

**2017-2018 Arizona
Legacy Kids Care Parent Handbook**



LEGACY
KIDS CARE

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Legacy Kids Care Program Overview



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The Legacy Kids Care Program (LKC) provides a safe, structured, caring, enriching and affordable program led by Legacy Traditional School trained and experienced staff at all locations. LKC is designed with our busy parents in mind; LKC students remain on-site, eliminating the need for additional transportation to a child care center. LKC students participate in fun educational activities, spend time with friends and receive homework assistance (afternoon sessions). LKC is available before and after school and begins on the first day of school and ends on the last day of school. Space is limited, and will be offered on a first-come, first-serve basis

The Legacy Kids Care program is not a licensed child care facility as defined by Arizona Revised Statutes section 36-882. As such, your child is free to check out and leave from the program site at any time. Staff cannot physically restrain a participant who is not authorized to walk home but is trying to walk home. If your child leaves, staff will begin calling the numbers listed on the registration form.

IMPORTANT:

- **Be sure your contact information is listed correctly at your campus.**
- **We recommend that you read the entire Legacy Kids Care Parent Handbook.**
- **If you have questions or need to report that your child will be absent, please contact the Program Administrator at your campus.**

Campus	LKC Phone	LKC E-mail
Avondale	480-622-6038	av-legacykidscore@legacytraditional.org
Casa Grande	520-483-4779	cg-legacykidscore@legacytraditional.org
Chandler	480-622-6091	ch-legacykidscore@legacytraditional.org
Gilbert	480-622-6686	gil-legacykidscore@legacytraditional.org
Glendale	480-318-1954	gle-legacykidscore@legacytraditional.org
Laveen	480-622-6709	lav-legacykidscore@legacytraditional.org
Maricopa	520-483-4790	mc-legacykidscore@legacytraditional.org
N. Chandler	480-318-5574	nch-legacykidscore@legacytraditional.org
NW Tucson	520-345-2024	tu-legacykidscore@legacytraditional.org
North Las Vegas	725-221-0532	nv-legacykidscore@legacytraditional.org
Peoria	480-318-6074	pe-legacykidscore@legacytraditional.org
Queen Creek	480-622-6718	qc-legacykidscore@legacytraditional.org
Surprise	480-364-3796	sur-legacykidscore@legacytraditional.org



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Hours of Operation

- Before school care begins at 6:00 a.m. and ends at 7:30 a.m.
- After school care begins at dismissal and ends at 6:00 p.m.
- Camp day hours are from 6:00 a.m. to 6:00 p.m.

Program Options

- Part Time Before and After School
- Full Time Before and After School
- \$400 Family Max
- Drop-In Care
- Camp Days

Program Descriptions

Before School Care

The Legacy KidsCare Before School program is open to students currently enrolled at a Legacy campus attending kindergarten through 8th grade. Students participate in recreational activities. Registration must be completed three days prior to the date of attendance. Camps are not included.

After School Care

The Legacy KidsCare After School program is open to students currently enrolled at a Legacy campus attending kindergarten through 8th grade. Students participate in recreational activities; have access to age-appropriate books, games, and sports equipment. Registration must be completed three days prior to the date of attendance. Camps are not included.

\$400 Family Max

The Legacy KidsCare \$400 Family Max program is open to students currently enrolled at a Legacy campus attending kindergarten through 8th grade. This program is only for families with two or more children that will attend BOTH AM & PM care full time Monday through Friday. If less than full time before and after care Monday through Friday is needed please select an individual before or after school program. Students participate in recreational activities; have access to age-appropriate books, games, and sports equipment. Registration must be completed three days prior to the date of attendance. Camps are not included.

Drop in Days

The Legacy KidsCare drop in program is open to students currently enrolled at a Legacy campus attending kindergarten through 8th grade. This program is for all Legacy families who may need same day care. Students participate in recreational activities; have access to age-appropriate books, games, and sports equipment.

