surrounded with Christ-centered principles of love and grace. Our teachers and staff are creative Christian women, whose greatest passion is helping your child learn and grow in God's love. It is our privilege to play a part in each child's emotional, social, intellectual and spiritual growth.

We join you in prayer that your child, a gift from God, will grow in every way this year.

In Him,

Heidi Milton

Heidi Milton

Director



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Legacy Christian School Vision and Mission

At Legacy Christian School, we establish a firm foundation for spiritual growth and academic success by:

- Providing a joyful, Christ-centered, loving environment for learning and development.
- Utilizing the Biblically based ABEKA curriculum as part of an age-appropriate balanced program that includes music, art, science, and creative play.
- Seeking to meet the emotional and cognitive needs of each child, with God's help.
- Celebrating individual success in preparation for primary school readiness.
- Continuing a legacy of ministry in God's love and joyful learning that encompasses each child and their family.

Legacy Christian School operates independently from Bethany and Ray-Thomas Presbyterian Church. Our school is not funded by or through the church. We consider it a great privilege to partner with Bethany and Ray Thomas and share in a joint mission of loving God and loving people.

Operating Procedures

Nondiscrimination Policy

Legacy Christian School welcomes all children and does not discriminate between them due to physical, mental, emotional, spiritual or racial differences. However, our facilities, equipment, staff training and ratio numbers limit our ability to meet the needs of some students who may apply. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the Director and Preschool Board. We are a Christ-centered school and will teach appropriately with no exception.

School Hours

Legacy Christian School operates Monday through with school beginning at 9 am and ending at 1 pm.

Entrance Requirements

Legacy Christian School requires that each child must be the age of the class **on or before September 1st (or the current Cobb County school cutoff date)** to be admitted into the class. The Director has discretion to make exceptions to this policy.

Children may only enter the Young 5's class if they have completed the Pre-K/4's class or meet the age requirements. This is a class to help bridge the year between Pre-K and Kindergarten. Exceptions will be reviewed on a case by case basis.

All children are required to be potty trained upon entering school, with the exception of children in the 2-year old class.

Class Sizes

Legacy Christian School provides small class sizes for optimal student learning. If classes are full, they will be led by two teachers. If classes are not full, they will be led by one teacher with a part-time assistant based on enrollment. Enrollment ratios are as follows:

- 2-year old classes: 10 children with one teacher and an assistant
- 3-year old classes: 12 children with one teacher and an assistant
- 4-year old classes: 14 children with one teacher and an assistant
- Young 5's and Kindergarten: 14 children with one teacher and an assistant

Required Enrollment Forms

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All children must complete and return the following forms (due by Open House):

- Registration Form (available at legacychristianeastcobb.org)
- Parent/Child Information Form (available at legacychristianeastcobb.org)
- Emergency/Medical Release Form (available at legacychristianeastcobb.org)
- Georgia State Immunization Form (form 3231)
- Copy of Birth Certificate
- Form 3300 (Kindergarten only students)

Forms 3231 and 3300 can be obtained from your child's pediatrician or the health department.

School Registration

Registration for each school year opens to the general public in early February. LCS offers priority registration in January to Bethany and Ray-Thomas Presbyterian church members and currently enrolled families. A registration fee is charged and is **non-refundable**. Please see our website for a complete listing of registration fees.

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School Calendar

Legacy Christian School operates Monday through Friday. We follow the Cobb County School calendar with the exception of our school start date, end date, and length of Christmas break. To view the calendar-at-a-glance, please see page 15.

Tuition, Returned Check Fees, Discounts

Legacy Christian School is self-supporting. Your registration fees and tuition payments are used to pay our teaching staff, purchase curriculum and classroom supplies, provide training, and meet operational overhead expenses. Ten tuition payments are made during the school year, August through May. Tuition will be invoiced through Kangarootime on the 25th of the month and is due on the 1st of the month. Checks made payable to LCS are also accepted.

Tuition payments received after the 5th of the month will incur a \$25 late fee. A \$25 service fee, plus a reimbursement fee of \$30 will be applied to all returned checks, invoiced via Kangarootime. **There will be no refunds of tuition due to absences.** Students will not be allowed to attend the next month unless all tuition has been paid or other arrangements have been made with the office. Tuition delinquent for more than 30 days will result in withdrawal of the child and may be subject to collections.

