

**LEGACY  
SCHOOL**



**2022/2023  
Parent  
Handbook**

## 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.

## School Times

<b>K-5<sup>TH</sup> Grades</b> <i>2022/2023 school year = 1,078.50 instructional hours</i>	<b>8:30am-3:30pm</b> <i>*may arrive between 8:15-8:30am</i>
<b>AM M-F Jr Kindergarten classes</b>	<b>8:15-11:30am</b>
<b>AM M-F Pre-Kindergarten</b>	<b>8:45-11:30am</b>
<b>AM MWF Pre-Kindergarten T/Th Preschool Classes</b>	<b>9:00-11:45am</b>
<b>PM Pre-Kindergarten PM Enrichment Classes</b>	<b>12:30-3:15pm</b>
<b>Before/After School Care</b>	<b>Opens 7:00am/closes 5:30pm</b>

## Parking Lot Valet Protocols

Legacy School uses a valet system for all PreK-5<sup>th</sup> Grade students during drop off and pick up. Preschool students **do not** follow this protocol

Arrival: Parents enter the parking lot in a counterclockwise procession and remain in their vehicle. Staff are positioned at the front doors to greet students from 7:00-9:00am. If a student needs assistance at drop-off, parents must pull forward and park at a numbered spot along the curb or pull into a parking stall, as to not impede the flow of drop-off traffic. **At no time should a parent park in the drop off lane and get out of their car.**

Dismissal: Parents enter the parking lot in a counterclockwise procession and remain in their vehicle. Student names are clearly labeled, facing out the passenger window. Staff members are positioned outside with walkie-talkies to call each student from their classroom to their car. School staff inside the building monitor students walking down the hallway, to the front doors. If a child needs assistance getting in a car, parents must pull around the curb to a numbered slot or into a parking stall. **At no time should a parent “park” in the pick-up line and get out of their car. Parents do not enter the school building at “pick-up” times.**

## Class time Arrival

Pre-Kindergarten & Jr-Kindergarten classes: During the first week of school, Early Childhood students are brought into the school building and have an adult wait with them until the teacher greets them at the classroom door. After the first week, Early Childhood students have the option of entering the school building independently through the main doors, using the school's parking lot valet protocols (see above) or have a parent walk them in.

Elementary classes: During the first week of school, Elementary students may be brought into the building by a parent through the main doors. Students also have the choice to enter the building independently through the main doors no earlier than 8:15 am, beginning with the first day of school. After the first week of school. Elementary students must use the valet drop off protocols, as Elementary parents do not walk students to their classroom.

Preschool class: Preschool students must be escorted by an adult into the school building all school year. Upon arrival, parents are asked to park in a parking stall and not along the curb. Preschool parents enter the school building through the main doors and exit through the west doors, by the gym.

## Class time Dismissal

Dismissal of all PreK-5<sup>th</sup> Grade students operates through Legacy School's parking lot valet protocols (see above). Parents (with the exception of 3 year old preschool parents) do not enter the school building during dismissal.

If a student has an appointment shortly after dismissal, parents may arrive earlier than usual to accommodate this. Parents are asked to call ahead; that way, the office can have your child ready for an early pick-up time.

Preschool students are dismissed inside the school building, one by one, to their parents. Preschool parents must park in a parking stall and walk into the school to pick up their child. Preschool parents enter the school building through the main doors and exit through the west doors, by the gym.

### **Late Policy**

Parents must be on time to pick up students. Legacy School understands there are times when 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 five minutes late. After that, every five minutes will incur an additional \$10.00.

### **Attendance**

Parents must call Legacy School at 402-884-2242 by 9:00 am when a student is absent. An ELEMENTARY student who has had ten or more absences during a semester may be required to 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 improved, then the matter may be referred to the County Attorney's Office. Time accumulated from tardies will count towards an absence.

### **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. The safety of students, families, and staff is our number one priority during inclement weather. If major districts close due to EXTREME COLD, Legacy School will remain OPEN, as the school does not transport students on busses.

