



Little Legacy Academy



# PARENT HANDBOOK



*Where Your Legacy Begins*



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# Welcome!

## **Welcome to Little Legacy Academy.**

We are honored that you have chosen Little Legacy Academy to be part of your child's early learning journey. We understand that selecting the right educational environment is one of the most important decisions a family can make, and we are committed to providing a safe, nurturing, and enriching experience for every child entrusted to our care.

At Little Legacy Academy, our mission is to provide an immersive, hands-on learning environment where advanced academics meet real-world application. We are dedicated to cultivating the unique potential of every child through innovative education, strong developmental support, and foundational life skills. We believe that early childhood is a critical stage of development, and we strive to create meaningful experiences that encourage curiosity, confidence, independence, and a lifelong love of learning.

*Thank you for becoming part of the Little Legacy Academy community. We look forward to partnering with your family and creating a positive, memorable, and meaningful early education experience for your child.*



# **SECTION-1**



## ABOUT LITTLE LEGACY ACADEMY

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### 1.1 Mission Statement

At Little Legacy Academy, our mission is to provide an immersive, hands-on learning environment where advanced academics meet real-world application. We are committed to cultivating the unique potential of every child through innovative education, strong developmental support, and foundational life skills. Our goal is to create a safe, engaging, and enriching environment in which children are encouraged to learn, grow, and thrive each day.

### 1.2 Our Educational Philosophy

Little Legacy Academy believes that early childhood is a critical stage of growth and development. During these formative years, children build the academic, social, emotional, and behavioral foundations that support long-term success. For this reason, our program is designed to provide meaningful, age-appropriate learning experiences that encourage curiosity, confidence, independence, and active participation.

Our educational approach combines structured learning with hands-on exploration. We believe children learn best when they are actively engaged in their environment and when instruction connects both academic development and real-world life skills. Through guided learning, daily routines, interactive experiences, and consistent support, we aim to help each child develop not only school readiness but also the character, confidence, and practical skills needed for continued growth.

### 1.3 Commitment to Children and Families

Little Legacy Academy is committed to serving children and families with professionalism, care, and respect. We recognize that strong partnerships between families and educators are essential to a child's success, and we strive to create a welcoming school community built on open communication, mutual trust, and shared responsibility. Families can expect a program that prioritizes safety, consistency, developmental support, and positive relationships.

We are dedicated to maintaining an environment where children feel secure, supported, and inspired to learn. At the same time, we are committed to keeping families informed and involved through clear communication, transparent policies, and a cooperative approach to each child's educational experience.



## ABOUT LITTLE LEGACY ACADEMY

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Our Academy values the role of parents and guardians as partners in learning, and we look forward to working together to support every child's development and well-being.

# **SECTION-2**



## ENROLLMENT AND FAMILY INFORMATION

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### 2.1 Enrollment Requirements

Enrollment at Little Legacy Academy is subject to the Academy's admission procedures, availability, and receipt of all required enrollment documentation. Before a child may begin attendance, parents or legal guardians must complete and submit all required forms, records, and acknowledgments requested by the Academy. These may include enrollment information, emergency contact details, health-related records, authorization forms, and acknowledgment of handbook policies and procedures.

Families are expected to provide complete and accurate information at the time of enrollment. The Academy reserves the right to delay a child's start date or deny continued participation if required records or authorizations are incomplete, inaccurate, expired, or not submitted within the requested timeframe. Enrollment may also remain subject to the Academy's ability to safely meet the needs of the child within the program setting.

### 2.2 Parent Contact Information

Parents or legal guardians are responsible for providing current and reliable contact information for all primary caregivers associated with the child. This includes full names, phone numbers, email addresses, home addresses, and any other communication details requested by the Academy. Accurate contact information is necessary to support routine communication, attendance coordination, emergency response, billing communication, and operational updates. The Academy will use the contact information on file for important notices relating to school operations, child needs, policy updates, emergency notifications, and other school-related matters. It is the family's responsibility to ensure that the Academy is always able to reach a parent or guardian promptly when needed.

### 2.3 Emergency Contact Information

For the safety of every child, parents must provide emergency contact information during the enrollment process and keep it current at all times. Under the current handbook, families are expected to provide at least three emergency contacts, along with any authorized individuals who may pick up the child when a parent or guardian is unavailable.



