

# 2018 Legacy Summer Days Parent Handbook



# LEGACY

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## SUMMER DAYS

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## Legacy Summer Days Overview

The Legacy Summer Days program is open to students currently enrolled at a Legacy campus attending kindergarten through 8<sup>th</sup> grades. Legacy Summer Days provides a safe, structured, caring, enriching and affordable program led by Legacy Traditional School trained and experienced staff.

During the Legacy Summer Days program students will participate in: arts and crafts, field trips, organized sports, computer games, and cooperative learning activities.

Legacy Summer Days will last approximately 9-10 weeks beginning the day after the last day of school in May, 2018 through the day before the first day of school of the 2018-2019 school year. The cost is \$30 per day per student. Breakfast, lunch and afternoon snack will be provided at no additional cost.

Schedules vary slightly at each campus. Please reach out to your campus Program Administrator with specific activity related questions.

### Campus Contact Information – Legacy Summer Days

Campus	Legacy Summer Days Phone	Legacy Summer Days E-mail
Avondale	480-622-6038	<a href="mailto:av-legacykids@legacytraditional.org">av-legacykids@legacytraditional.org</a>
Chandler	480-622-6091	<a href="mailto:ch-legacykids@legacytraditional.org">ch-legacykids@legacytraditional.org</a>
Gilbert	480-622-6686	<a href="mailto:gil-legacykids@legacytraditional.org">gil-legacykids@legacytraditional.org</a>
Glendale	480-318-1954	<a href="mailto:gle-legacykids@legacytraditional.org">gle-legacykids@legacytraditional.org</a>
N. Chandler	480-318-5574	<a href="mailto:nch-legacykids@legacytraditional.org">nch-legacykids@legacytraditional.org</a>
NW Tucson	520-345-2024	<a href="mailto:tu-legacykids@legacytraditional.org">tu-legacykids@legacytraditional.org</a>
North Las Vegas	725-221-0532	<a href="mailto:nv-legacykids@legacytraditional.org">nv-legacykids@legacytraditional.org</a>
Peoria	480-318-6074	<a href="mailto:pe-legacykids@legacytraditional.org">pe-legacykids@legacytraditional.org</a>
Queen Creek	480-622-6718	<a href="mailto:qc-legacykids@legacytraditional.org">qc-legacykids@legacytraditional.org</a>
Surprise	480-364-3796	<a href="mailto:sur-legacykids@legacytraditional.org">sur-legacykids@legacytraditional.org</a>

## Hours of Operation

- Legacy Summer Days hours are from 6:00 AM 6:00 PM Monday through Friday

## Student Eligibility to Attend Legacy Summer Days

Legacy Summer Days is open to any K-8th grade student that is currently enrolled at a Legacy campus for the 2018-2019 school year. Students four years of age may participate if they have been accepted into our kindergarten program for the 2018-2019 school year, are fully potty trained and developmentally able to care for themselves. In order to be eligible to attend Legacy Summer Days your account must reflect a zero dollar balance.

## Attendance

Children are expected to attend each day they are scheduled. If your child is going to be absent from the Legacy Summer Days program on any day they are scheduled to attend, please notify the staff by using the campus contact information found in this handbook. **\*\*\*Unused days not attended due to illness or any other reason will not be credited or refunded.**

## Holiday Closures

2018 Legacy Summer Days will be closed on: Memorial Day, May 28, 2018 and Independence Day, July 4, 2018.

## Registration Overview, Procedures and Deadlines

### Registration Procedure

Registrations must be processed online via Eleyo prior to registration deadlines. Click here to begin the registration process. <https://legacy.ce.eleyo.com/child-care/6/summer-Days>

### Registration Deadlines

- Registration deadlines are at 11:59pm the Tuesday before the week's Legacy Summer Days.
- Registration requests are date and time stamped. **Requests made after the registration deadline will not be approved.**
- All inquiries including technical/log in issues fall within the registration deadline as well and, must be submitted to the campus via the contact information above.

## Schedule Changes - Adding/Removing Days

Days may be added or removed if requested prior to the deadline of midnight on Tuesday before next week's attendance. All requests must be submitted via your Eleyo account.

