



Parent Handbook

Child's Name: _____

Parent/Guardian Name(s): _____

Parent/Guardian Signature(s): _____ Date _____

(your signature indicates that you have read, understand, and will adhere to the information provided in this handbook)

Director Signature: _____ Date _____

Please complete and return this page and keep the following handbook for your records.

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OUR PHILOSOPHY

Our program focuses on the whole child with an emphasis on play-based learning. We believe that learning through play is vital to promote happy healthy people. We provide safe and high-quality environments for children to learn problem solving techniques and recognizing social emotional cues. We strive to maintain a staff to student ratio of 1:8 to provide the highest quality care. Our teachers act as facilitators to encourage meaningful play, promote social connections, and learning with peers. We believe in the importance of care and compassion in teaching children, focusing on the whole child, and believe honest, open communication between parents, children, and caregivers is the best way to create a comfortable space for children to grow. Our facility is located inside Legacy Training Center and using the preschool gym along with the main facility is a large part of our program. Additionally, we believe a connection to nature is important for all children. Our outdoor area includes gardens to promote an understanding of where food comes from and to encourage exploration and curiosity in quality home grown food. We also have interactive play areas, a more traditional indoor classroom, and quiet areas both indoor and outdoor to meet each child's needs.

OUR GOALS FOR CHILDREN

We foster creativity, encourage exploration, promote literacy and interpersonal relationships in a play based environment. Children will develop confidence, expand learning about their interests, focus on physical and language development, and learn social emotional skills in a positive and nurturing manner. Children will develop large motor skills while taking gymnastics classes and during open playtime in the gym.

PROGRAM METHOD

Legacy Children's Center follows a child-directed approach in which teachers guide children towards learning goals using their natural curiosity in their environment. We strive to promote trusting relationships and confidence between teachers, children, and families.

DAYS AND HOURS OF OPERATION

Legacy Children's Center is open Monday through Friday from 7:45 am to 5:15 pm, excluding holidays and staff training days.

ADMISSION POLICIES

The center admits children who are 2 years old through TK eligible, without regard to gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability. Additionally, no religious instruction is provided.

We make every effort to accommodate children with special needs and meet with families to develop a plan of action. However, due to our size and resources, a limited number of students who require specialized education services will be admitted. If your student requires accommodations (i.e., an aide, behavioral support, speech/OT services, specialized education resources, etc.), you must inform the director of all needs during the application process. In order to provide consistent care and to meet the needs of children with special needs, we request a copy of the child's IEP/IFSP before the child is enrolled.

Parents are required to spend some observation time, with their child, in the center prior to being offered enrollment. The child/parent observation times typically will be about a thirty minute visit, either in the classroom, on the playground, or both.

Once your child is offered enrollment, you will receive our admissions agreement and state required documents. You are required to submit all paperwork prior to your child's start date. Upon completion of the registration packet we will schedule an additional time for you to visit the school, review the center policies, procedures and to finalize details before your child begins the program.

The center may terminate enrollment on the following grounds:

- Failure to provide the necessary documentation, falsification of documents, or incomplete documents.
- Failure to pay fees in a timely manner (see section on tuition and billing).
- Your child is repeatedly picked up later than the scheduled time and adjustments are not made to resolve the problem.
- Failure to follow California Department of Education or California Department of Social Services policies and procedures.
- Difference in expectations (If the center's childcare philosophy differs from a family, that compromise is impossible, the center will suggest a program more in line with the family's philosophy and needs).
- Failure to form a communicative relationship with the staff to meet the child's disciplinary and developmental needs.
- The center cannot meet the expectations or demands of the family.
- The child is emotionally, socially, or physically unprepared to participate in the program.
- Disrespect for the center staff.
- Failure to consistently sign the child in/out of the center.
- Failure to comply with Legacy Children's Center policies and procedures.

Admission and continued admission are at the discretion of Legacy Children's Center and may be terminated if determined by administration.

If you choose to withdraw your child from the center, a 30-day written notice is required and tuition must be paid through the remaining 30 days. Families are responsible to pay

tuition in full whether or not the child attends during those 30 days.

