

DETROIT LAKES COMMUNITY EDUCATION

LatchKEY

School Age Child Care 

After School Program at Roosevelt & Rossman Elementary School
All Day Summer Program at Rossman Elementary School

Family Handbook



Welcome!

The Detroit Lakes School Age Child Care Program (LatchKEY) was designed to meet the needs of the area families. Our primary goal is to provide a safe, happy, and enriching supervised environment for your child(ren) and provide activities for learning and fun with a limited amount of structure.

The activities planned by the LatchKEY staff emphasize development of educational and recreational skills. Although space is provided for students to do homework, we will not emphasize academic skills. Activities include recreation and gym time, games, outdoor time, crafts, and creative play.

After School Program at Roosevelt & Rossman Elementary School

- ▶ **After School until 5:30 p.m.**
- ▶ **Students in Kindergarten through Grade 6**

All Day SUMMER Program at Rossman Elementary School

- ▶ **Daily from 7:45 a.m. to 5:30 p.m.**
- ▶ **For students entering Kindergarten to Grade 6**

Program Fees

Flexible Scheduling!

▶ \$3 per hour. Families will be billed for the number of hours their student attends the program. Minimum 1 hour. Billed in increments of ½ hour after first hour.

Registration Fee

A \$25/family annual registration fee is charged at the time of enrollment.

Fee Payments

Fees are due bi-weekly the Wednesday after the two weeks of care. Prompt payment is necessary for our program to function. Payments can be made online at DLCommunityEd.com (details on that option will be sent with enrollment) or by check or money order made payable to ISD #22. We reserve the right to drop your child(ren) from the program when payment is delinquent more than 30 days.

Late Pickup Fee

A late fee of \$5 per child will be assessed for every 15 minutes or fraction thereof when a child is picked up after 5:30 pm. We understand the conditions are sometimes beyond the control of parents. Examples would be bad weather, accidents and similar conditions. If this does occur, it is very important that you notify staff as soon as possible. We too have families and other responsibilities to attend to. If your child is late being picked up, we will notify your emergency contacts provided. Rest assured that under no condition will we leave your child(ren) unattended.

Withdrawal from Program

We request that you give us two weeks' notice if you are withdrawing your child(ren) for any reason. Your account will continue to be billed if you do not provide notice

Financial Assistance

Our **Summer** School Age Child Care Program is a certified center that is currently able to accept child care assistance payments. To apply, please go to the following website to mahube.org/services/child-care-aware/child-care-assistance-program or call 218-739-3011. ***Child care assistance is not currently accepted for the after school program.***

Enrollment

Children must be enrolled to attend. Registrations are taken on a first-come, first-serve basis as space is available. Summer program registration opens on March 1 and School Year program registration opens on August 1. A \$25 non-refundable family registration fee must be paid annually.

To enroll, visit dlschools.net (Departments>Community Education> LatchKEY) or call Community Education at 218-847-4418, option 1, for assistance.

Attendance

If your child will not be attending LatchKEY on one of the days they are scheduled to be there, please let staff know by sending a text message to the Rossman LatchKEY phone at 218-850-7003 or the Roosevelt LatchKEY phone at 218-850-3393.

Release of Child

You or another authorized person (indicated on registration form) must sign your child in and out daily and plan to show a photo ID. It is very important that you make contact with a staff member when you are taking your child(ren) from the program. Our staff wants to be aware when your child(ren) is leaving for the day. If your child(ren) needs to walk somewhere at a specific time, please fill out a Child Release Form.

Program Closures

LatchKEY *will be closed* on the following holidays:

- Labor Day
- Thanksgiving Day & Friday After
- Christmas Eve & Day
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day

In-service and No School Days

The program anticipates being open during no-school and in-service days. This is assuming there is enough interest to remain open. NOTE: All program youth must bring a sack lunch and beverage on non-school days (breakfast and snack are included). You will be notified of planned activities prior to each non-school day.

Emergency Closing or Early Dismissal

The Detroit Lakes School Age Child Care Program will be closed on days when school is canceled or dismissed early because of poor/bad weather. Please watch for school closing announcements and instant alerts. These announcements will be made for the Detroit Lakes School District #22 (there will not be a separate listing for LatchKEY). These announcements are generally aired before 6:30 a.m.

Inclement weather may occur on any one of the non-school days listed that the Detroit Lakes School Age Child Care Program is scheduled to open. If this happens, please listen to the same radio stations as on a school day and instant alerts. The announcement on these days will be specifically for the Detroit Lakes School Age Child Care Program.

The Detroit Lakes School Age Child Care Program reserves the right to cancel care on any day because of bad weather. Parents will be notified by instant alert and will be expected to promptly come and pick up their child(ren).

Unexpected Closure

Please know that if a positive COVID-19 test is confirmed within the facility we will follow the MN Dept of Health guidance and may need to close the facility for a period of time. We may also need to close temporarily in the case of staff absence due to illness. Families should make back up childcare arrangements for this potential situation.

