

GREENON LOCAL SCHOOLS

LATCHKEY PROGRAM



2021-2022

PARENT HANDBOOK

Dear Families,

Welcome to our Latchkey Program! We are excited to be able to offer our services to you both before and after school at Greenon Elementary. We are confident that you will find Latchkey to be a quality program. It is well structured with engaging activities, study periods, free time and/or craft periods.

Students will be supervised by our energetic, competent staff members at all times.

Should you have any questions, please feel free to call the school's office. Your comments, questions, and suggestions are welcome and appreciated.

Thank you!

GREENON LOCAL SCHOOLS LATCHKEY PROGRAM PARENT HANDBOOK

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FORMS:

Registration Agreement
School Closing Information Form
Emergency Medical Form

PHILOSOPHY

The Latchkey Program is designed to provide quality care before and after school 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, as well as complete 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 ACTIVITIES

- Roll Call
- Restroom Break, as needed
- “Noisy-Active” Time in gymnasium
- Snack Time
- Quiet/Homework Period

POLICIES AND PROCEDURES

If your child is scheduled to stay in Latchkey everyday (as indicated on registration agreement), we will keep your child everyday unless notified by written note or phone call – no exceptions.

Sign-In Policy:

The student must report directly to the Latchkey room if dropped off by a parent in the morning or as soon as his/her class is dismissed at the end of the day.

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 a Scout meeting, etc., please send a note with your child or send a message through the school's secretary.

What Happens If a Child is Ill?

A sick child is to be kept home for his/her own well-being and that of others. Call the school when your child is ill and leave a message with the secretary for the Latchkey staff.

What Happens if My Child is Injured at the Program Site?

If your child is injured, a staff member will take whatever steps necessary to obtain emergency medical care. These steps include, but are not limited to the following:

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

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

1. Call 911
2. Send the child to an emergency hospital in an ambulance, if deemed necessary by EMS team, at the parent's cost.

HEALTH AND SAFETY POLICIES

Emergencies and accidents will be handled as requested by the parent per emergency forms.

Minor accidents (cut, etc.) will be treated by the staff. The staff will have a first-aid box in the Latchkey room.

Any child who becomes ill while at Latchkey will be separated from the other children while arrangements are made for the child to go home. Illness will be determined by the staff. A fever of 100 degrees or higher, vomiting, and/or diarrhea indicates the child should be sent home.

No child shall ever be left alone or unsupervised. There is immediate access at all times to a working telephone located in the Latchkey Program Room.

Monthly fire drills will be conducted at varying times. A fire emergency and tornado alert plan will be posted in the Latchkey Room explaining the emergency action plan and a diagram showing evacuation routes and/or shelters.

HOURS AND DAYS OF OPERATION

The Latchkey Program will operate Monday through Friday from 6:30 a.m. to 8:15 a.m.; and from 3:25 p.m. to 6:00 p.m. Parents whose children remain past 6:00 p.m. must pay an overtime fee as follows:

1. The first 1-15 minutes overtime = \$10.00 per family.
2. Each additional 1-15 minutes = \$ 5.00 per child.

An overtime fee will be assessed if pickup is after 6:00 p.m. A parent must notify Latchkey by 5:30 p.m. if they are going to be late. If not notified and latchkey personnel are not able to reach anyone on the pickup list, dismissal from program may occur.

SNACKS

Your child will receive a snack. 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.

SCHOOL CLOSINGS

When the Greenon Local Schools are closed due to snow, inclement weather or other calamities, the Latchkey Program will be canceled. Please fill out a School Closing/Early Release Information Form when your child is admitted to the program.

SCHOOL DELAYS

Morning latchkey is cancelled in the event of any school delay. Please make proper arrangements for your child if this occurs.

EARLY DISMISSALS

On any early dismissal by the school, due to emergency weather conditions, latchkey services will not be provided. Latchkey will be provided on scheduled 2 hr. early dismissals. We will make every attempt to notify you about early dismissals, and ensure that your child follows your instructions as indicated on the School Closing/Delay Information Form for early dismissal.