FOOD SERVICE PROVISIONS

We do not provide meals or snacks for children with the few exceptions of:

- food grown in our gardens
- 'Let's get Cooking' and food exploration curriculum
- classroom snacks, as needed (ie forgotten or spilled lunches, all food is eaten)
- parties/special events

We often celebrate the end of the week with **Popcorn Friday** as part of our afternoon snack! We make air popped popcorn with butter with the children.

Teachers will do their best to inform families in advance if we will be providing food, however, it is crucial that you make us aware of all allergies or dietary restriction. Breakfast should be eaten before coming to the center each day.

- We cannot store any food brought from home in the fridge and food should be ready to eat without being microwaved.
- All food and water bottles must be provided each day, fully cut, prepared, and ready to be served. Please include an ice pack daily.
- Food should be packed in a lunch box, with an ice pack, and placed in your child's cubby. We suggest lunch be packed in a bento style box, here are a few examples [bento box](#) or [bento box](#). Morning snacks should be packed in a separate container easy for your child to open on their own to be placed on the snack shelf at drop off.
- Please refrain from sending sweet treats in snacks and lunches. We will inform families if we are celebrating occasions (such as birthdays or holidays) with treats and get permission before serving any treats.

IDENTIFICATION AND EMERGENCY INFORMATION

Parents are required to complete an Identification and Emergency Information Form (State LIC 700) located in the registration packet you receive with your enrollment offer. At least one additional emergency contact is required. If possible, an additional out of state contact is very helpful in the case of a natural disaster. Please be sure to indicate individuals who are permitted to pick up your child from this facility. Identification must be presented when picking up children until staff becomes familiar with designated pick up people.

CHILDREN'S AND PARENT'S RIGHTS

Parents are required to read and sign the Parent's Rights (State LIC995) and Personal Rights (State LIC 613A) forms located in the registration packet.

IMMUNIZATION REQUIREMENTS

Our state regulatory agency requires that all children enrolled in a childcare center have a Physician's Report (State LIC 701) on file. Please note the top of this form is to be completed and signed by a parent/guardian and the bottom is to be completed by **your child's physician**. This report requires up-to-date immunizations, a screening of TB risk factors, and an original signature from the physician indicating that your child is physically and emotionally capable of attending a childcare program. Legacy Children's Center requires that parents provide updated vaccination records as your child receives new immunizations or boosters. Please refer to the [shots for school](#) website for more information.

ILLNESS POLICY

If you have any concerns about your child's health or if your child is showing any symptoms of illness, please notify us and make arrangements to keep your child home. We will document the illness and develop a plan for your child to return to school.

Please note: It is the responsibility of parents to communicate to the director if your child has been diagnosed with a contagious illness. Open communication is an important factor in keeping all children, staff, and families safe and healthy and keeping our center open.

We strictly enforce our illness policy. If called, **you must pick up your child within 30 minutes**. Please inform us if you suspect your child may be coming down with something, has been given any medication, has recently had immunizations, or will be staying home due to illness. If your child shows any of the below symptoms (but not limited to this list) while at school, you will be notified immediately and be asked to pick up your child from school.

- fever of 100 and above
- vomiting
- diarrhea
- consistent runny nose of any color *
- pink eye (conjunctivitis)
- unexplained rash
- continual cough
- extreme fatigue
- sore throat
- Showing signs of discomfort that prevents the child from participating in their daily routine or an extreme change in mood/behavior. In these instances, we are not able to provide one on one care.

Your child must be symptom free for a full 24-48 hours, without fever reducing

medication, before they may return to school.

We do not accept a doctor's clearance note for a child to return to school with any of the above symptoms if your child is not symptom free for 24-48 hours. However, if your child is diagnosed with a communicable illness (including, but not limited to impetigo, 5th disease, RSV, hand, foot, and mouth, etc.), a doctor's clearance will be required to return to school.

