

**LEGACY PRESCHOOL
400 S. SUNSHINE
BRANSON, MO
417-336-2139**

Mission Statement

The mission statement for Legacy Preschool is to nurture the "whole child" in areas of physical, intellectual, emotional, social and spiritual development. This will be achieved through providing a variety of activities that are developmentally appropriate and recognizes the individual needs and differences of children. Through Christian principles and teacher-assisted and directed activities, children are encouraged to be independent thinkers and life-long learners.

Purpose and Philosophy

Legacy Preschool believes that all children are unique gifts from God, each having a purpose and place within our world. We strive to teach the love of Jesus Christ through His death and resurrection and we profess this belief through quality Christian care provided to the children at our school on a daily basis.

We believe that all children have an innate desire to seek out new learning experiences and do so through active play and interaction with their peers. Since all children develop at their own rate, it is our responsibility to provide learning opportunities which address the individual physical, spiritual, social, cognitive, and language skills necessary for independence and appropriate development. Through interesting, challenging, and age-appropriate activities, the children at Legacy flourish and grow.

A safe and loving environment paves the way for a child to explore new and exciting ways to learn and grow for personal and spiritual development. Each child will be treated with the utmost respect and care as precious children of God.

General Information

Legacy will be in operation Monday through Friday, twelve months a year. A full payment of fees is due when the center is closed in observance of the following holidays:

- New Year's Eve** - December 31, open at 7AM closes at 12 PM
- New Year's Day** – January 1
(If January 1st falls on the weekend the Center will be closed on Friday or Monday, to be announced)
- Memorial Day**
- Good Friday**
(The Friday before Easter Sunday)
- Independence Day** - July 4
(If July 4th falls on the weekend Legacy will be closed on Friday or Monday, to be announced)
- Labor Day**
- Thanksgiving** - 3 Day Holiday
- Christmas** – closed the week of Christmas (no payment due)

Preschool Hours:
7:00 a.m. to 5:30 p.m.
Monday through Friday

Facilities

The building of First Baptist Church has been physically adapted to coincide with the designed full time preschool program. Individual classrooms are equipped with furniture proportioned to the size of a preschool child with age appropriate toys and equipment for a variety of learning experiences. Each classroom strives to develop an atmosphere to which all children have a sense of belonging. Central heat and air conditioning provide consistent and comfortable temperatures throughout the year. Smoke detectors and fire extinguishers help to protect the building in case of a fire. A fenced playground has been equipped to help in the development of children's motor coordination. Children also enjoy the time outside to run, play games and relax.

Curriculum

Classes at Legacy offer a delightful but comprehensive learning experience for the children. The programs are designed to equip your child with a firm foundation for a lifetime of learning. Our curriculum is centered on the Bible with age appropriate Bible stories and reinforcement activities. We believe it is valuable in developing the student's concepts about God, him/herself, other people, the world, and Christian life through Jesus Christ. We are a play based program offering learning centers, art project, music, bible time, group time, story time, with morning and afternoon recess. Each age group works on fine and gross motor skills

Fine motor skills (coloring, cutting, beading, Legos, and scissors) – refers to the movements we make with the small muscles of the hands. Children start to use their hands right at birth to explore the world around them. Their fine motor skills develop as their whole body starts to move and become more stable. They also learn to do more things with their hands as their cognitive and social/emotional skills improve.

Gross Motor Skills (walking, running, jumping, climbing, balance, strength) Gross Motor development involves the larger, stronger muscle groups of the body. In early childhood, it is the development of these muscles that enable the baby to hold his/her head up, sit, and crawl and eventually walk, run, hop, and skip.

Registration

Parents may register students at the office by appointment please. We recommend that both the parents and child visit to see if the preschool will meet their needs. A \$50.00 non-refundable enrollment fee is required before the child's spot is guaranteed. At that time, we will provide a registration packet to be completed and returned by the date given.

Fee Schedule

The fee will go for literature which will be used by your child throughout the year. All children are taken on a trial basis.

Full Time Weekly Fee \$105.00 per week

According to our handbook, weekly fees are due on Monday for the current week. If you choose to pay every two weeks or every month, we ask for payments to be made ahead not behind. Accounts more than two weeks behind will be charged a late fee of \$10.00 per week until balance is paid. Any returned check will have a \$15.00 service fee added to your child's account. We do not accept credit or debit cards at this time. If you are paying with cash, please use the envelope provided at the sign-in table. Checks are to be dropped in the box without an envelope.

Late pick-up

With 5:30 being our closing time, we ask that all children are picked up with their belongings and walking out the doors no later than 5:30 p.m. Your child's account will be charged a \$5.00 fee plus \$1.00 per minute after 5:30 according to cell phone time. If this is a continual problem, Legacy reserves the right to terminate your family's childcare.