**For families not already enrolled in Legacy KidsCare, a one-time registration fee of \$70.00 will be required at the time of registration in addition to the daily fee. Registration can be completed as late as the day care is needed. Camps are not included.*



Camp Days

The Legacy KidsCare day camp program is open to students currently enrolled at a Legacy campus attending kindergarten through 8th grade. This option is for families who may need care during school closure days such as holidays, teacher in-service days, and school breaks. Students participate in recreational activities; have access to age-appropriate books, games, field trips and sports equipment.

**For families not already enrolled in LKC, a one-time registration fee of \$70.00 will be required at the time of registration in addition to the daily camp rate. Registration must be completed by 12 noon on the Thursday prior to the first day of camp.*

Camps may be closed based on enrollment numbers.

Staff Kids

The Staff Kids program is for children of a Legacy Traditional Schools employee. The employee discount will be applied upon approval when registering Eleyo. Registration must be completed three days prior to the date of attendance via Eleyo. Camps are not included, but there are discount rates for staff kids as well.

Student Eligibility to Attend Legacy Kids Care

Legacy Kids Care is open to any student that is currently enrolled at a Legacy campus attending kindergarten through eighth grade (typically ages 5-14). 4 year olds may participate if they have been accepted into our kindergarten program and are developmentally able to care for themselves, and your registration account must be in good standing.

Attendance

Children are expected to attend each of the days for which they are scheduled. If your child is going to be absent from the before school program, please notify the staff by phone at the campus LKC phone number no later than 6:30 a.m. If your child is going to be absent from the after school program, please notify the campus staff no later than 1:00 p.m. If we are expecting your child and we do not receive notification that your child will not be attending, we will initiate child locator procedures immediately. Next, we will attempt to contact you and your emergency contacts using the information provided on the registration form.

Please inform the LKC staff if you pick your child up from school unexpectedly. Credits for unused days will not be given.

Half Days and Early Dismissal Days

If a student is enrolled in LKC Afterschool care, the half day is included and a free lunch is provided. If the half day falls on their scheduled day of attendance the child may attend.



Example – can attend: a child is scheduled for LKC Afterschool care Monday, Wednesday, Friday and the ½ day is on Friday, the child may attend.

1. If the child is enrolled in full time before and after school care, or \$400 Family Max they would be able to attend.
2. If the child is enrolled in before school care only the child will not be able to attend.
3. If the child is enrolled in after school care they will be able to attend.

Holiday – Legacy Kids Care Closures

LKC will be open on most holidays and breaks, and will require an extra fee. Please visit our website for camp dates and pricing at: legacytraditional.org

Legacy Kids Care will be closed on:

Labor Day	September 4, 2017	New Year's Day	January 1, 2018
Thanksgiving Day	November 23, 2017	Memorial Day	May 28, 2018
Day after Thanksgiving	November 24, 2017	Independence Day	July 4, 2018
Christmas Day	December 25, 2017		

Registration Overview, Procedures and Deadlines

Registration Overview

Legacy Kids Care enrolls on a first-come, first-serve basis, and space is limited. Registrations and payments must be processed online through Eleyo prior to the registration deadlines. All registration forms are located at the end of this handbook as well as behind the communication tab of your Eleyo account, and must be turned in on the first day of LKC.

Registration Procedure

Follow this link to register each student in the desired program online using their Eleyo account [prior to the registration deadline.](https://legacy.ce.eleyo.com/) <https://legacy.ce.eleyo.com/>

Registration Deadlines

- **The registration portal will close 3 days prior to first date of attendance for before and after care.**
- **The registration portal will close at 12 noon on the Thursday before the start date of camp. (Please see the**

- camp flyer that is located on the LKC website for details.)
- There are no exceptions.
- All inquiries including technical/log in issues must be submitted to the Program Administrator prior to the registration deadline.



Example: registration made by Monday 5pm would allow for a start date of Thursday for before or after school.

Schedule Changes

Before, After Care and \$400 Family Max Schedule Changes

Changes to your child's schedule are made via your Eleyo account by clicking on your campus name under the "Enroll In" bar and must be made within **5 days in advance of the first day of attendance**, no exceptions are made and it is subject to availability. You will be notified via e-mail.

Camp Day Schedule Changes

Days can be added by clicking on your campus name under the "Enroll In" bar. The registration deadline for all camp days is the **Thursday prior** to the start date. Camp days are non-refundable and cannot be transferred to another date or student. Once the selection is made and the payment processed, refund will not be given.

