

CLARK-SHAWNEE LOCAL SCHOOLS

LATCHKEY PROGRAM



2019-2020

**PARENT
HANDBOOK**

PHILOSOPHY

The Latchkey Program is designed to provide quality before/after school care for working parents who prefer having their children participate in a school-sponsored program.

The program will focus on providing a structured and supervised environment conducive to positive peer interaction and enrichment activities.

A key concept of the program will be a warm setting for students to play informally, do homework and relax under the guidance of a competent and dedicated staff.

PROGRAM GOALS

In a warm, informal setting, the program will provide:

1. Opportunities to engage in supervised activities;
2. Time and space to engage in reading and homework;
3. Time and space to study;
4. Time and space to engage in large muscle activities and games;
5. Encouragement to be creative;
6. Time to discuss the day's activities with staff and peers.

SUGGESTED PROGRAM SCHEDULE

1. Roll Call, Restroom Break
2. Weather permitting in the afternoon, we will go outside and use the playground equipment. The children may also take out balls and ropes. Playground rules will be in effect.
3. Second Restroom Break and wash hands
4. Snack Time
5. Quiet/Homework Period
6. Craft/Art Work Period
7. Release to Parents/Class

POLICIES AND PROCEDURES

Where is the Latchkey program held?

The Children can be dropped off as early as 6:30 am for the morning latchkey program at Reid and Possum and 7 am at Rockway. Morning latchkey will be held in the cafeteria.

The afternoon latchkey program at Reid, Rockway and Possum is held in the primary/middle school cafeteria. The children come to the cafeteria after their teacher dismisses them at the end of the school day.

Do I need to sign my child in or out?

Whenever you pick up your child or drop your child off you must enter the elementary school building, come to the cafeteria, and sign the sign-in/sign-out sheet. A staff member will sign the elementary school students in at 3:30 p.m. Whether signing your child in or out, it is very important that you enter the correct time, this sheet will be used to figure the amount you owe each week.

If your child needs to attend Scouts or athletic practices within the school building, a note will need to be sent from the parents authorizing this. We will then see that your child gets there safely.

Who is Authorized to Pick up a Child?

Only persons authorized in writing by the parents may pick up a child. This is for your child's protection. If someone else is picking up your child, please notify the program director in writing. If your child will need to leave earlier than usual with someone not named on your enrollment form due to situations such as Scout meeting, etc., please send a note with your child. If a note has not been sent in prior to the day, your child will not be released to an unauthorized person.

What Happens if my child becomes ill at the Latchkey Program?

The program director will notify the parent of the illness. If the parent cannot be reached, an authorized alternate person will be notified to come and pick up the child. If the program director cannot reach either parent or the alternate person, your child will be made as comfortable as possible until you arrive to pick them up. No child shall ever be left alone or unsupervised.

There is immediate access to the clinic at all times and to the phones located in the clinic and kitchen.

Parents, please make sure we have all current phone numbers in case we need to reach you.

The following illnesses are examples that would warrant a call from the program director:

- Temperature of 100 degrees or more
- Diarrhea
- Vomiting
- Bump to the head
- Lice infestation

What happens if my child is injured during the Latchkey

Program?

Minor accidents (cut, etc.) will be treated by the staff. The staff will have a first-aid box. If your child is injured, the program director will take whatever steps may be necessary to obtain emergency medical care. These steps include, but are not limited to the following:

1. Attempts to contact parent or guardian
2. Attempts to contact you through any of the persons listed on the emergency information form you completed for us.

If we cannot contact you, we will do any or all of the following:

1. Call an ambulance or paramedic
2. Have the child taken to the emergency hospital in the company of a staff member.

Our Latchkey personnel have been trained in first aid and CPR.

Will my child be given instructions about what to do in case of a fire or tornado?

Monthly fire drills will be conducted at varying times. A fire emergency and weather alert plan will be posted in the cafeteria explaining the emergency action plan and a diagram showing evacuation routes.

What are the hours of operation of the Latchkey Program?