Insurance

While in the care of Legacy, your child will be covered by Guide One and Hartford insurance. This is an accident insurance policy which covers each child. This is a Full Excess policy, which provides primary coverage after the insured's expenses are not covered under any other insurance plan.

Non - discrimination policy

We admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students.

Attendance

Parents should plan for children to attend regularly on their enrolled days. If your child will not be attending on his regular days, please call and leave message by 9:00 a.m. If family vacation is planned, please fill out a special instruction form and leave it on the director desk. **Fees are due even when the child is not attending the center due to illness, vacation, holidays or weather closings.**

Withdrawals

Parents may withdraw a child from the program at any time. A **two week** notice is required. Parents wishing to withdraw their child but have failed to provide a two week notice will still be liable for the last two weeks tuition. Withdrawal and subsequent re-enrollment will entail an additional \$25.00 registration fee.

Medical form and Illnesses

A medical record must be on file for each child. The child must have a physical examination by a medical doctor before admission to the center. For the protection of all children your child must be kept at home for twenty-four hours if the child shows any sign of the following symptoms: temperature above 100 degrees, diarrhea, vomiting, a rash, skin lesions, green or yellow nasal discharge, discharge in eyes or ears, or lice. Parents should exercise every caution and keep their child home if other unusual symptoms occur. If the child has been exposed to a contagious disease and shows the symptoms of having the disease he shall be kept at home and the facts of his condition should be reported to Legacy (strep throat, pinworms, ring worm, viral infection, infected ears, eyes, or glands, measles, mumps, chicken pox, scarlet fever, etc. are among those conditions categorized as highly contagious). If a child becomes ill during the day he will be placed in a segregated area and the parent will be contacted to take the child home. If the child has been sent home with a fever, they must be fever-free **without** fever-reducing medication for twenty-four (24) hours before returning. An exception to this is when a child's doctor sends a written note that the child is not contagious and may return.

COVID-19 UPDATE

Due to COVID 19, the staff reserves the right to send home any child who exhibits any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All children must be symptom and fever free for 24 hours without the aid of fever reducing medicine before they can return to school. We reserve the right to determine if the child needs additional time at home to recover based on the child's activity and behavior at school.

Medication

If your child is taking medication prescribed by a physician or an over the counter medication and must be administered during the day, please fill out the medication authorization form by the sign in table. This form tells us the type of medication, times it should be administered, and how much is needed. Without this form we cannot legally administer any medication to your child. All medication must be brought in the original container. Put the labeled medication in a plastic baggie, with a dispenser, and write the child's name on the baggie. Please leave the medication with the permission form on the director's desk. Pick up the medication from the office in due time. We do not dispense fever-reducing medications.

Medical emergencies

In the event of a medical emergency or accident we shall contact the parents of the child immediately. If we cannot reach either parent and emergency treatment is required, the child will be taken to the designated hospital indicated on the emergency medical form. Your authorization is given on the enrollment form for the preschool to contact your family physician and to take whatever medical measures are deemed necessary for treatment.

Outdoor activities

We will play outside whenever weather permits. Please remember to dress your child appropriately for the weather. This would include an appropriate coat, hat, and mittens as needed. However there will be no outside activities if:

1. The temperature or wind chill is below 32 degrees.
2. A heat advisory is in effect.

In addition, the length of time your child stays outside will vary according to the weather conditions. All children will be expected to go outside with their class.

Inclement weather

In case of inclement weather the Director will make a decision if the preschool will be open. There are two ways to find our closings in case of weather. You may call the school after 6:00 a.m. or tune into KRZK Hometown radio 106.3 for closing information. We will also be featured on KY3's list of schools that are closed.

Fees are due even in the event of the school's closing.

Change of address or phone number

Please notify the office of any changes made in your home or work phone numbers and addresses. Index cards are provided for you on the sign-in table to write the new information and then place on office desk.

Sign in and out

Each child must be escorted to their classroom door each morning by the parent and signed in. Please make sure the teacher is aware of their entrance into the class. Under no circumstances will students be released to anyone whose name does not appear on the anytime pick-up list as an authorized adult or is not on your child's enrollment form as an emergency contact. Any adult authorized to pick up your child on either form must bring their driver's license into the center so we may make a copy and place it in the child's file.