*Allergies will be addressed on a case-by-case basis

HEALTH PRACTICES

Per our illness policy, your child should be symptom free and ready to be at school. Once you log into your ProCare account each morning, you will be prompted to answer a few health and wellness questions about your child verifying this information. Staff members will also take a visual assessment of your child at drop-off each day to look for any signs of illness. If your child appears to be ill or has an undiagnosed rash, we will ask you to take your child home and will come up with a plan to return to school when your child is well.

MEDICATION POLICY/PLAN (including inhalers and EpiPens)

If your child requires medications, including vitamins or supplements, during his/her time at school, parents are required to provide written consent by filling out a [Medication Permission Form](#) for each medication to be administered, it is also your responsibility to explain how and when to administer any medication with your child's teacher.

Prescription medications must be in the original prescription container, marked with the medication name, physician's name, date, child's name, dosage, and times to administer. Over the counter medications are also required to be in the original container with the label clearly indicating the specific dosage that should be given to a child with specific weight and age designations. If the over the counter medication states that a physician needs to be consulted for dosage, parents must obtain a note directly from the physician stating dosage and frequency for their child. If it is a medication for recurrent symptoms (i.e., teething, congestion), the physician's authorization must be updated every 12 months. We are unable to administer medication other than the dosage prescribed or indicated on the label without a doctor's prescription.

If your child requires an inhaler or nebulizer to be administered on-site, please provide a form completed by a physician or their representative that gives exact dosing information, including side effects and other possible concerns for each particular child. This plan is to be updated every six months. In addition, a [Nebulizer Care Consent/Verification Form](#) must be completed for each staff member administering inhalers or nebulizers. Please also demonstrate how to use the inhaler or nebulizer prior to your child's first dose at school.

If your child requires an EpiPen/EpiPen Jr to be used for life threatening allergic reactions,

parents are required to provide a completed [FARE](#) form along with an EpiPen (to be kept in the locked medication box at school) and any other instructions from your child's physician.

SERVICES PROVIDED DURING A MEDICAL OR DENTAL EMERGENCY

If a child requires medical or dental attention, the center staff will attempt to contact the child's parents first. If the parents are unavailable, the center staff will then follow the emergency plan indicated on the child's Identification and Emergency Information Form (State LIC 700) while continuing to try to reach the child's parents. Persons listed as "additional persons who may be called in an emergency" as well as the child's physician and/or dentist may be contacted during this process. In the case of a life-threatening emergency, the center staff will call 911 and continue to notify the child's parents.

INVOICING/ PAYMENT POLICIES

TUITION

- Full Time (4 or 5 days/week) \$1640 monthly
- 3 days/week \$1075 monthly
- 2 days/week \$820 monthly

ENROLLMENT FEE

A \$100 enrollment fee will be added to your first month's tuition and a re-enrollment fee of \$100 will be added to your tuition annually in July.

INVOICING

Invoicing will be sent on or around the 20th of the month and is due by the first of each month for the following month's service. Tuition is paid through Procure. Families paying with either a credit or debit card must choose "credit card" when paying.

**** Please note all credit and debit card payments will be charged a 2.7% plus \$.30 service fee. You can avoid this fee by paying via ACH.**

PAYMENT

All invoicing is due upon receipt. Payments not made by the 15th of the month will be considered late with the following fees:

- 15 days late = \$50.00 fee per child
- 30 days late = \$100.00 fee per child
- 45 days late = suspended childcare until all invoicing and fees are paid in full

Tuition reflects the reserved space for your child. There are no tuition credits or make-up days offered for days (or partial days) missed, including if we are forced to temporarily close due to unforeseen events including, but not limited to, illness, natural disasters, power outages, etc.

SUBSIDIZED PAYMENT THROUGH CAPSLO

Subsidized families are responsible for not only signing their child in/out on the iPad or their mobile device but also signing their full signature on their subsidy form on the last day of the month. Families are responsible for remembering to sign the subsidy form and should remind the teacher or director if the form is not made available at pick-up. All forms must be completed and ready to mail by the end of each month. These forms are considered late after the 3rd day of the following month. Not having forms signed and ready at the end of each month may be cause for dismissal from the center and if it results in nonpayment the family will be responsible for the payment. Families that fail to furnish needed documents and cooperate with the agency subsidizing their child care payment to Legacy Children's Center will be personally responsible for payment. You have to sign with your full signature, no initials of any kind. If your child is absent, you also must indicate the reason why your child did not attend, or it will be counted as an unexcused absence.

