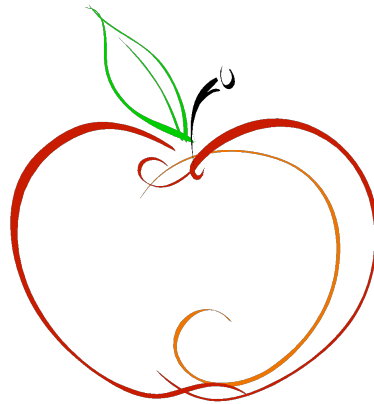


LEGACY SCHOOL



Parent Handbook

Welcome to Legacy School

Our Philosophy

Legacy School offers a nonsectarian, private school setting for parents looking for high academic standards, small class sizes and exceptional teaching. Legacy School's distinct educational approach delivers the highest quality of education through literacy-based, differentiated instruction; thus giving students the best opportunities to achieve curriculum standards. Legacy's inviting, safe, student-centered environment caters to the individual educational needs of each student.

Academics

Legacy School's inspiring atmosphere provides students with a well-rounded education and promotes a sincere love of learning. The school balances academics with an integration of Art, Music, Physical Education and Foreign Language, in order to promote healthy social and emotional growth. The preschool through elementary classrooms offer a challenging atmosphere for academically advanced children, as well as, support for those in need of academic strengthening. Small class sizes at Legacy School foster the development of close relationships between faculty and students, allowing educators to be responsive to the individual differences in learning styles, abilities and interests.

School arrival & dismissal

Classes	Times
Elementary Classes (K-6 th Grade)	8:30am-3:30pm
AM Preschool/Pre-K Classes (3-6 year olds)	8:45-11:30am
PM Pre-K & Enrichment Classes (4-6 year olds)	12:30-3:15pm

Arrival: Classes begin on time, so punctuality is important. Preschool/Pre-K children must be brought into the school building through the main doors and have an adult wait with them until the teacher opens the classroom door at the start of class. Elementary students may enter the building independently through the main doors no earlier than 8:20am. All Before Care students (Preschool and Elementary) must be brought into the building by parents and checked into the Before Care program using the Extended Care door (southwest door).

Dismissal: Learning occurs all the way up to dismissal time, so classroom doors remain closed until teachers and students are prepared for dismissal. Preschool children are dismissed individually at their homeroom door to parents or other designated adults (not to other children or individuals whose names do not appear on the release form).

Late Policy

Parents must be on time to pick up students. Legacy School understands there are times the unexpected occurs, but ask parents to please call the school if a student must be picked up late. A late fee of \$5.00 will be assessed if a parent is more than 5 minutes late. Thereafter, every 5 minutes late will be an additional \$10.

Attendance

Parents must call Legacy School at 402-884-2242 by 10am when a student is absent. An ELEMENTARY student who has had 10 or more absences during a semester must mandatorily meet with Legacy School administration. A plan will be developed to address barriers and improve attendance. If the plan is not successful and/or the absences are not excused, then the matter may be referred to the County Attorney's Office. Time accumulated from tardies will count towards an absence.

Classes

Preschool/Pre-Kindergarten:

Legacy School's Preschool and Pre-K Classes are theme-based and adhere to guidelines established by the National Association for the Education of Young Children (NAEYC) and Nebraska's Department of Education. All Preschool and Pre-K teachers hold college degrees in Education. A teacher's aide is in every classroom, at all times. Each weekly theme serves as a framework for organizing content area learning. Preschool/Pre-K students spend their time at school learning and playing in each of the six bright, inviting, subject-based classrooms. The curriculum is designed to directly relate to the students. Rather than purchasing a "plastic" curriculum that is used year after year, Legacy School gives thoughtful consideration to individual students by creating and changing lessons as students' needs and levels change.

Enrichment:

Students who are either 4 or 5 years old by October 15th may enroll in Legacy School's Spanish Enrichment Classes, which are held every afternoon from 12:30-3:15pm. The focus of these classes is on global studies. Parents may choose to enroll their child in one or more days of Enrichment during the week. Legacy's Enrichment teacher plans activities that immerse students into the Spanish speaking culture through learning the language, making crafts, tasting foods, listening to guest speakers, touching artifacts, enjoying music and studying the history. Enrichment classes are also a great way to prepare an upcoming Kindergarten for a full day of school.

