

COTR LEGACY



HOME SCHOOL
ENRICHMENT COOP

SUMMER 2021 HANDBOOK

ABOUT

The mission of Legacy Homeschool Enrichment at COTR is to equip and enrich homeschool students studies, while connecting them to God, friends, ministry, and the world. It is our prayer to cultivate a learning environment for students to flourish. We want to challenge COTR students academically, socially, and spiritually.

Legacy Enrichment is excited about beginning a year of ministry to homeschool families. We are privileged to serve the Ark-La-Tex home school community.

The Legacy Enrichment Student Handbook will provide you with vital information concerning the policies and procedures of our ministry. This hand book is to be used as a resource guide for staff, students, and parents of Legacy Enrichment. Although it will not specifically address all issues that may occur throughout the school year, we hope it will serve as a reference to assist you.

Please review this handbook and review the Honor Code and discipline procedure to discuss appropriate behavior based on these topics. Our staff will also take time within the classroom to talk with students about expectations. The staff of Legacy Enrichment would like to thank you for allowing us to be a part of your family's homeschool experience. We anticipate the 2020-2021 school year will be incredible!

Whitney Jackson
Director, Legacy Homeschool Enrichment
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MISSION

**CONNECTING
PEOPLE TO
GOD, FRIENDS,
MINISTRY, & THE
WORLD.**

GENERAL INFORMATION

Arrival:

School begins at 9:00am and we cannot assume responsibility for students before 8:50 am. Drop off begins at 8:50. You will be able to drop your students off underneath the Church on the Rock awning. If it is later than 9:05 and there is no teacher present at doors, the parent must walk their student inside to their classroom.

Dismissal:

School is dismissed promptly at 1:00 p.m. Please come inside to pick your student up. Students are not allowed to walk out to the parking lot by themselves. If someone other than a parent is taking your child, please notify the director. No student will be allowed to leave with a person not approved through a parental permission after notifying director.

Parents must call if you will be more than 10 minutes late. If late, more than 10 minutes, three times or more there will be a \$15 fee.

For security reason, any person entering our general classroom area during school hours should be one visitor at a time. The parent/guardian must check the student in and out on a sign in form each day.

Dress:

Student attire should be modest and summer appropriate. Students need to bring shoes that they can run and play in for outside/gym.

Emergency Information:

Each student must have emergency numbers listed on his/her registration form. If you are unsure whether or not your child's form has this information, please see the director.

What to Bring and What NOT to Bring:

Students should bring a lunch including a drink, napkin, and appropriate eating utensils. Do not bring food items that require using the microwave. We highly recommend sending a backpack for all paperwork, folders, crafts, lunchbox ect. to fit in.

Please do not allow your child to bring any toys, video games, phones or electronic items + PLEASE NO CELL PHONES or they can be taken up.

Social Guidelines:

Legacy is an environment in which all students should be accepted by one another. Therefore, no "clubs" or "groups" shall be formed.*Please send birthday invitations through the mail only, unless everyone in the class is invited.

Parent/Staff Communication:

The primary source of communication will be through send home forms and text. Our staff desires to maintain effective communication with parents. Please contact your child's teacher if you have questions or concerns. You may do this by contacting our office by phone 903.794.8589 or email. If further assistance is needed, please feel free to contact the director.

GENERAL INFORMATION



Tuition Payments:

There is a \$75 registration fee for each new student. You will be responsible for the Tuition payments of June and July regardless of withdrawal if your child(ren) begins our Summer Program; payment is due the first Thursday of each month. You can pay via check, cash, debit machine, or recurring payment automatically drafted.

Monthly Tuition:

One child: \$100.00. We offer each additional sibling a discounted price at \$80 a student.

Illness:

If your child has been sick within the last 24 hours, please do not send them. We cannot give any medications. Please send a note to our staff if your student will need to take medication on his/her own.

Emergency Closing:

In the event of adverse weather, Legacy will follow the TISD school close or delay opening. We will also send out a text. There will be no make-up days or refunds for days missed due to weather.

Telephone Use:

The office telephone is for staff use and may be used by students only in case of an emergency.



HONOR CODE

BE RESPECTFUL | BE RESPONSIBLE | BE READY

The Legacy Enrichment Honor Code and Mission are essential ingredients of our programs success. It will assist staff and students in creating an environment for honorable and appropriate conduct.

Parents are encouraged to take some time to discuss the Honor Code with their children. All staff and students should commit themselves to up-holding the Honor Code at all times. It is crucial for the parents and staff of Legacy to work together in viewing discipline as an important part of each week. When we are consistent in our expectations, the students more readily cooperate.

Legacy reserves the right to withdraw students, short-term or long-term, in the case of continual behavioral difficulties that disrupt teaching and/or learning of others.

Discipline Procedures:

Legacy Enrichment views discipline as a teaching tool to help students achieve responsible and respectful behavior and attitudes.

The consequence of poor choices will result in a timeout time with the director. Repeated misbehaving can result in a phone call to parent and/or a student being sent home for the day. Thank you for your cooperation and support as we strive to continually bring about positive improvements in the area of discipline.

STUDENT HANDBOOK REVIEW

PLEASE INITIAL, SIGN, AND RETURN THIS PAGE BY WAY OF YOUR CHILD OR WITH YOUR TUITION.

_____ I have read the handbook and understand all the information provided.

_____ I understand that full tuition is due each month regardless of how many days are in the month.

_____ I understand that tuition is due for both June and July regardless of withdrawal. (Emergency situations talk to Director)

_____ I have reviewed the discipline procedures and honor code with my child.

_____ I give consent to the use of my child's image for COTR Enrichment's social media purposes.

_____ I give permission for my child to walk across the parking lot to Powerhouse and play on the play ground with a COTR Teacher to participate in activities.



Student Name _____

Parent Signature _____ **Date** _____