Tuition discounts are as follows:

- A 10% tuition discount is given to families who are members of Bethany or Ray-Thomas Presbyterian Church.
 - 3% sibling discount is given to families with more than one child attending Legacy Christian School.
- Discounts are offered for pre-payment of tuition. (2.5% for semester, 4% for the full year.)

Withdrawal Policy

When circumstances require you to withdraw your child from LCS, please provide at least one-month written notification prior to your child's last day. For any withdrawals once school has started, parents must confer with the School Director and provide a one-month notice of their intention to withdraw in writing. Withdrawals less than 30 days prior to the first day of school will still be required to pay August tuition. Parents are obligated to pay all tuition up-to and through one month from the date of notification of withdrawal. The registration fee and activity fee remain non-refundable at the time of withdrawal.

Mutually Happy Environment

We believe staff, parents and children's feelings and emotional well-being should always be valued. Although our staff has extensive professional development training, we may not have the staff, material or equipment adequate for students with significant learning disabilities, emotional disturbances, hyperactive behavior or severe sensory or learning impairments. If, at any time, we feel we are not equipped to provide appropriate programming for your child, we may require conferences and/or additional testing to determine appropriate placement or services. This is done in the best interest of everyone.

Arrival and Departure

Carline drop-off begins at 8:55 am and ends at 9:10am. Parents must initiate the check-in feature of the Kangarootime app for their children before carpool. In initiating check-in parents are certifying the health of their child and eligibility to attend school that day. Please see Health Screening certification form for more details. Children are unloaded and loaded under the portico so carpool continues regardless of weather conditions. Please do not park in this area. If you arrive after carpool is over, you must use the main entrance to drop off or pick up your child. As a reminder, it is important to bring your children to school on time. It is difficult for them to enter the classroom when activities have already begun. Additionally, late arrivals cause students to miss the transition time from home to school that happens at the beginning of each school day.

Afternoon carline pick-up begins at 12:55 pm and ends at 1:15 pm.

Children will be dismissed via carline using numbers. Your child will be assigned a tag number. If you are carpooling with another family or siblings, please ensure you have a single number for your carpool group.

If you are sending your child home with someone else other than with an established carpool, **please notify the School Director through the Kangarootime app or grant that person check in/out privileges through your Kangarootime account.** We cannot send a child home without permission for your child to leave with the responsible adult. Please provide the names and phone numbers of other individuals that may pick up your child through Kangarootime. Additionally, please provide a copy of a custody document if specific adults are not allowed to pick up your child.

According to Georgia law, every child under eight years old is required to ride in a car seat or booster seat. Please keep your children safe! Legacy Christian School will not release a child into a car that does not have a car seat or booster seat. Additionally, we do not buckle children into car seats. Please pull forward to secure your child.

Safety and Security

Locked Exterior Doors

The safety and security of our students is critically important. To ensure safety of our students, the doors to the preschool will be locked from 9:15 am until 12:55 pm. **Anyone requesting to enter the building can use the Ring doorbell to alert staff.**

Child Protection

We strive to have two adults present with children in all activities. Bathroom breaks are supervised, though staff do not generally enter the restrooms with the children alone. All staff members undergo background checks, child protection policy training, and are first-aid/CPR certified.

Child Abuse Reporting

LCS is required by law to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children's Services. A staff member will notify the School Director if she suspects any of the above circumstances.

Emergency Procedures

LCS conducts either a fire or tornado drill two times per year and teachers are trained in lock-down procedures. We are sensitive to children's possible fears and reassure them during drills that these events are highly unlikely. In case of an actual emergency, LCS follows specific emergency procedures (each teacher has specific emergency procedures for fire and tornado). If a tornado warning occurs during carline, the staff will take care of the children in the building. You should leave your car and join us in our safe location. We cannot release your child until the warning is lifted.

In an actual emergency, you will be notified via SMS message from Kangarootime. Please ensure you have your cell phone turned on and on your person during your child's school day.

****Please see also the Emergency Operations Plan on page 19.**

Inclement Weather and Early Dismissal

If Cobb County Schools close for any weather-related reasons, Legacy Christian School will also be closed. Weather-related early dismissal will be at the discretion of the School Director but will generally follow Cobb County Schools. You will be notified by SMS message through Kangarootime of weather-related closures.

LCS Learning Environment

Christ-Centered School

LCS is a Christian school. We do not discriminate based on religious preference or affiliation however, and welcome students and families of all faiths. Reflecting Christ's love is the foundation for everything we do.