Drop In Day Schedule Changes

Days can be added, but not removed. Adding a day can be completed on the day care is needed. Drop-in days are non-refundable and cannot be transferred to another date or student. Once the selection is made and the payment processed, refund will not be given.

Verifying Active Enrollments

All active enrollments are visible on the home page of your Eleyo account under the "Your Enrollments" bar.

PARENTS ARE IN COMPLETE CONTROL OF THEIR FAMILY ACCOUNT AND THEIR CHILD'S SCHEDULE.

All changes must be made online using Eleyo. Community Education does not process changes.

Activities

The LKC program will include a study hour (homework time) and free play on the playground, some crafts will be provided, along with access to age-appropriate books, games, and sports equipment. Schedules may vary slightly at each campus.

Before school: 6:00am – 7:30am Recreational activities in the gym

After school: 3:00pm – 3:30pm Snack- LKC provided

3:30pm – 4:00pm Outdoor play time

4:00pm – 5:00pm Homework Completion

5:00pm – 6:00pm Educational games

Food

Snacks are provided each day to the PM students. Lunches will be provided on half days, day camps, and Fall, Winter, Spring and Summer Camps at no extra cost.



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1. Students may always bring their own food, but the tuition cost does not change
2. **We are not an allergy free, nut free network.** (If applicable, please let your instructor know accommodations are needed)

Staff/Child Ratio

LKC will strive to maintain a 30:1 child-to-staff ratio.

Signing In and Signing Out

Before School: Parents will be required to escort their child(ren) to the before school LKC location and sign their child in each morning.

After School: Parents will be required to pick up their child at the LKC designated area and sign their child out. **Please bring the family pick-up sign to show the staff when you are picking your child up.**

Late Pickup Policy

A late pick up fee of \$1.00 per minute, per child will be assessed to your account for any late pickups. A late pickup is more than 10 minutes after the dismissal time (time according to LKC cell phones).

- On the 1st Late Pick Up you will be given a Warning Notice.
- On the 2nd Late Pick Up you will receive a Final Warning.
- Starting on the 3rd Late Pick Up, you will be charged \$1.00 per minute late, per student, for the time the child is left on campus after the school day. **The charge will be applied to your account and is due within 3 days of receipt.**
- Excessive incidents of late pick-up will not be allowed. If a problem presents itself, it will be brought to the Community Education Specialist and Principal's attention, who will schedule a meeting with the family to discuss options. If a child is not picked up by 7:00 pm, and we are unable to reach either parent or your emergency contacts **the local police department will be contacted.**

Payment Options

Options/Forms of Payment Accepted

Payments are made online with a debit, pre-paid debit or credit card. Log into your Eleyo account, and click on the dollar amount under the "\$ Your Invoices" bar to process a payment. **Payments in the form of cash or checks are no longer accepted at campus locations.**

Saved Payment Methods

To add or update saved payment methods for your profile, after logging in, scroll to the bottom of the page and select Saved Payment Methods under the Accounts on the right.

Auto Pay

Autopay can be established within your Eleyo account. Autopay will withdraw on the 15th of each month using the “Saved Payment Method” on your account.



To update your auto-pay or recurring payments for an account or an enrollment, after logging in, select Explore all Programs and Your Dashboard. Browse to the enrollment and look for the Auto Payment or Recurring Payment attached to the enrollment. Select Change or Choose a Different Payment Method to update.

Payment Due Date

Payments made after 12:00 am on the 15th of each month will result in a late fee. In order to have your child’s attendance continue uninterrupted, it is very important that your payments are made on time. If the child attempts to attend the program after they are determined to be ineligible due to non-payment, they will be escorted to the school front office for immediate pickup and the late pickup policy will be initiated.

Tuition

For LKC programs that carry a monthly fee, tuition is calculated based upon the number of school days in the year. The annual tuition amount is then divided into ten equal monthly payments so that the monthly payments do not fluctuate. Monthly tuition does not include camp fees. Monthly tuition will automatically appear on your Eleyo account on the 1st day of each month, and is due on or before the 15th of the month. The day of the week is irrelevant.