## ENROLLMENT AND FAMILY INFORMATION

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Emergency contacts should be adults who can be reached promptly and who are capable of responding in a timely and responsible manner if contacted by the Academy. Emergency contact information is used in situations involving illness, injury, urgent pick-up needs, emergency closures, or any circumstance in which a parent or guardian cannot be reached. Families are responsible for ensuring that each listed emergency contact is aware of their designation and is willing and able to respond if called by the Academy.

### **2.4 Updating Family Records**

Parents and guardians are responsible for notifying Little Legacy Academy immediately whenever there is a change in family or child information on file. This includes, but is not limited to, changes in phone numbers, email addresses, home addresses, emergency contacts, authorized pick-up persons, medical information, allergy information, custody-related documentation, or other important enrollment records.

Maintaining accurate records is essential to child safety, communication, and proper school operations. The Academy may require updates to forms and records at enrollment, during re-enrollment, or whenever new information becomes available.

***Failure to keep family records current may affect the Academy's ability to respond appropriately in daily operations or emergencies and may result in delays, misunderstandings, or operational concerns.***

# **SECTION-3**



## OPERATIONAL POLICIES AND PROCEDURES

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### 3.1 Hours of Operation

Little Legacy Academy operates according to the schedule established by the Academy and communicated to families through enrollment materials, school notices, and operational updates. Parents are expected to follow the Academy's daily opening and closing times and to ensure that children arrive and are picked up within the program hours applicable to their enrollment arrangement. Consistent adherence to operating hours supports classroom routines, staffing coverage, safety, and smooth daily transitions for all children.

The Academy may announce holiday closures, professional development days, emergency closures, or adjusted operating schedules as needed. Families are responsible for reviewing communications and planning accordingly. Tuition or attendance expectations remain subject to the Academy's policies regarding closures, schedule changes, and reserved enrollment space.

### 3.2 Arrival and Check-In Procedures

Children must be brought into the Academy by a parent, legal guardian, or authorized adult and formally checked in each day according to Academy procedures. Parents are responsible for ensuring that the child is safely escorted into the building, signed in if required, and handed over to the appropriate staff member or classroom. Children may not be dropped off unattended or left outside the supervision of Academy staff at any time.

At arrival, parents should share any important information that may affect the child's day, including health concerns, schedule changes, pick-up instructions, or other relevant updates. The Academy also expects families to help children transition appropriately into the school day by bringing needed items, ensuring the child is prepared for participation, and following any classroom-specific arrival procedures communicated by staff.

### 3.3 Departure and Check-Out Procedures

At pick-up, children must be signed out or released in accordance with Academy procedures. Once a child has been checked out to a parent or authorized adult, that adult becomes solely responsible for the child's supervision while on the premises.



## OPERATIONAL POLICIES AND PROCEDURES

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Families are expected to complete pick-up efficiently and exit the building in a timely and orderly manner so that classroom operations, staffing, and supervision of remaining children are not disrupted.

If there are matters requiring discussion, such as incident reports, behavior updates, or classroom concerns, staff may provide a brief update at departure. More detailed conversations may need to be scheduled for a later time so staff can continue supervising children appropriately. The Academy values clear communication while also maintaining safe staffing and supervision responsibilities at all times.

### **3.4 Authorized Pick-Up and Release of Children**

For the protection of every child, Little Legacy Academy will release children only to a parent, legal guardian, or individual specifically authorized in writing by the parent or guardian. Families must provide the names of authorized pick-up persons in advance, and the Academy will not release a child to anyone who is not properly designated. Individuals not personally known to staff may be required to present a current government-issued photo ID before a child is released.

If an individual attempting to pick up a child appears impaired, behaves in an unsafe or threatening manner, or raises concern about the child's safety, staff will notify the Director or designated administrator immediately and follow the Academy's safety procedures.

The Academy reserves the right to delay release while appropriate safety steps are taken, including contacting parents, emergency contacts, or authorities when necessary. Child safety will remain the Academy's priority in all release decisions.

