Richland-Bean Blossom Community School Corporation

EDGEWOOD SCHOOLS

Caring. Daring. Preparing.

Before/After Care - Latch-Key

2025-2026

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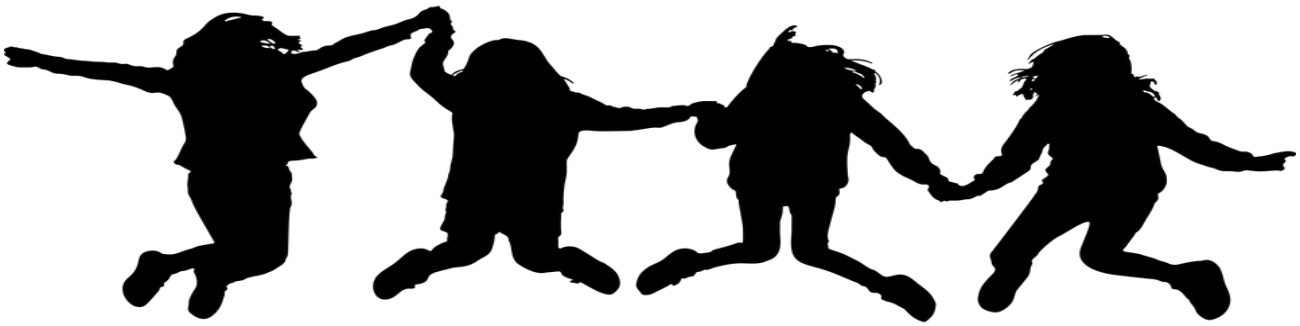

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Introduction to Latch-Key

The Richland-Bean Blossom Community School Corporation's Extended Day Program goals are:

• To provide safe, affordable, high quality before and after school care for children (Age 3-Grade 5) while parents work or attend school.

The design of the program allows for a safe environment while actively involving our children in enriching experiences during those before and after school hours when parents are working. Parents of children with special needs, please talk to the director so we can create the best possible environment for your child. These services are available to all elementary age children without regard to race, color, sex, religion, national origin, or handicap.

Section I: Enrollment, Hours, and Space

- The **Before School Component** will operate from **6:30 – 8:00 a.m for elementary students, and 7:00-8:30 for preschool students** following the RBBCSC calendar.
- The **After School Component** will operate from **3:30 – 6:00 p.m for elementary students, and 2:45-5:00 p.m. for preschool students** following the RBBCSC calendar.
- Extended Day Care will be available only on days that school is in session.
- A goal of the Latch-Key program is to maintain a ratio of one adult for every twelve children enrolled. The program will have access to space inside and outside of the school as availability and weather permits. These areas include our cafeteria, library, multi-purpose room, and gym/playground.
- This program is open only to registered children who use the services as scheduled. We are unable to serve "drop-in" children.
- This is a full time only program and full payment for the entire month must be paid even if your child is absent.

Section II: Program Activities

• Activities will be designed for multi-age level involvement. A variety of activities will be available daily to provide opportunities for play and creative expression. The children will be free to choose from arts and crafts, games, and recreational sports, dramatic play, socializing with friends, or quiet time to do homework.

• All children will be encouraged to participate in group and individual projects and games. Enrichment activities involving students from Indiana University and/or community resource persons will be actively sought by the staff. Children have the right to choose those activities which are of interest. Further, children have the right to time alone if desired.

Section III: Staff/ Parent Communication

- Children enrolled in the AM program must be signed in by the parents through Brightwheel, our childcare management system.
- After school, the staff is responsible for dismissing children as parents come to pick them up. This allows parents and staff an opportunity to talk on a daily basis. **Parents must sign their child out-through Brightwheel**, our childcare management system. Only individuals listed as authorized pick ups will be allowed to sign out a child from the program.
- Notes and information for parents will also be posted in this designated area. Parents are urged to check this area daily, as there are often important forms, receipts, and information you will need to know.
- Open communication between all staff and parents is encouraged. Time for individual talks can be scheduled as needed. Parent input with regard to program activities and community resources is welcome.

Section IV: Discipline Policies and Procedures

- Participation in the Latch-Key program is a privilege and is provided as a service to families.

- It is the policy of the RBBCSC Extended Day Program that any staff member has the right to give "time out" away from the group as a means of discipline for a child who is behaving in an unsafe, disrespectful, or inappropriate way.
- Parents will receive a notice for each disciplinary write-up. A child receiving three (3) such notices will be suspended. The number of days depends on the severity of the offense. All Extended Day Care fees shall be paid.
- In case of extremely serious or dangerous behavior, the Director has the authority to immediately suspend a child from participation in Latch-Key.
- If behavior problems persist or are severe, a conference may be required, including: parents, staff, director, school administration and child, if appropriate. The conference may result in the one of the following:
    a) Suspension or expulsion of the child from Latch-Key. This may be temporary or permanent.
    b) Adoption of a probationary plan for a child, with needed behavior changes specified and consequences spelled out.
    c) Implementation of a behavior plan.
- The following list of behaviors may constitute reason for suspension or expulsion of a child from the Latch-Key program:

1) Physical assaults on staff members or other children such as hitting, kicking, biting, etc.