Summary of Fees

Arizona Legacy Kids Care Summary of Fees and Hours of Operation

Monday – Friday Before School - 6:00AM to 7:30AM After School - Dismissal to 6:00PM

Before and After School Programs With Monthly Fees

Registration Fee: A \$70 one time non-refundable per family per school year registration fee

Name of Program	Cost Per Child	Registration Deadline
Part Time Before School (maximum three days per week)	\$71.00 per child (due the 15 th of each month)	3 days in advance
Part Time After School (maximum three days per week)	\$159.00 per child (due the 15 th of each month)	3 days in advance
Full Time Before School (five days per week)	\$81.00 per child (due the 15 th of each month)	3 days in advance
Full Time After School (five days per week)	\$198.00 per child (due the 15 th of each month)	3 days in advance
\$400 Family Max (five days per week) (For 2 or more children attending BOTH full time before and after care only)	\$400 (due the 15 th of each month)	3 days in advance

- ✓ Tuition is calculated based upon the number of school days in the year. The tuition is then divided into ten equal monthly payments so monthly payments do not fluctuate. Monthly tuition does not include school closure or camp days
- ✓ Tuition applies regardless of enrollment or withdrawal date. Tuition is not prorated.
- ✓ Refunds or credits will not be given for un-used days, days not attended due to illness and days may not be transferred to another student or date.

Drop In Care

Drop In	\$30 per day per child	Same day registration
<ul style="list-style-type: none"> • \$30 fee includes AM and PM care • Refunds or credits will not be given for unused days, days not attended due to illness and days may not be transferred to another student or date. 		

Camp for School Closure Days

Camp	\$30 per day per child	See camp flyer for registration deadlines
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More Information

- ✓ Camp days are hosted during school closure days such as holidays, teacher in-service and school breaks
- ✓ A \$70 one time non-refundable per family per school year will apply for families not previously registered in LKC
- ✓ Drop in is not available for camp days
- ✓ Camps may be closed due to low enrollment and refunds will be provided upon request
- ✓ At this time we are not offering a student to attend camp at another campus

Refund Policy

- Unused days, days not attended due to illness or any other reason will not be refunded or credited.
- Days cannot be transferred to another date or student.
- Once the selection and payment is made refunds will not be given

Additional Fees

\$20 re-enrollment fee per child if withdrawn from a program and re-enrolls within the same school year

\$20 late payment fee if payment is made after the 15th

NOTES

- Financial assistance may be available on a case by case basis. Please contact your campus Principal for details
- LTS employees receive a discounted rate once your contract has been reviewed by a staff member in Eleyo

Ineligible Policy – Due to Late Payments

If you have an outstanding balance after 30 days your child becomes ineligible and may not attend LKC until the account reflects a zero balance in Eleyo. If the child attempts to attend the program while the ineligible status remains, they will be escorted to the school front office and parents contacted for immediate pickup and late pickup fee policy will be initiated.



Refund Policy

The \$70 one-time per family per school year registration fee is non-refundable. Refunds will not be given for unused days (due to illness or any other reason) will not be refunded or credited, and days may not be transferred to another student or date. Tuition applies regardless of enrollment or withdrawal date. Tuition is not prorated.

LKC camp fees are non-refundable and cannot be transferred to another student or date. Once the selection is made and payment processed refunds will not be given. Refunds will be provided if a camp is closed due to low enrollment numbers.

Refunds or credits will not be given for days not attended.

Withdrawal

You may withdraw your child from LKC at any time by selecting the withdrawal radio button in your Eleyo account. Your child will be welcomed back at any time during the school year, please refer to the re-enrollment section of this manual for details. Days already attended are not refundable. Fees apply regardless of the enrollment or withdraw date.