Please make proper arrangements for your child if this occurs.

TRANSPORTATION

You are responsible for your child's transportation home from the After- School Latchkey Program.

DISCIPLINE

Each child will be treated with respect and concern for his/her developmental needs by the staff and by other children. The staff expects each child to behave in a respectful and well-disciplined manner. The Greenon Local standards governing student conduct will be followed in the Latchkey program as well as the behavioral guidelines that follow.

1. Child must report directly to Latchkey Room as soon as s/he arrives in the morning or as soon as class is dismissed each day.
2. Child will sign in with staff person.
3. No chewing gum is permitted.
4. There will be NO running permitted inside the building, aside from within the gymnasium.
5. Child must have staff permission to leave the room for any reason.
6. Child must keep shoes on at all times.
7. Child must remain in area designated by staff when inside or outside the building.
8. There will be no climbing, crawling, laying or standing on bleachers or tables. Children may sit on opened sections.
9. No swinging of jump ropes will be permitted.
10. No child is to enter any classroom, storage room, or any area without consent of the staff.
11. Child must not leave the school building without an authorized adult who has signed him/her out in the presence of a staff member.
12. Any gymnastic activities must be carried out under the supervision of staff and must be with use of proper equipment.
13. Playground equipment must be used in the proper manner -- for its intended use only.
14. No harmful physical contact such as hitting, kicking, pushing, tripping, biting, spitting, etc. will be permitted. This type of behavior may result in immediate suspension or expulsion from the Latchkey program. Building Administrator(s) will be consulted in addressing consequences.
15. Disruptive behavior will not be tolerated and can result in short term suspension or expulsion from the Latchkey program. Building Administrator(s) will be consulted in addressing consequences.
16. No parent is to confront or discipline another child during Latchkey. If you feel a problem exists, please discuss it with the Latchkey Aide.
17. All Latchkey students are expected to be toilet trained.
18. Only Greenon Local students may attend the Greenon Local Latchkey program.
19. Students must be able to independently participate in latchkey activities. (One-on-one supervision cannot be provided.)
20. Cooperation with other students in the program is an absolute MUST.

Disruptive behavior with classmates or staff will not be tolerated. If such disruptive behavior occurs, the staff will call you to pick up your child immediately and will schedule a conference. At that time, the staff will discuss the following:

1. Behavior displayed;
2. Suggestions for improving behavior;
3. Recommendation for suspension or expulsion from program.

FEES

Charges for child care:

One child per family.....\$2.50 per hour

Two or more children per family.....\$2.25 per hour per child

Charges are figured on a quarter ($\frac{1}{4}$) hour basis. Charges are based on daily attendance and the number of children per family who attend per day. Check payments are preferred.

Greenon Latchkey Program: A.M. Hours are: 6:30 a.m.to 8:15 a.m.

P .M. Hours are: 3:25 p.m.to 6:00 p.m.

PAYMENT

You are charged by the number of hours that your child attends the program. You may make payments on a weekly or bi-weekly basis.

You must make regular payments as scheduled by the staff, weekly or bi- weekly. If you are experiencing financial difficulties, please notify the staff as soon as possible. If you are delinquent in payment, you will receive a notice. If you do not make payment in full or present an acceptable payment plan, services will be discontinued.

* Charges for occasional use of Latchkey services must be paid on the day of service.

