

LEGACY PREP ACADEMY

AFTERSCHOOL PROGRAM



PARENT
HANDBOOK

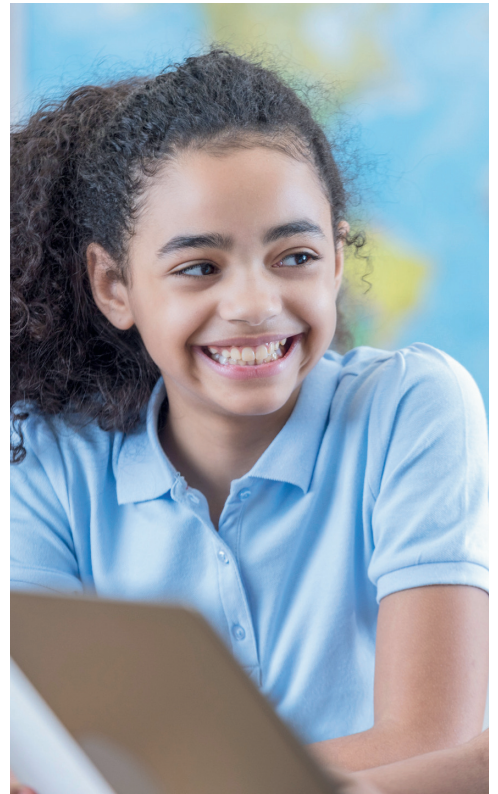
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VISION & MISSION

LEGACY PREP IS COMMITTED TO GROWING SCHOLARS INTO LIFELONG LEARNERS WHO ARE RESPECTFUL INDIVIDUALS, RESPONSIBLE LEADERS, AND REFLECTIVE ACHIEVERS. WE NURTURE EVERY STUDENT'S ACADEMIC, SOCIAL, AND EMOTIONAL GROWTH WHILE BUILDING COMMUNITY AND PREPARING THEM FOR FUTURE SUCCESS.



Equity & Inclusion

Legacy Prep creates an inclusive, culturally-affirming environment where every student is valued and heard. We celebrate diversity and elevate student voice.

Using these as our guiding principles, each child will be encouraged and supported in working to his/her full potential academically, socially, and emotionally. As the saying goes, **'teamwork makes the dream work'**, and together, **we are dream makers!**

OUR PHILOSOPHY

PROGRAM OVERVIEW

ACADEMIC & ENRICHMENT SERVICES

Our program is designed to create a space where children come together, build community, learn new skills, with engaging enrichment classes in subjects such as coding, science, technology, engineering, arts, mathematics (STEAM), and leadership, as well as tutoring, academic skill building and homework assistance.

Each program day consists of homework assistance and enrichment courses. The educational and enrichment period is 60 minutes long, and tutors are available to assist students with their homework. If a student does not have a lesson in a particular class, tutors have additional resources to help with core academic areas. Students should come prepared to work on homework during Academic Power Hour. All students who attend the afterschool program must follow the educational Power Hour.

Academic Power Hour & Homework Policy

Academic Power Hour is the foundation of Legacy Prep. All students are required to participate daily. If a student does not have homework, alternative academic resources will be provided (STEM worksheets, reading comprehension activities, or math practice). Students are expected to bring necessary supplies and stay engaged for the full session. Tutors are equipped to help with regular school homework, so we ask that students complete their school assignments first before working on additional resources.

Attendance Policy

Consistent attendance is essential to student success. Students must attend at least two days per week to remain enrolled. Absences must be reported by email within 72 hours to be marked excused. Three (3) consecutive unexcused absences may result in removal from the program to accommodate families on our waitlist.

COMMUNITY NORMS

1. We strive to provide a safe and nurturing learning environment for all our students daily.
2. We are always on time, ready to work, and ready to serve the students in our program.
3. We understand that learning does not end when the school day does; learning is not an individual act. We encourage all individuals involved in the lives of our youth to take an active part in their education every day.
- 4.. We will constantly encourage our students to challenge themselves academically. Students will know that quality education is the pathway to their success.
- 5.. We will constantly encourage our students to reach out and try different hobbies, enrichment activities, and subjects, especially those that seem new or unique to the students.
- 6.. We seek to understand our students' experiences to help and guide them best.
7. We mean what we say and say what we mean. We must hold ourselves to a very high standard in our words and actions.
8. We model **respect** amongst each other, towards the students, parents, and others involved in the program. We do this, even if respect is sometimes not modeled towards us.
9. **Citizenship** is where we take care of each other without hesitation. If we need help for any reason, we will have no shame in asking for it.
10. We do not give nor tolerate excuses or reasons for failure from anybody.
11. We help students achieve better **grades** with the motto of being a scholar and continual learning.
12. We expect **cooperation** from students who follow directions and clean up after themselves.