Elementary:

Legacy School's Elementary classrooms offer a place for students to excel beyond the typical standards. The focus of the elementary curriculum is to supply the necessary skills that allow students to become lifelong learners. Legacy School holds the highest educational expectations for students, as they attain their greatest potential. Teachers draw on a variety of sources to best support each student's learning capabilities. Rather than "teaching to the middle," as most schools do, Legacy School fosters an atmosphere where each student's intellect, curiosity and growth is nurtured on his/her level. Students at Legacy School do not get lost in the crowd, as class sizes are extremely small in comparison to area private and public schools. Along with an experienced, exceptional teacher, every class has the support of a fulltime teacher's aide. Having this team of educators in every classroom allows for the flexibility necessary to educate the whole child, based on individual needs. Legacy School's combination of differentiated instruction, small class size and teacher/aide teams provides students with an educational advantage, as they become enthusiastic learners and independent thinkers. During the 2017/2018 school year, elementary students at Legacy School will complete 1085 hours of instruction in order to meet the State Department of Education requirements.

Extended Care

Legacy School's Extended Care is open before the school day begins, after the school day ends and during days off school. Before Care opens at 7:00am. After School Care closes promptly at 6:00pm. Please note, Extended Care is not a drop-in service. The Extended Care Director finalizes staffing and lunch counts each extended care day by 10:30am. If a child will be attending an Extended Care day but will arrive after 10:30am, parents are to let the Extended Care Director know. Each family enrolled in the Extended Care program will receive a DHHS handbook.

Snow Days

When major school districts close due to inclement weather, Legacy School is automatically closed. This includes Legacy's Extended Care Program as well. If major districts close due to extreme cold, Legacy School WILL remain open, as the school does not bus students. When Legacy School closes, emails through Sycamore and text messages through "REMIND" will be sent out to notify parents of the closing. The safety of students, families and staff is our number one priority during inclement weather.

School Security

Legacy School is a fully secured building. Exterior doors are locked at all times. All visitors must have prior permission to be inside the school building, with the exception of drop off/pick up times. During the school day, visitors must check in at the main office and pick up a visitor badge to wear during the visit. When leaving the building, visitors must check out in the main office and turn the badge back in. Students who are being picked up early or dropped off late must do so through the main office as well. If a visitor is dropping off an item for a student, the item must be left at the main office and a staff member will come to retrieve it. Student safety is the number one priority at Legacy School. This includes limiting the number of non-employee adults inside the school building. The school must be aware of all visitors inside the building at all times. Legacy School reserves the right to refuse admittance into the school building if the safety or educational environment are compromised by a visitor at any point.

Legacy School's Crisis Plan follows the Standard Response Protocol for school safety. "SRP" is a guideline for schools in response to weather, fire, intruders and other threats to student safety. All Legacy staff are CPR/First Aide certified and trained in SRP procedures for Lockout, Lockdown, Evacuate and Shelter. Legacy School implements practice drills for fire, tornado, lockdown and lockout several times each year.

LEGACY SCHOOL CRISIS PLAN EMERGENCY PROCEDURES:

In the event of an emergency, the action and appropriate direction will be announced 3 times on the intercom:

Lockout: "Secure the Perimeter"

Lockdown: "Locks, Lights, Out of Sight"

Evacuate: "To the Announced Location"

Shelter: "Using Announced Type and Method"

Parents are notified every time a real SRP action has occurred. SRP drills are held periodically throughout the school year.

LOCKOUT:

A lockout is called when there is a threat or hazard **outside** the school building. Any classes outdoors must return inside the building. Staff take roll and increase awareness of what is going on around the building, but business is as usual. Classes continue to operate and normal school schedules are followed. Parents are contacted via email when a lockout has occurred.