SIGN IN/SIGN OUT PROCEDURES

Legacy Children's Center uses the Procure App for signing in and out procedures.

Every child is required to be signed in upon arrival and signed out upon departure from the center.

Never leave a child under the age of 6 unattended in your vehicle. A child may be left under the supervision of a person who is at least 12 years old. Please refer to the [Safe Driving CA DMV handbook](#) for more information.

In order for your child to be released to a person other than a parent or legal guardian, please ensure that:

- the person is listed on the child's Identification and Emergency Information Form and you inform the center staff of the change prior to pick-up
- the authorized person can provide picture identification.
- Please be sure all individuals regularly dropping off/ picking up the child are added to your Procure profile..
- If you would like someone who is not listed in your paperwork as an authorized person to your child up, we ask for permission in writing or a phone call from the parent and that the person be over 18 years old and will bring a photo identification.

Check-in stations are located in the classroom and in the gym for your convenience. You may also use your cell phone to sign your child in and out. Parents/Guardians/Authorized pick-ups are required to sign your child in when you arrive and sign out when you pick-up.

DROP-OFF and PICK-UP

Families can utilize the main gym entrance or the back door to the classroom at drop off and pick up.

Your child's belongings should be placed in their cubby daily. **Cubbies are shared and storage space is limited. Your child's items must be small and able to fit easily inside the cubby. We request that home toys stay at home, with the exception of a small stuffed animal for nap or comfort.** Any belongings that need to be sent home (dirty clothes, etc.) will be placed with their things. Be sure to check your child's cubby daily.

Please note that drop-off times are from 7:45 am- 9:00 am and pick-up times are 3:30 pm- 5:15pm. Please be respectful of these times, as our teachers have schedules to follow. We request that your child is at school, signed in, no later than 9:30 am so they do not miss out on opening group and snack time, please let us know if you have to drop your child off later than 9:30. Late fees will be assessed if you sign out your child after 5:15 pm.

Late Pick Up:

1 to 10 minutes late: \$10.00

11 to 20 minutes late: \$20.00

21 to 30 minutes late: \$35.00

31 + minutes late: \$35.00 plus \$1.00 per minute

*Repeat tardiness may result in dismissal

For those of you worried about gym and parking congestion at pickup, it is suggested that you use our back entrance/exit and park along the street. Our teachers have a small window of time to get all closing duties done, so they can get home to their families.

While inside our facility siblings must stay directly with a parent and not touch any school items such as toys, books, tables, chairs, gym or playground equipment etc.

Never leave your child unattended or without informing the teacher you are leaving at drop-off. Conversely, please be certain staff are aware when you are picking up your child at the end of the day.

At drop off, please say goodbye to your child and tell them you will return to pick them up. Although this may produce tears, consistently leaving when you say and letting your child know when you will be back helps your child to build a sense of security that you will always come back. Oftentimes, upset children will calm down within minutes as teachers help engage and comfort them. We suggest establishing a goodbye routine and

encourage you to reach out to teachers and administrators if you need suggestions.

Please note, pick up and drop off can be very busy times, teachers will make every effort to relay information from the day, however, if you have questions that cannot be addressed with a quick chat, please schedule a meeting with the teachers or director

DOOR SAFETY

Please ensure that your child is aware and understands the importance of not opening the doors (or safety gate) in our facility independently. We have established protocols and safety measures to monitor access and ensure a secure environment for everyone. Encouraging your child to wait for you to open the door will help us maintain a safe and controlled environment. Please be sure to inform all of the people, whom you have authorized to pick up your child, to follow the same protocol.

