

# Flushing Community Schools Kindergarten & Elementary Latchkey Program



Welcome to the Flushing Kindergarten and Elementary Latchkey Program for the 2024 - 2025 school year. The Latchkey Program is courtesy of Flushing Community Schools and is available for elementary students in grades K-6. Latchkey is licensed by the Michigan Department of Human Resources and provides childcare services for children 5-12 years of age.

The program is designed to provide a safe, healthy, caring and fun-filled atmosphere for children before and after school. Latchkey also offers a fun summer program. Separate registration is required. Forms are posted annually after spring break.

The Latchkey Program will operate from 7:00 a.m. until the start of the school day and after school until 5:30 p.m. on all days when school is in session. Latchkey will be open on early dismissal days and half days of school. The Latchkey program is closed on all holidays when school is not in session. Children are transported to their elementary schools and back at the end of the school day on district buses. **Students who attend latchkey must be registered at least one full day prior to starting the program.**

Parents must sign their child into the Latchkey program in the morning and sign their child out at the end of the day. Only authorized adults will be permitted to sign out a child from the program. Please be prepared to show identification at pick up time.

## LATCHKEY STAFFING

The Latchkey staff are a dedicated team with great patience and a caring attitude toward all students and parents. The staffing for the program is one adult for every fifteen children. Staff are certified in both CPR and First Aid. A minimum of 16 hours of professional development per year is required for all staff members to ensure the wellbeing of all children. Every staff member is required to have a Child Abuse/Neglect Clearance from the Dept. of Human Services on file prior to working in the Latchkey program.

## LATCHKEY PROGRAM BILLING PROCEDURES

1. A completed registration form must be on file prior to attendance.
2. A \$20.00 non-refundable registration fee is due at the time of registration. GO TO - <https://bit.ly/45KEkxL> to submit your registration fee via e-Funds.
3. The cost for the program is \$4.00 per hour/per child with a minimum one-hour charge per visit.
4. Latchkey closes promptly at 5:30 p.m. A late pick-up fee of \$1.00 per minute will be added to your statement after 5:30 p.m. Habitual late pickup may result in termination of your childcare services.
5. Childcare fees are calculated from Monday through Friday. Statements are sent by email every Monday morning for attendance charges from the previous week. Payments are due weekly by the end of each billing week. You are welcome to pay in advance. All payments are submitted online by using the e-Funds web link located on the Flushing Community Schools website. Go to [www.flushingschools.org](http://www.flushingschools.org). The e-Funds link is located on the main page in the "Quick Links" section, or click on the direct link - <https://bit.ly/45KEkxL>
6. Late payments may result in a late charge of \$5.00 per week and could also result in interruption and/or termination of childcare services.

*(NOTE: You will not be charged for Kindergarten and Elementary Latchkey services while your child is not in attendance at latchkey.)*

## LATCHKEY PROGRAM LUNCH AND SNACK PROVISIONS

- After school, a small snack is provided every day at no additional charge. All snacks meet the nutritional requirements for ages 5-12 years old, based on the requirements of the United States Department of Agriculture.
- **On half days of school** Latchkey is open normal hours of operation. **Parents must provide lunch from home** as the kitchen is closed.

Please contact the Latchkey Program Coordinator, Kathy McMahan, at 810-591-1297, or email - [Kathy.mcmahan@flushingschools.org](mailto:Kathy.mcmahan@flushingschools.org). if you have any questions. You may also call the Latchkey front desk at 810-591-0650. This form may be returned to the Latchkey front desk, emailed, or faxed to 810-591-0699.

# Flushing Community Schools



## ELEMENTARY & KINDERGARTEN LATCHKEY REGISTRATION 2024 - 2025

**Child's Name** \_\_\_\_\_ Grade in fall \_\_\_\_\_  
School \_\_\_\_\_

**Parent's Name** \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_  
Employer's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

**Parent's Name** \_\_\_\_\_  
Address (if different) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_  
Employer's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

**Teacher's Name** \_\_\_\_\_  
Child's Health Insurance \_\_\_\_\_ Policy # \_\_\_\_\_

### Persons To contact If Parent Cannot Be Reached

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

I have received and read the program guidelines and billing procedures.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Good Health and Immunization Waiver**

My child, \_\_\_\_\_, is currently up to date on all required immunizations and currently in good health. Any health restrictions, allergies and/or medications taken by the child, or any special needs are listed below.

