



LEGACY

TRADITIONAL SCHOOLS



**2020-2021
Community
Education
Handbook**

Arizona

Table of Contents

Community Education Programs Overview	3
Community Education Contact Information	3
Split Family Policy	3
Legacy Kids Care (LKC).....	4
Kindergarten Education Enrichment Program (KEEP).....	5
Legacy Summer Camp	6
Preschool and Pre-Kindergarten.....	7

COMMUNITY EDUCATION PROGRAMS OVERVIEW

The Community Education Department oversees extracurricular programs for all Legacy Traditional Schools including:

Legacy Kids Care (LKC): before and after school care program for K-8th grades.

Kindergarten Education Enrichment Program (KEEP): when kindergarten is half day, KEEP is an extended day enrichment program option for families at select campuses.

Legacy Summer Camp: weekly themed summer program.

Non-School Days: day camps for specified school closure days (varies by campus).

Extracurricular Clubs: after school activities designed to support student's academic and social-emotional growth outside of the classroom.

Preschool and Pre-Kindergarten: programs designed to prepare emerging students to be successful in the Legacy Traditional K-8 schools (at select campuses).

The Community Education programs are designed to be in alignment with Legacy Traditional School's core mission and values while ensuring quality care and service to our families. Community Education reserves the right to update program policies and procedures, as needed.

CONTACT INFORMATION

Phone: 480-270-5438 ext. 1812

[Contact Us](#)

SPLIT FAMILY POLICY

Only one Eleyo account is permitted per child(ren).

The registering parent will be considered the "Account Owner". Account Owner must allow the other custodial parent use of the LKC program.

Both parents with custody must be listed as Authorized Pick Ups on the account. Step parents and additional care givers must be listed as Authorized Pick Ups as requested by either custodial parent, unless court orders are provided to Community Education.

Payment arrangements must be worked out between the custodial parents. Any dispute between parents concerning Community Education programs must be resolved by the parents. Community Education and LKC staff will not become involved in nor resolve parental disputes.

Community Education reserves the right to close the account and withdraw the child(ren) if an agreement between parents cannot be reached.

LEGACY KIDS CARE (LKC)

The LKC program provides a safe, structured, caring, enriching and affordable Before and After School program led by Legacy Traditional School experienced staff.

Before School Care: LKC Before School Care program provides child care beginning at 6:00AM until the campus gates open.

After School Care: LKC After School Care program provides child care that begins at dismissal and ends at 6:00 PM. Homework time is provided.

Drop In Days: LKC Drop In program is for families who need same day care.

Non-School Days: Non-School Days are for families who need care during school closure days such as holidays, teacher in-service days, and school breaks. Non-School Days operate from 6am-6pm. Breakfast, lunch, and snacks are included. Non-School Days must be registered for in advance. Registration deadlines apply. For a complete list of Non-School Day availability and registration deadlines contact [Community Education](#).

*Non-School Days are only offered at select campuses, but students may attend any campus that is offering the program. Register for Non-School Days at <https://legacy.ce.eleyo.com/>

Registration & Policies

- A non-refundable LKC registration fee of \$70 per family, per school year will apply.
- \$5 per minute per child for late pickups beginning at 6:05 pm.
- Please visit [Legacy Kids Care](#), select your campus and view your campus Fee Table.
- To enroll in LKC, you will create an account at <https://legacy.ce.eleyo.com/>.
- For “Pick Your Days” contracts, registration deadlines are at 8:00 am on Wednesday before the week of service. Requests made after the deadline will not be approved.
- Fees are due prior to service. Payment plans are not available.
- If a payment method is rejected three times, a new method of payment will be required.
- All Legacy Traditional School policies apply during LKC. Students may be withdrawn due to behavior issues, non-payment, or any other violations of school or program policies.
- Students serving in-school or out of school suspensions are ineligible to attend LKC on suspension days.
- Refunds will not be given in the event that a student is removed from the program based on non-compliance with school or program policy.
- Individuals picking up students from LKC must be listed as an approved “Authorized Pick Up” in the Eleyo system and must present photo ID every time. Authorized Pick Ups cannot be added onsite by staff.
- Refer to Legacy Traditional Parent/Student Handbook for code of conduct and campus policies. <https://legacytraditional.org/parent-resources/>

KINDERGARTEN EDUCATION ENRICHMENT PROGRAM (KEEP)

The KEEP program is open to students currently enrolled at a Legacy Traditional School campus in kindergarten. KEEP offers an educational enrichment opportunity for kindergarten children during the part of the day that they are not attending regular kindergarten class. The program is fee-based and enrollment is based on a first-come, first-serve basis. KEEP begins on the first day of school and ends on the last day of school.

