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## Legacy Academy Parent Information Form

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We are honored that you are considering Legacy Academy. The following information should be helpful in understanding the services we provide, as well as our policies and procedures. If you have further questions, please call our school office at 870.642.8937.

**REGISTRATION REQUIREMENTS:** All students are required to be four years of age before entering school and need to be current on all of their immunizations (see Immunizations below); a copy of both a birth certificate and immunization record need to be on file with the school. Pre-School students must be potty trained.

A completed application must be filled out and returned before acceptance into the program. If there is no space for your child in the class, payment of an application fee ensures your child is placed on a waiting list. Preference on the waiting list is given to siblings of current students and children of staff members.

**IMMUNIZATIONS:** All preschool students must be immunized against: poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, mumps, *Haemophilus influenzae type b*, hepatitis B, pneumococcal disease, and varicella (chickenpox).

All Kindergarten students must be immunized against: poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, mumps, hepatitis B, and varicella (chickenpox). Immunizations must be kept current, including all required boosters. The school office must have an official copy of each child's immunization record on file before the student may attend class. School records must also be kept up-to-date as additional immunizations are given.

**SPECIAL NEEDS:** Our staff and facilities are generally not equipped to meet the special needs of those children with disabilities or those in need of ongoing medical assistance throughout the day. Final determination is made on a case by case basis.

**DISCIPLINARY PROBLEMS** If a child's behavior presents a danger to him/her or to others, or otherwise becomes a serious problem, parents will be asked to come to school during class hours to take disciplinary measures or to take the child home for the remainder of the day. When deemed that it is in the best interests of the school or the student, the administration of the school reserves the right to deny admission to, or dismiss at any time, a student whose behavior is deemed inappropriate or unacceptable. Denial of admission or student dismissal may also be invoked because of an unsuccessful working relationship between parents and the school.



**PARENT INVOLVEMENT:** Parents are encouraged to become a part of their child's school experience and are welcome to observe and participate whenever possible. Specific arrangements should be made in advance with the teacher, however. All visitors must first report to the school office and receive a guest badge before visiting the classroom. Families are required to volunteer a set number of hours each year in accordance with the student handbook.

**TRANSPORTATION:** Legacy Academy does not provide transportation to or from school.

**LIABILITY INSURANCE:** Legacy Academy is a ministry of The Legacy Center, which carries liability insurance. This insurance extends only to accidents that occur on the school's campus and is secondary to any and all insurance through the child's legal guardians. Parents sign a release form accepting all financial responsibility for medical expenses. School insurance will not be utilized unless the accident was a result of the school violating a school policy or state regulation or the parents' out of pocket expenses after insurance exceed \$5,000.

**EMERGENCY PROCEDURES:** Should an emergency arise involving a child, school staff will first call 911 (if appropriate) for assistance, render whatever aid is deemed necessary, and then attempt to reach parents through information supplied on the emergency card. If, in the opinion of school personnel, a child requires emergency room treatment, he/she will be transported to the medical facility listed on the emergency card or to the nearest hospital (at the discretion of school personnel). Although the school provides accident insurance, the school policy is secondary to any medical insurance parents may already have, and may have deductibles and certain exclusions. Parents are ultimately responsible for any financial obligations associated with treatment, including ambulance service.

**LUNCH AND SNACKS:** Parents may pack a balanced lunch for their child each day, including milk or fruit juice. Standard size lunch containers should be used. The school provides a hot lunch. The school provides snacks, both morning and afternoon for preschoolers, with the cost already included in tuition charges. **Sodas and junk food are not permissible for any students.** Legacy Academy is not able to microwave a meal or item for your student.

**MEDICATIONS:** Prescription medications for preschool age children will be kept in a locked area. A medication form listing all medications must be filled out by each student and given to the preschool teacher or aide along with the medication. We cannot give medications without this form. Medications must be in their original containers displaying prescription numbers, dosages, times, physician's names, etc.



### **DROP OFF/PICK-UP:**

All Students may be picked up by a parent or acceptable adult listed on the student's pick-up form. Parents may come inside to pick up your child but must park in the parking lot to do so. To pick up your child without leaving your car parents must park outside of the alley. **Do NOT get out of your car in the alley. This will block other parents and the flow of traffic. If you see that you need to get out of your vehicle, please circle around and park in the parking lot behind the building or on Gilson Avenue.** Students are to be picked up promptly at 3pm when school is over.

**MORNING PROCEDURES:** Students need to be here no later than 7:55 a.m. Opening exercises in each class begin the day on a positive note. If your child misses this time, he/she may miss a very important activity. The classroom doors lock at 8am. **If your student is tardy he must be checked in at the office.**

**TOYS:** Please do not allow children to bring toys to school except on "Show 'n Tell" days, as instructed by the teacher. We cannot be responsible for the loss or breakage of these items.

**CLOTHING:** All students must wear a daily uniform. Please see the school handbook for details. Preschoolers will also need to wear tennis shoes to school everyday. This is for their safety both on the playground and during P.E.

**STATE LICENSING:** The childcare services of LA are licensed and governed by the Arkansas Department of Human Services. State inspection reports are available upon request.

**TUITION:** Tuition must be paid with automatic draft by all students unless prepaying for the entire year or semester in advance. Tuition may be paid annually, by semester, or on a monthly automatic draft payment plan. Tuition is due on the 1<sup>st</sup> of each month for that month.