



**Extended Care
Parent Handbook
2022-2023**

“Preparing Christ-Followers and Kingdom-Builders”

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❖ LCS Care Distinctions

- **Our Mission:** Within a Reformed worldview, Legacy Christian will nurture the heart with Biblical truth, equip the mind through academic excellence, and prepare students to grow as Christ Followers and Kingdom Builders.
- **Our Call:** We are dedicated to nurturing the whole child as an intellectual, emotional, physical, social, and spiritual being, uniquely created by God.
- **Our Commitment:** We are committed to providing a safe, comfortable environment in which students can thrive during school hours in spaces filled with inspiration, community, meaningful activities, and fun.
- **Our Goals:** Some of the key goals we have for each of the children in our care include:
 - Growth in love for God and one another.
 - Support the families of LCS with quality childcare.
 - Provide developmentally appropriate activities for all children in our care.
 - Promote a positive relationship between home and school.

❖ Lines of Communication

- **Ways we share with you...**
 - **Newsletter (emailed)** - Learn about happenings and upcoming events. This is a great tool to help you engage your child in conversations about their experiences in LCS care.
 - **Email** - Email is used as needed to share specific details or changes in schedules or special announcements.
 - **Phone Calls** - When a message is believed to be better conveyed through conversation rather than in writing, we will give you a call.
 - **Facebook** - Like our Legacy Facebook page to glimpse into the school lives of our LCS students. It is also a great way for your family and friends to connect to our school!
 - **Instagram** - Follow us on Instagram @Legacychristian67
 - **WOTV, WOODTV 8** - School cancellations, due to inclement weather, will be announced on WOTV and WOODTV 8.
 - **Text Alerts** - Parents will be notified of school closures via text messages.
- **Ways for you to share with us...**
 - **Email** - Email is a great way to contact us. We will respond within 24 hours during the school week. (hquist@legacycs.org)
 - **Meeting** - We are happy to meet in person before or after LCS Care hours. Please set up a meeting with the lead teacher ahead of time, if possible.
 - **Phone Calls** - Please call the school office phone number during the school day if you need to speak with someone in LCS Extended Care - 616.455.0310.

❖ Admissions

- Children may be enrolled from 1-5 days per week. Parents are asked to commit to a schedule for the full school year so that we can have the appropriate number of staff.
- A State of Michigan Child Information Form is needed for each child. Medical needs must be indicated on this form.
- Health Appraisal forms are required for each child.
- A signed acknowledgement that the parent has received and read the Parent Handbook and knows that the licensing notebook is available in the LCS elementary campus office is required for each child.

❖ Cost

- Before school care (7:45 – 8:45am)
 - \$5 / day
- After school care (11:15am – 3:00pm) or before school care (8:45am-12:00pm) if your child is an afternoon preschool student
 - \$15 / day
- Full day (7:45am-3:00pm) If your child is in preschool and you need child care on days your child isn't in a preschool class
 - \$35 a day.

❖ Schedule of Operation

- Extended care begins on our child's first day of school. LCS Extended Care is not provided during the summer or scheduled breaks during the school year. Extended Care will not be available when school is cancelled. On half days of school, Extended Care will end at 11:30am.

❖ Student Drop-Ins

- While some families may use this program all school year long, if there are openings, parents may use LCS Extended Care as a temporary service for any set period of time. Parents must pre-register their child and give a minimum of one week notice. The registration fee must also be received before the student can participate in the program.

❖ Student Supplies

- Blanket / reusable bag
 - Children participating in extended care and/or school for more than 5 consecutive hours need to bring a blanket for rest time each day.

❖ **Appropriate Clothing**

- Please make sure your child can take care of the clothing worn to school (ie. snaps, buttons, buckles, etc.)
- All students are required to have an extra set of clothing with them each day.
- Please pack appropriate winter and rain gear for our outdoor adventures.
- While we do our best to keep children reasonably clean during class time, there are occasional art activities and outdoor adventures that can lead to dirty clothes.