KEEP is offered at the following campuses:

Avondale, Glendale, Goodyear, Maricopa, NW Tucson, Peoria, Phoenix, Surprise, West Surprise

Hours & Fees

Monday-Friday	Start Time	End Time
AM KEEP	8:00am	11:00am
Lunch	11:00am	11:40am
PM KEEP	11:40am	2:40pm
Monthly Fee	\$250 per month, per child	
Registration Fee	\$100 per child, per academic school year	

Registration & Policies

- There is a non-refundable KEEP registration fee of \$100 per child, per school year.
- To enroll your child in KEEP, you will create an account at <https://legacy.ce.eleyo.com/>.
- KEEP contracts are a monthly rate and do not include holidays or non-school days.
- Fees are not prorated regardless of the start and end date. Refunds will not be given for missed days.
- Payments are due on the 25th of each month for the upcoming month of attendance.
- 100% of fees are due before service. Student will become ineligible for the program if payment is not received or if payment is rejected.
- If a payment method is rejected three times, a new method of payment will be required.
- Children will be placed on a waitlist. If there are openings available, families will be contacted by Community Education.
- If picking up prior to KEEP program dismissal, individual picking up student from KEEP must be listed in the Eleyo system, must present photo ID, and must sign student out in Eleyo. Authorized Pick Ups cannot be added onsite by staff.
- Students are expected to adhere to LTS standards of behavior. Refer to Legacy Traditional Parent/Student Handbook for code of conduct and campus policies at <https://legacytraditional.org/parent-resources/>.

LEGACY SUMMER CAMP

At Legacy, we believe summer should be as enriching as it is fun. That’s why at Legacy Summer Camp, students explore, play and grow all summer long. Each week focuses on a fun weekly theme. Our hands-on, engaging activities allow for extended school year learning in a fun, activity-based environment. Breakfast, lunch, and snacks are included.

Hours & Fees

	Start Time	End Time
Monday-Friday	6:00am	6:00pm
Weekly Fee	\$175 per week, per child	
Registration Fee	\$45 per family, per summer	

Registration & Policies

- There is a registration fee of \$45 per family, per summer.
- \$1 per minute per child for late pickups beginning at 6:10 pm.
- To register your child for Legacy Summer Camp, you will create an account at <https://legacy.ce.eleyo.com/>.
- The weekly registration deadline is always 11:59pm on the Tuesday before the upcoming week of attendance. Once the registration deadline ends schedules cannot be changed or cancelled. Tuition payment is still required.
- Payments are due on Thursday by 11:59pm of the week prior to service.
- 100% of fees are due before service. Student will become ineligible for the program if payment is not received or rejected.
- If a payment method is rejected three times, a new method of payment will be required.
- Selections may not be transferred to another date or student, and unused days, days not attended due to illness or any other reason will not be refunded or credited.
- Fees are weekly and are not prorated or discounted based on attendance or holiday closures.
- Refunds will not be given in the event that a student is removed from the program based on non-compliance with school or program policy.
- Individuals picking up students from Legacy Summer Camp must be listed as an approved “Authorized Pick Up” in the Eleyo system and must present photo ID every time. Authorized Pick Ups cannot be added onsite by staff.
- Students are expected to adhere to LTS standards of behavior. Refer to Legacy Traditional Parent/Student Handbook for code of conduct and campus policies. <https://legacytraditional.org/parent-resources/>
- Dress code is modified for summer. Students can wear their regular clothing, so long as it is appropriate (nothing offensive or revealing). Closed toed shoes are required.

