



Legacy Center Parent Handbook & Code of Conduct

Welcome to Legacy Center! We are thrilled to have you and your family join our home school learning community. This handbook serves as a guide to help you navigate through various aspects of our learning center to ensure a fruitful and enriching educational experience for your child. If you have any questions or concerns not addressed in this handbook, please don't hesitate to reach out.

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About Legacy Center is a homeschool learning center founded to provide drop off enrichment classes for school-aged students. We also support family community activities on and off campus, through parent volunteers, to foster social skills and meaningful relationships.

Mission and Values At Legacy Center, we are here to walk beside families as they homeschool their children. At Legacy Center, we are passionate about nurturing the whole child. We are here to provide community and support to help your child thrive in body, soul, spirit, and mind. We are here to conveniently coordinate different vendors and independent teachers all in one place to help you on your homeschool journey. *Our overall goal is to provide a safe and loving learning environment for all learners.*

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Enrichment Classes Legacy Center is not a private school. We are an enrichment center offering a variety of academic and elective classes. The classes are run through independent business to come together to enrich the homeschool experience. The classes offered are designed to enhance whatever you, as the homeschool parents, are teaching at home.

Policies and Procedures

Payments Class tuition and material fees are the sole responsibility of the parents. These fees are paid by families directly to the vendors/teacher and not to Legacy Center. The vendor will reach out to each parent if an invoice is needed or for proof of PO. Class payments are required for students to be able to attend each class. It is the parent's responsibility to make sure that their child's vendor accepts their charter funds before they begin attending class.

All payments need to be settled by the 2nd week of class that they attend. Settled means one of the following:

1. Balance paid
2. PO placed
3. Payment plan set up.

If classes are not settled, your child may not be able to attend classes at LC. This is the same guideline regardless of what week the student begins.

Drop Period There is a 2 week drop period. If you have not cancelled the class before the period ends, you are responsible to pay the full class amount. This also applies if you start a class after the semester has started. Please contact the vendor and Legacy Center Admin to cancel a class.

Attendance Each teacher takes daily attendance. Please communicate directly to the teacher when an absence is known or after the fact if it is unplanned.

Study Hall Study Hall is a free service but it can only take place if students are following study hall rules. Electronic devices are allowed only for educational purposes. Permissible electronic devices include PCs or tablets. No smart phones

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are allowed. Students must work quietly and be respectful of the other students.

Attending Classes Once on campus, classes may not be skipped. If a class is intentionally skipped or the student refuses to attend class, parents will be contacted to take their student home for the remainder of the day.. If this behavior pattern continues parents and administrators will discuss what the next best steps are for this particular student. This violation could become a Conduct Alert.

Excessive Talking in Class Respect for your teacher and fellow students is essential. Teachers' rules regarding appropriate tone, volume, and timing of conversations must be followed and adhered to at all times. This violation could become a Conduct Alert.

Lunches We do have emergency lunches for purchase if a child forgets their lunch during lunch class. It is \$4 for a mac n cheese cup, applesauce, and veggie straws. We will invoice you if needed.

Special Educational or Physical Needs of Children Being a homeschool learning center, we do not have the resources on our own to meet any medical, educational, or physical needs of children who may have certain health or educational needs. We are a community made up of homeschooling parents, so it may be determined that the parent will need to remain on the campus.

We do not have any medical staff that is present at our venue. ***For this reason any child who has any life threatening illnesses, allergies, behavioral or educational needs that require any specific and detailed accommodations must first be cleared by the Director before registering for classes so the best course of action for the child and our program can be arranged.***

Facilities and Safety *The safety and well-being of our students are our top priorities.* If you notice anything that concerns you, please contact a Campus Coordinator or email. Please see sections of the handbook for additional information on safety.

Drop off and pick up for the class/ day Drop off begins at 8:45am for Huddle Class. Students will either be picked up from their last class or in the play yard by

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their parents.

Late Pick up We know that at times a parent is running late, that is why we have a grace period after classes end. After 10 minutes, the parents will be invoiced \$1 per minute.

Student ID Badges: Students will receive an ID badge to have around their necks **at all times while on campus.** These will be given to the students on the first week of class. It is a \$15 charge to get a replacement. Student badges improve campus security by allowing staff to quickly identify students and provide help when needed.

Parent ID Badges To let all staff and parents know which adults are meant to be on campus each parent will purchase a Parent ID badge. This will be worn around the parents neck if they are within the gate boundary. These will need to be purchased by each parent for \$10 if lost.

Parental Supervision Space is limited on campus. If you are on campus with your children and they are not in a class, you are responsible to watch them at all times. Please make sure that they are following the playground and campus rules. For the most part parents should remain off campus during class time.

Lunchtime Class If your child is staying for lunch break, please make sure to sign them up online for the Lunch PE which is between 3rd and 4th class.

Students with Food Allergies and Epipens Please let each of your child's teachers know if your child carries an epipen in their backpack for any allergen. For those students with life threatening allergies, especially younger K-3 students, who are staying for lunch, precautions need to be taken and the best course of action determined. Our Legacy Center campus coordinators need to be contacted before the first day of school so that the best and safest decisions can be made for that student at lunch time. It may be decided that the best and safest course of action is for you, the parent, to remain on campus with your child during lunch time. This will also be noted on their ID badges.

