PreK HANDBOOK
2026-2027

Legacy Christian Academy
Telephone: 763.427.4595 Fax: 763.427.3398
Website: www.lcamn.org
Office Hours: 7:00 am-3:30 pm

LEGACY CHRISTIAN ACADEMY I 2026-2027 CALENDAR

11-14 New Teacher Orientation
17-21 Colleague Workshops
25 1st Day of School - 9-12
26 1st Day of School - PreK-8
25-31 No Busing

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-4 No Busing
7 No School - Labor Day

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	6
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 PreK-12 Evening Conferences
2 No School PreK-12 Conferences
14 End of Quarter 1
15-16 No School - Staff Development
30 No School for PreK and 5-12
30 Staff Development- PreK, MS, HS
30 K-4 Early Dismissal due to Grandparents Day

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3 No Busing
25-27 No School - Thanksgiving Break

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4 No School -Staff Development
7 No Busing
22 End of Q2/Semester 1
23-31 No School - Christmas Break

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School - Christmas Break
4 No School - Staff Development
4 PreK Kindergarten Readiness Conferences
8 No School - Grades 7-8
18 No School - Martin Luther King Jr.

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

11 K-12 Evening Conferences
12 No School K-12 Conferences
15 No School - Presidents Day
16 No School - Staff Development

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 PreK Evening Conferences
10 No Busing
12 End of Quarter 3
15 No School - Staff Development
26 No School - Good Friday
29-31 No School - Spring Break

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-2 No School - Spring Break
30 No Busing

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 K-4 Early Dismissal due to Field Day
27 End of Quarter 4/Semester 2
27 Last Day of School
31 Office Closed - Memorial Day

LEGACY CHRISTIAN ACADEMY

www.lcamn.org
763-427-4595
763-316-6241 (Attendance Line)

KEY

No School
No Busing
End of Quarter

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Letter of Welcome

Dear Parents:

Welcome to Legacy Christian Academy PreK Program. Your child will be entering a new way of living for this period of time each day. The staff shares with you the desire that this experience be a successful and happy one.

During your child's life, his/her education will be the shared responsibility of parents and teachers. The preschool experience begins this cooperative relationship by building upon and strengthening many fine habits and attitudes that you have taught your child in your home. It is our desire that each child would grow into an independent and sensitive individual, well adjusted and equipped to live in today's world.

This booklet is designed to help you understand the policies of the preschool and some of the ways in which you can prepare your child to make the best possible adjustment to his/her first educational experience. Please keep this booklet for reference throughout the year.

Legacy Christian Academy PreK program is licensed by the Department of Children, Youth, and Families. The license capacity is 60 children, although we limit each class to 10 students. The Division of Licensing phone number is 651.539.8300.

We want to work with you. If you have any questions at all, do not hesitate to talk to us. Together with you, we are looking forward to a successful and happy year for your child.

Sincerely in Christ,

Mrs. Kendra Anderson, PreK Coordinator
Mrs. Ellen Johnson, PreK Teacher
Mrs. Mindy Johnson, PreK Teacher
Mrs. Nicole Welna, PreK Teacher
Mrs. Jen Flansburg, PreK Teacher
Mrs. Kristin Zelin, PreK Teacher
Mrs. Sarah Skjolsvik, PreK Teacher
Mrs. Michelle Schroeder, Preschool Teacher
Mrs. Lynda Domino, Preschool Director

Mission Statement

Legacy Christian Academy exists to equip the mind and disciple the heart of each student for Christ-like living.

Philosophy of Early Education

We believe that the young learner is more than just a child's brain, but a whole child with mental, social, emotional, spiritual, and physical elements. Therefore, we focus not only on the mental/academic component of a child, but also try to understand and engage the whole child in the process of learning.

We believe that learning is most successful when it involves hands-on activities that use as many senses as possible because young children learn through their senses. Therefore, the children are encouraged to be active learners as they touch, see, hear, taste, and smell in fun, playful activities that promotes serious learning. Research shows that the paper and pencil method is the least effective way to help young children really understand. Early childhood educators do have success when they use music, games, play, art, creative imagination, experiments, pictures, books, and other sensory methods to help children experience and enjoy learning!

We believe a young child learns best in developmentally appropriate steps that build a strong foundation for future learning. Therefore, we begin teaching by assessing where the child is in his/her understanding and development. As his/her teacher, we add knowledge in developmentally appropriate steps, being careful not to skip important steps along the way.

We believe that each child is unique and special, with his or her own God-given timetable for development. Therefore, we nurture each child as an individual. We try to understand what motivates each one, how each one learns best and how to help each child experience success. In a classroom with children naturally at different stages and levels of development, each child needs to feel valued and able to find success at their level of development.