PRESCHOOL AND PRE-KINDERGARTEN

Legacy Traditional Preschool and Pre-Kindergarten provide a structured, caring, and enriching program led by Legacy Traditional Preschool trained and experienced staff. Preschool and Pre-Kindergarten programs are available at select campuses.

Legacy Traditional Preschool and Pre-Kindergarten prepare children for a successful kindergarten experience with the social and academic skills needed to achieve high academic performance in a safe learning environment.

The vision of Legacy Traditional Preschool and Pre-Kindergarten is to positively impact the education of every child. Legacy Traditional Preschool and Pre-Kindergarten was founded on the principle that parents and staff will work together as partners to provide an education that encourages students to pursue academic excellence to the best of their abilities. The high expectations for academic achievement and behavior require a firm commitment from every parent, child and teacher. By selecting Legacy Traditional Preschool and Pre-Kindergarten, parents, children and staff are responsible for and committed to supporting the program, upholding standards and following the rules and policies.

Preschool (3-Year-Olds)	Pre-Kindergarten (4/5-Year-Olds)
Must be 3 by 8/31/20	Must be 4 by 8/31/20
Must be fully toilet trained	Must be fully toilet trained

Curriculum

The Preschool and Pre-Kindergarten programs will be aligned with the Arizona Department of Education's Early Learning Standards:

- In the Preschool program, children will participate in pre-academic skills such as pre-reading and pre-math via play, exploration and discovery. Spanish will also be introduced.
- In the Pre-Kindergarten program, children will participate in primary language arts (Spalding), math (Saxon Math K), Spanish, science, music, art, and physical education through hands-on discovery and other age-appropriate activities.

Registration & Policies

- There is a non-refundable registration fee of \$175 for Pre-Kindergarten and \$200 for Preschool, per family per school year.
- To register your child for Preschool and Pre-Kindergarten, you will create an account at <https://legacy.ce.eleyo.com/>.
- Preschool students must turn 3 by 8/31/20 and must be 3 by start date. Birth certificate and immunization records will be required upon registration. No exceptions will be made.

- Pre-Kindergarten students must turn 4 by 8/31/20. Birth certificate and immunization records will be required upon registration. No exceptions will be made.
- All Preschool and Pre-Kindergarten students must be fully toilet trained.
- Fees are weekly and are not prorated or discounted based on attendance or holiday closures.
- Payments are due on Thursday by 11:59pm of the week prior to service.
- 100% of fees are due prior to service. Student will become ineligible for the program if payment is not received or if payment is rejected.
- If a payment method is rejected three times, a new method of payment will be required.
- If withdrawn from the program due to non-payment, a new contract request must be submitted and another registration fee must be paid prior to contract approval and re-enrollment. Once approved, student will be eligible to attend beginning the following Monday.

Legacy Traditional Preschool Summary of Fees and Hours of Operation		
3 year old		
Monday – Friday AM Extended Day: 7:00 a.m. – 7:30 a.m. Hours: 7:30 a.m. – 3:10 p.m. PM Extended Day: 3:10 p.m. – 6:00 p.m.		
Weekly Fees		
Registration Fee: \$200 one time non-refundable, per family, per school year fee.		
Preschool	\$175/ week per child	Invoice: Emailed every Wednesday Payments: Payment is due on Thursday at 11:59pm for the upcoming week of service.
AM Extended Day	\$15/ week per child	
PM Extended Day	\$55/ week per child	
Break Camp	\$175/ week per child	
<i>(Chandler and East Mesa Campus Only)</i>		

Legacy Traditional Pre-Kindergarten Summary of Fees and Hours of Operation		
4 year old		
Monday – Friday AM Extended Day: 7:00 a.m. – 7:30 a.m. Hours: 7:30 a.m. – 3:10 p.m. PM Extended Day: 3:10 p.m. – 6:00 p.m.		
Weekly Fees		
Registration Fee: \$175 one time non-refundable, per family, per school year fee.		
Preschool	\$155/ week per child	Invoice: Emailed every Wednesday Payments: Payment is due on Thursday at 11:59pm for the upcoming week of service.
AM Extended Day	\$15/ week per child	
PM Extended Day	\$50/ week per child	
Break Camp	\$155/ week per child	
<i>(Chandler and East Mesa Campus Only)</i>		