2) Possession of weapons or other dangerous articles

3) Possession of controlled substances

4) Foul, disrespectful, or abusive language

5) Theft

6) Blatant disregard of authority

7) Any behavior that is deemed physically or emotionally harmful to other children.

Section V: Fees

(The current fee schedule is on the last page of this booklet.)

Fees are established as monthly units, payable in full, regardless of the amount of time a child uses the services. If you have any questions regarding payments or fees, call 876- 9600 ext. 2824.

Monthly invoices will be sent through Brightwheel and are due on the 15th of each month. A non-payment fee of $20 will be assessed to any payments not received by the 15th.

A late pickup fee of $10 will be assessed and billed

Failure to pay invoices on time will result in the student being removed from the program after 2 weeks or continual late payments.

A reduced fee is available for free and reduced lunch students.

Section VI: Emergency Closings

When school is **closed** due to weather or emergency conditions, Latch-Key will not operate. Information about school closing will be available on local radio stations and TV stations, on the school website (rbbschools.net). Our school superintendent also places a call through the RBB robo call system that goes to all families. In case of early dismissal, child/children must be picked-up one-half hour after school is dismissed.

If school is delayed for two hours then Latch-Key is delayed, also. (Example: Normally Latch-Key is open at 6:30a.m., but if there is a two hour delay, Latch-Key is open at 8:30a.m.)

Section VII: Reporting Absences

- Please remind your child that he/she must report to Latch-Key immediately after school. If your child has other commitments, **the parent must inform Latch-Key staff members in writing.**

- **Parents must notify their elementary school office before 2:00 p.m. if their child is not going to the after school program.**

Section VIII: Program Closing Time

- Children must be picked up no later than 6:00p.m. Any child who has not been picked up by then will automatically be billed an additional $10.00. Parents must make arrangements for emergency situations.
- Children will be released only to those persons listed on the emergency contact information form.
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Section IX: Illness/Medication

• If a child appears to be ill, complains of illness, or has an apparent fever, parents will be contacted by a staff person and will be requested to pick up the child. Any child with a fever or possible contagious condition will be isolated in a supervised area until the parent arrives.

• All medication will be kept in the Health Office with an authorization form filled out by parents. Latch-Key does not give out medications. If the child has medication to take, the parent must come to the Health Office to fill out the authorization form. The medication must be in the original prescription bottle and then the Health Aide will send a Physician form to the prescribing doctor.Medications are kept in the Health Office of the child's respective school (EECC, EPS, or EIS).

Section X: Other Information – Withdrawing from program

• Dropping out of the program: If you find that you will no longer require Extended Day Care services, a minimum of two (2) weeks' notice is required in writing. Refund of prepaid fees will be made, if the two (2) week notice is given.

• **Lost and Found.** Personal belongings are the responsibility of the children. We will have a designated area for the children to keep their belongings. A lost and found area will be maintained.

Section XI: Staff, Parent, Child Responsibilities

- **Latch-Key Staff Responsibilities**
  - ✓ To provide an environment that offers choices from a variety of activities.
  - ✓ To provide a caring environment where discipline is fair, equal, and respectful of children.
  - ✓ To be responsive to family needs, and to be open to communication from parents.
- **Children's Responsibilities**
  - ✓ To come immediately to Latch-Key after school is dismissed.
  - ✓ To remain with the program staff at all times and to notify staff if they need to go to another area.
- **Parent's Responsibilities**
  - ✓ To participate with the staff and other children in creating rules for behavior in the Extended Day Care program and to abide by these group rules.
  - ✓ To treat others with kindness.
  - ✓ Observe rules as set forth in this handbook:
  - ✓ Pick up children on time
  - ✓ Sign children out each day
  - ✓ Inform staff of absence
  - ✓ To be open to communication from staff about the child's behavior, and to work with staff and come to an agreeable solution for any problems that may occur.
  - ✓ To pay fees on time
  - ✓ To keep staff informed of phone numbers and locations where parents can be reached in an emergency situation.

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It is the parent's responsibility to update all information as needed throughout the school year.

Latch-Key Monthly Fees (August-May):

5 Day a Week Enrollee

- A.M Fees $96.00
- P.M. Fees $124.00
- A.M./ P.M. Fees $196.00

3 Day a Week Enrollee

- A.M Fees $57.50
- P.M. Fees $74.50
- A.M./ P.M. Fees $117.50

2 Day a Week Enrollee

- A.M Fees $38.50
- P.M. Fees $50.50
- A.M./ P.M. Fees $78.50

- **Monthly Charge for Non-Payment: $20.00**
- **Late-Pick up Fee: $10.00 per late pick-up (Anytime after 6p.m.)**
- **Staff pay half of the listed rate for all children**
- **Families qualifying for Free/Reduced Meal Status pay half of the listed rate**
- **Families with 3+ children enrolled pay 50% of rate for 3rd and 4th child**

Please see Section V for any additional information on Latch-Key fees.