



**COLUMBUS
CITY SCHOOLS**

LATCHKEY

Before and After School Age

Child Care Program

2026-2027

Family Handbook

Revised 5/2026

FAMILY HANDBOOK

TABLE OF CONTENTS

Letter to Parents	1
Philosophy	2
Program Goals	2
Continuity of Care	2
Latchkey Objectives	3
Latchkey Program Description	3
Latchkey Tax ID Number	3
Licenses	4
Volunteers in Latchkey	4-5
Students Served	5-6
Safety Policies	6-7
Transportation	7
Movies / TV	7
Volunteer Form (Sample)	8
Important Phone Numbers	9
Latchkey Fees / Payments	10-11
Parent Responsibilities	12-13
Communication Policy	13
Latchkey Discipline Procedure	14-16
Latchkey Discipline Report (Sample)	17
Behavior Plan Conference Letter (Sample)	18
Latchkey Behavior Plan (Sample)	19
Snacks	20
Latchkey Program Centers	20
Communicable Disease Policy	21
Administration of Medication	22
Accident Reporting Policy	22
Epinephrine Auto-Injector Medication Authorization Form (See Teacher)	23
Medication Authorization Form – Asthma (See Latchkey Teacher)	24
Current Latchkey Locations	25
Permission to Film Latchkey Students (Sample)	26



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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

July 2026

Dear Parents / Guardians

The latchkey office staff welcomes you and your child(ren) to Columbus City Schools for the 2026-2027 school year. This year we will have 18 Latchkey Sites to supervise approximately 650 students. We are all part-time employees, and this will keep us busy!

The safety of your child(ren) is very important to you and to the latchkey programs. You may want your child to wear their latchkey name tag for the first few weeks of school.

All latchkey teachers have lesson plans that include Art, Math / Science, Literacy, Social Studies / Geography, Dramatic Play, Music, and Large and Small Motor Activities. We also offer a healthy snack in the afternoon, a 30-minute afternoon outdoor playtime (weather permitting), and 30 minutes of homework / quiet time daily. Our programs are licensed by the State of Ohio Department of Education and are a Step Up to Quality Gold Star-Rated Program. We maintain a 1 to 18 staff-to-student ratio as a part of our licensing and 2 to 36 group size for Step Up to Quality.

The latchkey program is supported by two latchkey coordinators and the Supervisor of the Division of Early Childhood Education. If you have any concerns about the program, please call the latchkey office (614-365-5891). Our goal is to resolve issues as quickly as possible! Our Latchkey Tax ID Number is 31-6400-416 with the Columbus City Schools, latchkey program, 270 E. State Street, Columbus, OH 43215 as the provider information.

We look forward to working with you and your child(ren) for this new school year! Please feel free to contact us at 614-365-5891 to discuss any aspects of the program. Thanks for joining the latchkey program for the 2026-2027 school year!

Sincerely,

Rochelle Wilkerson
ROCHELLE WILKERSON
Supervisor

Anne Bryan
ANNE BRYAN
Coordinator

Shanna Clark
SHANNA CLARK
Coordinator

PHILOSOPHY

The Latchkey Program is a school-age childcare program designed to be a link between school and working parents. Certified, qualified, experienced childcare providers will supervise and interact with the children to ensure their safety and enjoyment of the program setting.

The program creates a sense of belonging for the children. A stimulating, safe, and nurturing environment will be provided for the children to participate in several quality activities.

The children participating in the program will be treated with respect and dignity. Children are our main focus, and their opinions and suggestions are a valuable part of the program.

The latchkey staff work together as a team to make our latchkey students be all they can be. As a member of the Latchkey team at your school, the latchkey teacher, latchkey instructional assistant, and the latchkey office staff all work together. We are positive and our primary focus is to create a positive environment.

PROGRAM GOALS

The Columbus City Schools Latchkey Program will:

- 1) Provide quality before and after school-age childcare
- 2) Promote the social, emotional, physical, and intellectual development of the children
- 3) Foster a positive self-image in children
- 4) Establish a good rapport with teachers, children, parents, and building administrators

CONTINUITY OF CARE

The Latchkey staff consists of teachers and instructional assistants. Latchkey students shall recognize the teachers and instructional assistants as the supervisors of the Latchkey Program at their schools. These staff members supervise all latchkey students at each site. Each latchkey student will be treated with respect by all staff members.

