



August 3, 2017

Dear LKC Families,

We want to welcome you to the Legacy Kids Care Program for the new school year. My name is Shanna Unger, Assistant Principal, and I will be the program administrator for the before and after school program at the Chandler campus. We will have numerous instructors and support staff working LKC throughout the school year, most which have been a part of the program for many years.

I want to share a few important procedures and reminders with you as we begin a new year. LKC has a designated program number, (480) 622-6091, which you can utilize during operation hours. Below is an outline of morning drop off, daily student procedures, and parent pick-up.

Morning drop-off:

LKC doors are open at 6:00am to begin receiving students. Below are the drop off procedures:

Parent escorts their child(ren) into the south LKC door that faces Markwood Street.

Parent is required to sign their child(ren) in before leaving to ensure all students are accounted for.

LKC staff member will greet families and available to answer any questions.

A.M. students are released at 7:15 when the school gates open for all students.

No staff kids allowed during the A.M. program

After school transfer:

Students who are enrolled in LKC for the P.M. session will be escorted by their classroom teacher at 3:10 to a designated area. Students will be grouped into grade levels to ensure proper supervision and safety, such as K-2, 3-5, and 6-8. They will then have their afternoon snack (provided by the program each day) and begin completing their homework assignments. After homework is completed, the groups will then begin their center activities. Students will rotate every 30 minutes to computers, indoor planned activity on the turf, and outside for individual/group recreation, of which the weather conditions will be monitored daily.

Pick-up: Students will be in various rooms immediately following driveline, so the pick-up schedule is as follows:

You must have your driveline sign for pick up. We have many programs, clubs, activities, and sports taking place on campus and we need to ensure the safety of all our students.

3:15-4:00:

Bring your driveline sign with you to ensure safety.

Enter the main school office

Provide the front office staff the driveline sign and students name.

LKC staff will be contacted to send your child(ren) to the office for pick-up.

You will be required to sign your child(ren) before they are released.

4:00-6:00: Pick up will be done through the south LKC door (same as A.M. drop off) that faces Markwood Street, as the front office will be closed at 4:00p.m. Below are the procedures:

Bring you driveline sign in with you to ensure safety.

Parent is required to sign their child(ren) out before they are released.

We will have the door unlocked as our LKC keypad will not be up and running until all driveline codes have been entered. Families will be notified when to begin using their codes for entry to the south door.



Forms required:

All students must have the required documents completed by Monday, 7/24/17, which can be found attached, or on the LKC website. Click on the parent handbook to locate the forms.

REQUIRED FORMS: Pages 9-11

OPTIONAL/AS NEEDED: Pages 12-15

Payments:

In regards to payments for LKC, please contact me if you have any questions or concerns and I will be happy to assist you in any way. Payments are calculated based upon the number of school days in the year. The annual enrollment fees are divided into ten equal monthly payments so that the monthly payments do not fluctuate. Monthly tuition does not include Day Camp or School Breaks.

For half days we will be providing lunch, a snack, and structured activities, similar to the regular center schedule. On holidays and breaks, we will keep you updated regarding the schedule and availability.

We are so excited for this new school year, and if you have any further questions, please feel free to email me at ch-legacykidscare@legacytraditional.org. Here is the LKC phone number 480-622-6091 where you can reach the LKC program if you have any concerns or running late. Please note that the phone will be turned on at 3:15 pm every day after school and we will do our best to get back to you right away.

Thank you so much for your time and we look forward to an amazing year!

Sincerely,

Shanna Unger