COVID 19 UPDATE

Due to COVID 19 we are limiting parent access in our building in order to keep our facility as safe as possible for both staff and students. Please bring your child to the back door by the playground to have a staff member check them in. All students must have their temperature taken before entering the building. If any child has a fever over 100.4, they will not be admitted. After their temperature is taken each child will have their hands sanitized and will be taken to class. **Pick up time is from 7:00-9:30 only.** If your child has a doctor's appointment or you need to make special arrangements, please call the office to do so. **Children will not be admitted after 9:30.** Pick up is anytime. If you

are picking up before 4PM, please call the office so that we can have your child ready for you.

Parking and entrance

Please do not leave cars running when bringing or picking up your child. Also remember to bring your key fob each and every day. The speed limit in the parking lot is **10 mph** so please drive with care when approaching or leaving the center. Parents and children should enter through the MAIN doors at the front of the building. Please do not enter or leave through fellowship hall (west doors).

COVID 19 UPDATE

Please park your car and walk your child to the playground door. That is where your child will be checked in by a designated staff member.

Naptime

All children are required to have a rest time. A blanket, pillow, and crib sheet need to be provided which will remain at the school for your child to use daily. The bedding will be sent home on Friday to be laundered and is to be returned on Monday. Please put the required bedding in a pillow case, with your child's name clearly labeled on the open end of the case. Please label all items.

Food and nutrition

Good nutrition is essential for children. In addition to planning our meals and snacks to meet nutritional requirements, we are interested in helping child enjoy fresh fruits and vegetables. Nutritional education is an important and includes informal meal time conversation, cooking projects and other food related activities. Breakfast, lunch, and an afternoon snack are provided. Menus are planned to meet USDA food requirements and will be posted at the beginning of each month above the sign in table.

Discipline

Legacy believes that an orderly climate is essential for a good learning environment to exist. Maintaining an orderly climate should be approached in a positive and preventive manner. Rules and expectations have been established to insure order. Children will be acknowledged in a positive and encouraging manner when we see them obeying. Choosing to disobey will bring an age appropriate consequence. Every effort will be made to insure that these consequences will be logical, reasonable, and natural. They will be administered fairly, consistently, objectively, and in a manner that does not deny dignity to the child. Calm down time, loss of privileges, the "no fun chair" in the office and possibly a phone call to the parents are our only negative means of discipline. We never administer corporal punishment. It is in your child's best interest that we work together regarding his or her discipline. If your child is having problems listening to teachers, following directions, social problems, etc., we will contact you for your help. Good social skills are necessary not only for kindergarten readiness but for adult life.

Children who have trouble respecting authority, their peers, and other property usually require a parent-teacher conference. We enjoy and prefer using positive reinforcement whenever possible. Through prayer and working together most situations can be resolved.

Problem solving

All of our classes begin to teach your child personal responsibility. We learn how to solve problems with our friends instead of reacting with physical contact. If a child reacts to another child in an offensive or reactive way, the other child will tell them they need to “solve a problem”. We have a designated place in each room where the children will talk about their problems, assist another child with a cold rag, or gives hugs while the hurt child calms down. Whatever action the offending child caused, it is their responsibility to make it right for the other child. We do not believe in telling the child say they are sorry because they may not have that feeling at the time. They are however, responsible for their actions and must take whatever steps are necessary. If the time comes for your child to solve a problem and they choose not to, they have made the choice to sit in the calm down chair until they are ready to be respectful and remedy the situation.

Calm down time

This designated area is for the child who chooses to get out of control for whatever reason. They are given a chance to solve their problem, calm where they are or go and sit in the calm down spot. When they calm their bodies down, they can make the choice to get up and join their class. For continual outbursts and disruptions, they come into the office and sit in the “no fun chair” until we see they are ready to settle and join their class.

Notice regarding unacceptable behavior

Unacceptable behavior is defined as committing the following acts at Legacy Preschool:

1. Repeated failure to follow the instructions of a teacher
2. Committing offensive or abusive acts including display or reference to the buttocks or sex organs and overt attempts to commit sexual acts.
3. Use of offensive, abusive, or obscene language by a parent or child including swear words or references to sex organs or the buttocks.
4. Disruptive conduct at play or during work time.
5. Kicking, biting, hitting, or spitting on a teacher or other children.

Unacceptable behavior as defined above and, if necessary, will be handled by the director of Legacy as follows:

1. First offense will result in a conference with the child and teacher.
2. Second offense will result in a conference with the child in which the child's teacher and the director shall attend.

3. Third offense will result in the parent or parents being called to Learning Center whether from home or work for an immediate discussion of the unacceptable behavior with the director and the assistant director.
4. Fourth offense or failure of the parent to come to the Learning Center immediately when called will result in suspension of the child attending Learning Center and forfeiture of all pre-paid payments. The suspension may range from one day to one week or permanent suspension with no refunds.