IEP \_\_\_\_\_ 504 Plan \_\_\_\_\_ Other \_\_\_\_\_

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Signature of Parent/Guardian

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Date

**Picture and Video Release**

My child, \_\_\_\_\_, may be photographed or video-taped while in the Latchkey program for use in posters, scrapbooks, video presentations, slide presentations or class work that will be used for the promotion of the Latchkey program.

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Signature of Parent/Guardian

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Date

**Parent Handbook**

I am aware that the parent handbook for Latchkey is available on the district web page and that I may request a printed copy if I choose to.

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Signature of Parent/Guardian

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Date

**Child Custody and Release Policy**

Only those persons listed on the emergency card, and legal parents or guardians may pick up a child from the Latchkey program. According to licensing regulations, either parent may pick up the child from Latchkey, unless there is a court order prohibiting one parent from visitation rights. **ALL PERSONS PICKING UP CHILDREN FOR THE PARENTS (OR PARENTS NOT NORMALLY PICKING UP THE CHILD) WILL BE ASKED TO SHOW A PICTURE IDENTIFICATION.** If an emergency arises and a person not appearing on the emergency card must pick up a child, please contact the Latchkey Supervisor.

A Child Custody Court Order **IS** on file that affects pick up \_\_\_\_\_

A Child Custody Court Order is **NOT** on file that affects pick up \_\_\_\_\_

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Signature of Parent/Guardian

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Date

### **Medicine at School**

Medicines that are to be given in the Latchkey Program must be accompanied by a Flushing Community Schools Medicines at School form (available in any office), completed, and signed by the child's physician and parent. Medicine must be in the original container. This rule applies to prescription and over-the-counter medications. All medications will be given by a fully trained member of the Latchkey staff or Flushing Community Schools employee.

### **School Playgrounds**

Playgrounds are inspected frequently by our school maintenance staff and are not required to meet the specifications of the Consumer Product Safety Commission's 2010 Edition of the Handbook for Public Playground Safety. I understand this to be the case and will allow my child to play on the playground while attending latchkey.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **Permission to Walk Over to Central Elementary**

Child's Name: \_\_\_\_\_

I give my child permission to walk to Central Elementary with the Flushing Community Schools Latchkey Program to play on the playground (possibly on half days of school, 1<sup>st</sup> through 6<sup>th</sup> grade only)

Signature of Parent Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **Parent Notification of the Licensing Notebook Requirement**

Childcare Organizations Act, 1973, Public Act 116

All childcare centers maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010, until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook is available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past three years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read the above statement issued by **Flushing Preschool & Childcare**.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Flushing Latchkey's Bus Transportation Request  
(For Central, Elms, and Seymour & Springview Students)**

**(this page is not required for kindergarten students)**

I give my child \_\_\_\_\_ permission to be transported between

ECC and \_\_\_\_\_ Elementary to attend the latchkey program.

\_\_\_\_ My child will attend Latchkey *before* school.

\_\_\_\_ My child will attend Latchkey *after* school.

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Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**CHILD INFORMATION RECORD**

## State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing Bureau

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

<b>For Provider Use Only:</b>		Date of Admission	Date of Discharge		
Name of Child (Last, First, Middle Initial)					Child's Date of Birth
Address (Number and Street, Building/Apartment Number)			City	State	Zip Code
Parent/Legal Guardian's Name		Primary Phone ( )	Parent/Legal Guardian's Name (Optional)		Primary Phone ( )
Home Address (if not child's address)		2 <sup>nd</sup> Phone (if applicable) ( )	Home Address (if not child's address)		2 <sup>nd</sup> Phone (if applicable) ( )
City	State	Zip Code	City	State	Zip Code
Email Address (optional)			Email Address (optional)		
Employer Name		Work Phone ( )	Employer Name		Work Phone ( )
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ( )		
Hospital Preferred for Emergency Treatment (optional)					
Allergies, Special Needs and/or Special Instructions? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain: (Attach additional sheets, if necessary.)					

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See Reverse Side

<b>Emergency Contact &amp; Release of Child:</b> List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)					
1.	( )	( )		( )	( )
2.	( )	( )		( )	( )
3.	( )	( )		( )	( )
<b>Release of Child Only:</b> List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)					
1.	( )	2.	( )		( )
3.	( )	4.	( )		( )

<b>Parent/Legal Guardian Initials:</b>
_____ I give permission to _ the Flushing Latchkey program _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

<b>I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.</b>	
Signature of Parent or Guardian	Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.	

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