LOCKDOWN:

A lockdown is called when there is a threat or hazard **inside** the school building. Staff lock classroom door, turn out lights, move students into a corner, take roll, maintain silence and wait for First Responders. Staff and students do not come out of a lockdown until a First Responder gives permission, even if fire alarms sound. Parents are contacted immediately when a lockdown has occurred so that reunification may begin once the crisis is over.

EVACUATE:

Evacuate is called to move students and staff from one location to another. This may be for fire, gas leak, bomb threat, etc. Evacuate may also be called following a lockdown or shelter action so that reunification may begin. Students walk hand in hand, lead by staff, during evacuation.

FIRE

Each classroom at Legacy School has two exits. Maps are located throughout the building with evacuation routes. If a real fire is present, students will be escorted to Pine Creek Elementary.

EMERGENCY EVACUATION

In event an emergency evacuation is needed, i.e. gas leak, students will be escorted to Pine Creek Elementary.

SHELTER:

Shelter is called when the need for personal protection is necessary. This includes, but is not limited to, tornado, hazmat or bomb.

TORNADO

Legacy School's tornado shelter is located in the Gym. The gym, built into the hill, has concrete walls, ceiling, floor and FEMA rated doors. An emergency fresh air system is connected to the shelter. If a tornado warning is issued by the National Weather Service and sirens are sounded, all students and staff will take cover in the storm shelter. The front door will not be monitored or opened during the warning. Students and staff are not allowed to leave the building and parents cannot come to pick up a student until the warning is over. Tornado drills are held throughout the school year.

CUSTODIAL CONFLICT

If a family is in the midst of a custodial conflict, there must be court papers on file at Legacy School that states a certain parent cannot pick up a child. An administrator must be made aware of the situation.

DRUG/ALCOHOL IMPAIRMENT

In the event a staff member suspects drug or alcohol impairment of an adult/caregiver, an administrator is notified immediately to assess the situation and determine what action will need to be taken.

UNAUTHORIZED ADULT ON PREMISIS

Staff notify an administrator immediately if an unauthorized adult is on Legacy School's property. The administrator will assess the situation and determine what action will need to be taken.

WEAPONS

Concealed weapons are strictly prohibited on and around Legacy School. If a weapon is found, staff are to move children away and notify an administrator immediately. The administrator will assess the situation and determine what action will need to be taken.

BUILDING & MEDICAL EMERGENCIES

If available, an administrator should be the sole staff member to contact 911. If an emergency warrants immediate action, staff are to use their own discretion in calling 911. If a staff member contacts 911, an administrator must be notified immediately.

Clothing

Legacy School students are required to wear the approved school uniform everyday. Legacy's uniform includes an embroidered shirt, khaki bottoms, skirts, jumpers, etc. The last day of each week is designated Spirit Day". Students may wear any type of bottoms and a Legacy School spirit top on "Spirit Day". Tennis shoes or rubber-soled shoes are required to be worn each day for safety and freedom of movement. Students are not allowed to come to school in cowboy boots or flip-flops. Girls are urged to wear shorts, pants or tights under dresses or skirts. Uniforms are purchased online through "French Toast" www.legacyschool.epluno.com. Legacy School also has a "Uniform Exchange", located in the conference room, for parents wanting to donate/sell outgrown uniforms. Parents needing uniforms for their students may use uniform exchange at any time during the school year.

Health

All Legacy staff members are certified in CPR and First Aid. If a child should become sick, need medical care or have an accidental injury, Legacy School directly contacts the parent. If a parent cannot be reached or is unable to pick up a child, the student's emergency contact will be called. It is extremely important Legacy School is kept up to date on any contact information changes students may have throughout the school year.

State policy requires Legacy School to exclude students who exhibit any illness associated with any of the following: fever, diarrhea, vomiting, ringworm, impetigo, head lice, pink eye, chicken pox, and scabies. The school asks parents to be considerate of the students closely associating with one another at school and keep children home if exhibiting any of the above signs of illness and/or a constant cough or undiagnosed rash. If a child is not healthy enough to participate in all school activities (example-going outdoors for recess, joining in small group or large group learning, etc), he/she should remain home. A student may return to school when fever free for 24 hours, diarrhea/vomiting free for 24 hours, non-contagious and rested, ready for school.