Curriculum

We use the A Beka curriculum series for our three-, four-, and five-year-olds. A Beka is a phonics-based pre-reading and reading curriculum designed to build superior reading skills. We believe strongly in the A Beka curriculum and the foundation it provides children to succeed in the classroom. In addition, LCS provides age-appropriate learning activities in pre-reading and pre-math. Through a combination of creative play, movement, and guided curriculum, we prepare children for entrance into the primary grades. For more details on our age-specific curriculum, please visit our 'Classes/Registration' page on our website: legacychristianeastcobb.org.

Chapel

Chapel is an uplifting time for students and teachers and is held weekly. We sing favorite Bible songs, teach Bible stories, and learn character lessons and scripture.

Conferences and Progress Reports

- Conferences for Kindergarten and the Young 5's class are held twice a year - once in the fall and once in the spring.
- Three-year old and Four-year old conferences are held in January, concurrent with registration for the following school year.
- You may always speak to a teacher directly (and we certainly encourage this)! Please feel free to work with your child's teacher or the School Director to schedule a special conference time to discuss your child and any questions or concerns.

Classroom Behavior

Legacy Christian School believes children are much happier when boundaries are clearly established. If behavior in the classroom becomes a multi-step process. In our experience, most behavior is redirected by following steps one and two below, but if the negative behavior continues, steps three and four will be taken.

Step 1: The teacher will have a quiet face-to-face conversation with the child.

Step 2: The teacher may have the child sit in a chair apart from the rest of the class.

Step 3: A message will be sent to the parents through Kangarootime, or you will receive a phone call.

Step 4: A meeting with the School Director and parents, if necessary.

Biting Policy

Though biting is a serious and upsetting behavior, it is sometimes developmentally appropriate behavior for younger children. Children who bite, as a general rule, are not biting to be 'mean.' In most cases, they are exploring what their bodies can do, acting out of frustration, or attempting to control their environment. If a child is biting, the Preschool Director will be informed and will work with the classroom teachers to address the behavior with the child's parents. Together, we will work to end the behavior and keep all children in the classroom safe. It is LCS's policy not to divulge the name of the child who bit. Please understand this is to protect the confidentiality of our families. Families of both the biter and the bitten will receive an incident report detailing the circumstances and actions of the occurrence.

Dress Appropriately for Play

Dress your child in play clothes that are simple, practical, comfortable, and that he or she can handle in the restroom. We try very hard to keep paint and other things off the children's clothes, but accidents happen. We play outside every day, weather permitting. Please label all outer garments. Sandals are dangerous on playground equipment. **Please have your child wear tennis-type/closed-toe shoes as frequently as possible.**

Field Trips

Kindergarten and Young 5's classes will take field trips during the school year. These may also be offered to the 4 year old classes. Children are transported by volunteer parents in private cars. We encourage you to volunteer if your child's teacher schedules a field trip. Permission slips must be completed for each trip.

Birthday Celebrations

You are welcome to send in a special snack for the class on or near your child's birthday. Summer birthdays can be celebrated with an 'unbirthday' party. Please remember that this is a special snack and not your child's birthday party. Consult with your child's teacher for a preferred time and type of snack to celebrate.

Fund Raising

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LCS is independently operated. Therefore, LCS sponsors fundraisers to help maintain a high-quality educational experience at an affordable price for parents. Fundraising helps us address both short-term needs and long-term goals.

It is always our goal to choose fundraisers that are profitable to the school and activities that are as painless as possible for our families and the volunteers organizing them. Our hope is that every family would participate in at least one of the major fundraising events each year. These are scheduled and communicated at the beginning of the school year for your planning purposes. Not only do these provide financial support for the growth of our school, they are also designed as community-building opportunities. All profits raised stay within the school and are only used to better our school and your child's experience.

Communication

LCS diligently strives to keep you informed of school activities, classroom happenings, and particularly, the progress of your child. **The bulk of communication will occur through Kangarootime.** Please do your best to keep up with any communication sent home in your child's folder. We will also communicate occasionally via our Facebook page, website, and email. We are here for you and welcome any and all communication. Please help us by keeping us informed of any problems or changes with your child.

Wellness and Health Policy

Immunizations

As stated in the LCS entrance requirements, an up-to-date immunization form or notarized vaccination exemption form is required for all children prior to attendance at LCS. There are no exceptions. No child will be allowed to attend LCS until we have one of these forms on file in Kangarootime.