We believe individual children learn in different ways. Therefore, we purposely use a wide variety of teaching methods and styles to try to help all the students be successful learners.

We believe the attitude of the teacher and staff greatly affects the atmosphere in the class. Therefore, the teachers and staff strive to be positive, patient, and fair. The teachers and staff endeavor to model respect, kindness, and sensitivity, and encourage these characteristics in each student.

We believe that helping a young child learn self-control will be an important key to the child's success in school, relationships with others, and in life in general. Therefore, we teach the children to listen and follow directions. We teach the children to show respect for the staff, school property, and others.

We believe education should work in partnership with the child's family. Therefore, we respectfully and sincerely encourage family participation and effective communications between home and school. We believe in maintaining the safety of all children. To protect the child and others from injury or to facilitate separation from the parent at arrival, we may hold the child tightly in our arms, carry the child, or use a gentle form of physical restraint.

Preschool Admissions Policies

Requirements for Admission

Birth date requirement met (see page 3)
Up-to-date immunization record (see page 4)
Child is completely toilet trained (see page 4)
Application for Enrollment completed
Application Fee paid (see page 9)
Special needs must be disclosed at the time of application for admission
All PreK forms completed

Birth Date Requirement for Enrollment

As soon as a child turns three, he/she may join one of our half-day classes if there is an opening. A child must be four by September 1 to be enrolled in one of our all day classes. If a child has been successful in all day care prior to attending Legacy, and the child is able to pass our early entrance process, the PreK Director may make the decision to accept the child early on a probationary basis. Early entrance in PreK does not equate with early entrance into kindergarten. In order to enter kindergarten, your child must turn five by the September 1 deadline.

Reasons for the Birth Date Requirement for Enrollment

Children are most likely to experience overall success in a class with their peers. Children may be advanced in a specific area, but most young children are not advanced in all areas. For instance, young children who are above average in academic areas still usually fit best with their peers in social, emotional, or physical areas.

A young child in a classroom finds himself or herself having to compete with children one or even two years older. This often negatively affects a child's developing self-esteem.

Children learn in developmental steps in a logical progression. When young children skip ahead to a class above their peer level, there is always a concern that they will miss some very important steps in that developmental progression that will affect future learning.

Young children often learn that they receive praise and attention when they show interest in "academic" things. Their interest is often a learned response because of the attention they receive, not because the interest is developmentally appropriate or a confirmation of real understanding. For instance, a child may recognize the letter A, but that does not mean the child really understands the concepts adults associate with the letter A. These concepts take time and maturity to understand.
Young children learn by repetition. They are not bored by fun, age-appropriate activities, but need and enjoy repeated opportunities to understand and apply what they are learning.

Studies show that when children are accelerated academically at an early age, they often "burn out" at a higher grade and begin to work under their potential. The early push often "backfires."

The younger children in any class are the ones most likely to need another year in that class in

order to continue to gain the skills necessary to be successful in the next class. However, repeating a year needs to be decided carefully and thoughtfully, not casually.

Minnesota Immunizations Law

Minnesota state law requires that Verifiable Documentation of Immunization be provided before a student is registered and admitted to the Legacy Christian Academy PreK Program. This documentation must show the date and type of each dose administered OR laboratory evidence of immunity for polio, DPT, HIB, Mumps, Measles, and Rubella. Parental recall of dates and types of immunizations received will not be accepted.

Any student not complying with this Minnesota law, or any student failing to comply with the established schedule of immunizations, will not be admitted or will face suspension until compliance is reached.

Parents conscientiously objecting to immunizations may complete an immunization form and have it notarized.

All PreK forms (including Immunization Form and Health Care Summary) must be completed and submitted to Legacy PreK before a child may start school.

"Accidents" Policy

Legacy is not licensed for children who are not toilet trained. Therefore, every child must be completely toilet trained in order to be enrolled and remain enrolled at Legacy. If a child has more than two "accidents" per quarter, the child may need to be withdrawn until he or she is fully toilet trained. (Training pants/pull-ups are an obvious indication that he or she is not fully toilet trained and may not be worn.)

One of the very first things we talk about in PreK is where the restrooms are located. We provide regular opportunities in our daily schedule for all children to go to the restroom whenever they need to. In such a child friendly environment, each child is expected to be able to tell a teacher when he or she needs to use the restroom. Each child is also expected to handle the process of using the restroom independently. We do not wipe for students. A parent has the option of allowing teachers to assist the child in buttoning pants, fastening snaps, etc., but the child will be expected to do the rest. If a child cannot get cleaned, a parent will be called.