Following any surgical procedure, Legacy School must have a doctor's release prior to a student's return to school. Class time is filled with engaging learning activities from start to finish, so a child who needs to rest during the days following a surgery must stay home until he/she is ready to return to the learning environment.

Legacy School administration may give or apply medication, either prescription or nonprescription, only if a medical release form has been completed by a parent and is on file at the school office. Medication must be in its original container and clearly labeled for the student. Legacy School locks up all medications and maintains documentation of the time and amount of medication a student has received.

According to Nebraska law, all staff that work in a school environment are considered mandatory reporters for child abuse and neglect, "Mandated reporters are people who have regular contact with vulnerable people and are therefore legally required to ensure a report is made with abuse is observed suspected". All Legacy School staff members are mandatory reporters.

Lunch/Breakfast

Homemade lunch and breakfast are served in the cafeteria at Legacy School everyday. Both meals are open to all Legacy students (Preschool-Elementary). Breakfast is served from 8:00-8:20am and costs \$1.85. For lunch, students may bring a sack lunch from home or purchase a school lunch for \$2.35. All school meals must be prepaid by using cafeteria envelopes located in the vestibule, Extended Care entrance or online through Sycamore. Menus are available online through Sycamore, in the school's vestibule and Extended Care entrance. Since cold lunches are stored in student lockers, either non-perishable foods or a lunch bag with ice pack is necessary. Refrigeration of individual lunches is unavailable. Peanut butter/peanuts are not allowed in ANY student lunch due to several students with airborne peanut allergies at Legacy School. A 25 minute outdoor recess accompanies lunchtime everyday. Morning Preschool/Pre-K students who want to stay for "Lunch Bunch" or afternoon Pre-K students who want to come early for "Lunch Bunch" are welcome to do so for a \$5 charge. Students who do not attend the Before Care program, but want to eat breakfast at school are charged for the meal plus \$3 for the early arrival.

Snacks

Snack time at Legacy School is an important part of the school day. It allows for a quiet time in which teachers and students engage in conversation and become better acquainted. Snack time also gives students the opportunity to practice healthy habits, manners and social skills.

Preschool/Pre-K: Each student takes turns bringing in snack for his/her class. This turn taking tends to be a special event for the students. Being a "Snack Helper" gives each child a sense of sharing, as well as, a time to feel special as he/she helps the teacher with preparing for snack time. During a child's snack week, he/she brings snack *everyday* of class (So a MWF student brings snack MWF). Prior to a child's week, a "snack bag" is sent home with directions and the amount of snack to bring. Nebraska State Department of Health requires all snacks brought in by parents to be store bought and not prepared at home. **Parents are required to let the school know if a child has a food allergy. Children with severe food allergies are to bring their own snack for snack time.

Elementary: Students are to bring their own snack to school each day. Every elementary classroom has a snack time each day. Please see below for suggested healthy snacks.

Legacy School has several students with peanut allergies. **ALL students are to refrain from bringing snacks with peanut butter or nuts.** The school asks parents to please read food labels carefully.

Suggested healthy snacks: fruit cups, crackers, individually wrapped cheese, dry cereal, applesauce, pudding, dried fruits, pretzels, bagels, etc.

Toys, Trinkets, Electronics

Students are not to bring any unnecessary items to school. This includes, but is not limited to: jewelry, toys, trinkets and personal electronics.

The Giving Tree

Legacy School students are involved in several community outreach projects throughout the school year. Each project gives Legacy students a sense of community and caring. The "Giving Tree" in the school's lobby displays current service project requests. Legacy bases all Giving Tree projects on parent suggestion, so any and all ideas are welcome.

Field Trips

Preschool/Pre-K students do not leave the campus for field trips, but experience in-house fieldtrips brought to the school. These experiences are included in student tuition, as parents are NOT charged extra for in-house fieldtrips. Elementary students participate in field trips away from the school building and in-house field trips during the school year. Prior to any fieldtrip, a permission slip is sent home to be signed and returned.