DISCIPLINE POLICIES

Our goal is to provide rich opportunities for children to learn and explore through play and interaction with the environment. We believe discipline is used as guidance and not as punishment. We approach discipline in a positive manner through which children will learn social competence and self-regulation. **The center does not use corporal punishment**, nor do we shame, exclude, or use punitive measures as punishment.

We will use a variety of tools such as redirection, positive reinforcement, and natural or logical consequences. These tools are used with each child's developmental and maturity level considered. Children will be given consistent, age-appropriate limits, avenues to express their feelings, a physically and psychologically safe environment, and support from the family.

A central component in the success of behavior management is the cooperation between parents and staff. It is important that children receive consistent messages between home and at school.

If a child's behavior becomes consistently disruptive to the typical flow of the daily routine, the following protocol will be used:

- Immediate or natural consequences will occur; including redirection to a different activity.
- Center staff will talk with the child regarding expectations and different choices for appropriate behavior.
- Depending on the incident (typically the repeated inability to remain with the group or listen to instructions) the child might lose a privilege such as missing out on time in the "big gym" or special small group activities.
- If the behavior continues over an extended period of time, is disrupting the class or gym, or is not safe for the child or other children, parents will be informed, a

- meeting will be scheduled, and a [behavior action plan](#) may be created.
- The parent may be asked to come speak with their child or take the child home for the day if their behavior is severe. Our goal is not to reward this behavior by sending the child home, rather it is to re-set for the next day of attendance. We believe school should be a safe and welcoming environment for all of the children in the center, including the child exhibiting disruptive behavior.
 - If a child needs to be physically restrained from running away outdoors, in the gym, or is hurting themselves or others, parents will be called to pick their child up. If the behavior continues and/or the behavior action plan is not followed, dismissal will be discussed. Although this is a last resort, certain behaviors and issues are beyond the scope of what Legacy Children's Center can provide for children and families.

PARENT CONDUCT

It is important for adults to model appropriate reactions to undesirable behavior to enable a child to learn how to monitor themselves in the family and in the classroom. All parent conversations at the center must be respectful to children and staff. If, at any time, a family member becomes abusive in any way, the family will be dismissed immediately.

SCHEDULE CHANGE REQUESTS

We do our best to honor schedule change requests, however, parents/guardians are aware they are required to request schedule changes at least 30 days in advance and requests must be made to the director in writing. Schedule changes may not be possible depending on center enrollment. Any schedule changes must still fall into one of the regular schedules we offer. We are unable to accommodate schedules outside of the predetermined days offered.

EMERGENCY EVACUATIONS

In the event of an emergency, we will evacuate the children to a safe space outside.

Legacy Children's Center Evacuation Sites:

- Legacy Training Center: In the event we have to evacuate the Children's Center classroom.
- Dept. of Industrial Relations, located across the street on Allene Way. Used for immediate needs when children need to be taken away from Legacy Children's Center
- Damon Garcia Sports Complex located on Broad St and Industrial Way. Used for temporary relocation when children need to be taken away from the area.

SECURITY and VISITORS

SECURITY

We take security concerns very seriously. We regularly monitor situations that would affect the safety of the children and make plans accordingly. We will keep parents informed when specific situations arise. We have evacuation and emergency response plans in place to best protect the children and staff. We conduct regular fire and earthquake drills per Community Care Licensing guidelines. We utilize video surveillance in the gym, classroom, and outdoors for internal use only. Parents are not allowed access to footage at any point for any reason. For privacy and protection of our staff and children we restrict all viewing to administration only.

CODED LOCK

Our back classroom door is equipped with a coded entry system. Each parent/guardian will be assigned a unique code to enter our classroom. Please do not share this code with anyone without permission.

VISITORS

All individuals who are visiting the center (i.e., someone who is not a parent or authorized pick-up person; or staff member) is required to check in at the front desk or with the director before entering the center. Please be sure to make a member of the administrative team aware if you are expecting a visitor before they are scheduled to arrive.

APPROPRIATE DRESS

All children are expected to arrive fully dressed and ready for the day, this includes shoes, underwear/diaper, and jacket/coat if necessitated by the weather.