Precautions

LCS follows hygienic practices including regular hand washing, use of disinfecting wipes on table and toys, and encourages children to use and dispose of tissue appropriately. We realize minor illnesses are an accepted fact in the life of preschoolers. LCS strives to provide the healthiest atmosphere possible for each child. You can help us in this effort by adhering to the **rules and guidelines, updated for COVID-19, found on pages 16-18 of this handbook.**

Parents are required to sign the acknowledgment prior to their child attending his/her first day of school.

Outside of COVID/flu/respiratory illness, please observe the following guidelines:

Conjunctivitis - must be on medication for 24 hours; all discharge from eye has stopped.

- a. Chicken pox - all spots must be dry.
- b. Ringworm, impetigo - note from doctor needed.
- c. Head lice, scabies - after treatment and removal of all individual eggs.
- d. Pinworms - may return to school 24 hours after treatment.

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- e. Whooping cough - after two weeks and with a note from the doctor.
- f. Scarlet Fever - note from doctor needed.
- g. Infectious hepatitis - note from doctor needed. Children in families where this disease has been diagnosed need a Gamma Globulin shot to protect them against it.
- h. Meningitis - child may return when doctor clears him/her.
- i. Measles, Mumps, Rubella - return after 7 days with a note from a doctor.
- j. Tuberculosis - return 14 days after treatment.

Should your child become sick at school we will make every effort to contact you, or, in the case of an emergency, other contacts provided through your Kangarootime account.

Please ensure your current phone numbers are updated with the school and you have enabled notifications through the Kangarootime parent app.

Medications

If your child is taking medication, please administer to him/her before school. In certain special circumstances, physician-prescribed medications may be administered during school hours – e.g., inhalers, nebulizers, epipens. These special circumstance medications should be given to your child's teacher to keep at school in the original pharmacy container with the exact instructions from the doctor. **PLEASE DO NOT LEAVE MEDICATION IN YOUR CHILD'S BAG.**

Allergies

Students with food allergies or other health conditions will be required to provide this information in Kangarootime.. This is for the safety of your child and to ensure our staff is informed and prepared to act if needed. Please communicate all allergies to your teacher, as well as note any allergies on the Medical Information Form completed when registering. If your child has a food allergy, every effort will be made to ensure he/she is only given food that has been deemed safe.

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Legacy Christian School Board of Directors

Ben Treadway, Chairman of the Board
Heidi Milton, School Co-Founder and School Director
Kay Whatley, School Co-Founder and President
Tracy Lacasella, Vice President
Brett Bodenan, Treasurer
Cheryl Nadolski, Secretary and Teacher
Grant Petersen,, Parent
CJ Fowlie, Parent
Jason Knope, Business/Community Member

Mutual Partnership

Legacy Christian School is passionate about creating partnerships with our local churches, our community, and especially the parents and extended families of children attending LCS. We value parent involvement and encourage you to partner with us in as few or as many ways as you possibly can. Our School Director maintains an 'open door' policy and welcomes the opportunity to visit with you. At home, we encourage parents to dialogue with your children about your child's day. Reinforce the names of your child's classmates, as well as his/her teacher. And, above all else, make time to read to your child. More than any other activity, research supports the merits of reading early and often to your children.

We are honored to play a part in this pivotal time in your child's life!

2022-23 Year at a Glance

August 9	Teachers Return
August 12	Meet & Greet
August 15	First Day of School
September 5	Labor Day – NO SCHOOL
September 26 -30	Fall Break – NO SCHOOL
October 24	Golf Tournament – NO SCHOOL
November 8	Election Day – NO SCHOOL
November 21 - 25	Thanksgiving Break – NO SCHOOL
December 7	Christmas Program
December 16 – January 4	Christmas Break – NO SCHOOL
January 16	MLK Day – NO SCHOOL
February 20 - 24	Winter Break – NO SCHOOL
March 6 – 10	Teacher Appreciation Week
April 3 - 7	Spring Break – NO SCHOOL
May 10	Spring Program
May 17	Graduations (4s and K)
May 18	Last Day of School

Updated COVID Health and Safety Protocol

The following procedures and policies are in effect as of the 2021-22 school year and will remain in effect until further notice.