Holidays

Legacy School is an educational facility in all aspects, including holidays. Students are involved in learning activities throughout the school year that cover a variety of holiday customs from many different cultures. If a child is unable to participate in any holiday activity, parents must inform the school. Teachers will find alternate activities for students to participate in during those activities. Legacy School does not exclude or discriminate any child based on race, sex, religion, physical ability, or national and ethnic origin.

Birthdays

Birthdays are a special time of celebration! Parents are welcome to sign up for snack on or around their child's birthday and send something special for their child to share.

Legacy School discourages birthday party invitations sent home with friends while at school. Uninvited guests understandably feel left out and hurt.

Camp Legacy

Camp Legacy is held during summer and winter breaks. Elementary age campers may attend Camp Legacy's Upper Camp (9:00am-3:30pm) for a true outdoor summer day camp experience. Preschool age campers may attend a mini-day (9:15am-12:30pm) or full day (9:15am-3:00pm) of camp. Before and After Camp Care is available. Before Camp Care opens at 7:00am. After Care Care closed promptly at 5:30pm. Camp Legacy's Director and counselors plan daily camp activities including: flag raising ceremony, arts & crafts, camp songs & skits, sports, team building, nature, cooking and more! Upper Camp facilities also include two pools, archery range, human foosball, obstacle course, zipline, sand volleyball, baseball field, soccer field, game room and camp canteen. **Camp Legacy registration is held in February of each year and is not exclusive to current Legacy School students.** New campers are welcome every summer. Campers may attend Camp Legacy for just a week, several weeks or the entire summer. For more information on either our Lower Camp or Upper Camp, visit www.CampLegacyOmaha.com.

Communication

Parents and teachers are partners in a child's education. Communication is the key to that partnership. Arrival and dismissal times can be quite chaotic. Along with verbal communication, teachers appreciate written notes or emails whenever possible so that their full minds may remember any parent requests. If at anytime parents have a concern or question, they are encouraged to call or email the teacher as opposed to discussing at the classroom door. Some issues are better discussed in private.

Each classroom at Legacy School maintains their own webpage through the secure, parent site, "Sycamore". To

keep updated on classroom news, parents need to check their child's classroom webpage **weekly**. Only parents who have a child enrolled in the class will be able to view the classroom webpage.

Parents are encouraged to register for a "Remind" account in order to receive text messaging regarding important school events, closings, etc. To join "Remind", parents text the message @legacyscho to 81010. Some Legacy teachers have set up a classroom "Remind" account as well. Teachers who have done so will contact parents with a specific "Remind" number and message.

Parent Involvement

Legacy School believes parents are a child's first and most important teachers. Research identifies parent-involvement in an educational environment as the number one component to children achieving success in school and in society. Legacy School offers a variety of ways for parents to become involved. Please give thoughtful consideration to volunteering at the school through the following activities.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled in the fall and spring for all Legacy School students. Please check Legacy's calendar for specific dates. There are no classes held on conference days. Sign up takes place online and is made available several weeks prior to conferences. Legacy teachers and administrators are available ALL YEAR to discuss any questions or concerns you may have regarding your child's progress.

Family Events

Several family events are planned for the upcoming school year. Please see Legacy's calendar for specific events, dates and times. Family events are only as successful as the amount of parent involvement. Legacy School **needs** parents to assist in the planning and implementation of all our events.

Read Aloud

"Parent Read Aloud" events are times in which parents may come to school and read to the class. Please look for sign up sheets outside homeroom doors. Specific dates are left up to parents.

Field Trips

Parents are always welcome (*and needed*) during field trips. Please see Legacy School's Parent Handbook "Field Trips" section for more details.

Room Parents

Each Legacy classroom requires one or two room parents to coordinate volunteers for parties, picture day and other events. Room parents receive a class list of students, parent's names, and contact information in order to facilitate events.

Family Fun Night/School Carnival

Parents are needed to run carnival games, set up, clean up and oversee food booths during Family Fun Night in the Spring. It's parent volunteers that make this annual event a success!

Staff Appreciation Luncheon

As it has become tradition, Legacy School's parents provide a luncheon for staff each spring to show appreciation for all their hard work. Volunteers are needed to bring in food, set up and clean up.