Example of When a Request to Add/Remove a Day will be Approved or Not Approved		
Request Submitted	Registration Deadline	Approved/Not Approved
Tuesday the 13th	Tuesday the 13th	Approved
Wednesday the 14th	Tuesday the 13th	Not Approved

Weekly Registration, Billing and Payment Details	
<b>Registration Deadline</b>	Tuesday of each week is the deadline to submit a request for approval of any new registrations, or to make changes (add/remove days) to your schedule.
<b>Invoice (bill)</b>	Wednesday of each week is when you will receive your invoice for your review.
<b>Auto Payment</b>	Thursday of each week is when the funds are automatically withdrawn from your account.

## Verifying Enrollments

All active enrollments are visible on the home page of your Eleyo account under the “Your Enrollments” bar. Parents are in complete control of their family account and their child’s schedule.

**All changes should be made in Eleyo. Community Education does not process changes, and paper forms do not exist.**

## Payment Information

### Accepted Forms of Payment

Eleyo requires a saved payment method to be kept on your account for billing purposes. Accepted forms of payment are: a debit, prepaid debit, credit card or checking or savings account information. Payments are due the week prior to attending and the funds will be automatically withdrawn from your payment method on file. If a payment is rejected for any reason your child will not be eligible to attend. ***Payments in the form of cash or checks are no longer accepted at campus locations.***

The payment process is as follows:

Weekly Registration, Billing and Payment Details	
<b>Registration Deadline</b>	Tuesday, May 29 <sup>th</sup> at 12AM midnight is the registration deadline
<b>Invoice (bill)</b>	Wednesday, May 30 <sup>th</sup> you will receive your invoice.
<b>Auto Payment</b>	Thursday, May 31 <sup>st</sup> , funds will automatically be withdrawn from your account on file.

**Saved Payment Methods**

To add or update saved payment methods for your profile, after logging in, scroll to the bottom of the page and select “Saved Payment Methods”.

**Auto Pay**

Autopay is automatically established when creating your Eleyo account. Autopay will withdraw funds from your bank account every Thursday.

To update your auto-pay or recurring payments for an account or an enrollment, after logging in, select Explore all Programs and Your Dashboard. Browse to the enrollment and look for the Auto Payment or Recurring Payment attached to the enrollment. Select “Change” or “Choose a Different Payment Method” to update.

**Additional Fees**

- \$5 late payment fee if payment is made after the due date
- \$1 per minute per child for late pickups 10 minutes after 6pm (As indicated on the Summer Days cell phone)

**Ineligible Policy – Due to Rejected Payments or an Outstanding Balance**

Payments must be successfully processed prior to your child attending Legacy Summer Days. If you have an outstanding balance your child is ineligible to attend. If the child attempts to attend the program parents will be contacted for immediate pickup.

**Refund Policy**

There are no refunds or credits given, unused days, and days not attended due to illness or any other reason will not be refunded or credited. Fees are not prorated. Days may not be transferred to another date or student. The \$30 one-time per family per school year registration fee is non-refundable.

## Dress Code

Students are expected to come to Legacy Summer Days in a presentable manner that demonstrates respect for themselves and their school. All clothing should be fitted, clean and neat. Hairstyles should be neatly groomed and non-distracting.

### Girl's clothing should meet the following requirements:

- T-shirts may be worn as long as they are in good taste. No characters promoting violence (i.e. Power Rangers), unacceptable sayings, rock groups, or alcoholic beverages are permitted.
- Shorts & Skorts may be worn. They must fit properly, have no embellishments, and be longer than fingertip length.
- Dress/jumpers are acceptable and must be knee length.
- It is requested that shorts be worn underneath all skirts and jumpers for modesty during play.
- Spaghetti-strap tank tops are not permitted. Sleeveless straps must be at least 2 inches wide.
- Shoes must be closed-toe, adhered securely at the heel, and be tied properly (if designed to do so).

### Boy's clothing should meet the following requirements:

- T-shirts may be worn as long as they are in good taste. No characters promoting violence (i.e. Power Rangers), unacceptable sayings, rock groups, or alcoholic beverages are permitted.
- Shorts must fit properly, have no embellishments, and be longer than fingertip length.
- No caps are allowed at school except for sun protection outside. Bandanas are not permitted.
- Shoes must be closed-toe, adhered securely at the heel, and be tied properly (if designed to do so).