### **3.5 Late Pick-Up Policy**

Parents and authorized adults are expected to arrive on time for pick-up each day. Late pick-up may create staffing, supervision, and operational concerns and should be avoided whenever possible. If a delay is unavoidable, families should notify the Academy as soon as possible so staff can plan appropriately and maintain safe coverage until the child is picked up.



## OPERATIONAL POLICIES AND PROCEDURES

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The Academy may assess late pick-up fees in accordance with its current fee schedule and operational policies. Repeated late pick-up may be treated as a policy violation and may result in additional action if it interferes with staffing, safety, or the Academy's ability to operate effectively.

***Families are responsible for ensuring that an approved emergency or alternate pick-up person is available when needed to avoid repeated delays.***

# **SECTION-4**



## TUITION, FEES, AND PAYMENT EXPECTATIONS

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### **4.1 Tuition and Payment Terms**

Tuition is charged based on the child's enrollment arrangement and is required to reserve and maintain the child's place in the program. Families are responsible for making all tuition and related payments on time in accordance with the Academy's payment procedures. Tuition obligations apply regardless of a child's attendance and are not reduced due to absences, vacations, illness, holidays, emergency closures, or other temporary interruptions unless the Academy provides otherwise in writing.

Parents or legal guardians are responsible for ensuring that billing information remains accurate and current. Continued enrollment is dependent upon timely payment of tuition and compliance with the Academy's financial policies. If a family anticipates difficulty with payment, the matter should be discussed with the Academy as soon as possible so that the situation can be reviewed appropriately.

### **4.2 Late Payment Policy**

Timely payment is essential to the Academy's operations and to maintaining a child's enrollment in the program. Payments not received by the required due date may be subject to late fees and additional follow-up by the Academy. If past-due balances remain unresolved, the Academy may place restrictions on attendance, deny continued participation, or take other action consistent with its enrollment and financial policies.

Families are encouraged to communicate promptly if a payment issue arises. The Academy may review circumstances on a case-by-case basis, but approval of any temporary accommodation remains at the Academy's discretion and does not waive future payment obligations.

### **4.3 Returned Payment Policy**

If a payment is returned, declined, reversed, or otherwise not successfully processed, the family remains responsible for the full balance due, as well as any applicable returned payment or processing fee assessed under Academy policy. Families may also be required to provide an alternate method of payment for future charges if prior payment attempts are unsuccessful.



## TUITION, FEES, AND PAYMENT EXPECTATIONS

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To avoid disruption in enrollment or billing, parents are responsible for ensuring that the payment method on file is active, valid, and able to process scheduled charges. Repeated returned payments may be treated as a financial policy concern and may affect continued enrollment.

### 4.4 Additional Fees

In addition to tuition, families may be responsible for other charges associated with enrollment or participation in the program. These may include registration fees, late pick-up fees, returned payment fees, supply fees, activity-related fees, or other charges communicated by the Academy. Any applicable fee schedule or updated charges will be shared with families through enrollment materials, parent communications, or administrative notice.

Parents are responsible for reviewing all financial information provided by the Academy and for asking questions if any charge or fee is unclear. ***All fees are subject to the Academy's current policies and may be revised as needed with notice to families.***

# **SECTION-5**



## ATTENDANCE AND DAILY PARTICIPATION

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### 5.1 Daily Attendance Expectations

Regular attendance is important to a child's adjustment, participation, and overall experience at Little Legacy Academy. Consistent attendance helps children build routine, develop comfort within the classroom environment, and benefit fully from the Academy's educational program.

***Parents are expected to bring children to school on their scheduled days of attendance and to support consistent participation whenever possible.***

Children should arrive prepared for the day, including being fed as needed before arrival, dressed appropriately, and equipped with any required personal items or classroom materials. Families are encouraged to support punctual arrival so that children can transition smoothly into the school day and participate fully in planned activities and routines.

### 5.2 Absence Notification

If a child will be absent or arrive later than usual, parents are encouraged to notify the Academy as early as possible. Prompt notice helps staff plan for attendance, classroom coverage, meal counts if applicable, and overall daily operations. When an absence is related to illness, families are encouraged to share the nature of the illness so the Academy can monitor possible health concerns within the program while maintaining appropriate confidentiality.