### **Extended Care**

Legacy School's Extended Care is open before the school day begins, after the school day ends, and during most non-school days. Before Care opens at 7:00 am. After School Care closes promptly at 5:30 pm. Please note, Extended Care is not a drop-in program. Students must be enrolled in the Extended Care program to attend non-school/Extended Care days. Parents must sign their child up for these days ahead of time in order for the Extended Care director to provide proper staffing. Sign-ups will be emailed to parents, a month at a time. Parents are only to sign their child up for the days they usually attend the Extended Care program. For example, a student who is enrolled in before/after care on Mondays only cannot enroll for a Wednesday Extended Care day. Each family enrolled in the Extended Care Program will receive a DHHS handbook.

Arrival: During before care hours, parents have the option of walking their child into the school building through the main doors or using the school's parking lot valet protocols (see above).

Pick up: After care pick-up operates through Legacy's parking lot valet system for all after care students (see above).

**Parents do not enter the school building during after care hours.**

### **Camp Legacy**

Camp Legacy is held during summer and winter breaks. Elementary age campers may attend Camp Legacy's Upper Camp (9:00 am-3:30 pm) for a true outdoor summer day camp experience. Early Childhood campers (ages 4 & 5) may attend a full day of camp (9:15 am-3:00 pm). Before and After Camp Care available. Before Camp Care opens at 7:30 am. After Care closes promptly at 5:30 pm. Camp Legacy's Directors plan daily camp activities including, a 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, gym, and camp canteen. Camp Legacy registration is held in February of each year and is not exclusive to current Legacy School students. New elementary campers are welcome each summer. Campers may attend Camp Legacy for just a week, several weeks, or the entire summer. For more information on either out Lower Camp or Upper Camp, visit <https://www.camplegacyomaha.com/>

### **Clothing**

Legacy School's students are required to wear the approved school uniform every day. Legacy's uniform includes an embroidered shirt, khaki bottoms, skirts, jumpers, etc. Legacy designates the last day of your child's school week (Thursday for T/Th Preschool and Friday for all other classes) as "Spirit Day." Students may wear bottoms of their choice and a Legacy School spirit top on "Spirit Day." Uniforms are purchased online through "French Toast." (Spirit T-shirts and sweatshirts are available at Legacy School, not online). <https://www.frenchtoast.com/schoolbox/Schools/legacy-school-QS5RPKB> 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. Students go outside to learn and play every day. During the winter months, students should have a winter coat, hat, gloves, boots, and snow pants (if the ground is covered with snow). These items may be kept in their lockers. Parents are strongly encouraged to label all items students bring to school. Legacy's lost & found is located in the vestibule.

### Uniform Exchange Shop

Legacy School provides a place for parents to donate/sell/purchase gently used uniforms. Parents may shop the Uniform Exchange Shop in the school' vestibule anytime. If selling items, please attach an envelope to each item with the price, your name, and a contact (phone or email). If purchasing items, put cash in the envelope then hand it to the office staff. The school will contact the seller to let them know they have sold an item. If donating items, they can be placed in the "shop" as they are. Legacy parents also post gently used uniforms through the Legacy School Facebook parent group titled: *Legacy School Parent Page*

### 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 first. If a parent cannot be reached or is unable to pick up a child, the student's emergency contact will be called. It is imperative that Legacy School is kept up to date on any contact information changes students may have throughout the school year.

Following any surgical or medical procedure, Legacy School must have a doctor's release before 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 surgery must stay home until he/she is ready to return to the learning environment.

Students who become ill during the day are sent to the health office, and a parent is contacted through a phone call, email, or Sycamore. Temperatures of 100.4 degrees or above, diarrhea, and/or vomiting are signals warranting immediate dismissal conditions. Children who vomited, had diarrhea, or a fever of 100.4 or above (includes during the night or before school) need to remain at home and be fever free for 24-hours. Most viruses are highly contagious for 24-hours after the vomiting/diarrhea has occurred.

Health Screenings at School: Legacy conducts health screenings once a year for Elementary students. Screenings may include but are not limited to height, weight, vision, and hearing. There is no waiver option for screening. A parent wishing NOT to have their child screened at school must provide documentation signed by a qualified medical provider verifying the child has been screened.

