

# LATCHKEY PARENT/STUDENT HANDBOOK 2023-2024

This document will act as an amendment to the Sidney City Schools Student/Parent Handbook, under which the Latchkey program will operate.

## **Contact information**

Latchkey Site – 937-494-2073 (for attendance reporting and to contact site staff)

Paige Barker – Director

Office- 937-494-2008

Cell- 937-638-3366

paige.barker@sidneycityschools.org

## **Our Commitment**

We promise to devote our time and effort to ensuring that children are safe, happy, and cared for in a positive environment. We are committed to meeting the developmental needs of children through developmentally appropriate experiences and activities, while providing supervision and guidance that helps children develop their leadership and social skills.

## **Protection and Privacy of Student Records**

The School District maintains many student records including both directory information and confidential information.

## **Location and Schedule**



Hours: 5:30AM until the start of school and after school until 6:30PM

315 W. Russell Road. Will host all K-5 students. Latchkey will be held in the lower level classrooms. Parents/guardians may use the front door facing Russell Road.

## **Sign-in and Sign-out Process**

Each day parents or authorized persons are required to:

- Make sure each child is signed-in upon arrival
- Inform the staff of any necessary information
- Notify the staff if your child is going to be absent
- Make sure your child is signed-out upon leaving

**Please note that a parent or guardian signature is a requirement upon drop off and pick up. Failure to comply with the signature requirement will result in suspension from the program. Multiple occurrences will result in expulsion.**

A valid ID may be required, for all authorized persons, when signing a child out of the Latchkey program.

## **Tuition and Payments**

Payments are due every **MONDAY** for the current week. There will be a payment schedule given to you on a monthly basis that will outline the weekly tuition. You may pay ahead for as many weeks as you wish. There is a payment drop box located at the Latchkey site for payment submission. Payment receipts are emailed to the email address listed on the registration form.

Full Time (AM and PM)	\$65.00/week	Additional Children- \$40.00/week
Part Time (AM or PM)	\$43.00/week	Additional Children- \$25.00/week
Drop In	\$10 per session (AM or PM)	N/A
Cancellation Days/Scheduled Days Off	\$20.00/day	Additional Children- \$10.00/day

A non-refundable registration of \$20.00 will be due upon enrollment per family per school year.

***Pro-Rating-*** On the days that Latchkey is scheduled to be closed; tuition will be pro-rated for those days. **We do not pro-rate or credit accounts for student absences and/or suspensions.**

***Shared Parenting Agreements-*** Families who have shared parenting agreements that affect account invoicing and/or student attendance schedules should contact the Latchkey Director at 937-494-2008. All communication regarding any changes (enrollment status, payments, or pick-up/drop-off schedules) should be communicated to the Latchkey Director.

***Returned Check Fee:*** For any checks that are returned from the bank, there will be an additional \$7.00 fee.

***Cancellation Days/SDO:*** Please refer to the Latchkey Calendar for days that Latchkey is scheduled to be open all day. On days that school delays and then closes, Latchkey will be OPEN all day. These days are an additional \$20.00. You **MUST BE PREREGISTERED** to attend these days, even if you are already weekly registered.

## **Late Pickup Fee**

A late pickup fee shall be charged and collected if a child is not picked up by the 6:30pm closing time.

**Fees accrue at the rate of one dollar for each minute late.**

We suggest that you network with other Latchkey parents to work out an emergency pick up arrangement if you are in a “jam” or an emergency should arise. The official time will be the clock in the program room and you will be required to fill out a payment envelope and submit payment at that time.

## **Delinquent Account Policy**

Any parent/guardian (or account holder) who is having difficulties keeping their student’s account current is encouraged to contact the Latchkey Director immediately at 937-494-2008. The Latchkey Director will work with account holders who wish to make payment arrangements.

For accounts that remain delinquent due to payment arrangements not being fulfilled on the part of the account holder(s) or neglect on the part of the account holder(s) to communicate with the Latchkey Director, the following action will be taken:

**1 Week-** An account that is 1 week behind will be considered delinquent. A notice will be sent to the account holder(s) that the account is delinquent and that payment is due immediately. An additional \$5.00 late fee will be assessed per week late.

**2 Weeks-** An account that is 2 weeks behind will be considered for suspension. If the payment is still not made, the student will no longer be enrolled in the program.

## **Absences**

Safety is our number one concern! We want to make sure that all students are accounted for and safe. This means that parents MUST notify the Latchkey site (937-494-2073) in the event that the student will not be attending. **There will not be a credit to the account in the event that the student is absent from the program.**

**Morning Latchkey**- If a child who is scheduled to attend the morning session does not arrive, it is assumed that the parent/guardian has chosen not to bring the child to the program that morning.

**Afternoon Latchkey**- Unless notified in advance by the parent/guardian, all children scheduled for the afternoon session are expected. Attendance is taken as the children enter the program area. If a child is not in attendance, the site lead will contact the parent/guardian by phone, as well as the other emergency contacts identified on the registration forms. If the parent/guardian and emergency contacts are unable to be reached, the police may be contacted.