❖ **Lunches for Extended Care Students**

- Each child must bring their own lunch.
- Lunch must be packed in a labeled lunch bag and left in the child's bag until the correct time.
- LCS extended care does not provide hot lunch.
- There is no access to a refrigerator or microwave, so lunches need to be heated/cooled by parents when packed.

❖ **Snacks for Students**

- Extended care students will have one snack time. Snacks are provided by parents and must be individually wrapped or bagged.
- Suggested snack items include: crackers, goldfish, granola bars, grapes and apples slices etc.
- If there is an allergy in your child's class, you will be notified as soon as possible.
- Please provide a labeled water bottle every day for snacks and lunch.

❖ **Daily Programs & Routines**

- Early Drop-Off Care (7:45-8:45am)
 - Free Play
 - Stories
 - Coloring
 - Games
- Before or After Care (8:45am-12:00pm OR 11:15am-2:45pm)
 - Lunch
 - Free Play
 - Stories
 - Coloring
 - Rest Time
 - Outdoor Play
 - Snack
- If you have any questions about our schedule or activities, please ask the lead teacher.

❖ **Hallway Etiquette**

- When LCS students are in class, please help us avoid classroom disruptions by respecting the following hallway etiquette guidelines:
 - Keep voices quiet.
 - Use walking feet in the hallways.
 - Continue parent conversations in the main school lobby.

❖ **Transitions**

- Preschool and Young 5's students who are enrolled in any Extended Care segments will always be accompanied to and from their classroom by the class paraprofessionals.

❖ **Safety & Security**

- Student safety is important to all of us. Help us ensure the safety of our students by respecting the following procedures:
 - **Sign-In and Check-Out**
 - LCS main entry doors to the hallway are locked during the day.
 - Please enter through the main entry doors to pick up your child.
 - If your child is leaving early you will need to sign them out at the elementary office.
 - We will only release your child to those authorized on the child information card. This card and other necessary paperwork will be given to you after your registration form is received.
 - We must have a signed note or email if your child is to be released to anyone not listed on the child information card.
 - We will ask for identification if we do not know someone picking up your child.
 - **Not Allowed on Campus:**
 - Drugs
 - Alcohol
 - Smoking
 - Weapons
 - **Abuse and Neglect**
 - All staff members at LCS are mandated reporters.
 - If abuse or neglect is suspected, staff members will contact social services and administrators.

❖ Behavior Management

- It is our desire to partner with parents in nurturing each student to behave in ways that show respect for God, others, and themselves.
- Age-appropriate expectations are shared and modeled by teachers and aides. When expectations are not met, students are asked about what went wrong, what they can do to keep it from happening again, and what they can do to make it right.
- Sometimes students need a break from classmates or an activity. Once they have taken time to think about their behavior and are ready to return with a positive attitude, they are welcome to join back into the classroom fun.
- If a disrespectful behavior continues, the lead teacher will call to inform parents about the situation and work together for positive solutions.
- Legacy Christian School is not Christian in name only. We encourage our students to understand with their minds, feel with their hearts, and then experience with their hands what it means that “Our World Belongs to God”.
- In accordance with state law, the use of corporal punishment is not permitted. A LCS employee may only use physical restraint in self-defense, if a child is hurting himself, to protect others from physical harm, for the purpose of taking away weapons, or for the protection of others or property.

❖ Discipline and Withdrawal Policy

- Our students are taught our behavior expectations at the beginning of each school year. Should a time arise when the teacher must discipline/withdraw the child, the following steps will be taken:
 - The teacher will speak to the child and attempt to redirect him/her and model proper behavior.
 - If the problem persists, the child will be asked to take a break to sit quietly and gain control of him/herself.
 - If, after trying steps one and two, the child persists in improper behavior, the teacher will call the parents and open up a dialogue to encourage support from home. A behavior plan may be designed and implemented.
 - If, after working together as teacher, student and parents, the behavior remains unchanged, the child may be asked to withdraw from the program.

