

STUDENT HANDBOOK

COTR LEGACY



HOME SCHOOL
ENRICHMENT COOP

ABOUT

The mission of Legacy Homeschool Enrichment @ 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
whitney.jackson@churchontherock.org

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 8:55 am. 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 COTR.

Dismissal:

School is dismissed promptly at 1:00 p.m. Our extended program will be until 3:00 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 \$5 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.

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. Students may bring a backpack, but it is not required.

Please do not allow your child to bring any toys, video games, phones or electronic items

Dress:

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

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 \$65 registration fee for each student every year. Tuition for the entire year has been averaged into nine equal payments for your convenience; payment is due the first Thursday of each month. Please pay online/app under **Legacy Homeschool Enrichment**.

Monthly Tuition:

One child: \$100.00. We offer each additional sibling a discounted price at \$65 a student. Our extended hours are until 3:00pm with tuition one child \$115.00 each additional sibling \$80. **A two week notice of withdrawal is required to avoid payment for an additional month.** Children enrolled through the month of March are expected to pay for April and May.

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.



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.

MEET THE TEAM



MRS. LYRIC
TEACHER



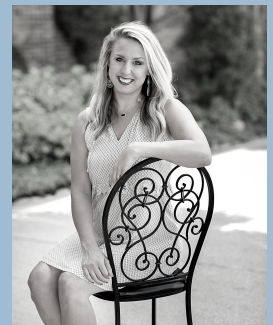
MRS. JENN
TEACHER



MRS. ABI
TEACHER



MRS. STEPHANIE
TEACHER



WHITNEY JACKSON
DIRECTOR

**Legacy Enrichment is an extension of the vision
and mission of Church on the Rock, Texarkana**

SCHEDULE OF WEEKLY ACTIVITIES:

SERVICE: Sat 6pm | Sun 9am & 11 am

WEDNESDAY EVENING: Adult Small groups and
Kidzone class 6:30PM

STUDENT HANDBOOK REVIEW

**PLEASE INITIAL, SIGN, AND RETURN THIS PAGE TO COTR 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. The
tuition is calculated on a yearly basis.

_____ Regardless of notice, if I
withdraw my student(s) after April 1st,
the balance of the school year's
tuition is due.

_____ I will review 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** _____