Parents are responsible for providing diapers, wipes, diaper rash cream, and sunscreen for their child. Teachers will notify families when their child is running low on supplies. Children will play outdoors every day (rain or shine, hot or cold). We encourage the exploration and sensory experience of the rain/mud and other wet and messy sensations. Because our philosophy encourages children to actively explore and play in their environment, children may get messy throughout the day. Parents are encouraged to dress their children in appropriate clothing for exploration and play. We will not prevent children from wet and messy experiences if they choose to participate. Your children will learn, explore and develop through sensory play and experiences with water, mud, paint, gardening, cooking and much more. We are not responsible for stained or worn clothing. Shoes appropriate for running and climbing are required, although wearing shoes while at school is optional for children. We encourage you to send your child to school in shoes they can put on and take off on their own, please do not send your child to school in

flip-flops, high heels, or shoes that restrict movement. Children are allowed to remove their socks and shoes (indoors and out) as they please, as long as conditions are safe.

We ask that you **label all of your children's items**, including socks, shoes, underwear, and jackets, water bottles, containers, etc. This will help the teachers identify what belongs to each child. Please make sure to pack extra (labeled) clothing to store in your child's cubby, we suggest sending a reusable bag with one or two pairs of clothing including shoes. Teachers will request cubby clean outs throughout the year. We also encourage all families to consistently check the gym's lost and found. Items that are not retrieved in a timely manner will be donated.

NAPPING/RESTING BEDDING

Please provide a small blanket for your child's nap/rest time. We will provide a rest mat and sheet that will be washed weekly or more often if needed. We also disinfect rest mats when bedding is being washed. At times we might require families to wash their child's soiled bedding.

Your child is welcome to bring a soft toy or lovey if needed during naptime. This nap item should be machine washable, able to stay at school, and small enough to fit in your child's cubby basket. If you need this item to return home at the end of the day, please let us know and we'll do our best but we are not responsible for lost or forgotten items. We ask that you keep all other toys and items at home.

Rest time is generally from 12:45- 2:30 pm. Children are not required to sleep, but they are required to rest their bodies and engage in quiet time. At 1:30, any children that are awake are invited to read books or do quiet activities. All sleeping children have the opportunity to remain asleep until we resume regular activities around 3:00. Children typically begin waking up on their own anytime between 2:00 and 3:00, if your child is still asleep after 3:00, they will be allowed to remain sleeping until they wake on their own.

TOILET LEARNING / TOILET INDEPENDENCE

We encourage and are sensitive to each child's sense of autonomy; we encourage the child's active participation in caregiving routines and respect individual styles of pace and learning. Rushing or pushing children to do anything they are not physically or emotionally capable of usually results in resistance. The same theory follows with toilet learning. *Please note, being toilet independent is not a requirement for enrollment.*

Here are some signs we typically look for when determining if a child is ready to begin toilet learning:

- The ability to take off and put their own clothes on with little or no assistance.
- They are dry for long periods of time and have an interest in using the toilet.

- They can verbalize when they need to pee or poop.
- The child is willing to leave an activity to use the toilet.

We believe toilet learning begins in a nonthreatening, no pressure way. On a practical level, toilet learning is encouraged by including the child as much as possible in the process, but only to the extent he or she is willing to participate. For example: Even before toilet learning begins, we include each child in the caregiving process by being asked if their diaper is wet or if they have pooped, helping to undress/dress themselves, and washing their hands after their diaper change.

We understand that toilet learning is a process and requires a partnership between child, family, and caregivers. We encourage families to take the lead and we will follow at school.

Please note, we will never force a child to use the toilet or potty chair if they are unwilling. We believe in body autonomy and will not push or force children to do anything they are not physically or emotionally capable of doing.

