



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 Rachael Fraser and I will be the Program Administrator for the Before and After School Program at the Queen Creek campus. I would also like to introduce our Instructors, Kristy Wells, Amanda Encarnacion, Laurie Gateb, Andrea Sommer, and our Instructional Aides, Crystal Plascencia, Amy Rogers, Rena Galgano, and Ester Goodman. These are all staff members who will be helping out with the program throughout the school year. We are so excited for the new school year and cannot wait for Monday to come!

AM Drop Off (Opens at 6:00 am)

If you have a child who will be enrolled in the Before School program, you must come and sign your child in. Crystal Plascencia will be in the cafeteria with all the children so you may come in through the side entrance through blue lane. We will dismiss the children at 7:30am to the playground when the gates open for everyone.

PM Pick Up (Closes at 6:00 pm)

The children who are enrolled for the LKC After School program will be escorted by a teacher right after driveline and bring them to the cafeteria. Once they get here for the afternoon, we will work on homework, eat a snack (snack is provided by LKC every day after school), and go outside to play when the weather permits, utilize the computer lab, or have game time. When you pick up your child from LKC you will enter through cafeteria doors and sign them out. There will be signs posted so that you know where your child is located when you enter through the door.

Schedule:

Time	Location	Program
6:00-7:30 AM	All LKC @ Cafeteria	Open Play
3:00-3:10 PM	All LKC @ Cafeteria	Check In
3:10-3:40 PM	K-2 @ K-1 Playground	Recess/Snack
	3-8 @ Cafeteria	Homework/Snack
3:40-4:10 PM	K-2 @ Cafeteria	Homework
	3-8 @ Recess	Recess



4:10-4:40 PM	K-3 @ Gym	Open Play
	4-8 @ Computer Lab	Computer Time
4:40-5:10 PM	K-3 @ Computer Lab	Computer Time
	4-8 @ Gym	Open Play
5:10-6:00 PM	All LKC @ Cafeteria	Open Play

Payment

As for payments for LKC, please contact me if you have any questions or concerns and I will be happy to answer. 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.

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

We are so excited for this new school year, and if you have any further questions, please feel free to email me at qc-legacykidscare@legacytraditional.org. Here is the LKC phone number 480-622-6718, 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 3:00 pm every day after school and we will do our best to get back to you right away. Coming soon, are access codes for the key pad to access the cafeteria. For now, doors will be watched by the LKC Staff.

Thank you so much for your time.

Sincerely,

Rachael Fraser