Communication regarding absences does not excuse financial obligations associated with enrollment unless otherwise stated by Academy policy. Parents are responsible for following any classroom or administrative communication procedures established by the Academy for reporting absences or late arrivals.

### 5.3 Vacation or Extended Absence

Parents should notify the Academy in advance of planned vacations or other extended absences whenever possible. Advance notice helps the Academy plan staffing and classroom operations effectively; however, planned absence does not guarantee tuition adjustment, credit, or reservation flexibility beyond the Academy's standard enrollment terms. Enrollment space is reserved for the child based on the family's tuition commitment rather than attendance alone.



## ATTENDANCE AND DAILY PARTICIPATION

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Families should understand that extended absence may still require continued payment to maintain the child's enrollment and classroom placement. If a family is considering withdrawal or a longer interruption in attendance, they should review the Academy's financial and withdrawal policies and communicate with the administration in advance.

### **5.4 Child Belongings and Personal Items**

Parents are responsible for sending their children with the personal items, supplies, clothing, and other materials required for daily participation in the program. All items brought from home should be clearly labeled with the child's name whenever possible. Families should send children in clothing and footwear appropriate for active participation, classroom routines, and outdoor play.

The Academy may limit or restrict personal items brought from home if they create a distraction, safety concerns, sanitation concerns, or disruption to the classroom environment. Parents should check with the Academy regarding any comfort items, toys, extra clothing, bedding, or special materials that may be needed or permitted.

***Little Legacy Academy is not responsible for lost, damaged, or misplaced personal belongings brought from home unless otherwise required by law.***

# SECTION-6



## HEALTH, ILLNESS, AND MEDICATION POLICIES

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### **6.1 Illness and Exclusion Criteria**

Little Legacy Academy is committed to maintaining a healthy environment for all children and staff. Children should not attend the Academy if they are ill in a way that may affect their ability to participate safely or may expose others to illness. To protect the school community, children may be excluded from attendance if they have symptoms such as fever, repeated vomiting, repeated diarrhea, unexplained rash, draining sores, or signs of a contagious illness.

The Academy reserves the right to determine whether a child is well enough to remain in care based on symptoms, observed condition, and applicable health and safety standards. If a child becomes ill while at the Academy, parents or emergency contacts may be asked to pick the child up promptly. Families are expected to cooperate fully with illness-related decisions to protect the health and well-being of all children and staff.

### **6.2 Return-to-School Requirements**

Children who have been excluded due to illness may return to the Academy once they are symptom-free and able to participate normally in the program. Under the current handbook, children should be symptom-free for at least 24 hours without the use of symptom-masking medication before returning to school. In some situations, the Academy may require written medical clearance or a physician's note before the child is readmitted.

Parents are responsible for ensuring that children return only when they are truly well enough to participate in daily activities. Sending a child to school while still unwell or medicating symptoms to avoid exclusion may create health risks for the child and others and may be addressed under the Academy's health and safety policies.

### **6.3 Medication Administration**

Little Legacy Academy generally does not administer medication except in limited situations and in accordance with Academy policy. When medication administration is permitted, it will only occur if all required documentation has been completed and the medication meets the Academy's stated requirements. Under the current handbook, medication may not be administered unless a signed and dated parental authorization form is on file.



## HEALTH, ILLNESS, AND MEDICATION POLICIES

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Prescription medication must be in its original container and labeled with the child's name and current dosage instructions. Exceptions may be made for critical or life-saving medications, such as inhalers or EpiPens, when appropriate authorization and instructions have been provided. Families must communicate clearly with the Academy regarding any medication, allergy-related need, or medical support requirement.

***The Academy reserves the right to decline medication requests that do not meet policy requirements or that cannot be safely accommodated in the program setting.***

### **6.4 Medical Emergencies**

In the event of a medical emergency, Little Legacy Academy will take immediate action to protect the child's health and safety. This may include providing basic first response measures, contacting emergency medical services, and notifying parents or emergency contacts as quickly as possible. Families must provide accurate emergency contact information at all times so the Academy can respond appropriately in urgent situations.

Parents understand that in a true emergency, the Academy may need to contact **911** or seek immediate medical assistance before a parent can be reached. By enrolling a child in the program, families acknowledge the importance of timely emergency response and agree to cooperate with all Academy procedures related to urgent health and safety situations.