- Fees are not prorated
- All registration fees are nonrefundable
- All accounts must have a zero balance upon withdrawal. Collection efforts will continue as long as an outstanding balance remains.
- Administration can withdraw a student due to safety concerns, inappropriate behavior and failure to pay.
- Refunds will not be given on occasions when administration has withdrawn a child
- Future billing will continue until the withdrawal process is complete
- Withdrawn students, who wish to become part of LKC again in the same school year, must complete a Program Re-enrollment Form and submit the \$20 re-enrollment fee

Tax Statements

Please be aware that Legacy Traditional Schools does not provide end of the year tax statements. Please keep all receipts/invoices for this purpose. For your convenience access to your Eleyo account is available 24X7 to print your invoices. Legacy Kids Care does not qualify for tax credit donations. The tax id numbers are listed below for claiming childcare expenses:

Avondale: 32-0339504

Casa Grande: 27-0637575

Chandler: 30-0681275

Gilbert: 46-1849277

Glendale: 47-5382849

N. Chandler: 47-2240777

North Las Vegas: 81-1370901

NW Tucson: 35-2408563

Peoria: 81-2350661

Laveen: 61-1678903
Maricopa: 27-0637575

Queen Creek: 27-0637575
Surprise: 47-2207406



Injuries

Your child will receive proper attention and quality care for minor injuries. Staff will notify you of the injury either by phone, in person and with a written incident report. If your child experiences a major medical emergency, 911 will be called if necessary to ensure that your child receives the best medical attention.

Emergency Contacts

It is the parent's responsibility to make sure that the emergency contact information is always updated for the LKC program. It is extremely important that we have home and cell phone numbers for parents/guardians plus at least 2 local emergency contacts.

Illness

Parents must inform the LKC staff when an absence is due to illness. Students cannot attend LKC with any of the following symptoms: fever within the past 24 hours, vomiting, diarrhea, undiagnosed rash, inflamed or matter-filled eyes, or head lice. A child who did not attend school due to illness will not be accepted into LKC on that day. If your child becomes ill while attending LKC with a temperature of 100.4 or higher, vomiting, diarrhea, or the onset of a rash, a parent/guardian/emergency contact must pick up the child within the hour. Students may not return to school until they are fever free without the use of fever reducing medications for 24 hours, free of vomiting for 24 hours, and free of diarrhea for 24 hours.

Children who are ill with a contagious disease or fever may not attend Legacy Kids Care. Parents must inform the LKC staff if their child has been diagnosed with any potential infectious illness so that the school health assistant may be informed. The school health assistant is not part of LKC and will not be called for illnesses for injuries.

There is no tuition credit or refund given for sick days.

Medication Administration and Emergency Procedures

Medication will only be given to students with the proper paperwork completed and on file with the LKC department, and arrangements being made with the Program Instructor at the campus. If approved, only physician prescribed medication in the original prescription container may be given. The container must have the pharmacy label which includes the student's name, dosage, date and name of medication. Medication that is kept at the school, during the day, cannot be used for Legacy Kids Care. Legacy Kids Care requires its own prescription to be kept with the program. An *"Administering Medication to Students at Legacy Kids Care"* form must be filled for each medication needed.

Any unused or expired medication will be returned to the parent or guardian. Medications will be disposed of two weeks after the expiration date or a child's withdrawal from the program.

In case of an emergency, as determined by the Program Instructor or Principal, the paramedics will be called and a

parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.

Fire and Lockdown procedures will be an extension of the campus policies and procedures.



Exceptional Students

Legacy Kids Care fully complies with the requirements of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, applicable to DHS regulations, and applicable federal, state, and local laws. Reasonable modifications will be provided to afford a student with a disability meaningful access to Legacy Kids Care, unless it is demonstrated that the modifications would be a fundamental alteration in the nature of the program, or constitute an undue financial and administrative burden. Any student, including students with disabilities, may be removed from the program if his/her behaviors, even with reasonable modifications, are so disruptive that it puts other students in danger or negatively impacts the quality of services to other participants. If your child is an exceptional student, please complete the **"Student Record Request Release"** form to allow us to have copies of your child's IEP, 504 plan, health care plan, etc.

Positive Discipline Program

Legacy Kids Care follows the same positive discipline approach as Legacy Traditional Schools. Positive discipline helps to create a conducive environment for learning and fun. In LKC, positive behavior is rewarded with positive reinforcement. Consequences for inappropriate behavior are clearly defined and enforced.