❖ Health & Medical Information

- We partner with parents to keep all children as healthy as possible.
 - **COVID-19 Preparedness and Response Plan**
 - If your child is showing any symptoms such as a fever, coughing, or shortness of breath, or loss of taste or smell, please keep them home.
 - If your child tests positive for COVID-19, they must quarantine for 10 days.
 - If your child was in close contact with a family member that tested positive for COVID-19, they must be quarantined for 10 days.

■ **Illness/Injury Policy**

- Students are to be kept home if they show symptoms of an illness and/or are running a fever.
- Children may return to school 24 hours after a fever/illness has subsided without medication.
- Students MUST remain home if they have a contagious illness.
- Communicable diseases like chickenpox, pink eye, head lice, strep throat, and scarlet fever should be reported to the teacher.
- You will be contacted if your child becomes ill or injured during the school day which include:
 - ◆ Changes in a child's health.
 - ◆ A child experiences an accident, injury, or incident.
 - ◆ A child is too ill to remain in the group.
- If a child is ill or injured, the parents will be notified by phone. If the parents are not available, the person listed on the Child Information Record (CIR) will be called. Staff will tend to the child until a parent or person from CIR arrives.
- If a child is too sick to remain with the group, they will go to the office and will be cared for until the parent arrives.

■ **Medications**

- Inform the lead teacher as soon as possible if your child needs medication while in LCS Care for any reason.
- A written permission form is needed and kept on file if prescription medication has to be dispensed at school. This includes Epi-Pens. All medication must be current, include the original label, and not be expired.

■ **Allergies**

- At the beginning of the school year, discuss your child's allergies and needs with the lead teacher.
- LCS is not a peanut-free school; however, a specific class will be peanut-free if needed.

■ **Potty-Training**

- All children in LCS Extended Care must be potty-trained per Michigan state child care licensing rules. This includes being able to independently use the toilet, wipe, and pull up clothing.
- Pull-ups are not an acceptable option.
- If a child has a bowel movement accident, parents will be notified to come to school immediately and clean up or pick up their child.
- If your child has identified special needs with regard to the bathroom, please contact the lead teacher to set up a toileting plan.

❖ Financial Policies

- Annual \$75 non-refundable registration fee (\$50 for preschool and \$25 for extended care) for each child. This is due when submitting the registration form and will be applied to your tuition balance.
- Each child has two 'free passes' during the school year if they are not going to be at extended care or are ill. Please notify the director ASAP to use these passes, and they will be credited to your next month's bill.
- LCS will work with you to develop a contract based on your child's weekly schedule. You will be billed for the contracted days at the end of each month. If your family schedule changes throughout the school year, we can adjust your contracted days if there is availability in the program. You may add other days of care based on availability.
- Payment will be monthly through FACTS. If you have any questions about this system you can contact Legacy Christian School's Finance Office. Billing will occur after the end of each month. August and September bills will be together, and May and June bills will be together.
- Unpaid balances will result in students being unable to participate in LCS Extended Care.
- Unpaid balances will accrue a \$30 per week late fee.
- Parents who neglect to pay the monthly bill within 20 days will not be able to continue to use the program until the balance has been paid in full.

❖ Licensing

- Our Licensing Notebook is available for you to view between 7:30am - 3:30pm on school days. It is located inside the main office. The licensing notebook contains all the licensing inspection, reports, and corrective action plans for the last 5 years. Feel free to contact us if you have any questions in regards to the licensing rules/notebook.
- Licensing inspection reports from at least the past 3 years are available on Michigan's department of child care licensing website at:
<https://childcaresearch.apps.lara.state.mi.us>

❖ Extended Care Staff:

- **Lead Teacher:**
 - Heather Quist - hquist@legacycs.org
- **Director:**
 - Gail Hansen - ghansen@legacycs.org