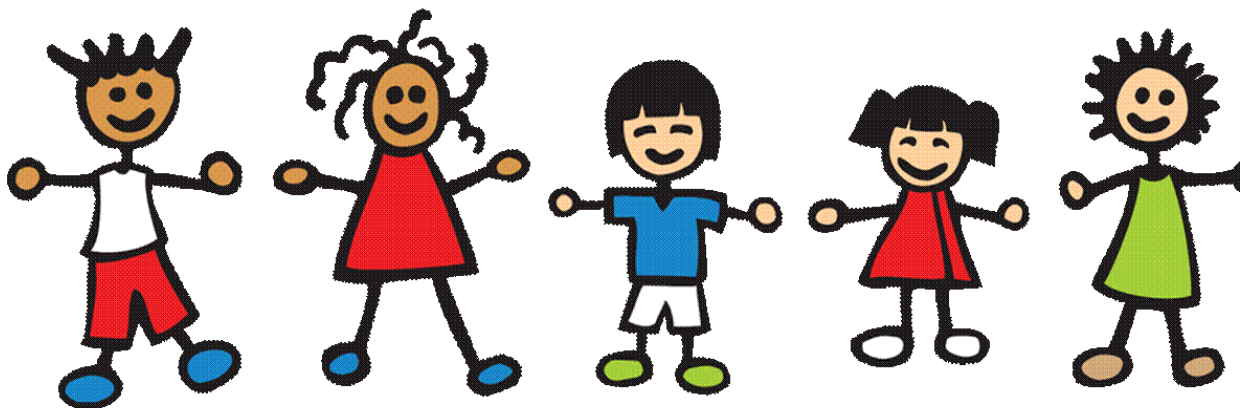


Shawnee Elementary Latchkey Handbook



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. Weather permitting in the afternoon, we will go outside and use the playground equipment. Playground rules will be in effect.
2. Snacks Provided
3. Release to Parents/Class

POLICIES AND PROCEDURES

Where is the Latchkey program held?

The children can be dropped off as early as 6:30 for the morning latchkey program at Shawnee Elementary. Morning latchkey will be held in the cafeteria. Please bring your child to the back of the school (Selma Road entrance) to the doors near the playground equipment. If they are attending afternoon Latchkey, they will be picked up at the same location.

The afternoon latchkey program is held in the cafeteria as well. The children come to the cafeteria after their teacher dismisses them at the end of the school day. Please send a note with your child(ren) on the first day of school to let their teachers know that they will be attending Latchkey after school on a regular basis. If this changes on any day, you will also need to send a note to the teachers indicating that on that certain date your child will not be attending Latchkey. The note should specify if they are being picked up after school or riding the bus.

Do I need to sign my child in or out?

Whenever you pick up your child or drop your child off you must use the Selma Road entrance to the back of the building, and enter the building at the doors by the playground area. You must come into the building and sign the sign-in/sign-out sheet.

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.

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 one day prior to the date, 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. Your child will be made as comfortable as possible until a designated person comes to pick them up. No child shall ever be left alone or unsupervised.

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.

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?

The Shawnee Elementary School morning latchkey program operates from 6:30 a.m. until 8:40 a.m., Monday through Friday. The afternoon latchkey program operates from 3:40 p.m. until 6:00 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 A.M. 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. **You should have an alternate person that your child could go home with if this should happen.**

What is your disciplinary action?

Abusive language, disrespect, or fighting will not be tolerated. When this happens, we 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, we will talk with the parents. If this does not help, we 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 2022-2023 school handbook.

Will my child have a snack?

Your child will receive a snack in both latchkey programs. 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?

Latchkey payments may be made in person to the Latchkey Coordinator (cash only) or you may choose to use the Payschools program. If you pay in cash, please make sure you have the exact amount.

- If your child will be staying on a regular basis (5 days a week) you may pay every week or every two weeks. You might also choose the Pre-pay method, which saves you money if your child comes every day. See information on this below.
- If your child will be staying on a semi-regular basis (2 or 3 times a week) you may pay the last day they attend that week.
- If your child will be staying on an as needed basis, you will need to pay on the days they are in attendance.

Your balances will be visible on Payschools. Payment reminder notices will be sent at the end of each month to people who owe money and have made no attempt to pay. In this situation, your child(ren) will not be permitted to come to Latchkey until payment is up-to-date.

Shawnee Elementary morning latchkey begins at 6:30. There will be no accommodations made for drop-offs earlier than 6:30, so please make other arrangements.

Afternoon latchkey is over at 6:00 and we do expect all children to be picked up by this time. In the case of an emergency there will be a late fee charged when necessary. The late fee is as follows:

- \$10.00 for every 15-minute block past 6:00

After children are picked up late 3 times, the building administrator will be contacting the parent to discuss arrangements that need to be made.

Latchkey Rates

Morning latchkey will be available beginning at 6:30 AM until school starts and afternoon latchkey will be available after school until 6:00 PM on days when school is in session.

Daily Rate (per child)

Morning Latchkey \$5.00/day
Afternoon Latchkey \$10.00/day

Discounted Prepayment Rates (per child)

Morning Latchkey - \$80.00/month
Afternoon Latchkey - \$160.00/month
Morning & Afternoon Latchkey Services - \$200.00/month

If you are using the Prepayment Plan, your payment **must be received by the first of each month** in order to continue using this method of payment.

Shawnee Elementary Latchkey Program
Enrollment Form

Morning Latchkey

First Date of Attendance _____

Afternoon Latchkey

First Date of Attendance _____

Pick Up Time _____

Custodial Data

Last Name -----

First Name -----

Address 1 _____

Address 2 _____

City _____

State _____

Zip _____

Home Phone _____

Cell Phone _____

Work Phone 1 _____

Work Phone 2 _____

Person(s) authorized to call for my child
(include phone #): Any changes in this list
MUST be received from you in writing. NO
unauthorized person will be allowed to pick up
your child(ren).

Child # 1 Data

Last Name _____

First Name _____

Grade _____

Birthdate _____

Gender M F

Child # 2 Data

Last Name _____

First Name _____

Grade _____

Birthdate _____

Gender M F

Child # 3 Data

Last Name _____

First Name _____

Grade _____

Birthdate _____

Gender M F

Choose Payment Method:

___ Weekly ___ Monthly Prepay A.M. ___ Monthly Prepay P.M.
___ Monthly Prepay A.M & P.M.

(PLEASE NOTE: If you choose Monthly Prepay, **this must be paid by the first of each month.**)

Person responsible for payment, if different from above.:

Name: _____ Address: _____ Phone: _____

Emergency Dismissal:

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 children 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: _____

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

Parent/Guardian Signature

Date