

LEGACIES ACADEMY

New Parent Manual



2025 - 2026

DECLARATION OF A LEGACY

Rights of a Child

Children have the right to be respected as capable, worthy and good. Capable of fulfilling and expanding all their potential, worthy of their role as an active participant in their development and seen as innately good and perfectly made. Children have the right to be held as individuals who own access to their autonomy and uniqueness. Along with this adeptness, children possess the necessary preparedness to access the curiosity imperative for negotiating with everything the environment brings to them. The environment is an authentic teacher for the child, whereby the child is justified to move freely within a safe and thoughtful boundary that nurtures the child's own expression and imagination. Each child is worthy of active participation in developing their character through socializing and experiencing life as it is received by them. They reserve the right to be free from any restrictive narrative that impedes the true essence of the child.

Rights of Teachers

Teachers have the right to be respected as trusted professionals who work to crystallize the experiences of the child into an organized conceptual framework. Teachers are a knowledgeable source for the consideration and application of learning strategies that inform the child as a life-long learner. Teachers invest in the needs of the child by researching interactions shared between the environment, the child and the educator, to discern and then act in perfect integration with the needs of the child. The teacher intentionally intervenes to facilitate or enrich the construction and reconstruction of knowledge. Teachers have the right to thrive in their profession through collaboration with colleagues, other educational experts, the school board, parents and the child, while remaining open to growth, development and experimentation. Along with this collaboration, teachers consider the culture and environment to inform best practices, always aiming for harmony between the rights of the child, teacher and parent.

Rights of Parents

Parents have the right to be respected as an active co-responsible participant in their child's educational experience. The role of the parent has an incredible impact on how children make meaning of the world around them and is respected for its significance. However, the relationship between school and home should be neither a delegation of power, nor estrangement. Instead, at Legacies we expect strong collaboration with families to develop a more true and reciprocal knowledge about the child by involving family connections and contributions in the educational process. Parents are free to discuss problems that revolve around the needs of the children, converging family philosophies with those held by the school to forge a fruitful, harmonious encounter for the child.

Essential Information

SchoolStatus - Communication Platform

We are pleased to announce that we will continue using SchoolStatus (formerly ClassTag) as our school-wide communication platform. We use SchoolStatus instead of emails, so all the information is in one place. Once your child is officially enrolled, you will receive an invitation to access the communication platform.

Here is what you will need to do in order to access the platform and communicate easily with us:

1. Please download "SchoolStatus Connect" onto your device of choice. You can use the app on iPhone, Android and/or access the website through a web browser on a computer.
2. Next, watch your email for an invite to your child's classroom. Details about this app are nicely covered within the invitation email. The invitation emails will be sent this week.
3. Both parents will receive the classroom invitation and we recommend creating an account for BOTH parents, in order to access pertinent information.

New Student Staggered Entry

You will receive more detailed information about the Staggered Entry in August. We will include a Parent Orientation Package and Schedule for the week. This staggered entry is for NEW students ONLY. Attending the staggered entry is mandatory as it offers the children a gentle introduction to school. Each day is 30 minutes longer than the day before (drop of times are consistent but pick up time changes). Our staggered entry is intended to provide more one-on-one time with each child during their first month of school. The tentative dates are as follows:

- **Teacher Meet & Greet** - August 25, 2025
- **Staggered Entry** - August 26 - 28, 2025
- **Back to School Celebration** - August 29, 2025
- **School Year Officially Starts** - September 2, 2025

10 Month School Year

We follow a traditional School Year calendar, which means students attend school for 10 months of the year and break for Christmas, Easter, Family Week and Statutory Holidays. Please refer to the yearlong calendar for all holidays and important dates.

Monthly Calendars

Parents will receive a monthly calendar on or before the first of each month detailing the important dates and events at school for the month. Be sure to refer to the monthly calendar over the yearly calendar. These calendars are posted in your child's "classroom" on SchoolStatus. Always refer to the monthly calendar as the yearlong calendar is tentative to change.

Arrival & Drop-Off

Parents please walk up the wheelchair ramp with your child and greet their teacher with them at the front door. It is always best to walk with your child instead of carrying them as it makes the transition smoother. Once your child has been dropped off then parents can proceed to exit down the stairs. This will eliminate any two direction traffic and quicken the drop-off process. Timely drop-off and pick-up will be necessary in order to maintain the smooth process. That being said, we offer a 15 minute drop-off window because a slightly staggered drop off helps us with congestion at the door.

Also, do not worry if you are running late, we understand that things happen. Please send a message to let us know and then arrive when you can. The preschool students start their day outside and leave promptly after 15 minutes after the start of their session. The teachers post on the front door where the students will be walking and/or playing for their outside time, so you can locate them to drop your child off with them.