Morning latchkey begins at 6:30 am at Reid and Possum and 7:00 am at Rockway Monday through Friday.

The Reid, Rockway and Possum afternoon latchkey program operates from 3:30 p.m. until 6:15 p.m. Monday through Friday.

Both programs will follow the school calendar. **On the days when school is closed for holidays or bad weather, there will be no Latchkey Program. When school is operating on a delay there will be no morning latchkey.**

If we should need to dismiss early because of bad weather, there will be someone at school to remain with your children until they can be picked up. **If possible, you should have an alternate person that your child could go home to if this should happen.**

What is your disciplinary action?

Abusive language, disrespect, or fighting will not be tolerated. When this happens, I will speak with the child first. If the behavior continues they will have a five-minute time out at the table. There will be three verbal warnings and if the behavior still persists, I will talk with the parents. If this does not help, I will refer the matter to the principal. If the above does not correct the behavior problem, your child will be suspended from the program. Length of suspension will depend upon the offense. These guidelines are similar to those found in the 2018-2019 school handbook.

Will my child have a snack?

Your child will receive a nutritious snack in both latchkey programs. The staff will serve a variety of tasty and appealing snacks. If your child has any dietary restrictions or food allergies, be sure to indicate them in writing to the staff.

What are the rates and how is payment handled?

There is a \$10 per child enrollment fee per child. Children enrolled in both AM and PM will only be charged \$10

AM latchkey is \$4.00 per child

PM latchkey is \$4.00 per hour per child. Children picked up after the quarter hour will be charged an additional hour.

Payment notices will be sent weekly and payments are to be made within five (5) days of receipt. Accounts two (2) weeks or more past due may be asked to not return to latchkey until payment is made in full.

Morning latchkey begins at 6:30 am at Reid and Possum and 7:00 am at Rockway. There will be no accommodations made for drop-offs earlier than the times stated above so please make other arrangements.

Reid, Rockway, and Possum afternoon latchkey is over at 6:15 and we do expect all children to be picked up by this time. There will be a late fee charged when children are picked up after 6:15. The late is as follows from:

- \$10.00 for every 15 minutes past 6:15.
- After children are picked up late 3 times, the building administrator will be contacting the parent to discuss arrangements that need to be made.

In case of an emergency dismissal, we will need to know your daytime phone and extension number. The office will try and notify you of the situation but you should have an alternative plan and we will need to know what it is. The reason is to help eliminate confusion for the child(ren) who are enrolled in our program. Please circle one of the options listed below and return this paper immediately.

1. Notify my spouse or me immediately.

2. Please keep my child(ren) at school until myself or an alternate person can pick them up.
This will need to be done as soon as possible.

3. Send my child(ren) home on the bus.

4. Other option: Please explain: _____

Thank you for your cooperation in this matter.

Sincerely,

Building Principal

**Clark-Shawnee Local Schools Latchkey Program
Enrollment Form**

Morning Latchkey

First Date of Attendance _____

Drop Off Time _____

Custodial Data

Last Name _____

First Name _____

Address 1 _____

Address 2 _____

City _____

State _____

Zip _____

Phone 1 _____

Phone 2 _____

Work Phone 1 _____

Work Phone 2 _____

Afternoon Latchkey

First Date of Attendance _____

Pick Up Time _____

Child # 1 Data

Last Name _____

First Name _____

Grade Level P M

Birthdate _____

Gender M F

Child # 2 Data

Last Name _____

First Name _____

Grade Level P M

Birthdate _____

Gender M F

Child # 3 Data

Last Name _____

First Name _____

Grade Level P M

Birthdate _____

Gender M F

Person(s) authorized to call for my child:

any changes in this list MUST be received from you in writing, NO unauthorized person will be allowed to pick up your child(ren).

Person responsible for payment, if different from above.

Name _____ Address _____ Phone _____

I agree to adhere to the Latchkey Care Program policies as listed in the Latchkey Handbook.

Parent/Guardian Signature

Date