Please keep an extra seasonal change of clothes (underwear, pants, shirt, socks, shoes, etc.) in your child's backpack in case of an accident.

Disclosure of Special Needs/Permanent Dismissal

We believe that God created each precious child and that each child has different strengths. Some may have special needs or a diagnosis such as Autism, ADD, ADHD, Defiance Disorder, etc. If your child has any special needs, we require disclosure at the time of application. We have a passion for children and we want to make sure we are able to provide the best services possible. Because we are not set up with a Special Education classroom and are not Special Education teachers, we need to evaluate if our program is the best fit for your child. Sometimes this may

even become apparent after admission has been completed and classes have started. If we feel that we are not able to give any child the services needed or the child's behavior is negatively impacting the class as a whole, we reserve the right to permanently dismiss any child. It would be done at the teacher/director's discretion, but not without thought and prayer. Any child asked to leave will not be allowed to take part in PreK graduation. Our structure, schedule, and style of teaching is often helpful for high functioning children. Disclosing a diagnosis does not mean your child will not be accepted. It just means that we need to partner with the parents to evaluate if Legacy is the best option for your child. For further discussion about this, please call Legacy and ask for Kendra Anderson, PreK Coordinator.

School Hours/Classes

5-Day PreK (Monday-Friday) - 7:50 am -2:20 pm
3-Day PreK (Monday, Wednesday, Friday) - 7:50 am -2:20 pm
2-Day PreK (Tuesday, Thursday) - 7:50 am -2:20 pm
½ Day, 3-4 Year Old PreK (Monday, Wednesday) - 7:50 -10:35 am
½ Day, 3-4 Year Old PreK (Monday, Wednesday) - 11:35 am -2:20 pm
All-Day, 3-4 Year Old PreK (Tuesday, Thursday) - 7:50 am -2:20 pm

*Please note, the academic day will start at 8:15 on Fridays. Before school care will still be available starting at 7:00am.

Parents must accompany his/her child and must sign him/her in and out each day. No child is to enter or exit alone. Only those on the approved pick up list will be able to pick up your child. All parents and those on the approved pick up list must be ready to show a valid Driver's License or picture ID at any time.

Security

Legacy Christian Academy is a locked facility during regular school hours. Controlled access is available at Door 8 from 7:00 am - 3:30 pm on all regularly scheduled school days. Should you need building access outside of these hours you will be issued a key fob. If your child is enrolled in the PreK After Care Child Program you will be assigned a key fob to enter the building after hours.

PreK Aftercare – Door 8

K-4 Aftercare – Door 7.

Before School Child Care Program

Before school care is available from 7:00-8:00 am for those enrolled in our PreK program and there is no fee for utilizing this program

Preschool children must be dropped off at the Before School Child Care Program by a parent or

guardian only.

Please report all absences to your child's teacher, not the Legacy Health Office.

Aftercare Child Care Program

After our academic day ends, we offer an Aftercare program from 2:20-5:00 pm. All children must be pre-registered to use this program. There is a small fee for enrollment in this program. -

Fees Per Day Per Student (All fees are subject to change)

Minutes	Cost
1-30	$3.00
31-60	$6.00
61-90	$9.00
91-120	$12.00
121-150	$15.00
151-180	$18.00
181-195	$21.00

Charges for aftercare are conveniently billed every two weeks and are separate from your tuition account. Payments may be made via check, cash, or put on your FACTS tuition account. Payment is due within 10 business days of receipt of Aftercare bill. If payment is 15 days or more overdue, the child(ren) will not be allowed to return to the Aftercare Program until all outstanding bills have been paid. Please contact the Business Office at 763-316-6243 with all payment/billing questions.

Late Pickup

In order to foster feelings of security in our children, it is very important that the preschoolers are picked up on time. If for any reason, you will be later than usual in picking up your child, please call 763. and dial ext. to be connected to the Aftercare room. Your child will be more comfortable knowing that you are on your way. There will be a late pickup charge for any child picked up later than 5:00 pm.

The late fee is $1 for each one-minute increment you are late. The fee will increase to $5 per minute after 5:06 pm. If you are more than one hour late, and we have not heard from you or successfully been able to reach the names on your emergency card, the police will be contacted

for assistance. Continued late pickup may result in a termination of preschool After Care services.

School Calendar and School Closings

With few exceptions, Legacy Christian Academy follows District #11's calendar. A calendar is available on our website at www.lcamn.org (click on Quicklinks, Calendar). It is also included at the front of this handbook. Vacation days will coincide with the Legacy calendar. Fall and spring conferences will be held. In the event of bad weather, the decision concerning a possible school closing has to be made by 5:00 am and is based on the current weather conditions and weather forecasts at that time. School closings will be announced on TV (WCCO, KSTP and KARE11) as well as radio (KTIS) beginning at 5:30 am. Legacy will always be closed when District #11 schools are closed; however, on rare occasions, Legacy may be closed when District #11 schools remain open.

