



## Before/After Care Policy

Effective September 1, 2019

Legacy Learning Academy offers **before** and **after** school care for students. Before care drop-off begins at **8:00 am**, and students remain in before care until their teachers pick them up or driven to school. After care begins immediately after school and all students must be picked up by **4:30 pm**, Monday thru Friday, except for holidays (See Parent/Guardian Handbook).

**Description of Program:** Before/After Care is not an extended school day. Children are cared for by teachers and other staff of Legacy Learning Academy at the state mandated ratio, and not those adhered to in the classrooms. During Before/After Care, children participate in semi-structured and free choice activities, and *help* with homework, if needed. These activities include large motor activity opportunities inside/outside, books and puzzles, arts and crafts, games, and more.

**Snack/Dinner:** During After Care children will receive a snack. If your child is going to be with us later in the day, children will be provided with dinner. The afternoon snack and dinner will be provided by (CACFP) Child and Adult Care Food Program. We do have in place a No Nut policy.

**Enrollment:** An application is required annually. There will be no “drop-in” option for Before/After Care. Changes to drop off/pick up must be submitted in writing.

- Registration Fee must be paid, \$10.00 per child at the time of enrollment.
- **Please notify the office if your child will not be attending or does not need scheduled transportation.**
- If you are picking up your child early or in the pickup line on a day where he/she is scheduled for aftercare, you will need to notify the front desk by 2:45 p.m.  
\*Communication of this nature should not happen verbally to a staff person during drop off in the morning. Please provide a written note or call 757-397-1671.
- If you choose to withdraw your child from Before and/or After Care, the request **MUST** be submitted in writing at least 2 weeks in advance . Failure to do so will require a fee of \$50 in addition to the weekly fee.

**Legacy Learning Academy Contact Information:**

**Phone:** 757-397-1671

**Fax:** 757-397-5327

**Email:** [legacylearning@zionbaptistva.com](mailto:legacylearning@zionbaptistva.com)



**Before or After care rate:** \$65.00 per week

**Before and After care rate:** \$100.00 per week

Before and/or After care fees may be paid in advance or weekly. No refunds will be issued; however, fees may be transferred to another account. A \$10 discount will be for each additional child.

**Late pick-up policy:** If you are late picking up (after closing time) your child, you will be charged a late fee of \$15 per 15 minutes late or any part thereof, except in emergency situations. This late fee must be paid in cash to the staff on duty upon pick-up of your child. If late pick up amounts to more than three times, it may result in termination of enrollment.

If you have any questions or concerns, please reach out to your building's Before/After care coordinator or the Legacy office.

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