Physical Exam/Visual Evaluation: Kindergarten and out-of-state transfer students are required to have a physical exam and visual evaluation, per state law, before school enrollment.

### Exclusion Period for Contagious Diseases

Mumps	9 days or until swelling disappears
Scarlet Fever	7 days from onset or 24 hours after antibiotics
Chicken Pox	7 days from onset
Measles	7 days from onset
3-Day Measles	5 days
Whooping Cough	21 days
Impetigo	Until completely healed/physician permission
Pink Eye	Until treated by a doctor and eyes are clear
Scabies	Until first treatment by doctor
Hepatitis	Until physician approves return
Lice	1 day after treatment/no visible nits
Fever	Fever free for 24-hours.

Please note that Nebraska health statutes prohibit schools from providing over-the-counter medication to students in need. All non-prescription medications must be brought from home in the original container, with a medication administration permission form filled out.

When a student must take medication during school hours, the following procedure is to be followed:

All medication is to be brought to the main office in its original container. Parents are required to conduct an exact count of any controlled medication and present it to the school along with the medication. Upon medication arrival at school, the health office will also conduct a count of the medication. The medication count must match the count by the parent/guardian. The parent/guardian will be contacted to conduct a medication count if a count is not provided or if a discrepancy in the count occurs.

Prescription medication must include the original label with the student's name, physician's name, date, and directions to be followed. Non-prescription medications should be brought to school in the original container.

All medications will be stored in the Health Office. Students should not keep medication on them, in their desks, or in their backpacks. Medication will be used by the student in the presence of a trained staff member. A record of daily dispensation will be maintained.

### **Diabetes and Asthma/Anaphylaxis**

An action plan filled out by a physician must be on file at the school. Long-term medication (longer than two weeks), prescription and non-prescription, require both the parent/guardian's and the doctor's written permission.

### **Toilet Training Requirement**

All students enrolled at Legacy School must be fully potty trained and be able to use the restroom independently.

A potty-trained child who is independent can verbalize needs *before* they have to use the bathroom, can postpone using the bathroom when it is necessary to wait until getting to a restroom, is able to take down and pull back up their own clothing, can wipe themselves after toilet use, and can get themselves on/off the toilet independently.

### **Mandatory Reporters**

According to Nebraska law, all staff that works in a school environment are considered "Mandatory Reporters" for child abuse and neglect. Mandated reporters are people who *"have reasonable cause to believe that a child has been subjected to child abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect."* All Legacy School staff members are mandatory reporters.

### **Lunch/Breakfast**

Breakfast and lunch are served in the cafeteria at Legacy School every day. Breakfast is served promptly at 8:00am (students enrolled in Before Care only). For lunch, students may bring a lunch from home or purchase a school lunch. Refrigeration of individual lunches is unavailable. **Peanut butter/peanuts** are not allowed in ANY student lunch due to airborne allergies. School meals must be pre-ordered through Sycamore. Cafeteria payments may be made through Sycamore or by cash/check in the front office. Menus are available online through Sycamore as well. The deadline to pre-order meals is the 20th of the month prior. For example, November meal orders must be made no later than October 20th. Using a pre-order system, food waste is kept to a minimum, which helps keep the cost of meals low for parents. To pre-order meals each month, log into your Sycamore account. Go to: **MY ACCOUNT: CAFETERIA/ORDERS/MEAL ORDER(TAB)**. Then, enter the quantity of meals to be ordered, select which meal(s) from drop down menu and update when complete. Click on the green **MAKE PAYMENT** button to apply meal payment.

### **Snacks**

**Early Childhood:** Each student takes turns bringing in snacks for his/her class. This tends to be a special event for the students. Being a "Snack Helper" gives each child a sense of sharing and a time to feel special as he/she helps the teacher prepare for snack time. During a child's snack week, he/she brings snacks every day of class. So, MWF students bring snacks MWF, and so forth. Before a child's week, a "snack bag" is sent home with directions and the number of snacks to bring. Nebraska State Department of Health requires all snacks brought in by parents to be store-bought and not prepared at home. Please note - Legacy is a peanut-free school. Read labels carefully to ensure no peanut products are sent.