Donations We welcome donations of any kind to improve the campus. Whether

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it's an updated skate ramp or a new basketball, please reach out via email or talk to the campus coordinator at legacycenteroc@gmail.com

Communication The Director will send out a newsletter monthly to communicate about what events and opportunities are coming up and important campus updates, news, and communications. To best utilize everything Legacy Center has to offer and to assure your child is prepared, it *is important to open and read* the newsletter. Make sure to add legacycenteroc@gmail.com to your preferred emails to prevent it being flagged as spam.

Teacher/ Parent communication Teacher/ Parent communication will take place either through our Sawyer registration system or through the vendor's email account. If a question or a concern should arise, parents are asked to first voice this question, comment, or concern with the teacher before emailing or contacting the campus director. *The first line of communication should be done directly with the teacher.* If after initiating and discussing the question or concern with the teacher, the parent feels that more information is needed or the issue was not handled or addressed to their satisfaction then the campus administrator will intercede to answer and or resolve any questions or concerns. Many vendors also use Google Classroom. The best way to use GC is to download the app.

Lost and Found Items Please mark all of your children's items such as backpacks, lunch thermoses, water bottles, and sweatshirts. If your child has lost something, please check the lost and found box located in the bottom floor of the Legacy Building. *All items are donated after the last day of classes each semester.*

Health and Wellness "Strong minds grow in healthy bodies."

Sick or Distressed Children If a student is feeling ill while on campus, they should report to their designated class and inform the teacher. The teacher will contact the Campus Coordinator, and the student's parents will be notified to take the child home.

If a child is upset due to separation from a parent, it will be up to the parent to determine whether the child returns to class or goes home.

Please keep children home if they have:

- A fever of 100.1°F or above

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- Persistent & producing cough
- Runny nose (unless allergy-related)
- Vomiting or diarrhea within the past 24-36 hours.

Children must be fever-free for 24 hours before returning to campus.

Water Bottles Please send your child with a spill-resistant water bottle (sports-top recommended). Paper cups are available if your child forgets theirs.

Snack Time Please pack simple, quick-to-eat snacks such as apple slices, grapes, or a granola bar. Snacks should be easy to manage without much help.

Dress Code Students (and teachers) are expected to make **modest choices** when selecting clothing for the campus. Clothing should be appropriate and respectful of a shared learning environment.

Electronics Students are not permitted to use phones or smart watches during class. They need to be placed on sleep mode or do not disturb mode. These cause major distractions. If there is an urgent matter and you need to get ahold of your child during class, please text (657) 443-5578 and the campus coordinator will relay the message. 6-12th grade students are permitted to use laptops or ipads during study hall to complete school work.

Cafe Students may purchase items in the cafe during breaks. You can prepay and add your phone number for the students to have credits. There are caffeinated and non caffeinated drinks (and sometimes food items) for our community to enjoy. You are welcome to enjoy the cafe area as well.

Conduct Expectations

Inappropriate Language, Conversations, or PDA Discipline Process

Legacy Center views most behavior issues as *teachable moments* in a child's development. Our Campus Coordinators work with students gracefully and respectfully to resolve issues.

At Legacy Center, we value a community built on respect, kindness, and mutual encouragement. We ask that both parents and students speak to one another with

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grace and consideration, following the Golden Rule: *treat others the way you want to be treated*. Whether in conversation, collaboration, or conflict, our goal is to create a culture where everyone feels valued, heard, and supported.

The following are not permitted by students or adults while on campus:

- Profanity or inappropriate language
- Conversations that distress others (e.g., graphic, mature, or aggressive topics)
- Public displays of affection between students

These behaviors will result in a conduct alert meeting with the parents and involved student(s).

Repeated offenses will result in dismissal from the program with **no refund** of registered classes.

Bullying and Fighting

No form of bullying or fighting is **tolerated**.

- The parent will be contacted and the student must leave campus for the day.
- If the incident occurs during lunch or recess, temporary or permanent loss of those privileges may apply.
- These behaviors will result in a conduct alert meeting with the parents and involved student(s).
- Repeated offenses will result in dismissal from the program with **no refund** of registered classes.

Vandalism

Hope Church has graciously opened its campus to us. Any intentional harm to church property may result in immediate dismissal from the program. No class refunds will be given.

If any of the above mentioned offenses are committed by a parent, that could result in the student of that parent receiving a dismissal from the program with **no refund** of registered classes. Cursing at another parent for any reason is unacceptable. Please calmly take your grievances to Legacy Center Staff and treat all with respect.

Conduct Alert Procedure

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Chain of Command for Conduct Alerts

The teacher will give the Conduct Alert to the student, to the Campus Coordinator, and will keep one copy. If the need is immediate, the Campus Coordinator will intervene immediately. The Campus Coordinator will give the Conduct Alert to the Director/ Assistant Director to meet with the parents. After 3 Conduct Alerts, the student will be dismissed from the program without a refund.

Teachers will not be speaking to the parents regarding the Conduct Alerts. We want the teachers to focus on what they are here to do, teach the students.