### **6.5 Communicable Illness Procedures**

When a child is diagnosed with or displays symptoms consistent with a communicable illness, families are encouraged to notify the Academy so that appropriate precautions can be taken. The Academy may inform other families that a communicable illness is present in the program when necessary, while still protecting the confidentiality of the affected child and family.

All health-related communication will be handled with discretion and professionalism. Parents are expected to support Academy efforts to maintain a healthy environment by keeping sick children at home, reporting relevant health concerns honestly, and following return-to-school guidance provided by the Academy.

# **SECTION-7**



## HEALTH AND SAFETY STANDARDS

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### **7.1 Emergency Preparedness**

Little Legacy Academy is committed to maintaining a safe and prepared environment for children, staff, and families. The Academy maintains emergency procedures for situations such as fire, severe weather, medical emergencies, evacuation, and other urgent events. Staff are trained to respond promptly and appropriately, and families are expected to cooperate with all emergency-related procedures and communications issued by the Academy.

In the event of an emergency or unexpected closure, the Academy will make reasonable efforts to notify families using the contact information on file. Parents are responsible for ensuring that phone numbers, email addresses, and emergency contacts remain current so that they can be reached quickly when necessary.

### **7.2 Safe Release Procedures**

For all authorized pick-up, release, and identification requirements, please refer to Section 3.4, Authorized Pick-Up and Release of Children. All child release procedures must be followed at all times. Any situation involving an unauthorized, impaired, or otherwise unsafe pick-up attempt will be handled in accordance with Section 3.4 and the Academy's safety procedures.

### **7.3 Tobacco-Free Environment**

Little Legacy Academy maintains a smoke-free and tobacco-free environment for the health and well-being of all children, staff, and visitors. Smoking, vaping, and the use of tobacco products are prohibited on Academy premises and in areas connected to school operations. Families and visitors are expected to comply with this requirement at all times while on Academy property. The Academy's tobacco-free expectations are part of its broader commitment to maintaining a safe, healthy, and child-centered learning environment. Failure to follow this requirement may result in corrective action or restrictions consistent with Academy policy.

### **7.4 Mandated Reporting Requirements**

In accordance with Texas law, employees of Little Legacy Academy are mandated reporters. If staff have cause to believe that a child's physical or mental health or welfare has been



## HEALTH AND SAFETY STANDARDS

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adversely affected by abuse or neglect, they have a legal obligation to report the concern to the appropriate authorities within the required reporting timeframe. This duty is mandatory and exists to protect children's safety and well-being.

Parents should understand that Academy staff are required to act in good faith when concerns arise and are not permitted to ignore or withhold a report when the law requires action. The Academy takes this legal and ethical responsibility seriously and is committed to supporting child protection at all times.

### **7.5 Safe Sleep Practices**

If Little Legacy Academy provides care for infants or children in age groups for which safe sleep guidance applies, the Academy will follow applicable safe sleep requirements and child care standards. Safe sleep practices may include placing infants on their backs to sleep, using approved sleep equipment, and prohibiting soft bedding, pillows, toys, and other unsafe items in the sleep environment.

Families are expected to cooperate with Academy safe sleep practices and to provide any required documentation or medical instructions when a child has a special sleep-related need. The Academy's safe sleep procedures are intended to reduce risk and support a safe rest environment for all children in care.

# **SECTION-8**



## BEHAVIOR GUIDANCE AND DISCIPLINE POLICY

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### **8.1 Positive Guidance Philosophy**

Little Legacy Academy is committed to guiding children's behavior in a manner that supports their social, emotional, and developmental growth. The Academy's approach to discipline is designed to promote self-control, responsibility, respect for others, and age-appropriate problem-solving skills. We believe that behavior guidance should be constructive, consistent, and rooted in teaching rather than punishment.

Our goal is to help children understand expectations, develop appropriate behavior, and build confidence in their ability to make positive choices. Staff use calm, respectful, and developmentally appropriate methods to support behavior and create a safe, structured, and nurturing learning environment.

### **8.2 Redirection and Behavior Support**

Staff use positive guidance techniques to encourage appropriate behavior and respond to challenging behavior in a supportive way. These methods may include praise for positive behavior, reminders of classroom expectations, redirection to appropriate activities, and calm verbal guidance that helps children understand what is expected of them.