Communication

Please call the school by 9:00 a.m. if your child will not be attending for the day or longer due to illness, vacation, etc. If you have special instructions for your child's teacher, please write them on the "special instructions" sheet on the sign in table and place it on the director's desk. She will inform your child's teacher of their absence. A "Daily Sheet" telling of your child's daily activities is provided for you and will be in their child's cubby after 3:00 p.m. Please take the time to read and discuss the daily events with your child.

Facebook Groups and Remind

The office will communicate with you via the Remind App. You will be sent home instructions on how to sign up for those announcements through the Remind app or through text. Each class will also have a private Facebook group for parents so that you can see the different activities we do throughout the week. Teachers will also post their daily sheet for the day on this page. *This group is not for parent communication.* If you have any needs, questions, or concerns, we ask that you contact the office.

Dress and grooming

1. Please dress your child in clean appropriate clothing for indoor and outdoor play.
2. All children must wear closed toed shoes (preferably soft-soled tennis shoes). Sandals are not permitted due to our playground structure.
3. Children should dress appropriately for the weather season. Students will use the outside play facilities except in cases of extreme heat, cold, or rain.
4. Shorts must be worn under all skirts and dresses.
5. Belts and overalls are discouraged especially during potty-training.

The Learning Center cannot be responsible for torn, soiled, or stained clothing. Fastening garments should be simple enough that the child can take care of their needs in the bathroom. Bring a complete change of labeled clothing which includes a shirt, pants, shorts, socks, and underwear to be left at the Center. Put the clothes in a zip lock bag labeled with your child's name. They will be stored in your child's classroom

Lost and found

Our lost and found is located in the back closet of the Learning center. There will be a box mark "Lost and Found" by the sign in desk where items will remain for the week. We will keep all found articles for three weeks in our back closet. After that time they will be donated to a local charity.

Child abuse policy

It is legally mandated that all members of child care facilities be on the lookout for and report to the state any and all cases of abuse to a child. Legacy Preschool staff is mandated by the State to report any suspected cases of child abuse and/or neglect. All of the Legacy staff is required to register with the Family Care Safety Registry. This provides information through:

- Child Abuse/Neglect Records
- Employee Disqualification List
- State Criminal History Records
- Foster Parent Licensure Denials, Revocations and Suspensions

Property

Legacy property is to be treated with care and any damage should be reported to the Director. If damage is done intentionally by a student, the parents may be required to pay for the damage done to the property.

How to help your child succeed in child care

Good discipline originates in the home. The parent is the first teacher of his child and should develop in him or her good behavior habits and proper attitudes toward the preschool. We ask that the parent adhere to the following guidelines:

1. Recognize that the teacher is the care giver while the child is at school.
2. Teach the child respect for rules, authority, the rights of others, and respect for private and public property.
3. Arrange for prompt regular attendance and comply with preschool procedures.
4. Work with us in carrying out recommendations made in the best interest of your child.
5. Talk to the child about preschool activities. Show an active interest in his or her accomplishments.

Your child's adjustment – Preparing for their to the new routine

It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns, talk about some of the new friends your child will meet, and the new activities your child will be doing. If this is the first time your child has been separated from you, it is natural for the child to be hesitant. A cheerful good-bye kiss from you, a smile, and a reassuring word that you will be back after work is all that you need to do. Our caring staff will take it from there. Please do not sneak out while your child is not looking. Usually the child settles down shortly after the parent leaves. Feel free to call the director when you arrive at work and see how your child is doing. Chances are that your child will be busy playing and you can relax and concentrate on your job. If you are enthusiastic chances are your child will be also.

Potty training

See the director for the school's policy on potty-training. Before any training has begun, the teacher, director and parent must discuss the procedure. **Only pull-ups with Velcro sides are allowed in the Center.** Please discuss with your child's teacher before bringing them in underwear.

Procedures for expressing concerns and asking questions

The purpose of our school is to share love of Jesus, provide a safe environment and give your child quality care. To better serve you and your family, Legacy has an open door policy. If you have any questions or concerns about the Center or your child, please call the Director and set a time to come in and visit. We want to hear your ideas, answer your questions, and allow you an opportunity to express yourself.

Disclaimer

Legacy Preschool does not provide services for children with special need. If it is discovered that special services are needed, it is at the discretion of the director to assist the family in finding alternative services for their child. It is the heart of our center and staff to make sure all of our children thrive in an environment best suited for the child. We understand that the learning center may not accommodate all children.

Revised 6/22/2020

Legacy Preschool

I have read, understood, and agree to comply with the policies and procedures of the Parent Handbook.

Parent's Signature: _____

Date: _____

Child's Name: _____

Please return this page with your paperwork where it will be kept in your child's file.