Dismissal & Pick-Up

Typically the students are dismissed from the school yard at the end of the day. During dismissal we line the children up and they get their own backpacks off the fence (please do not do this for them as it is a task they are capable of). When we have them all lined up and ready to go then we call them by name and dismiss them out of the gate. We always shake each child's hand when they leave and ask them to look at our eyes to say goodbye - this also helps us keep track of who we have dismissed. encourage your child to make eye contact during all their interactions. Lastly, the children know not to open the gate for themselves - only teachers open the gate - as this helps us maintain their safety.

***Please Note:** If there is very inclement weather and we are not able to take them outside then the children are dismissed from inside the classroom. In this scenario, we dismiss them one at a time from the front door.*

Illness & Absences

Please ensure that you have read over our Health Policy and understand the expectations in place. We will do our best to accommodate and support children who are ill and need to be home.

Dress Up Days

We host a Dress Up Day once a month to encourage School Spirit. We notify you of the dress up theme on the first of the month to provide you and your child enough time to plan and create something fun. These days are not mandatory but they are really fun for the children to participate in. Dress up days are always hosted on a Wednesday, those attending two days or more will be able to participate in this special monthly event.

Memorable Moments & Yearbooks

We photograph the kids on these dress up days, special events, and we compile pictures of memorable moments into a yearbook which we give each child at the end of the year as a gift.

Parent Parking - 410 Macleod Trail



Permitted Parking:

- There is quite a bit of parking along the school road (north).
- If there is no street parking you can alternatively park in the Saint Benedict's Anglican Church parking lot, the High River Christian Reformed Church parking lot or in George Lane.
- *Please remember to use the crosswalk(s), instead of darting across the road.*

Please do NOT park in the following areas:

- We ask that no one park in front of and block any of the neighbours' driveways.
- We ask that no one park in Spitzee's bus lane during the time their buses arrive (8:10 - 8:30 and 3:10-3:30) as they will ask you to move.

U-Turns Prohibited

As much as the children love to watch police cars through the window, we caution you to not make a u-turn in front of the school. It is illegal to make a u-turn within a school zone or playground zone.

Family Events & Involvement

Community is of the utmost importance in forging our 'Home-style Schooling' and bridging home to school. We believe that every child and their parents become part of our family. We host events that welcome the whole family and encourage a high level of involvement during each child's time at Legacies Academy. Events take place throughout the school year and we encourage the whole family to join! We host a Trunk-or-Treat (Oct.), Christmas Concert (Dec.), Easter Hunt (April), Mother's Day (May), Father's Day (June) and perhaps more to come.

School Supplies & Materials

All school supplies and materials are provided by Legacies Academy to ensure uniform supplies and allow for shared materials. Donations may be requested if/when the needs arise.

Guest Experts

Also, it is always interesting to discover the hidden talents that parents have and skills/specialties that they can offer. Parents who are interested in being an “Expert Guest” are asked to provide a Criminal Record Check and are always under the supervision of the teacher while on the premises.

Parent Nights

Throughout the year we will be hosting Parent Nights on common topics and areas of interest. These nights are designed to help you raise well-rounded children. Dates and sessions to be announced.

Christmas & Easter

We reserve the right to celebrate Christmas and Easter and discuss the origin of these holidays from a Christian perspective. This will not be to teach theology, but instead to expose the children to the history and importance of each event.

Student Apparel

Indoor Footwear

Indoor shoes must be sent for your child to keep at school. Please select shoes with proper SUPPORT like a pair of good, sturdy runners. We check your child's shoes (for fit/size) before our Christmas break, Family Week and Easter Break. We will send your child's school shoes home if they have outgrown their shoes and need a new pair. Please consider the following when buying shoes:

- Absolutely NO Laces for Preschool! Opt for shoes with velcro or toggles. Your child MUST be able to put the footwear on for themselves. We will of course assist them but independence is the goal, so help set them up for success with developmentally appropriate footwear.
- Foot Shaped Shoes: Look for shoes with lots room for your child's toes to spread out (promotes balance). It is also crucial that shoes give the toes enough room for correct growth.
- Zero Drop: Wearing zero drop shoes keeps kids' feet in the same position as being barefoot allowing the foot to continue growing naturally and promotes a healthy posture.
- Thin & Flexible Soles: Try to simulate being barefoot; being able to feel the ground sends continuous feedback to the brain and helps children connect to their environment.
- Stickers: We will provide you child with a sticker (cut in half to match up) for the inside of their shoes to help them learn left from right and to ensure the proper shoe goes on each foot.

Change of Clothes

Please send an extra set of clothes in a LABELLED ziplock bag - pants, shirt, underwear, socks etc. This change of clothes will remain at school for the year and be used if a child has an accident or if they just get into messy play etc. Once the clothes are used we will send the clothes to be washed home along with the ziplock bag to be refilled.