POLICIES & BEHAVIOR

AS PARTICIPANTS OF THE PROGRAM,
WE WILL ALL CONDUCT OURSELVES
APPROPRIATELY



VALUE

Inclusion – we respect one another and value diversity

Participation – we value and recognize the contribution everyone makes to the program (including staff, parents, and community partners).

Intention – We are intentional with our words and actions

Preparation – we will prepare and do our best

Responsibility – we are responsible for our actions and move forward daily as leaders.

Powerful – We are powerful and look for solutions to problems that come up. We are capable.

Quality – we strive for excellence and do our best.

ATTENDANCE & BEHAVIOR POLICY

Your student's daily attendance in the afterschool program benefits not only from achieving program goals but also from allowing your child to participate in new activities and apply classroom knowledge to outside the classroom endeavors.

Students will be excused from the afterschool program for illness, Medical Appointments, Medical Quarantine, Death/Illness in the Family, Religious Holidays, Family Business, or Court Appearances. Please email documentation for the reasons listed to get the absence marked as "**excused**" **within 24 hours of absence**.

If absence notification is not received within that time frame, the absence will be listed as "unexcused." A student can only have two (2) absences before being removed from the program to accommodate a family on our waitlist.

BEHAVIOR & DISCIPLINE

We foster respect, responsibility, and reflection. Students are expected to treat peers, staff, and enrichment instructors with kindness and respect at all times. Disruptive or unsafe behavior will be addressed first through dialogue and reflection, then progressive discipline steps if necessary. Immediate removal may occur in severe cases.

NO profanity, fighting, or stealing is permitted at any time.

All ASP staff and enrichment instructors will engage students who exhibit behaviors that disrupt or interfere with a safe learning environment.

Steps taken will include dialoguing with students and families (in assigned breakout rooms), phone calls to parents/guardians, referrals to the program coordinator, behavior contracts between students, parents, and the Program Coordinator, or removal from the ASP if the aforementioned steps do not result in a change in behavior and/or actions.

CLASSROOM PROTOCOL



1

CLASS ASSIGNMENTS

Students are required to participate in the activities in which they are enrolled, including the Academic Power Hour each day. Each course runs on a Monday, Tuesday, and Wednesday schedule from 3–6 p.m. Academic Power Hour is 3:30 – 5:00 p.m., and One Enrichment class takes place from 5 – 6 p.m.

Students must have authorization from the Program Director to leave their assigned class and attend another course during the After School Program. If students do this, they will be considered “absent” from their course and may face disciplinary action listed in the Attendance and Behavior Policy Sections above.

2

CLASS TRANSITIONS

Students will be assigned one enrichment and one academic power hour based on their selections. When transitioning from one instructor to another, students are expected to follow the program’s agreements to ensure accountability and safety.

During transitions, students are encouraged to:

- Take a bathroom break
- Collect the supplies/homework needed for their activity
- Move into a different room if necessary (i.e. Dance class may require a larger space/room)

3

IMMEDIATE EXPULSION

In severe cases, the progressive discipline procedure listed above may be supplanted by immediate removal from the afterschool program. Participants in the afterschool program will **immediately** forfeit their membership for **any of the following reasons:**

- Regular and excessive absences
- Possession of drugs, drug paraphernalia, weapons, or other illicit items
- Behaviors that may endanger the safety of participants and staff
- The expressed written request of a parent or guardian

THE PEOPLE OF LEGACY PREP ASP
SHARE THE VISION AND VALUES OF
OUR COMMUNITY

ABOUT THE PROGRAM

WHAT

This is an education program to help students academically and discover other interests they can continue pursuing throughout their lives.

WHEN

The program will begin on the 3rd Monday of September from 3:00 p.m. to 6 p.m., and will take place every Monday, Tuesday, and Wednesday ending the last Wednesday of May.

WHERE

Emmanuel Baptist Church – FLC Building.

HOW

Students/Parents will be responsible for arriving at the facility – **ON TIME!** If students fail to sign in by 3:30 p.m. or they will not be allowed in the facility.

COST

The cost of this is \$0 to you. However, all donations are welcome.

STUDENT RESPONSIBILITY

Students are expected to:

- Be prepared to work on homework during Academic Power Hour.
- Be respectful, cooperate, and make an effort.
- Attend all scheduled sessions (academic and enrichment).
- Stay engaged and participate fully during Academic Power Hour.
- NO Profanity, fighting, or stealing is permitted at any time.
- Complete a survey at the end of the program.
- Will fill out a Fall and Spring assessment and provide progress reports.
- Fill out a survey at the end of the program.

PARENT RESPONSIBILITY

We ask parents to:

- **PICK UP THEIR STUDENTS ON TIME AT 6 PM**
- Ensure students arrive prepared daily with homework and supplies.
- Pick up students promptly by 6:00 p.m.
- Communicate absences, emergencies, or concerns with program director.
- Participate in family engagement events when possible.



CONTACT US

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