Preschool Curriculum Goals

Spiritual

To provide a loving, Christian example for the children to follow.
To encourage a love for God and for the Bible.
To help the children learn that God loves them and will always hear their prayers.

Social

To help children learn to work and play cooperatively.
To encourage feelings of mutual respect and tolerance of individual differences among people.
To help children communicate constructively with other children and adults.

Emotional

To help each child develop confidence and good self-esteem.
To make the child's first school experience positive and successful.
To encourage self-control and self-discipline.

Physical

To encourage the development of large and fine muscle control.
To encourage eye-hand coordination.
To promote healthy habits (exercise, eating healthy foods, hand washing, regular visits to the doctor/dentist, etc.).

Mental

To help children learn about themselves and their world.
To encourage the development of memory, concentration, problem solving, and questioning.
To encourage listening skills and hearing discrimination.

Our PreK Program Promotes Kindergarten Readiness Skills

- Knowledge of basic colors and shapes
- Sight and sound recognition for uppercase and lowercase letters
- Beginning sounds of words
- Rhyming
- Introduction to guided reading
- Recognition of numbers 1-20
- Counting by rote and 1:1 correspondence
- Patterns
- Matching numerals to prepared sets
- Introduction to proper pencil grip and printing child's first name
- Introduction to printing letters of the alphabet
- Introduction to printing numbers
- Role-playing/social skills
- Introduction to Spanish

Because we are a part of a K-12 school, we are able to offer our students the unique, awesome opportunity to go to Art, Music, Physical Education, and Media classes.

Preschool Behavior Management

We use positive behavior modification to teach children acceptable behavior and inner control. We take into consideration the child's age, intellectual development, emotional makeup, and past experiences when managing behavior. Behavior management is always handled in a positive, caring, and calm manner. We use many ideas from the Capturing Kids' Hearts model including asking the four main questions:

1. What are you doing?
2. What should you be doing?
3. Are you doing it?
4. What are you going to do about it?

Rewards For Following the Rules

The children will be regularly rewarded throughout the day with words of praise and encouragement, smiles, pats on the back, special class privileges, or other positive attention.

Consequences for Not Following the Rules

Each time a rule is not followed, it will be explained to the child:

A. Why the particular behavior is unacceptable.
B. What appropriate behavior looks like.
C. What will happen if the child chooses to disobey.

Sometimes talking or praying with a child is all that is needed. Other times a child will benefit from some "time out" in the time out chair. Often a behavior will call for a logical consequence. For instance, if a child is throwing blocks, that child may lose the privilege to play in the block center for a short time. Praise, verbal reminders, and redirection are the primary forms of behavior management. A "time out chair" is used when necessary. After a brief time, the teacher will speak to the child and walk him/her through an opportunity to apologize and receive forgiveness before returning to regular classroom activities. When the conflict is between children, they are encouraged to talk it through and reconcile respectfully. The teacher will coach the students on kind words to use when a child feels upset. If a child is separated from the group, teachers will record it on a separation log. If a child is separated from the group 3 times or more in 1 day, parents will be notified.

The preschool teachers value the input and support of the child's parents and will keep them informed about their child's behavior.

This behavior management policy has proven itself to be very effective for the majority of children. If a pattern develops which indicates that it is not effective for an individual child, the teacher and parent(s) will discuss how to adjust the behavior management plan to make it more effective for their child. Safety and classroom management will be factored in as well.

In the event a child is having behavioral issues that are consistently impacting the class negatively, these steps will be followed in this order until a resolution is achieved:

1. Child's teacher will communicate with the parent of the child who is misbehaving.
2. Meeting will be arranged with the Director and parent(s).
3. At the discretion of the Director, dismissal may be necessary. If dismissal is necessary, the child will not take part in our PreK graduation. At such a point, tuition will be prorated.
4. What's best for the child and the classroom as a whole will always be considered.

At no time will physical aggression be accepted. Any child exhibiting behaviors that could jeopardize his/her own safety or the safety of others will be asked to go home for the remainder of the day. If the behavior continues, permanent dismissal may be necessary. In any and all of these situations, we will pray for the situation and make a decision based on what's best for all children.