Step 1 – Warning

Step 2 – Removal from the group for 5 minutes

Step 3 – Removal from the group for 10 minutes

Step 4 – Assistant Principal will be consulted/removal from group

Step 5 – Documentation will be sent home/signature required

- The Assistant Principal will be consulted if there is an ongoing pattern. Administration can withdraw a student due to safety concerns, inappropriate behavior and failure to pay.

Parent Involvement

Legacy Kids Care feels that active parent involvement and support is critical to the success of the program. This support may include helping during the before and after school programs, assisting during day camps, ½ days, or the summer academy, and chaperoning field trips. In addition, volunteers can help prepare materials from home. In order to volunteer on campus or chaperone field trips, volunteers must:

- Be a parent/guardian or sibling to an LKC student, and be over the age of 18
- Have a volunteer fingerprint clearance (submit every 2 years)
- Complete the Volunteer Application via the online Shop
- Sign in at the front desk and with the LKC Instructor
- Follow appropriate dress code requirements
- Please contact your LKC Instructor for information regarding volunteer applications.

Non Licensed Open Door Policy

The Legacy Kids Care program is not a licensed child care facility as defined by Arizona Revised Statutes section 36-882.

As such, your child is free to check out and leave from the program site at any time. Staff cannot physically restrain a participant who is not authorized to walk home but is trying to walk home. If your child leaves, staff will begin calling the numbers listed on the registration form.



Parent Agreement

I have read the Legacy Kids Care Parent Handbook information and agree to abide by the procedures outlined in the packet. I understand that failure to abide by the procedures in the packet may result in the dismissal of my child (children) from the program.

I understand that I must keep all emergency contact information up to date with Legacy Traditional Schools and the LKC Program.

I understand that my tuition payments are due by the 15th of the month. Failure to pay tuition within the specified time frame will remove your child from the program.

Parent/Legal Guardian Signature: _____ Date: _____

Please complete and submit all applicable paperwork attached in this packet to the LKC Instructor.

Forms



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STUDENT RECORD REQUEST RELEASE

INFORMATION TO BE RELEASED FROM:	INFORMATION TO BE RELEASED TO:
Name: Legacy Traditional Schools	Name: Legacy Kids Care (LKC) – <i>Please list campus name</i>
School:	Title: Admin and Staff
Street Address:	Street Address:
City/State/Zip:	City/State/Zip:
Phone Number: Fax:	Phone Number:

Parent/Guardian would like the following records and/or information released to Legacy Kids Care (LKC):

- Health & Immunization Records Section 504 Plan Records
 Psychological Evaluation Records Verbal Communication
 Special Education Records Written Communication
 Other: _____

Student Name	Date of Birth	Grade

I hereby authorize the school named above to release information, both verbally and in writing, to Legacy Kids Care (LKC).

Signature of Parent/Guardian Date

Signature of LKC Official Date



Administering Medication to Students at Legacy Kids Care

Name _____ Date _____

Teacher _____ School _____ Grade _____

Medication _____ Dosage _____

Diagnosis/Reason for Giving _____

Time to be given _____ AM _____ PM

Dates: _____ To _____

Prescription medication must be in the original container as prepared by a pharmacist and labeled, including the patient's name, name of medication, dosage, and time to be given. An over-the-counter medication must be in the original packaging with all directions, dosages, compound contents, and proportions clearly marked. Student misuse of medication being self-administered may result in seizure and disciplinary action.

Parent/Guardian Signature

Date

*A new form is required for any change in medication name or dosage and at the beginning of each summer.

***Staff members in charge of the Legacy Kids Care will assist students, as trained by the parent, following a physician's order.**

Parent initials _____.

*******Over the counter medication is not given. *******



Permit for Self-Administration of Emergency Epinephrine for Legacy Kids Care

Student _____ School _____ DOB _____ Grade _____

Legal Reference: ARS [15-341](#) (2005) allows students who have been diagnosed with anaphylaxis by a healthcare provider to carry and self-administer emergency medications including auto-injectable epinephrine while at school and at school sponsored activities. The student's name on the prescription label on the medication container or on the medication device is sufficient proof that the pupil is entitled to the possession and self-administration of the medication. The statute also provides immunity from civil liability for a school district and its employees with respect to all decisions made and actions taken that are based on good faith implementation of the requirements of this paragraph, except in cases of wanton or willful neglect.