## Personal Items Allowed

Please bring all personal items **labeled with your child's first and last name.**

- ✓ Refillable water bottles
- ✓ Sunscreen (If you wish to have additional sunscreen applied throughout the day you must indicate such upon enrolling in the registration system.)
- ✓ Hat
- ✓ Comfortable tennis shoes (sandals and flip flops are not allowed)

NOTE: Personal devices such as cell phones, iPads, and gaming systems are not allowed during Legacy Summer Days. If a student brings such devices they will be confiscated and given to a parent upon request. ***Legacy Traditional Schools is not responsible for lost or damaged devices.***

## Heat Advisory

When excessive heat occurs the following precautions will be taken for all outdoor physical activity, including but not limited to recess, physical education classes and field trips:

- Students will have access to drinking water whether indoors or outdoors.
- During activities lasting longer than 30 minutes, periodic water breaks will be incorporated (approximately every 10 minutes).



When temperatures reach 105 degrees Fahrenheit or greater, students will be kept out of the sun and strenuous activities will be eliminated. Students will be encouraged to drink plenty of water and wear light-colored, lightweight clothing. A sign will be posted when a heat advisory is in effect.

## Activities

The Legacy Summer Days program will include: arts and crafts, free play on the playground, recreational organized sports, computer games and cooperative learning activities. Schedules vary slightly at each campus. Please reach out to your campus Program Administrator with specific activity related questions.

## Field Trips

The Legacy Summer Days program will include various field trips and may vary between campus locations. Your child may choose to not participate in the scheduled field trip and instead stay at the campus with a Legacy Summer Days Staff Member. Any day a field trip is scheduled a sack lunch will be provided for all students.

## Food

The lunch and snack menu will be provided.

- ✓ Students may always bring their own food, but the daily rate of \$30 does not change
- ✓ Breakfast will be served from 8:30AM to 9AM. Students who arrive after 9:00 AM will not be offered breakfast.
- ✓ Lunch will be served from 11:30AM to 12PM. Students who arrive after 12 PM will not be offered lunch.
- ✓ Afternoon snack will be served at 3:00PM
- ✓ **We are not an allergy free, nut free network.** (If applicable, please let your instructor know accommodations are needed)

## Staff/Child Ratio

Legacy Summer Days will strive to maintain a 30:1 child-to-staff ratio.

## Signing In and Signing Out

Parents will be required to escort their child to Legacy Summer Days pickup and drop off locations and sign their child in/out at the designated area and sign their child out. **Please bring ID to show the staff when you are picking your child up.**

You can add or remove individuals you authorize to pickup and drop off your child. Authorized pickups are managed via your Eleyo account; from your dashboard select "Manage Authorized Pickups" to update student pickups for iPad sign in and sign out. Only individuals listed in your authorized pickup list within Eleyo will be allowed to pick up and drop off your child.

## Late Pickup Policy

A late pick up fee of \$1.00 per minute, per child will be assessed at the time of the late pickup. A late pickup is more than

10 minutes after the dismissal time (time according to Legacy Summer Days cell phones).

- On the 1<sup>st</sup> Late Pick Up you will be given a Warning Notice.
- On the 2<sup>nd</sup> Late Pick Up you will receive a Final Warning.
- Starting on the 3<sup>rd</sup> Late Pick Up, you will be charged \$1.00 per minute late, per student, for the time the child is left on campus after the school day. **The charge is due at the time of pickup**
- Excessive incidents of late pick-up will not be allowed. If a problem presents itself, it will be brought to the Community Education Specialist and Principal's attention, who will schedule a meeting with the family to discuss options. If a child is not picked up by 7:00 pm, and we are unable to reach either parent or your emergency contacts **the local police department will be contacted.**

## Injuries

Your child will receive proper attention and quality care for minor injuries. Staff will notify you of the injury either by phone, in person and with a written incident report. If your child experiences a major medical emergency, 911 will be called if necessary to ensure that your child receives the best medical attention.

## Emergency Contacts

It is the parent's responsibility to make sure that the emergency contact information is always updated for the Legacy Summer Days program. It is extremely important that we have home and cell phone numbers for parents/guardians plus at least 2 local emergency contacts.