**Elementary:** Students are to bring their own snack to school each day. Every elementary classroom has snack time each day. Suggested healthy snacks: fruit cups, crackers, low-fat cheese, dry cereal, applesauce, dried fruits, pretzels, bagels, rice cakes, etc. Please note - Legacy is a peanut-free school. Read labels carefully to ensure no peanut products are sent.

***\*\*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 snacks from home. All students are to refrain from bringing snacks/food with peanut butter/peanuts. The school asks parents to please read food labels carefully.***

### **Birthdays**

Birthdays are a special time of celebration! Parents are welcome to bring in a student treat on or around the child's birthday. Legacy School discourages birthday party invitations sent home with friends while at school. Uninvited guests understandably feel left out and hurt.

### **Toys, Trinkets, Electronics**

Students are not to bring any unnecessary items to school. Unnecessary items include, but are not limited to, jewelry, toys, trinkets, cell phones, and personal electronics. If items are brought to school, they will be taken from the student, and a parent will have to pick them up from the front office.

### **Student Technology**

Elementary classrooms are equipped with iPads, Chromebooks, Smartboards, headphones, Elmo Projectors, and other similar items. Any student using an electronic device in any way other than an educational activity, as directed by staff, will lose their privileges for a time to be determined based on the incident.

### **Communication**

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

Each teacher at Legacy School maintains a "ClassTag" communication tool. At the start of the school year, teachers send out invitations for parents to join their "ClassTag" application. Only parents who have a child enrolled in the class will be able to view the classroom page. If needing a "ClassTag" invitation, please contact your child's teacher. Every Legacy School family has a Sycamore login/password, which was created during the enrollment process. Online and through the web-based app, [www.app.sycamoreschool.com](http://www.app.sycamoreschool.com), Sycamore is a great place to view tuition statements, access the family directory for students enrolled, view the menu, and more. The front desk at Legacy School can help parents with questions regarding login information.

Classroom teachers send out weekly newsletters via "ClassTag" or emails to parents. Legacy's Administration also sends out a weekly school-wide newsletter. These are two GREAT ways to keep up to date with events that relate to Legacy students.

**\*\*\*Regarding SMS text messages** – All Legacy School families have been automatically signed up to receive SMS text messages. If you would like to opt-out of school text notifications, please call the school.

### **Field Trips**

Early Childhood students do not leave the campus for field trips but experience in-house field trips that are brought to the school. These experiences are included in student tuition, as parents are NOT charged extra for in-house field trips.

Elementary students participate in field trips away from the school building and in-house field trips during the school year. Before any field trip, a permission slip is sent home to be signed by the parent/guardian and returned to school.

### **Parent Advisory Board (PAB)**

Legacy School's PAB is a 501c3 non-profit board made up of parents and staff. The board's sole purpose is to raise funds in order to provide student scholarships and classroom grants. Commitment to the PAB includes four meetings/school year, email communication, and coordinating fundraising events. Parents and staff are nominated to sit on Legacy School's Parent Advisory Board. Voting for board membership takes place in April of each year.

### **Classroom Management**

Legacy School uses a proactive approach when guiding students in their social and emotional skills. Small class size and positive engagement allow for minimal distraction at Legacy School. One of Legacy School's primary functions 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 our teachers' rights and the rights of other students to have a fair, safe,



educational setting. A discipline that is shaming or insulting is never tolerated. Legacy School classrooms are positive learning environments where a child feels safe under all circumstances. There are three occasions when it is necessary for school staff to take immediate steps to assist a student in managing their behavior:

The “3 OFFENSES” are:

When a student becomes physically or verbally aggressive.

When a student exhibits behavior which are disrespectful to staff, peers and/or school property.

When a student consistently interrupts the functionality of the class.

All instances are thoroughly investigated by staff/administration. Investigation may include, consulting student/s, parents, and/or staff, as deemed necessary. Three methods will be used in implementing the Behavior Action Plan. Those methods are: In School Suspension (ISS), Out of School Suspension (OSS), and Expulsion.