Food Service

A nutritious snack is provided for all children in the Detroit Lakes School Age Child Care Program. Parents must provide a lunch and beverage on in-service, conference days and the all-day Summer program. Breakfast will be provided on in-service, vacation and summer program days.

Health and Safety

Illness

Children who are ill should be kept home from the LatchKEY program. If your child(ren) becomes ill at the center, we will contact you immediately. As a parent you are responsible to pick them up immediately or send an authorized person to do so. *See separate COVID-19 addendum for current information regarding our policies for COVID-19.*

Accidents/Emergency Care

Children who receive minor injuries will be given first aid and we will notify the parent when to pick them up. In the event of an emergency you will be notified. If necessary, children will be transported to a parent's

specified hospital. This will be done by the local emergency unit and proper treatment will be provided. Keep in mind that the child will be transported at the parent's expense.

Medications

We prefer not to give **any** medications to your child(ren). Under very limited situations, we may administer personal prescriptions. To do this, written statements will be required for:

1. Long Term medications (prescribed for more than two weeks)
 - a. Statements shall be required annually.
 - b. The family physician: will provide written directions for medication administration to a child during program hours. These directions will be in addition to those on the original prescription container.
 - c. The parents: request administration of medication thereby releasing School Age Child Care personnel from liability. This is required should reactions result from medications.
 - d. All medications should be in an original container and properly labeled. This original container must be well marked by the supplying pharmacist, it should include the child's name, name of medication, dosage and name and phone number of physician. This medication shall be stored in a safe appropriate place. Access will be restricted to School Age Child Care Personnel only.
 - e. Do not send any medication with your child to the center.
2. Short Term medications (prescribed for two weeks or less). – SAME AS ABOVE.

Discipline Policy

We want to provide children with a happy, fun, and responsible program. To do this, we use positive, non-threatening teaching techniques. This helps children become responsible for their own actions. We feel it also respects the rights and feelings of other children.

When challenges over the rights of other children and property develop with a child's behavior, it affects others. It is our goal to work with each individual child. If a challenge continues, we will use the following methods:

1. A child may not be allowed to participate in a particular activity. We will ask that this child sit quietly for a limited period of time.
2. If we still have an unresolved conflict, we will ask you as a parent for ideas on solving this concern. A conference between the parent and site supervisor may be scheduled for the benefit of everyone.
3. In an attempt to change behavior, LatchKEY reserves the right to impose a five-day suspension from the program.
4. If the conflict cannot be resolved, we will ask you as a parent to remove your child from the center.
5. If a child deliberately destroys LatchKEY property, it is the expectation of this program the parent will be responsible for replacing the damage to equipment.

As a parent you can feel comfortable that we will not use physical abuse as a means of solving a problem. We cannot allow others (including the children) to do likewise within the center.

Children with Special Needs

The policy of the Detroit Lakes School Age Child Care Program is to accept all Detroit Lakes District children on a two-week trial basis. This program is structured in such a way that it may not reach the needs of every child. Our staff wants to reassure all parents that we will make an attempt to meet the needs of every child. If we cannot meet those needs, then we feel the program would not be good for your child. At that point we would ask you as a parent to remove your child from the center.

Certain types of behavior are not acceptable with this program. Behavior that is violent, or physically and verbally abusive will not be tolerated. Our established discipline procedure will be used if there is a problem with poor behavior.

Requests from parents with children of special needs are welcome. We will use the following procedure:

1. The program supervisor will listen to the parent about the needs of their child.
2. The child will follow the same two-week trial basis. If we can meet the needs of the child within the structure of our current set up, then we will allow the child to remain in the program.
3. If additional resources are needed to meet the needs of the child, then the parent will be asked if they are able to help obtain those resources.
4. If more resources are needed, then the parent will be asked for suggestions to obtain those resources.
5. The parent and staff supervisor will discuss together a final plan for the child's enrollment in the Detroit Lakes School Age Child Care Program.
6. If we cannot fulfill the concerns of a parent of a child with special needs, then we will ask that the child be removed from the center.

Staff

Our school age child care center staff are qualified with teaching or experience in child care as outlined by the state. All staff are CPR and first aid certified. Their primary concern is always your child's safety and happiness. Children will always be with child care workers who are well trained and care about the children.

Maltreatment of Minors Reporting Act

All staff are required to report all cases of alleged maltreatment of school children. The "Report of Suspected Child Abuse/Neglect" is on file at the Detroit Lakes School Age Child Care center.

Photos

Community Education periodically takes photos of participants in our programs. These photos may be used in the Community Education catalog and/or social media. If you do not wish to have your child's photo taken or published, please provide us with a written notice.

Dress and Personal Belongings

Your child(ren) should be adequately dressed for both inside and outside play. We request that children do not bring toys or personal belongings to the center. We cannot be responsible for items that are lost or damaged.