Prohibited Actions

1. Subjection of a child to corporal punishment. Corporal punishment includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking
2. Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child
3. Separation of a child from the group except within rule 3 guidelines
4. Punishment for lapses in toilet habits

5. Withholding food, light, warmth, clothing or medical care as a punishment for unacceptable behavior
6. The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm
7. The use of mechanical restraints, such as tying
8. The use of prone or contraindicated restraints

Daily Schedule and Lesson Plans

Daily schedules and lesson plans are posted in the classroom as well as on our website. Children find security and comfort in following a schedule and knowing what to expect next. The daily schedule is planned very carefully, taking into account attention spans, the need for variety, the need for one activity to prepare for the next and the need to coordinate classroom schedules. Daily schedules include time to learn in small groups called learning centers, times to learn in a larger group as a whole class, time to be inside as well as outside (weather permitting), time for a special project, time to sing, time for books, time to play, and time for a snack.

Lesson plans are age appropriate, keeping in mind that young children learn best through activities that engage as many of the child's five senses as possible. Parents may request to review the childcare program plan and may visit the preschool during the hours of operation at any time.

Finances

The Application Fee of $100 is added to your payment plan once you enroll and is non-refundable.

Tuition refunds will be considered when a student moves out of this area or the administration determines that the needs of the student cannot be met by the school. All refunds require a 30-day advance notice of withdrawal. Other penalties may apply (see Tuition and Payment options sheet signed on your online registration). Payments delinquent for more than 60 days may require the family to be disassociated from Legacy Christian Academy.

Transportation

Transportation is the responsibility of the parent. The preschool staff and school district have no responsibility to provide this service. If carpooling is desired, please notify your child's teacher and she will try to help you coordinate with other parents.

No PreK child or sibling may ever be left in a vehicle without an adult.

Parents are not to drive cars into the bus loading area to either drop children off or pick them up. Children must follow state guidelines for seat belt and car seat usage. It is the responsibility of the student's parent(s) to make sure car seats are installed correctly and seat belts are used properly. It is not the responsibility of Legacy to monitor transportation safety provided by

friends and family of the student.

Attendance

Regular attendance is important, however, a slight fever, sore throat, cough, or rash are stay-at-home signals. These are indicators of more serious illness. Students are not allowed to come to school if they have a temperature of 100 degrees Fahrenheit or above or have diarrhea. Students must be completely vomit free, diarrhea free, and fever free (without taking any medication) for at least 24 hours before returning to school. If a child has a rash, they may not come to school unless a current physician's note shows that the rash is not communicable. If your child has pus draining from the eye, discharge from any bodily opening, lethargy, respiratory distress (excessive coughing, excessive nasal discharge), nausea, sore throat, etc. he/she should stay home from school until he/she is completely symptom free.

Please protect your child and others by keeping him/her at home until he/she is entirely well. Please notify your child's teacher when your child is absent, whether for illness or vacation. Also, let us know if he/she has had a communicable disease such as, but not limited to, lice, scabies, impetigo, chicken pox, ringworm, measles, mumps, etc.

To report your child's absence, please call or email your child's teacher, not the school Health Office.

Health Regulations/Allergies

Minnesota state law requires that all students be immunized before admission to the school unless you conscientiously object. The Health Form must be completed and signed by the physician or the Public Health Department and returned to the School Office before school begins. These are state requirements to protect your child as well as other children.

Medication to be administered to your child while attending preschool must come in its original container and be accompanied by complete written instructions from the doctor. Non-prescription drugs must be accompanied by written permission and instructions by the parent. The Director must have a signed letter from your physician giving us permission to administer non-prescription medications and ointments at the parent's request. A child's ICCPP will be updated yearly and staff who are responsible for carrying out that plan will be notified. On-site documentation will note that staff was informed of a change.

If we notice symptoms of illness, we will phone you to pick up your child, and we will make arrangements to have your child rest away from the classroom to prevent classmates from prolonged exposure. Please inform your child's teacher of his/her food allergies. We have snacks daily and cooking projects from time to time, so we should be aware of foods your child cannot have. Because of the growing number of peanut and nut allergies, the PreK classrooms are peanut and nut free. No peanuts, nuts, or tree nuts of any type are allowed in the classroom. We desire to keep all children safe.

There will be an email notice sent to you whenever your child has been exposed to an infectious or communicable disease. In any instance of exposure or allergic reaction that requires medication or medical intervention, the child's parent or legal guardian will be contacted as soon as possible. In the event that epinephrine is administered to a child, emergency medical services will be called by the license holder.

Anytime an address or phone number (home or work) is changed, please send a note to the teacher and School Office about this immediately. The teacher must be able to contact you during the day in case of an illness or problem.

Accidents

If it appears that an accidental injury is in any way serious, the Director will call the parents of the injured child and have them take the child to a physician. If the parents cannot be reached, medical attention will be provided and efforts will then be continued to notify parents. We request parents sign the statement on the Health Form giving Legacy Christian Academy permission to have your child transported to Mercy Hospital in the event of an emergency.