Behavior support is individualized based on the child's age, level of understanding, and specific needs. The Academy recognizes that children learn and respond differently, and staff will work to provide guidance that is both consistent and developmentally appropriate. Families may be contacted when additional support, observation, or collaborative planning is needed to help a child succeed in the classroom setting.

### **8.3 Time-Out Procedures**

When appropriate and permitted under Academy practice, brief supervised separation from the group may be used as part of behavior guidance. Under the current handbook, time-out is limited to no more than one minute per year of the child's age and must always be supervised. Time-out is not used as a form of humiliation or harsh punishment, but rather as a short and structured opportunity for a child to calm down, reset, and return to the group successfully.



## BEHAVIOR GUIDANCE AND DISCIPLINE POLICY

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Any behavior guidance strategy used by the Academy will be implemented in a manner that protects the child's dignity and emotional well-being. Staff are expected to remain calm, supportive, and professional at all times and to use discipline methods that are appropriate to the child's developmental stage and the situation involved.

### **8.4 Parent Partnership in Behavior Support**

Little Legacy Academy believes that children benefit most when families and educators work together to support behavior expectations and social development. When behavior concerns arise, the Academy may communicate with parents to share observations, discuss strategies, and promote consistency between home and school. ***Open, respectful, and collaborative communication helps create a stronger support system for the child.***

Parents are encouraged to partner with the Academy constructively and professionally when behavior support is needed. The Academy values family input and seeks to address concerns in a way that supports the child's success, while also maintaining a safe and positive learning environment for all children in the program.

# **SECTION-9**



## FAMILY COMMUNICATION AND PARENT EXPECTATIONS

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### 9.1 Parent Communication

Little Legacy Academy believes that strong communication between families and the Academy is essential to a child's success. We are committed to maintaining open, respectful, and timely communication regarding each child's care, development, daily experience, and any important school-related updates. Families are encouraged to communicate with the Academy whenever questions, concerns, or important changes arise that may affect their child's participation or well-being.

Parents should ensure that the Academy always has current contact information on file so that routine notices, reminders, policy updates, and urgent messages can be delivered efficiently. The Academy may use email, phone calls, written notices, or other established communication methods to keep families informed. Families are responsible for reviewing Academy communications regularly and responding when necessary.

### 9.2 Parent Code of Conduct

Little Legacy Academy expects all parents, guardians, family members, and visitors to conduct themselves in a respectful, courteous, and professional manner while on Academy property and in all interactions connected to the Academy. Because the school environment should remain safe, welcoming, and child-focused, behavior that is disruptive, threatening, abusive, confrontational, or otherwise inappropriate will not be tolerated. Parents are expected to communicate concerns calmly and respectfully with staff and administration. The Academy reserves the right to take appropriate action when parental conduct interferes with school operations, compromises safety, or negatively affects the learning environment, staff, children, or other families. Maintaining a respectful school community is a shared responsibility.

### 9.3 Confidentiality and Privacy

Little Legacy Academy is committed to protecting the confidentiality and privacy of children, families, and staff. Information regarding a child's health, development, behavior, family circumstances, or school experience will be handled with discretion and shared only as appropriate for the child's care, safety, and educational support. Likewise, families are expected to respect the privacy of other children, families, and employees.



## FAMILY COMMUNICATION AND PARENT EXPECTATIONS

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Parents may not seek, share, post, or discuss confidential information relating to other children, families, or employees through informal conversations, group messages, social media, or other public or private forums. Questions or concerns involving another child, family, or staff member should be directed to Academy leadership rather than discussed with others. ***Protecting privacy is an important part of maintaining trust within the school community.***

### 9.4 Social Media Expectations

Families are expected to use good judgment and appropriate discretion when posting online content related to Little Legacy Academy. Parents may not post photographs, videos, names, or identifying details of other children, staff, or Academy activities in a way that violates privacy, confidentiality, or the Academy's expectations for respectful representation. Online comments or posts that are harmful, derogatory, or disruptive to the Academy community are not appropriate.