Name of medication _____

Dosage _____ Expiration Date _____

I hereby give permission for my child to carry the above listed medication as ordered by his/her licensed healthcare provider. I understand that my child, not the school, is responsible for the storage, possession, and use of the self-administered medication. I understand that misusing medication or sharing medication with other students will result in disciplinary action. I agree to deliver the medication to the school health office with an appropriate pharmacy prescription label and to provide the health office with a back-up medication. I understand that it is the responsibility of my child to report to the Health Office or other staff member if symptoms do not improve after taking this medication.

“Self-Administration” means that my child has the discretion to use his/her medication appropriately. Therefore as parent/guardian, I acknowledge that my child is capable of identifying the medication, is knowledgeable of the purpose of the medication, is able to identify/associate specific occurrence and need for the administration of the medication, is knowledgeable/capable of medication dosage, is knowledgeable/capable of administrative method, is able to state side effects/adverse reactions to the medication, and is knowledgeable of how to access assistance for self if needed in an emergency.

I acknowledge that Athlos Traditional Academy/Legacy Traditional Schools and its employees will be immune from civil liability for all decisions made and actions taken in good faith to implement these provisions per ARS 15-341 and ARS 15-344. I also acknowledge that Athlos Traditional Academy/Legacy Traditional Schools and its employees will be exempt from civil liability as a result of any injury arising from my child’s self-administration and/or misuse of the medication.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Prescribing Physician Name _____ Ph. Number _____

I have read the above and understand my responsibility to carry and self-administer my medication and will notify the Health Office or other staff member if my symptoms do not improve after taking this medication.

Student Signature _____ Date _____

(Office Use) Check if Emergency Action Plan is complete and on file



Permit for Self-Administration of Inhaler Medication for Legacy KidsCare

Student _____ School _____ DOB _____ Grade _____

Legal Reference: ARS [15-341](#) (2005) allows the possession and self-administration of prescription medication for breathing disorders in handheld inhaler devices by students who have been prescribed the medication by a licensed health care professional. The student's name on the prescription label on the medication container or on the medication device is sufficient proof that the pupil is entitled to the possession and self-administration of the medication. The statute also provides immunity from civil liability for a school district and its employees with respect to all decisions made and actions taken that are based on good faith implementation of the requirements of this paragraph, except in cases of wanton or willful neglect.

Name of medication _____

Dosage _____ Expiration Date _____

I hereby give permission for my child to carry the above listed inhaler as ordered by his/her licensed health care provider. I understand that my child, not the school, is responsible for the storage, possession, and use of the self-administered inhaler. I understand that misusing medication or sharing medication with other students will result in disciplinary action. I agree to deliver the medication to the school health office with an appropriate pharmacy prescription label and to provide the health office with a back-up medication. I understand that it is the responsibility of my child to report to the Health Office or other staff member if symptoms do not improve after taking this medication.

“Self-Administration” means that my child has the discretion to use his/her medication appropriately. Therefore as parent/guardian, I acknowledge that my child is capable of identifying the medication, is knowledgeable of the purpose of the medication, is able to identify/associate specific occurrence and need for the administration of the medication, is knowledgeable/capable of medication dosage, is knowledgeable/capable of administrative method, is able to state side effects/adverse reactions to the medication, and is knowledgeable of how to access assistance for self if needed in an emergency.

I acknowledge that Athlos Traditional Academy/Legacy Traditional Schools and its employees will be immune from civil liability for all decisions made and actions taken in good faith to implement these provisions per ARS 15-341 and ARS 15-344. I also acknowledge that Athlos Traditional Academy/Legacy Traditional Schools and its employees will be exempt from civil liability as a result of any injury arising from my child’s self-administration and/or misuse of the medication.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Prescribing Physician Name _____ Ph. Number _____

I have read the above and understand my responsibility to carry and self-administer my inhaler and will notify the Health Office or other staff member if my symptoms do not improve after taking this medication.

Student Signature _____ Date _____

(Office Use) Check if Asthma Action Plan is complete and on file