#### **ISS**

All schoolwork will be completed in an isolated area of the office, as the student is supervised by the office staff. The student's teacher will provide classwork. Length of ISS: 1-3 days, as determined.

#### **OSS**

Determined after previously serving time in ISS and/or severity of the event, at the discretion of administration, a student is suspended from coming to school. Length of OSS: 1-3 days, as determined.

#### **Expulsion**

If temporary removal of the student does not deter behavior and/or they display clear and present danger to themselves, staff, or other students, an expulsion from Legacy School must immediately occur.

Administration is delegated full authority to take appropriate action to implement the Student Behavior Action Plan, .

#### **Behavior Action Plan**

**1<sup>st</sup> Notification-** In-house school suspension and behavior action plan started today.

**2<sup>nd</sup> Notification-** Phone conference held between Legacy Administration & parent. Immediate pick up is required for the student.

**3<sup>rd</sup> Notification-** Phone conference held between Legacy Administration & parent. Immediate pick up is required, and the student is suspended for 1 school day. Suspension begins on \_\_\_\_\_ (date). Student may return to school on \_\_\_\_\_ (date). Parents are encouraged to seek assistance from behavior specialist.

**4<sup>th</sup> Notification-** Legacy Administration will contact parent and immediate pick up is required. The student is suspended for 2 school days. Suspension begins on \_\_\_\_\_ (date). Student may return to school on \_\_\_\_\_ (date). Prior to the return date, parents are required to schedule a meeting with administrator and teacher.

**5<sup>th</sup> Notification-** Legacy Administration will contact parent and immediate pick up is required. The student is suspended from school until a special needs teaching assistant is hired. The payroll for the special needs teaching assistant will be funded solely by the parent. Suspension date begins on \_\_\_\_\_ (date).

**6<sup>th</sup> Notification-** Legacy Administration will contact parent and immediate pick up is required. Student is expelled from Legacy School with expulsion beginning on \_\_\_\_\_ (date).

#### **Bullying is Defined by the Following**

Bullying is a distinctive pattern of repeatedly and deliberately harming and humiliating others. The intentional, continuous targeting of others is what differentiates bullying from typical teasing or aggression in children. Bullying is a very specific type of aggressive behavior. Bullying can be physical, emotional, or cyber. Legacy School administration investigates all claims of bullying and has the right to determine if a situation is considered bullying or not. If Legacy School admin finds bullying has occurred, the Student Behavior Action Plan will be implemented.

Legacy School staff actively work with students teaching basics about manners, friendships, and social/emotional skills. The tools students receive prevent negative bullying behavior and empower students to better deal with situations in any social setting.

#### **Safety and Security**

Legacy School is a fully secured building. Exterior doors are locked at all times. All visitors must have permission to be on school property and/or inside the building. During the school day, visitors must check-in at the main office and wear a visitor badge during the visit. When leaving the building, visitors must check out in the main office. At no time are visitors allowed to walk in the school building or on the school property unescorted. The school must be aware of all visitors in and around the building at all times. Students who are being picked up early or dropped off late **MUST** do so through the main office as well. If a visitor or parent is dropping off an item for a student, the item must be left at the main office and a

staff member will make sure it gets to the student. Student safety is the number one priority at Legacy School. This includes limiting the number of non-employed adults inside the school building. Legacy School reserves the right to refuse admittance on the school property if the safety or educational environment is 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 trained in SRP procedures. The SRP is based on these four actions: Lockout, Lockdown, Evacuate, and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA:

**Lockout** - "Secure the Perimeter" **Lockdown** - "Locks, Lights, Out of Sight" **Evacuate** - "To the Announced Location" **Shelter** - "Using Announced Type of Method"

Please take a moment to review these actions. Students and staff are trained, and the school uses these drills and actions over the course of the school year.

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

**Evacuate** - Used to move students and staff from one location to another. This may be for a 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, led 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 Anchor Pointe Elementary.