If families reference the Academy on social media or other public platforms, they are expected to do so in a respectful manner that does not misrepresent the program, breach confidentiality, or negatively affect the Academy's reputation, staff, children, or families. The Academy reserves the right to address misuse of social media in accordance with its policies and parent expectations.

### 9.5 Addressing Parent Concerns

Little Legacy Academy values parent feedback and encourages families to raise concerns in a constructive and timely manner. When a concern arises, parents are encouraged to begin by speaking with the appropriate teacher or staff member when suitable. If the issue is not resolved or requires additional attention, the matter should then be brought to the Director or appropriate Academy administrator for further review.

The Academy is committed to addressing concerns fairly, respectfully, and professionally. Families are encouraged to work collaboratively with staff and administration to support positive outcomes and maintain a respectful partnership focused on the best interests of the child and the school community.

# **SECTION-10**



## ACADEMY POLICIES AND GENERAL INFORMATION

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### 10.1 Policy Changes and Updates

Little Legacy Academy reserves the right to interpret, revise, amend, suspend, or discontinue policies, procedures, practices, or operational requirements described in this Parent Handbook at any time, as needed to support compliance, safety, and the effective operation of the Academy. When material updates are made, families will be notified through the Academy's normal communication channels.

Parents are responsible for reviewing policy updates and complying with revised requirements once they are issued. Continued enrollment and participation in the program are subject to the Academy's current policies and procedures.

### 10.2 Academy Closures and Emergency Notifications

Little Legacy Academy may close or adjust operations for holidays, staff development, emergencies, inclement weather, public health concerns, or other circumstances affecting safe operations. Families will be notified of closures or schedule changes using the contact methods on file, such as email, phone, text, or other communication channels designated by the Academy.

Parents are responsible for ensuring that the Academy has current contact information and for making timely pick-up arrangements when early closure, emergency closure, or evacuation-related action becomes necessary.

***In urgent situations, the Academy will make reasonable efforts to communicate promptly and provide next-step instructions to families.***

### 10.3 State Compliance and Licensing Information

Little Legacy Academy operates in accordance with applicable state child care requirements and health and safety standards. The Academy is committed to maintaining compliance with licensing expectations, operational regulations, and child protection requirements relevant to the services it provides. Families may request information regarding applicable licensing or regulatory oversight as appropriate.



## ACADEMY POLICIES AND GENERAL INFORMATION

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The Academy's policies are intended to support a safe, structured, and developmentally appropriate environment for children while also promoting clear expectations for families. Compliance with state standards is an important part of the Academy's commitment to quality care and responsible operation.

### **10.4 Non-Discrimination Statement**

Little Legacy Academy is committed to providing a welcoming and respectful environment for all children and families. The Academy does not discriminate based on race, color, religion, sex, national origin, disability, or any other characteristic protected by applicable law in its enrollment practices, program participation, or parent communication.

The Academy values diversity, inclusion, and respectful partnership with families and seeks to maintain an environment in which every child is treated with dignity, care, and fairness. Families are expected to support this commitment through respectful conduct and cooperation with Academy policies and community standards.

# **SECTION-11**



## PARENT HANDBOOK RECEIPT AND ACKNOWLEDGMENT

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Parents or legal guardians are required to acknowledge receipt of the Little Legacy Academy Parent Handbook and confirm that they understand their responsibility to review and follow the policies, procedures, and expectations described in it. This acknowledgment helps ensure that families are informed of the Academy's operating practices, health and safety requirements, communication standards, and parent responsibilities.

By signing the Parent Handbook acknowledgment form, the parent or guardian confirms that they have received access to the handbook, understand that it is their responsibility to read it carefully, and agree to comply with the Academy's policies and procedures as a condition of their child's enrollment and participation. The acknowledgment also confirms the family's understanding that the Academy may revise its policies from time to time and that updated policies will apply once communicated by the Academy.

Acknowledgment of the handbook does not alter any legal rights or create a contractual guarantee of services for a particular period of time. Rather, it serves as a record that the family has been informed of the Academy's current policies and agrees to work cooperatively with the Academy in support of the child's enrollment, safety, and daily participation.

**Child's Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Academy Representative Name:** \_\_\_\_\_

Academy Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Little Legacy Academy



*Where Your Legacy Begins*