LATCHKEY OBJECTIVES

“Latchkey” is a term used to describe children left at home alone without supervision during before / after school hours. Columbus City Schools operate the Latchkey programs to fill that void. Latchkey is housed in 18 elementary schools in the district.

“School-age Child” is a child attending Kindergarten but less than 12 years of age unless the latchkey school serves older children through the 2026-2027 school year.

LATCHKEY PROGRAM DESCRIPTION

The Columbus City Schools Latchkey Program was designed to provide before and after school supervision and planned activities that promote the social, emotional, physical, and intellectual development of those attending. To this end, a curriculum was developed for the morning and afternoon sessions with emphasis on encouraging development of decision making, social interactions, and responsibility.

The program’s activities are designed to achieve self-esteem and meet individual development needs of children and follow Step Up to Quality Gold-Star standards.

Latchkey parents / guardians are the person or persons with legal custody of the child / children. This person is responsible for registering the child and paying the Latchkey fees.

A child participating in Latchkey:

- Enjoys a safe, caring, and creative environment with other school age children
- Choosing individual or group activities, both quiet and active
- Experiences decision making, follow through, and completion of games and projects that promote his / her positive self-image
- Progresses through a variety of intellectual and creative media, planned daily by the Latchkey teacher
- Experiences acceptance of his / her individual personality, developmental stages, and immediate needs
- Has 30 minutes of quiet time each afternoon for homework and silent reading to be assisted by the Latchkey staff

LATCHKEY TAX ID NUMBER

The Latchkey Tax ID number is 31-6400-416. Latchkey, as the childcare provider, is Columbus City Schools, 270 E. State Street, Columbus, OH 43215.

We DO NOT provide a year-end printout of monies paid to Latchkey. Receipts are provided through Local Level Events. We do not compile the information. If you have no receipts, the amount you have paid can be estimated by using our weekly fee rates.

LICENSES

- All Columbus City Schools Latchkey Programs hold a current license issued by the State of Ohio Department of Education.
- Each Latchkey site has a primary, secondary, and outdoor space that meets the requirements listed on each application for licensure.
- “Program Site” means the usable space that is available in 18 Columbus City Elementary Schools that contain Latchkey sites, during the hours of 7-9 a.m. and 3-6 p.m. Such spaces are calculated at 35 square feet of indoor space per child.
- “Secondary Space” is space we use to fulfill the 35 feet of indoor space per child when our primary space is not available.
- “Outdoor Space” is space we use outside that is available. This space is at least 60 square feet outdoors per child.
- “License Capacity” is the maximum number of latchkey students permitted to attend our Latchkey program based on the above licensing requirements.
 - o We maintain a 1 to 18 staff-to-student ratio. Our students are school-age children attending Kindergarten but less than 12 years of age unless the latchkey school serves older children through the 2026-2027 school year.
 - o A Latchkey teacher (director) is employed at each latchkey site for the full 5 hours we are in operation.
 - o At least one instructional assistant is employed at most latchkey sites and works either from 7-9am and 3-6pm or, more frequently, from 7:30-9am and 3-5:30pm.
 - o Our staff is very reliable, so the latchkey children can count on the same latchkey staff being present. Parents (especially new latchkey parents) are encouraged to come on the day before school begins to meet the latchkey staff.
 - o If additional children are to be added at one of our latchkey sites and the original space is not large enough, a new site plan shall be submitted to and approved by the State Department of Education prior to reenrolling new students.
 - o Volunteers are permitted but are not used to maintain ratios in our latchkey programs.

VOLUNTEERS

- Volunteers are not used to maintaining ratios in our latchkey programs.
- Volunteers must always be under the supervision of a latchkey staff member as they interact with latchkey students. At no time are volunteers allowed to leave the latchkey area with a latchkey student.
- Volunteers shall receive orientation from the latchkey teacher with whom they will work. This orientation shall address the program’s policies and procedures as addressed in the staff handbook.
- Middle School volunteers may only volunteer 3 afternoons per week and no more than 2 hours per afternoon, not to exceed 6 total hours per week.
- The latchkey teacher will provide the volunteer with a list of job duties to be accomplished during the volunteer time.

- Volunteers may be used to assist in programming and are typically from other Columbus City Schools or local colleges or universities. These people are dedicated to the overall enrichment of the latchkey program and each participant. All volunteers must sign a Latchkey Volunteer Form and, if under 18 years of age, have a parent / guardian also sign the form. Columbus City Schools require any volunteers 18 years of age or older to be fingerprinted before they may volunteer.
- Please see your latchkey teacher to obtain a copy of the Volunteer Form
- *NOTE* It is at the discretion of the latchkey teacher as to whether they accept volunteers.
- A sample Volunteer Form can be found on page 8 of this handbook.