## Illness

Parents must inform the Legacy Summer Days staff when an absence is due to illness. Students cannot attend Legacy Summer Days with any of the following symptoms: fever within the past 24 hours, vomiting, diarrhea, undiagnosed rash, inflamed or matter-filled eyes, or head lice. A child who did not attend school due to illness will not be accepted into Legacy Summer Days on that day.

If your child becomes ill while attending Legacy Summer Days with a temperature of 100.4 or higher, vomiting, diarrhea, or the onset of a rash, a parent/guardian/emergency contact must pick up the child within the hour. Students may not return to school until they are fever free without the use of fever reducing medications for 24 hours, free of vomiting for 24 hours, and free of diarrhea for 24 hours.

Children who are ill with a contagious disease or fever may not attend Legacy Kids Care. Parents must inform the Legacy Summer Days staff if their child has been diagnosed with any potential infectious illness so that the school health assistant may be informed. The school health assistant is not part of Legacy Summer Days and will not be called for illnesses for injuries.

**There is no tuition credit or refund given for sick days.**

## Medication Administration and Emergency Procedures

Medication will only be given to students with the proper paperwork completed and on file with the Legacy Summer Days program, and arrangements being made with the Program Instructor at the campus. If approved, only physician

prescribed medication in the original prescription container may be given. The container must have the pharmacy label which includes the student's name, dosage, date and name of medication. Medication that is kept at the school, during the day, cannot be used for Legacy Kids Care. Legacy Kids Care requires its own prescription to be kept with the program. An *"Administering Medication to Students at Legacy Kids Care"* form must be filled for each medication needed. Any unused or expired medication will be returned to the parent or guardian. Medications will be disposed of two weeks after the expiration date or a child's withdrawal from the program. In case of an emergency, as determined by the Program Instructor or Principal, the paramedics will be called and a parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies. Fire and Lockdown procedures will be an extension of the campus policies and procedures.

## Exceptional Students

The Legacy Summer Days program fully complies with the requirements of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, applicable to DHS regulations, and applicable federal, state, and local laws.

Reasonable modifications will be provided to afford a student with a disability meaningful access to Legacy Kids Care, unless it is demonstrated that the modifications would be a fundamental alteration in the nature of the program, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from the program if his/her behaviors, even with reasonable modifications, are so disruptive that it puts other students in danger or negatively impacts the quality of services to other participants. If your child is an exceptional student, please complete the *"Student Record Request Release"* form to allow us to have copies of your child's IEP, 504 plan, health care plan, etc.

## Positive Discipline Program

The Legacy Summer Days program follows the same positive discipline approach as Legacy Traditional Schools. Positive discipline helps to create a conducive environment for learning and fun. In Legacy Summer Days, positive behavior is rewarded with positive reinforcement. Consequences for inappropriate behavior are clearly defined and enforced.

Step 1 – Warning

Step 2 – Removal from the group for 5 minutes

Step 3 – Removal from the group for 10 minutes

Step 4 – Assistant Principal will be consulted/removal from group

Step 5 – Documentation will be sent home/signature required

- The Assistant Principal will be consulted if there is an ongoing pattern. Administration can withdraw a student due to safety concerns, inappropriate behavior and failure to pay.

## Parent Involvement

The Legacy Summer Days program feels that active parent involvement and support is critical to the success of the program. Support during Legacy Summer Days may include helping during the day and chaperoning field trips. In addition, volunteers can help prepare materials from home. In order to volunteer on campus or chaperone field trips, volunteers must:

- Be a parent/guardian or sibling to a Legacy Summer Days student, and be over the age of 18

- Have a volunteer fingerprint clearance (submit every 2 years)
- Complete the Volunteer Application via the online Shop
- Sign in at the front desk and with the Legacy Summer Days Instructor
- Follow appropriate dress code requirements
- Please access the <https://legacytraditional.org> website and complete your application.

## Non Licensed Open Door Policy

The Legacy Summer Days program is not a licensed child care facility as defined by Arizona Revised Statutes section 36-882. As such, your child is free to check out and leave from the program site at any time. Staff cannot physically restrain a participant who is not authorized to walk home but is trying to walk home. If your child leaves, staff will begin calling the numbers listed on the registration form.