Conduct Alert 1 Parents are contacted by the Director/Assistant Director to discuss the incident. Depending on the situation, possible actions may include:

- Parent attending class with the student
- Observation period
- Informal behavior support
- Suspension

Conduct Alert 2 Continued concerns or incidents will prompt a follow-up contact with the Director/Assistant Director.

Additional steps may include:

- Daily behavior chart or tracking
- Increased check-ins with staff
- Personalized support plan
- Suspension

Conduct Alert 3 A formal meeting is held with the Director/Assistant Director and parents to discuss the **student's transition out of the Learning Center**. No class refunds will be given.

Calendar and Events We offer two 15 week semesters. There are various weeks taken off throughout both semesters. You can view the calendar and the activities the website at legacycenteroc.com/calendar

Parent Involvement To help our campus thrive, we welcome and encourage family involvement co-op style. That could look like overseeing the community days, organizing the handicraft fair, Leadership Team, classroom help, or even set up. We

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see that the community activities on and off campus foster social skills and meaningful relationships. We have on campus events, off campus handicraft fairs, spirit weeks, the yearbook, field trips and much more... The “fun” things on & off campus can’t happen without the support and initiative of the parents from the community. You can visit the website and fill out the available form or visit the welcome table to get signed up.

Medical/ Photo Release As a reminder, you already signed a medical release and photo/ media release when you registered.

We hope this handbook provides you with valuable information about Legacy Center and helps you feel confident and informed as a member of our home school learning community. We look forward to partnering with you in your child's educational journey.

Common Q & A

Is Legacy Center a vendor?

No, we are not a vendor. We are a host for vendors to provide enrichment to enhance your homeschool experience.

Is there a student fee?

No, all fees are worked into the class prices.

Can I use my charter funds for the student fees?

Yes, you may pay out of pocket or with a charter PO. It is your responsibility to verify the vendor is approved with your charter.

How do I get a purchase order (PO) for classes?

Once you enroll in a charter and select your classes, your charter teacher will issue a PO to each vendor. Be sure to confirm classes are approved.

Can I just register through the vendor?

No, you need to sign up through Legacy Center on Sawyer so we can collect all the information we need.

Do you take special needs students?

Yes, with some guidelines. We allow students with a 1-1 aide to shadow them in

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classes. If you feel that your student may have challenges in a typical class setting, please reach out to talk specifics.

Are classes year long?

Some classes are 1 semester only (most electives) and some are year long (most academic classes). The duration should also be stated on the class description.

Is this a Co-op? The enrichment classes part is not but the other stuff is! We depend on parent participation to make the extra curricular events happen. Scheduled, vendor classes do not require parent participation.

Am I required to volunteer? No, there is no requirement to volunteer.

Can someone help me with picking classes? Yes, first take a look at the [Age Recommended Class Path](#) for classes sorted by grade. Then reach out to us via email to set up a call.

Do you offer High School classes? Yes, we have them listed in the Age Recommendation Classpath tab. We are always looking to expand, so email us with requests.

Do I have to stay on campus while my child is in class? No, our classes are drop-off but you are welcome to remain on campus if you wish. If your child has a gap, you will need to be there with them. We suggest creating a schedule with back to back classes if your plan is to drop your child off.

How do students get from class to class? We have a campus coordinator who guides students from class to class. Teachers also help out at the beginning of each semester.

Is there lunch or recess? There is a PE/ Lunch class offered daily and a passing period between classes but no recess.

Is the campus secure? Yes, our campus coordinator is frequently monitoring the campus throughout the day. We also have a fence with one gate so there is only one way in and one way out. We also require each student to check in upon arrival and to check out as they leave.

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Which charters do the vendors accept? Our vendors accept all major charters in the area. If a vendor isn't coming up for you in your charter's system, please request them to be added and reach out to the vendor. All of our vendors are very willing to work with any charter.

General Homeschooling Questions

Do I need to register with the state or a charter school to homeschool legally?

Yes. In California, you have several legal options to homeschool:

1. File a Private School Affidavit (PSA): You establish your own private school and maintain records.
2. Enroll in a Private School Satellite Program (PSP): A PSP keeps records and sometimes offers support or classes.
3. Enroll in a public charter school that supports homeschoolers: They typically offer funding for approved vendors offered by Legacy Center.

Using Enrichment Classes Effectively

How many classes should I sign my child up for? This varies by family. Some take 1–2 per day, others do full-day schedules. Consider your child's age, focus, and needs.

Does Legacy offer academics & electives classes? Many Legacy classes can fulfill core subject requirements (like history, science, or writing), depending on how you report your homeschool curriculum (PSA/PSP) or what your charter teacher approves. Legacy also offers a wide array of electives.

How do I plan my homeschool day around Legacy Center days? Use Legacy days as your “out-of-home learning” time. You can homeschool the other subjects on non-Legacy days or in the morning/evening depending on your rhythm. Many families use Legacy as their social and elective/core day, and homeschool more independently on other days.

I understand and agree to the above:

Parent Signature _____

Parent Signature _____

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Student Signature _____

Date: _____

Please print student names here: _____