Fundraising/Non-Profit 501cs

Parents may be nominated to sit on Legacy School's non-profit Parent Advisory Board. Commitment includes four meetings, plus coordinating fundraisers. Members set up fundraising efforts for the school and oversee the allotment of funds from these fundraising events. Parents on this board also guide student scholarships and teacher grants. Voting for board membership takes place in April of each year.

Scholastic Book Fair

During parent-teacher conferences, Legacy School holds a book fair for parents to purchase children's books. Volunteers are needed to oversee the book fair during the two days. All volunteers receive a free book for every hour they donate to the book fair.

Parents are always welcome to visit Legacy School. Please let us know of your visit ahead of time so that we may plan involvement activities for you during your stay.

Classroom Management

Legacy School, uses a proactive approach when guiding children in their social and emotional skills. Small class size and positive engagement allows for minimal distraction at Legacy School. The school's discipline policy includes a "time-in"/"time-out" method for managing student behavior. When a student is on task, following directions and making good choices, the student is considered having a "time-in". It is during a "time-in" teachers and aides give the child direct feedback as to what he/she is doing well. Role playing takes place and compliments are given. When a student has made a poor choice, he/she is placed in "time-out". The time out occurs right in the classroom and lasts only 30 seconds, once the student is sitting quietly. When the student's time out is completed, he/she is invited to rejoin the group and is back at "time-in" mode. This is when life skills and Legacy School rules/routines are discussed. Discipline that is shaming or insulting is never tolerated. Legacy School classrooms are positive learning environments where a child feels safe under all circumstances. Legacy School has the following aggressive behavior policy in place for the safety of students and staff:

LEGACY SCHOOL AGGRESSIVE BEHAVIOR POLICY

One of the primary functions of Legacy School is to ensure the safety and well being of its students and staff. Legacy School has zero tolerance for aggressive/abusive behavior. We are dedicated to protecting the rights of our teachers and the rights of other students to have a fair, safe educational setting. This policy sets forth the actions that Legacy School will take when this safety is endangered due to the ongoing aggressive behavior of a student. The below Behavior Action Plan will be implemented if the administration determine a student has exhibited severe, ongoing aggressive behavior concerns. *(Examples of aggressive behavior: biting, hitting, throwing hard object, shoving, scratching, kicking, pinching, screaming, etc.)*

BEHAVIOR ACTION PLAN

1st Occurrence - Notification sent on _____, and behavior action plan started.

Details of behavior: (see in attached aggressive behavior report)

2nd Occurrence – Notification sent on _____, and phone conference between Legacy School administration & parent _____.

Details of behavior: (see in attached aggressive behavior report)

3rd Occurrence – Notification sent on _____, phone conference between Legacy School administration & parent _____, and student suspended for one (1) day. Parents called at time of incident, and student must be picked up immediately. Outside help is strongly recommended at this point.

Suspension begins _____.

Details of behavior: (see in attached aggressive behavior report)

4th Occurrence – Notification sent on _____, student suspended for two (2) days, and mandatory meeting scheduled with parents, Legacy School administration & teachers prior to student returning to school. Parents called at time of incident and student must be picked up immediately.

Suspension begins _____. Meeting scheduled for _____.

Details of behavior: (see in attached aggressive behavior report)

5th Occurrence – Notification sent on _____, student suspended until special needs aide is hired. Special needs aide is funded solely by parents. Parents called at time of incident and student must be picked up immediately.

Suspension begins _____. Special needs aide start date _____.

Details of behavior: (see in attached aggressive behavior report)

6th Occurrence – Notification sent on _____, student is no longer allowed to attend Legacy School. Parents called at time of incident and student must be picked up immediately.

Expulsion begins _____.