For children who are transitioning out of diapers, we ask that parents provide clothing that is easy for children to get in and out of. Please avoid dressing your child in overalls, long dresses or skirts, pants or jeans that are difficult to pull down and up, etc. Children are taken to the bathroom on a regular basis in keeping with the daily routine (as is done for diapering). If we find that the child has two or more accidents in either the morning or afternoon, diapers will be used for the remaining parts of the day. **Children are required to wear either underwear, diapers, or pull-ups under their clothing at all times.** It is also important to note the school environment has many more distractions than the home environment and it is not uncommon for children to take longer to use the toilet at school.

Many children continue to wear diapers for napping as this process begins. Waiting until the child is repeatedly waking up with dry diapers and is willing to get up and use the restroom after waking up is a general guideline for discontinuing this procedure. The process of self-toileting is gradual. The greatest tool a parent or teacher has in this process is the child's own strong desire to begin toilet learning. We are always willing to work with you during this process, and request that you remember the differences between school and home. Flexibility and a sense of humor are key! If you have any questions please let us know.

GYMNASTICS

Legacy Children's Center is located inside Legacy Training Center! Children enrolled in the Children's Center will receive weekly gymnastics classes coached by trained preschool gymnastics coaches. These classes are included in your monthly tuition. Additionally the children will have the opportunity to use our specially equipped preschool gymnastics area daily. All children enrolled in Legacy Children's Center must create a gym [account](#) and [complete a permission slip](#) in order to be enrolled in our program.

GYM EXCURSIONS, WALKS and FIELD TRIPS

Outdoor exploration and gymnastics are both part of our curriculum and will take place everyday! Children will often move, play and learn in both the preschool gym and the “big gym.” We routinely take nature walks around the property to gather natural materials, observe nature, and play. If you are ever available, please join us for our walks! If you would like to observe your child during gymnastics class, you are more than welcome to watch from the gym lobby or mezzanine.

Field Trips and school events are part of our program philosophy. We have an amazon community with so much to offer and we want the children to explore their world together. Field trips are a great way to do that! Field trips give children the opportunity to visit places they might not otherwise visit and get “behind the scenes” experiences, learn about new things and more! Field trips are memorable experiences that your child will treasure for years to come. By being present during these excursions, you get to witness their joy, excitement, and growth firsthand. You become part of their journey, creating lasting memories together. Parent participation in field trips is also a great way to get to know the other families in your child’s school community. LCC field trips and special guests are planned throughout the year, if you have any ideas about destinations or guests, please contact Mollie.

Legacy Children’s Center does not provide transportation to off-site field trips and the school day schedule will be affected, as the school will be closed during these events. We understand that some parents may not be available for all of our field trips, and while we would prefer 100% participation, families may opt to have their child accompany another family (or teacher) if there is availability. Please reach out to discuss this possibility as needed. Alternatively, parents have the option to keep their child home during these events, pick their child up early, or drop off late when we return and re-open.

DAILY SCHEDULE

7:45-9:15 - Drop-off and indoor exploration.

9:30 - Morning Snack **Please feed your child breakfast before they arrive at school. This morning snack is meant to be only a snack, not breakfast**

9:45 - Indoor Play, bathroom and diapers

10:00 - Group Time

10:30 Curriculum (music, art, gardening, etc.)

11:00 - Gymnastics and/or Outdoor Play

12:00 - Lunch

12:30 - Indoor and Outdoor Play

12:45-2:30 - Nap *All children are expected to rest from about 1:00 – 1:30. Children who are awake at 1:30 are invited to play with a quiet activity in the classroom or outside while the rest finish their naps*

2:30 - Afternoon Snack

3:00 - Indoor and outdoor play followed by pick-up.

We value a flexible, play-based schedule that is guided by the children's interests and offers as much free play as possible. Above is a list of our more structured and scheduled times of day, times are an approximation and may fluctuate from day to day. Below includes examples of typical activities that may happen throughout the day.

DAILY AREAS OF LEARNING WILL INCLUDE, BUT NOT BE LIMITED TO:

- | | |
|---------------------------------|-------------------------------|
| - Literacy | - Creative Art |
| - Gardening/Food Exploration | - Science/Sensory |
| - Motor Skills | - Math |
| - Social and Emotional Learning | - Interpersonal Relationships |