MEDICATIONS

In cases where prescribed medication must be given during Latchkey hours, the following procedures are required:

- A. The Latchkey aides receive a written request signed by the parent or guardian, that the drug be administered to the student. There is a special form for this available in the school office entitled, "Parent Release for Administration of Medicine".
- B. The Latchkey aides receive a statement signed by the physician that includes the following:
 - 1. The name and address of the student;
 - 2. The school the student is enrolled in;
 - 3. The name of the drug;
 - 4. Dosage and time(s) to be administered;
 - 5. The dates to begin and end administration of the medication;
 - 6. Possible severe adverse reactions to the drug which should be reported to the physician;
 - 7. An emergency phone number where the physician can be reached;
 - 8. And any special instructions for administration of the medication.
- C. All statements are to be filed in a designated area.
- D. The Latchkey aides shall be responsible for storage of the medication in a locked storage space, or in a refrigerator if applicable, as long as the refrigerator is not used by students.
- E. The parent or guardian must agree to submit a revised statement signed by the physician if any of the information originally provided by the physician changes.
- F. The drug shall be received by the Latchkey aides, from the parents only, in the container in which it was dispensed by the physician or licensed pharmacist.
(Handled by Adults Only)

*Oral medicines are to be administered by the Latchkey aides who are responsible for all necessary and appropriate hand washing, both before and after administering such medications.

**REGISTRATION and CONSENT AGREEMENT
Greenon LATCHKEY PROGRAM
2021-2022 School Year**

Today's Date _____

First Date of Attendance _____

Amount Paid _____

Receipt # _____

(\$15.00 per family Non
refundable Fee)

Child's Name	Grade	Date of Birth	Sex	<u>Morning</u>	<u>Afternoon</u>
_____	_____	_____	_____	Yes No	Yes No (Circle)
_____	_____	_____	_____	Yes No	Yes No
_____	_____	_____	_____	Yes No	Yes No

Greenon Latchkey Program: A.M. Hours are: 6:30 a.m.to 8:15 a.m.
P.M. Hours are: 3:25 p.m.to 6:00 p.m.

Please fill in Completely:

(Circle days attending)	Drop-off Time	(Circle Days Attending)	Pick-up Time	With Note Only
M T W T H F	_____	M T W T H F	_____	_____

Parent(s) or guardian(s) with whom child resides:

Name _____ Relationship to child(ren): _____

Address: _____

Home Phone: _____

Email Address: _____

Name/Address of employer: _____

Work phone: _____

Person responsible for payment, if different from above:

Name _____ Address _____ Phone _____

Person(s) authorized to call regarding your 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).

1. _____ Phone _____ 3. _____ Phone _____
2. _____ Phone _____ 4. _____ Phone _____

1. The Latchkey School Care Program will assume full responsibility for my child(ren) from the time s/he arrives at the program until the child is called for by me or another authorized person. The child will be signed in upon arrival and be signed out by an authorized person.
2. I understand I am responsible for providing transportation home for my child(ren).
3. **An overtime fee will be assessed if pickup is after 6:00 p.m. Parent must notify Latchkey by 5:30 p.m. if going to be late. If not notified and atchkey personnel are not able to reach anyone on pickup list, dismissal from program may occur.**
4. Parents/guardians whose children remain past the closing of the program must pay the following overtime fees:
1-15 minutes overtime = \$10.00 per family
Each additional 1-15 minutes = \$ 5.00 per child
5. I understand that during vacation periods and days that schools are closed, or delayed by two (2) hours, because of inclement weather, there will be **NO** Latchkey Program. (Refer to Latchkey Program Parent Handbook.)
6. I agree to pay _____ per hour for the number of hours used per week.
7. I agree to pay on a _____ weekly or _____ bi-weekly basis. **BALANCES MUST BE PAID IN FULL WEEKLY OR BI-WEEKLY, AS AGREED OR SERVICES WILL BE DENIED UNTIL PAYMENT IS MADE IN FULL.**
Charges for occasional use of Latchkey services must be paid on the day of service.
8. If my child is having problems adjusting to the program, a conference will be arranged between the staff and myself.
9. In the event of illness, vacation, or other absences such as Scouts, music lessons, and other out -of-school activities, the Latchkey Program staff will be notified. Communication with the Latchkey School Program staff can be made through the Greenon Main Office (864-7348).
10. **This registration must be accompanied by a completed Emergency Medical Form, and School Closing Information Form. Please keep latchkey personnel informed of any changes; such as, phone #, address, etc.**