First Aid

A first aid kit has been placed in a convenient spot in all PreK classrooms. All permanent staff will be trained in first aid. At least one staff member trained in CPR will be on the site at all times.

Non-Medical Emergencies

Routine fire and tornado drills are practiced in the Legacy Christian Academy PreK program. In the event of evacuation of the building due to fire, etc., parents will be notified where the child is to be picked up. Lock down drills are also practiced, but with great sensitivity to the innocence of a child.

Poison Control

Legacy Christian Academy PreK has taken every precaution to ensure that potential poisons are out of the reach of the children we care for. In the event that an accidental ingestion should occur, our staff will consult with the Poison Control Center. If necessary, 911 will be called. A parent will also be notified.

Visitation

Legacy Christian Academy PreK has an open door policy for parents of PreK students. We recommend parents wait to visit until after the first four weeks of the preschool year. This time is a period of adjustment for your child. During the first few days of your child’s preschool experience, he/she may be shy or upset when he/she is first left. This is normal, and we have

experienced that they adjust more quickly if the parents leave right away. Parents may also volunteer in the classroom. While we prefer knowing ahead of time that you will be coming with your child (so we can get projects ready if so desired), you are always welcome. Advance notice is not required. We follow our same plan whether a visitor is present or not. Although we love little children, it is quite often too difficult to have younger siblings in the classroom. We ask that you make alternate arrangements for their care. Doing so also makes your visit more special to your child.

Parental Custody and Student Contact

In custody situations, it is the custodial parent's responsibility to provide Legacy Christian Academy with the most current signed and certified court order. It is also up to the custodial parent to keep Legacy Christian Academy informed of any revisions or updates that affect current custody status, and/or visitation. In the event that parents are separated or divorced, Legacy Christian Academy requests that the school have valid documentation of custody and visitation rights. Legacy Christian Academy will follow said documents exactly how they are written. If Legacy Christian Academy does not have written documentation or a court order, it will be assumed that both parents have equal rights. Legacy Christian Academy and its staff members prefer not to be involved in custodial disputes so teaching and the child can be focused on. Should a situation arise in which the parents do not yet have legal documentation, only people listed on the pick up form that was completed at the time of enrollment will be allowed to pick up (in addition to the parents). For the child's sake, parents need to be in agreement to anyone picking up. It is not our responsibility to investigate each person parents or guardians list on the pick up form, but we will abide by it. In the case of a true emergency pick up (not something that should've been planned prior to the end of the school day), an email must be sent with both parents copied on it prior to pick up. In the unlikely event a dispute happens on school grounds, the local police department will be called to handle the dispute. If the dispute poses a threat to the safety and well-being of students, staff, or the school, Legacy Christian Academy has the right to terminate enrollment. If there are no legal restrictions, Legacy Christian Academy will provide duplicate correspondence, school records, and keep non-custodial parents aware of major school events and functions.

Staff Requirements

Legacy Christian Academy PreK maintains a one-to-ten teacher/child ratio for all preschoolers. Each member of our staff is trained to work with preschool children. Our preschool offers you the best care and training under the direction of qualified Christian teachers.

Bible Instruction

It is not our desire at Legacy Christian Academy to teach the beliefs of any particular denomination. It is our desire to train children Scripturally to practice Christian standards of conduct.

A Bible story or a story containing biblical truth is incorporated into each day as well as

integrated into our social skills curriculum. Children are also encouraged to memorize Bible verses. Our Bible curriculum is designed to reinforce any devotions you may have in the home and enhance any church-school experience your child has.

Conferences

Although progress reports will be sent home quarterly, individual parent conferences will be scheduled twice during the year. In the fall conference we are seeking to know your child(ren) better, show assessments from the start of the school year and the learning that has already taken place. Additional assessments will occur before the spring conference. It is always exciting to show growth and strengths as well as communicate about the students we love so much. Special conferences may be arranged through your child's teachers. Because we believe communication is vital to a successful experience, you may email or call your child's teacher. Drop off time is also a good time to communicate. Your child's teacher is scheduled to work Monday-Friday until 3:15 pm. Although the teachers are often working longer, when possible, please allow the teacher 24 hours to get back to you. Most of the time, it will not take that long, but email may or may not be accessed in the evening.

If you need to talk with a teacher sooner, you may contact Kendra Anderson at 763-427-4595 ext. 217. Please note that it may be difficult to call during school hours to discuss concerns. Please schedule an appointment. During school hours, the teacher's first responsibility is the children.