PREVENTION:

- Parents should screen their children prior to arrival at school and request check-in of their child on the Kangarootime app, per Health Screening Questionnaire. Staff is to self-screen.
- All students and staff will be required to wash hands as follows:
 - Upon arrival at school
 - Returning to their classroom after playground time, chapel, or music.
 - After using the restroom/assisting a child in the restroom
 - Before and after diaper changes (2s)
 - Before and after lunch.
 - Before leaving the building at the end of the day.
 - As needed or desired.
- The classrooms and building will be disinfected regularly as follows:
 - Morning before school – all touch surfaces such as door knobs, light switches, tables, chairs, counter tops, faucets, key boards, etc.
 - During the school day – regular disinfecting of all touch surfaces, as listed above.
 - After school – all toys and individual student supplies, bathrooms, and use of electrostatic sprayer to completely disinfect spaces.
- Each student and staff member will have his/her own set of supplies (markers, pencils, scissors, crayons, glue, etc) not to be shared with another and disinfected at the end of each day.
- Children’s belongings will be kept in separate compartments or cubbies.
- All hard-to-clean toys are removed from the classrooms.
- Group sizes will be limited per CDC and Georgia Department of Early Care and Learning guidance.
- Age-appropriate infographics will be posted throughout the building and classrooms reminding children/staff to cough/sneeze into their elbows, wash hands, social distance, etc.

IN THE EVENT OF ILLNESS:

- **Staff or students with illness of any kind should stay home.**
- Any individual with the following symptoms will be excluded from school:
 - Fever of over 100.4
 - New cough of any kind
 - Shortness of breath
 - Fatigue, lethargy, malaise that is abnormal for the individual.

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- Symptoms consistent with an upper respiratory illness.
- Runny nose
- Headaches/body aches that are abnormal for the individual
- Individuals with the above symptoms or others consistent with COVID-19 must be tested and results provided to the Director.
- If symptoms appear during the school day, the ill student will be isolated with a staff member and must be picked up within an hour of parent notification; ill staff member will be sent home or isolated until they can be picked up.
- In order to return to school or work, student or staff member must be fever-free for 72 hours (without fever-reducing meds), have a doctor's note, and/or a negative COVID test.

IN THE EVENT OF A POSITIVE COVID CASE WITHIN THE SCHOOL:

- Public health officials will be notified promptly.
- Parents and church leadership will be notified promptly.
- Any further guidance from DPH officials will be followed including requiring quarantining of the individual and contact tracing and notifications.
- Individual classes will be temporarily closed ONLY if we are unable to find staff to cover it.

IN THE EVENT OF A POSITIVE COVID CASE WITHIN THE COMMUNITY:

- Parents and church leadership will be notified promptly.
- DPH recommendations regarding quarantining, contact tracing, and additional disinfection of the school will be followed.

ACKNOWLEDGEMENT:

I, _____, am a Legacy parent (___) or staff member (___) and acknowledge the above health and safety protocols in place. I acknowledge these protocols will be shared with other individuals taking care of my child or in my household. I agree to abide by the above policies.

Signature

Date

Emergency Operations Plan

After evaluating our capabilities as a small private school, the Legacy Board of Directors has determined that we may make decisions regarding closure due to pandemic or health emergencies independent of Cobb County Schools. However, **Legacy Christian School has crafted the following Emergency Operations Plan should school closure be ordered by the Governor or the Georgia Department of Early Care & Learning (Bright from the Start) or be warranted due to another “disaster event”, including but not limited to fire or natural disaster.** This plan is in effect beginning the 2020-21 school year and until further notice.

In the event of a **state-ordered school closure** due to a pandemic or other declared emergency, or loss of facility use due to a “disaster event”, all parents and staff will be notified immediately and all on-site services will be discontinued.

Services for age groups will continue as follows:

- **4 year olds and K/Young 5s** will shift to remote learning for 1-1.5 hours per day on their regular school days. Teachers will schedule short one-on-one video chats with each child 1-2 times per week. Curriculum worksheets/readers will be provided to each family.
- **3 year olds** will shift to remote learning for 20-30 minutes per day for their regular school days. Teachers will schedule short one-on-one video chats with each child 1-2 times per week. Curriculum worksheets will be provided to each family.
- **2 year olds** will be provided a short recorded video learning session each of their regular school days.
- Zoom chapel for all students will be scheduled once per week.

PLEASE NOTE: Legacy Christian School will continue to follow Cobb County Schools with regard to weather-related or natural disaster closures. Weather-related closures will not require implementation of the Emergency Operations Plan, unless they last longer than one week.

Should school closure and implementation of the Emergency Operations Plan last longer than 2 weeks that school would otherwise be in session (not on a scheduled break), tuition will be subject to a 50% reduction for the following month(s). **There are no refunds for prepaid tuition.**