**Emergency Evacuation** – If an emergency evacuation is needed, i.e., gas leak, students will be escorted to Pine Creek Elementary.

**Shelter** - Used 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.

### **Drug/Alcohol Impairment**

If 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.

### **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.

### **Unauthorized Adult on Premises**

Staff notifies 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.

### **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.



**Building and 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.

**MONDAY-FRIDAY ELEMENTARY CLASS (Kindergarten-5th Grade)****FULL SCHOOL DAY** ~ \$740/month (8:30am-3:30pm; Monday-Friday)**MONDAY-FRIDAY JUNIOR KINDERGARTEN CLASS (Must be 5 years old by November 15th)****AM CLASS** ~ \$420/month (8:15-11:30am; Monday-Friday)**FULL SCHOOL DAY** (AM Jr-K + PM Enrichment classes) ~ \$800/month (8:15am-3:15pm; Monday-Friday)**EXTENDED DAY** (AM Jr-K, PM Enrichment + before/after care everyday) ~ \$250/week (includes tuition & fees)**MONDAY-FRIDAY PRE-KINDERGARTEN CLASS (Must be 4 years old by October 15th)****AM CLASS** ~ \$420/month (8:45-11:30am; Monday-Friday)**FULL SCHOOL DAY** (AM Pre-K + PM Enrichment classes) ~ \$800/month (8:45am-3:15pm; Monday-Friday)**EXTENDED DAY** (AM Pre-K, PM Enrichment + before/after care everyday) ~ \$250/week (includes tuition & fees)**MONDAY-WEDNESDAY-FRIDAY PRE-KINDERGARTEN CLASS (Must be 4 years old by October 15th)****AM CLASS** ~ \$300/month (9:00-11:45am; Monday, Wednesday, Friday)**FULL SCHOOL DAY** (AM Pre-K + PM Enrichment classes) ~ \$590/month (9:00am-3:15pm; Mon, Wed, Fri)**EXTENDED DAY** (AM Pre-K, PM Enrichment + before/after care-MWF) ~ \$185/week (includes tuition & fees)**AFTERNOON MONDAY-WEDNESDAY-FRIDAY PRE-KINDERGARTEN CLASS  
(Must be 4 years old by October 15th)****PM CLASS** ~ \$290/month (12:30-3:15pm; Monday, Wednesday, Friday)**PM ENRICHMENT (Must be 4 or 5 years old by October 15th)  
STUDENTS ATTENDING MORNING CLASS & ADDING ON A PM CLASS**

1 CLASS per WEEK ~ \$160/month  
2 CLASSES per WEEK ~ \$230/month  
3 CLASSES per WEEK ~ \$290/month  
4 CLASSES per WEEK ~ \$340/month

**TUESDAY & THURSDAY PRESCHOOL CLASS  
(Must be 3 years old by October 15th)****AM CLASS** ~ \$230/month (9:00-11:45am); Tuesday/Thursday)

<b>ELEMENTARY BEFORE/AFTER SCHOOL CARE FEES</b>
5 DAYS ~ \$40/week
4 DAYS ~ \$35/week
3 DAYS ~ \$30/week
2 DAYS ~ \$25/week
1 DAY ~ \$15/week

<b>JUNIOR &amp; PRE-KINDERGARTEN BEFORE/AFTER SCHOOL CARE FEES</b>
BEFORE CARE ~ \$10/day
AFTER CARE ~ \$15/day

### **Legacy School's Timely Tuition Policy**

Legacy School tuition is paid through electronic funds transfer. ACH paperwork is filled out at Back to School Night. All families must have current ACH authorization paperwork on file at the school. Parents have four options in setting up tuition payments:

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

Tuition payments are not altered due to illness, vacation, days off, weather, pandemic quarantine, holidays, or other unforeseen circumstances. A written two-week notice is required before 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 changes made to a student's schedule after March 1st will require full payment before the change may be granted.



**Legacy School**

6860 N. 166th Avenue Omaha, NE 68116

402-884-2242 (phone)

402-884-2230 (fax)

[www.legacyschoolne.com](http://www.legacyschoolne.com)

Heads of School:

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