Parent/Teacher Communication

In addition to conferences, phone calls, emails, and hopefully daily interaction, teachers will send out a "Peek At the Week" so you will know what your child is learning, why he/she is learning it, and what you can do at home to reinforce it. Legacy also sends out an "eNews" which has important dates and details about events. Also, please remember to check your child's folder(s) and backpack daily.

Clothing

Because the children will be involved in a variety of play experiences, we ask that you send your child in washable play clothes so he/she will not have to worry about getting dirty. It is our goal to train the child to be as independent as possible. Therefore, the child should wear clothing that he/she can readily fasten independently. Outer clothing (especially boots) should be large and easy to manage.
Please label ALL of your child's outer clothing, including jackets, sweaters, coats, boots, scarves, hats, and mittens. It will help us at recess and dismissal time to tell which of the "three blue jackets" is your child's! To promote independence and getting ready for kindergarten, we ask that you have your child practice getting ready to go outside at home (snow pants, boots, jacket, hat, mittens). If your child wears boots to school, he/she should bring shoes to wear in the classroom.

If the temperature outside is below zero (or the wind chill is below zero), we will not go outdoors

to play. We will also not go out if it's raining, lightning, too icy, or unsafe conditions. On rare occasions, a special event/enrichment activity may take the place of outdoor recess that day. We love to be outside to get some energy out and enjoy some fresh air. Although going out for recess is scheduled daily, alternate arrangements may be made at the teacher's discretion.

If your child is too sick to go outside, then your child is too sick to attend school. Students must be healthy enough to participate reasonably in all daily activities. If a student complains of not feeling well or seems to be crying or in pain and cannot participate reasonably, we will call and ask the student's parent to pick the child up from school. We are not licensed for sick children.

If special circumstances arise that your child may not go outside, please contact your child's teacher in advance (not the morning of). Because of our teacher/student ratio, your child's teacher may not stay in with your child. It takes time to find alternate care by a staff member who is qualified to care for PreK students.

During warm weather, we advise that you put sunscreen on your child as we do not apply it unless written permission is given. Your child may also wear a hat at recess to protect him/her. For safety reasons, please do not send your child to school in flip-flops.

We are not responsible for lost or stolen items. Lost and found items will be kept for a month. After this, items will be donated to charity.

Birthday Treats

Birthdays are very special and exciting days for all of us. It is a time to celebrate "us" with friends and family. As a school, we want to continue recognizing our students' special day while being sensitive to our friends with physical allergies.

We prefer to acknowledge birthdays with non-food celebrations. Some examples may include: having a non-edible gift item such as erasers, pencils, or a small craft, having a guest reader like you or a family member come in and read to the class, or connecting with your child's teacher on an idea that you have. You are also invited to join your child for lunch on his or her birthday. You can bring a special lunch for your child if you choose to do so. In addition, the PreK Coordinator will acknowledge your child's birthday as well.

Other holiday and curriculum-based food experiences will continue to be managed by the classroom teachers and principal.

Snacks

Please send a small nutritious snack from two of the four food groups and a drink for your child each day. If your child is in the after care program, please send an additional snack from two of the four food groups. Please label all items. <u>All snacks must be peanut/tree nut free.</u>

Lunch

We have lunch from 10:20-10:50 am.

NO PRE-ORDERING! Simply make sure to add funds to your PrePay Cafeteria account in your FACTS Family Portal. Teachers will do a quick lunch order first thing in the morning to help the lunch staff prepare for serving. The menu is posted 2 weeks prior to the start of the month. As we adjust to this new system, first choices may not always be available, but rest assured a school lunch will be provided for any student requesting one. All children have the opportunity to purchase milk for lunch. PreK students will not be allowed to purchase chocolate milk.

No gum is allowed. Food is only to be eaten during snack and lunch times. All lunch items must be peanut/tree nut free.

Art Work

Our PreK students are fortunate to attend art classes taught by an art teacher. In addition, free art time is encouraged on a daily basis. Do not be surprised or disappointed if your child does not bring home a picture or artwork each day. Since each child is an individual, what appeals to him/her may vary from day to day. Your child may also participate in creative activities such as play dough or water play, and even though he/she has nothing to bring home, he/she may have had a creative experience. Many times the process is more important to the preschool child than the finished product. All children are encouraged to participate because they become more confident as they try new things and they develop skills they will need in kindergarten.

Nap Time Policy

Students may bring a small blanket and small stuffed animal for our rest time. Please take your child's rest things home to be washed each week (or when soiled). Students will be able to lie and rest quietly on their cot with the option of reading books if they desire. If a child has rested quietly for 30 minutes, he/she will be allowed to do a quiet activity of the teacher's choice after completing the nap. This will allow a quiet environment for the other students who still have an opportunity to rest.