Weather Appropriate Outdoor Gear

Our program has a HUGE emphasis on being outdoors. This means that on average we will be outside for a fair portion of the school day. Please ensure that your child is ALWAYS sent to school with the proper outdoor attire for the weather!

- Summer: Hats, sunscreen, sandals
- Fall: Temperature appropriate jacket, rain boots, warm shoes, light mittens, muddy buddy
- Winter: Snowpants, winter jacket, winter boots, warm gloves, toque, scarf etc.
- Spring: Rain boots, rain jacket, umbrella, splashpants

***Please Note:** We talk to the children about "Proper Outdoor Play Etiquette" meaning we teach them to be considerate of the state they are going to go home in (ex. we don't purposely slather mud all over ourselves etc). We often apologize about sending your children home dirty because none of us enjoy doing laundry but we do not apologize for the children exploring nature and getting into it.*

Student Nutrition

Healthy Choices

All food **MUST** be healthy and relatively crumb free! Please do not send your child with only processed, packaged food – they need nutritious food to sustain their growing body and brain. Oftentimes the quality of food we put into them can reflect the quality of the behaviour we get out of them. Also, the more variety your children are exposed to the more developed their pallet becomes – if you send it we will encourage them to try it and eat it. Before eating the children will wash their hands and then they eat communally while seated at tables. We will ensure that food is provided to children in a timely manner each day. A lot of parents have been using bento boxes loaded with a variety of snacks (in a small quantity).

Ideas include:

- **Vegetables:** carrot, cucumber, peas, broccoli, cauliflower, pepper, celery, avocado, pickle, olives
- **Fruit:** grapes, apple, orange, strawberries, berries, kiwi, pineapple, watermelon, banana, pear
- **Other:** smoothie, cottage cheese/fruit, hard boiled egg, hummus, yogurt/granola, nuts/trail mix, protein balls, fruit leather, dried fruit, cheese, deli meat rolls, chicken fingers, noodles (butter/parmesan), small sandwiches (PB&J or lettuce/cheese/meat), wraps/rolls (tuna or cream cheese/cucumber), quesadillas (cheese, cheese/meat or PB & banana), sweet potato fries, pita pocket, oatmeal, popcorn, muffins

***Please Note:** You **MUST** notify us of your child's peanut allergy. We are **NOT** peanut or nut free. Students wash their hands before and after snack and we diligently clean the tables after snack. However, there is no way for us to guarantee that we can instill or maintain a perfectly peanut free environment.*

Half Day Attendance – Daily Snack

A daily snack will need to be provided by parents for their own child. This means that you will need to send your child to school with a snack daily. Morning parents, please feed your child a hearty breakfast before school as snacktime is not until 10:00/10:15 am. Afternoon parents, please feed your child a hearty lunch before school as snacktime is not until 2:30/2:45 pm.

Full Day Attendance – Two Snacks & Lunch

If your child attends full days (8:00 – 4:00) then they will need to be sent a morning snack, lunch and afternoon snack. Feel free to send a lunch that needs to be warmed up (in a microwave safe container) or send the meal in a thermos. A snack should be one or two items and a lunch should be a hearty meal. You know your child and how much they typically eat, so we will encourage them to eat everything you send but also request when they acknowledge that they are full. Water Bottles Please send a water bottle with your child daily. They are able to access and drink water at any point during the day and we encourage them to drink their water at snack time also. If they finish their water bottle then we help them fill it up again, so if it comes home full that may mean they finished it and not that they did not drink any water while at school. 11

Classroom Pets & Animal Visitors

Aside from being cute and interesting to watch, animals bring a lot of value to our classroom. We believe that having animals and critters to care for helps teach responsibility, compassion, empathy, and an understanding/respect for other living beings. Animals teach children to value life other than their own, in addition to teaching them about the natural growth and life cycles of many different species which they can observe on a daily basis. Another benefit is the stress reduction that occurs as a result of observing and petting the animals, from which both the children and the animals can benefit. We welcome furry, feathery and scaly classroom visitors from home too!

Please Note: There will be no notice given for surprise visitors, please inform us if your child has allergies. Animals (of all shapes and sizes) are a vital part of our program and will always be on site.

Nature & New Life

We expose children to a variety of animals and have extensive discussions about life cycles while exploring in nature - children are keen observers and often questions arise. When speaking about life cycles, we know that animals are only able to have offspring when there is a male “daddy” and a female “mommy” present. Surprisingly, this is a common discussion that arises when our animals are present. For example, the children always ask if our quail eggs have baby quails inside. The explanation is, “No, our quail eggs are like the chicken eggs we eat. There are no babies inside because there are two mommy quails. We need a daddy quail before there will be babies.” It is important for our students to understand how nature progresses and how new life is created, but there is no further discussion about how this takes place. This is not intended to be offensive, but it is in fact how nature functions and the reality of being a living being.