## Internet and Technology Policy

### Internet Use Policy

LTS recognizes that there are many valuable educational resources on the Internet and encourages parents to explore them with their children. Teachers may place resources, Cornell notes, etc. on their teacher pages for parents to access with/for their child. In an effort to protect students, LTS teachers will not require students to access the Internet to complete any assignment. Upon enrollment, parents and students are required to sign the Technology Use Agreement.

### Social Media at Legacy

Legacy Traditional School's social media sites are places where parents, staff, alumni, and friends are encouraged to interact. The school's office staff and administration can individually and personally address specific questions of the school. Parents are encouraged to call the school should they have any questions. LTS reserves the right to remove anything deemed inappropriate and terminate involvement by users who post such content: Abusive or personal attacks, material that is unlawful, obscene, defamatory, threatening, harassing, abusive, hateful or embarrassing to any other entity; personally-identifiable information; third-party advertising; and Chain letters or spam.

## Summary of Fees

<b>Arizona Legacy Summer Days Schedule of Fees and Hours of Operation</b>		
Monday – Friday 6:00AM to 6:00PM		
<b>Before and After School Programs With Monthly Fees</b>		
<b>Legacy Summer Days registration Fee is a \$30 one time non-refundable per family per school year registration fee</b>		
<b>Legacy Summer Days</b> (Up to five days per week)	<b>\$30 per child per day</b> (Automatically billed every Thursday)	The deadline for registration is the Tuesday before.
<b>Staff Kids Legacy Summer Days</b> (Registration fee waived) <ul style="list-style-type: none"> <li>• Legacy Traditional School employees receive a discounted rate once your contract has been reviewed by a staff member in Eleyo</li> </ul>	<b>Discount is applied once your contract is approved in Eleyo.</b> (Automatically billed every Thursday)	The deadline for registration is the Tuesday before.
<b>More Information</b> <ul style="list-style-type: none"> <li>✓ A \$30 one time non-refundable per family per school year will apply for families not previously registered in Legacy Summer Days</li> <li>✓ Drop in is not available during Legacy Summer Days</li> <li>✓ A current payment method such as a credit, debit, prepaid debit card, or checking/savings account must be kept on file for automatic payment processing</li> <li>✓ Funds will be automatically withdrawn from your payment method on file in Eleyo</li> <li>✓ Daily rates will not be discounted for part time attendance.               <ul style="list-style-type: none"> <li>○ For example; a child only attends 3 hours a day the cost is still \$30 per day.</li> </ul> </li> <li>✓ Daily rates will not be discounted if a child brings their own lunch.</li> <li>✓ Discounts are only offered to Legacy Traditional School employees</li> </ul>		
<b>Refund Policy</b> <ul style="list-style-type: none"> <li>➤ Unused days not attended due to illness or any other reason will not be refunded or credited.</li> <li>➤ Days cannot be transferred to another date or student.</li> <li>➤ Once the selection and payment is made refunds will not be given</li> </ul>		



# Field Trip Permission Form

Your child's class will be attending a field trip to \_\_\_\_\_

Date	
Location	
Cost	
Transportation	
Lunch	
Notes	

Please return this permission slip by \_\_\_\_\_

I give \_\_\_\_\_ do not give \_\_\_\_\_ permission for my child \_\_\_\_\_ grade \_\_\_\_\_

Teacher \_\_\_\_\_ to attend the field trip to \_\_\_\_\_ on \_\_\_\_\_

I can chaperone: YES NO **\*No additional guests/siblings may attend with the chaperone.**

Parents daytime #'s: Mother \_\_\_\_\_ Father \_\_\_\_\_

I hereby release and indemnify LTS and all staff and volunteers from any and all liability arising from claims of any kind or nature whatsoever from my child's participation in this event.

RELEASE: If emergency treatment is required, and the parents or legal guardian cannot be reached immediately, your signature in the space provided below empowers the school authorities to exercise their own judgment to transport the child to a hospital emergency room. In case of an emergency, I give permission for my child to receive medical treatment. I acknowledge that I maintain all legal and financial responsibility for any such incident.

In case of such an emergency, I wish the following person to be notified in case I cannot be contacted:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Please list any special medical or physical needs, medical conditions, or allergies the chaperones should be aware of. I understand if my child requires an inhaler/epipen that he is responsible for taking it with him on the trip.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_