Personal Items from Home

We provide plenty of toys for your child during the school day. To keep students focused on instruction and to keep your child from being sad about a toy from home being lost, no toys or items from home will be allowed in the classroom unless your child has a special reason to bring the item in (scheduled share time, etc.).

Field Trips

Because we have many working parents and transporting PreK age children has additional responsibilities, we try to arrange for additional in-school experiences for your child. These

experiences vary from year to year, but they give parents peace of mind knowing we are bringing the experience to the child, not the child to the experience.

Research and Public Relations

Parental permission will be obtained before each occasion of research, experimental procedure, or public relations activity involving a child.

Pets

Your child will not have contact with any animal without written permission.

Maltreatment of Minors: Who Should Report Child Abuse and Neglect?

- Any person may voluntarily report abuse or neglect.
- Those who work with children in a licensed facility are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or to anyone else in the facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report to an outside agency as follows:

➢ **If a child is in immediate danger, call 9-1-1**

➢ If suspected abuse occurs within a family or in the community, call the local county social services; Anoka County - 763.422.7125, Hennepin County – 763.348.3552, Sherburne County – 763.241.2600.

➢ If your report does not involve abuse or neglect, but does involve possible violations of Minnesota Statutes or rules that govern the facility, you should call the Department of Children, Youth, and Families at 651.539.8222.

What to Report

- Definitions of maltreatment are contained in the reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). A copy of this statute is available in the Child Program Plan located in the PreK Office.
- A report of the above definitions should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known) and the nature or extent of the maltreatment or violations. For reports concerning suspected abuse within the facility, the report should include any action taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of holidays and weekends.

Retaliation Prohibited

An employer of a mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fail to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious and re-occurring may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the MN Department of Health, and unlicensed Personal Care Providers Organizations.

Data Privacy

Records concerning your child: enrollment forms, health records, observation records, and written parent-teacher conference reports, and all other information about your child is confidential information and will only be accessible to you, the Director, your child's teacher, and a person designated by the State Licensing Department to review our records for licensing purposes and the valuators for accreditation.

Grievance Policy

If an issue comes up, please talk with your child's teacher first. We use Matthew 18:15-17 as our guide. If the conflict is not able to get resolved, then please talk with the PreK Coordinator.

Thank you so much for entrusting us to care for your child. We are confident you will love our program. Our goal is to provide a safe, secure opportunity for your child to grow spiritually, socially, academically, emotionally, and physically. We want your child to love school! We absolutely love our students and look forward to a fun year!

Administration and PreK Staff

Mr. Jake Mulvihill, Head of School
Mr. Lynn Atkinson, 9th-12th Grade Principal
Mrs. Kaitlin Budish, 5th - 8th Grade Principal
Mr. Joel Nydam, K-4th Grade Principal
Mrs. Kendra Anderson, PreK Coordinator

Mrs. Michelle Schroeder, ½ Day Teacher
Mrs. Sonja Halcomb, 2-Day PreK Teacher
Mrs. Sarah Skjolsvik, 2-Day PreK Teacher
Mrs. Jen Flansburg, 3-Day PreK Teacher
Mrs. Kristin Zelin, 3-Day PreK Teacher
Mrs. Ellen Johnson, 5-Day PreK Teacher
Mrs. Melinda (Mindy) Johnson, 5-Day PreK Teacher
Mrs. Nicole Welna, 5-Day PreK Teacher
Mrs. Colleen Buran, PreK Aftercare Teacher
Mrs. Colleen Buran, Phy Ed Teacher
Mrs. Teresa Luoma, Music Teacher
Mrs. Stacey Smitsdorff, Art & Media Teacher & Lunch Helper
Mrs. Lynda Domino, Enrollment, Preschool, & Family Relations Director
Mrs. Libby Manion, Director of Teaching and Learning
Mrs. Rebekkah McMullin, Lunch Helper
Mrs. Lori Rasmussen, Lunch Helper
Mr. Dennis Zwirchitz, Advancement Director
Mrs. Sue Happ, Annual Fund & Special Events Director
Mrs. Sarah Klawiter, Communications & Marketing
Mrs. Dena Norman, Guest Relations Manager
Mrs. Kaitlin Post, Guest Relations Manager
Mrs. Janelle Albrecht, Human Resources
Mrs. Amber Quick, Accounting Specialist

LEGACY
CHRISTIAN ACADEMY

I have been given a copy of the Legacy PreK Handbook for 2026-2027. I have read the contents and understand that any questions or concerns I may have may be verbally asked or may be emailed to keanderson@lcamn.org. I understand the staff has given careful consideration to what's best for children.

Signature _____

Date _____