Details of behavior: (see in attached aggressive behavior report)

2017/2018 CLASS SCHEDULE & TUITION:

PRESCHOOL CLASSES

Must be 3 years old by October 15th

MONDAY-FRIDAY CLASS
AM CLASS ~ \$360/month EXTENDED DAY (AM Preschool class w/ before/after school care) ~ \$215/week <i>(includes above tuition)</i>
MONDAY-WEDNESDAY-FRIDAY CLASS
AM CLASS ~ \$250/month EXTENDED DAY (AM Preschool class w/ before/after school care) ~ \$165/week <i>(includes above tuition)</i>
TUESDAY & THURSDAY CLASS
AM CLASS ~ \$190/month EXTENDED DAY (AM Preschool class w/ before/after school care) ~ \$125/week <i>(includes above tuition)</i>

PREKINDERGARTEN CLASSES

Must be 4 years old by October 15th

MONDAY-FRIDAY CLASS
AM CLASS ~ \$360/month FULL SCHOOL DAY (AM Pre-K class & PM Spanish Enrichment class)~ \$720/month EXTENDED DAY (AM Pre-K, PM Spanish Enrichment w/ before/after school care) ~ \$215/week <i>(includes above tuition)</i>
MONDAY-WEDNESDAY-FRIDAY CLASS
AM CLASS ~ \$250/month FULL SCHOOL DAY (AM Pre-K class & PM Spanish Enrichment class~ \$500/month EXTENDED DAY (AM Pre-K, PM Spanish Enrichment w/ before/after school care) ~ \$165/week <i>(includes above tuition)</i>
AFTERNOON MONDAY-WEDNESDAY-FRIDAY CLASS
PM CLASS ~ \$240/month

JUNIOR-KINDERGARTEN CLASS

Must be 5 years old by November 15th

MONDAY-FRIDAY CLASS
AM CLASS ~ \$360/month FULL SCHOOL DAY (AM Jr-K class & PM Spanish Enrichment class) ~ \$720/month EXTENDED DAY (AM Jr-K, PM Spanish Enrichment w/ before/after school care) ~ \$215/week <i>(includes above tuition)</i>

ENRICHMENT CLASS

Must be 4 or 5 years old by October 15th

Students attending AM class & adding on a PM class
1 CLASS per WEEK ~ \$120/month 2 CLASSES per WEEK ~ \$190/month 3 CLASSES per WEEK ~ \$250/month 4 CLASSES per WEEK ~ \$300/month 5 CLASSES per WEEK ~ \$360/month

ELEMENTARY CLASSES

Kindergarten-6th Grade

MONDAY-FRIDAY CLASS
FULL SCHOOL DAY ~ \$720/month

ELEMENTARY BEFORE/AFTER SCHOOL CARE
5 DAYS ~ \$35/week
4 DAYS ~ \$30/week
3 DAYS ~ \$25/week
2 DAYS ~ \$20/week
1 DAY ~ \$10/week

Legacy School's Timely Tuition Policy

Legacy School tuition is paid through electronic funds transfer. ACH paperwork is distributed at Back to School Night and must be returned the first day of school. All families must have current ACH authorization paperwork on file at the school. Parents have four options in setting up tuition payments:

1. Yearly payment (Made the first week of school)
2. Semester payments (1st payment made the first week of school; 2nd payment made in January)
3. Monthly payments (Made the 1st business day of each month)
4. Weekly payments (Made each Friday)

Tuition payments are required during the entirety of the school year. Tuition payments are not altered due to illness, vacation, days off, weather, holidays or other unforeseen circumstances. A written two-week notice is required prior to changing a student's class schedule or terminating a child's enrollment. Payment will be required for the two weeks after notice is given. Any change made to a student's schedule after March 1st will require a full payment before the change may be granted.

Legacy School Student Supply List

Preschool/PreK:

1. A full size backpack labeled with your child's name (brought everyday)
2. A change of clothes/uniform (kept in your child's backpack)
3. 3 packs of glue sticks
4. 1 (3x5 or wallet) photo of your child (to be used to label names, etc) (close head shots work best)

Elementary:

1. A full size backpack labeled with your child's name (brought everyday)
2. 3 packs of glue sticks
3. 1 (3x5 or wallet) photo of your child (to be used to label names, etc) (close head shots work best)
4. Pencil/crayon box
5. Individual classroom supply lists will be distributed at Back to School Night

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