## **In Case of Illness**

In the event that the student becomes ill and will need to be picked up and the parent/guardian is not available, please list a dependable contact on the ***emergency medical form*** that will be able to pick the student up during these hours. Minor injuries and illnesses will be treated by staff with a first aid kit.

## **Control of Casual-Contact Communicable Diseases**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

## **Closings/Delays Due to Weather or Emergencies**

In case of inclement weather, Sidney City Schools will be using the automated call system to inform families of cancellations.

**If school is closed before 5:30am**, Latchkey will also be closed. Parents will be credited for this day in the event of a cancellation.

**If school is on a delay**, the Latchkey program will ***not*** delay and will open at 5:30am.

**If school is on a delay and then closes, IF YOUR STUDENT IS REGISTERED FOR CANCELLATION DAYS/SCHEDULED DAYS OFF**. The Latchkey program will be open all day until parent/guardian pick-up time. In this event, lunch will be provided for students. **(Additional \$20.00 per day)**

**If there is an early dismissal**, the Latchkey program ***WILL*** run the PM session. This includes scheduled early dismissals and weather early dismissals.

## **Expected Behaviors**

Due to the Independent nature of the Latchkey Program, each student shall be expected to:

- ❖ Speak politely to everyone.
- ❖ Act responsibly
- ❖ Follow staff directions
- ❖ Be respectful of others and personal space
- ❖ Use appropriate language
- ❖ Respect program activity items and school property
- ❖ Be a helper and clean up
- ❖ Leave personal items at home (including games, toys, and weapons of any kind)
- ❖ Make choices based on cooperation and self-control.

Each student shall be required to:

- ❖ Engage in independent play
- ❖ Share equipment/program property with others
- ❖ Remain in program parameters
- ❖ Not bring weapons of any kind to school and Latchkey

Latchkey has a ZERO TOLERANCE policy for aggressive/violent behaviors. IF your child is displaying these behaviors, you will be called to pick your child up immediately. These behaviors will result in suspension or expulsion from the program.

## **Disciplinary Action**

Students who are not following the rules will be subject to:

- ❖ A verbal warning
- ❖ A “time-out”
- ❖ A written warning
- ❖ Parent meeting with the Latchkey Director (if requested)
- ❖ Suspension from the program
- ❖ Removal from the program

## **Parent expectations**

Parents/guardian contributions in maintaining the Latchkey Program’s safety and cooperative spirit are essential. In order to accomplish this goal, parents/guardians in this program have the following responsibilities:

- Parent/guardians are responsible for respectful communication with staff and children.
- Parent/guardians are responsible for informing the program if their child will be absent
- Parent/guardians will keep informed by checking the sign in table for any parent notifications and checking their email.
- Parent/guardians are encouraged to communicate with staff on a regular basis. Conferences may be scheduled with the Latchkey Director at the parent’s request.
- Parent/guardians are responsible for informing the Latchkey Program of any changes in home, work, and cell phone numbers, addresses, and email addresses.
- Parent/guardians are responsible for monitoring and being aware of any personal belongings their child may attempt to bring from home.
- Latchkey staff will not be held responsible for items brought from home that are lost, stolen, and/or broken. It is the parent’s responsibility to be aware of what each child is bringing to school.
- Parent/guardians may only reprimand their own child while in the program area.
- Parent/guardians are responsible for the safety and supervision of any non-enrolled child accompanying them into the program area.
- Parent/guardians are responsible for the pick-up of their child no later than 6:30pm.

- Parent/guardians and authorized persons should be prepared to show identification at the site.

- Parent/guardians are responsible for repairing or replacing any school, Latchkey program, or personal property destroyed or damaged by their child.

- Parent/guardians are asked not to bring pets into the program area, including the program playground, except for service animals.

## **Outdoor Play Policy**

Students should dress for the weather. Latchkey staff will use their best judgment when taking students outdoors for play. Precautions will be taken to minimize exposure to the elements when conditions are rainy, windy, snowy, or unusually hot or cold.

## **Students with Special Needs**

To ensure optimal care for all students, Latchkey requests that parents share all pertinent information regarding a student's needs. This includes information regarding physical, emotional, or behavioral needs, medications, allergies, or any other special circumstances. **The Latchkey program is not equipped for diapering of school age children. All school age children in the program must be able to solve their own toileting needs.** The Latchkey program is unable to provide services for children who require one-to-one supervision or assistance on a routine basis.

**All efforts and reasonable program accommodations will be made to meet the needs of the children enrolled in Latchkey.**

## **Latchkey Snacks**

Morning breakfast snacks, afternoon snacks, and milk will be provided by Latchkey. The schools offer breakfast for \$1.00 right before school starts. If your student wishes to eat the school's breakfast before school starts, please make sure there is adequate funding on their lunch account.

## **Complaint Investigation**

Any concerns about the Latchkey Program can be directed to the Latchkey Director at 937-494-2008.



# Sidney City Schools Latchkey

## Calendar 2023-2024

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



Latchkey/School Closed



2 Hour Early Release- Latchkey open upon release



Latchkey Open All Day