STUDENTS SERVED

School-Age Child: is defined as a child who is in kindergarten and does not exceed the highest grade of that school where the latchkey program is housed through the 2026 – 2027 school year.

School-Age Child Care Program: means a school age childcare extended day program for school-age children offered before and/or after the scheduled school day. Typically, this program provides students with organized, supervised, enrichment opportunities for participants enrolled in the program.

Reporting Suspicions of Child Abuse: Latchkey teachers and instructional assistants are mandated reports and are therefore required by law to report to FCCS for any suspicion of child abuse. Latchkey staff may also choose to inform the building principal and the latchkey office of any suspicion of child abuse.

Registration: A latchkey parent / guardian is the person with legal custody of the latchkey child. This person is responsible for registration and weekly fees. Each latchkey student must be registered by the legal parent / guardian in our latchkey program before the student can attend latchkey. The registration form must be completed in its entirety. A child is not considered registered until the form is complete. Registration fees will be due on Local Level Events BEFORE a child can attend.

Wait List: Parents with children on a wait list will be updated on their status by the latchkey teacher as openings become available. When a parent is offered a spot from the wait list and they refuse it, the child will be REMOVED from the wait list. Wait lists are NOT carried over year to year. A new wait list is started each year when we begin registration for the upcoming school year.

Child Data Privacy Act: Latchkey staff will release information regarding the children registered in latchkey to the legal parent / guardian of the children only. This includes but is not limited to behavior concerns and / or payment concerns.

Special Need Students: Latchkey will do their best to make “reasonable accommodations” to meet the needs of the children. The child must be able to function within the guidelines / expectations of the program. The child needs to have mental and physical abilities to recognize hazardous situations. The child must be self-sufficient when toileting.

Confidentiality: Latchkey will be held responsible for releasing any information that should be held in confidence. We will do our best to protect every participant in the program. All information shared in the latchkey program is confidential and will not be released without signed Parental consent. We will not provide any information over the phone regarding children in the program.

SAFETY POLICIES

Drills: Monthly, each latchkey program will conduct several drills to be prepared in case of emergency. These drills include fire, tornado, evacuation, and reverse evacuation. Drills are to be conducted in both the mornings and the afternoons to have all children prepared. A form listing dates, times, and procedures for the drills are in each latchkey teacher’s state notebook. There is also a posted evacuation plan for the above listed drills.

Fire Inspection Form: Each latchkey school in Columbus City Schools has a yearly fire inspection. The latchkey teacher has a copy of the fire inspector’s report, and there is a copy in the school office.

Emergency Phone Numbers: Attached is a list of important phone numbers. Each latchkey teacher has a copy of these phone numbers posted in the latchkey area.

Playground Inspections: Everyday latchkey staff will inspect the playground daily to ensure the safety of the latchkey students. Any undesirable or dangerous items found will be removed safely by the latchkey staff member and documented on the Playground Inspection Form with the date and time listed.

Cold Weather Outdoor Play: Columbus City Schools uses the 20-degree mark for outdoor recess. When children are kept inside from recess during the school day, latchkey will do the same. However, children can benefit from and enjoy a brief time out in the fresh air to release some of that stored energy. We encourage outdoor play as much as possible, weather permitting.

Hot Weather Outdoor Play: Columbus City Schools uses the 100-degree heat index for outdoor recess. When children are kept inside from recess during the school day, latchkey will do the same. However, children can benefit from and enjoy a brief time out in the fresh air to release some of that stored energy. We encourage outdoor play as much as possible, weather permitting.

Latchkey Closing Plan:

- If school releases early for inclement weather (heat or cold), latchkey staff is to report early.

- When schools release early **latchkey teachers** are to report early and stay until 6:00pm.
- When schools release early **latchkey instructional assistants** are to report early and work 2 and ½ hours (3 hours for 5-hour IA's). Instructional assistants are to work their minimum hours but **MUST** stay late if the teacher is out of ratio until the 18 to 1 student to staff ratio is met. The latchkey instructional assistant will be compensated for any extra time worked.

Emergency School Closings: The school calendar shall not be changed during the school year or during a school day unless unforeseen circumstances arise or conditions exist which threaten the safety of students, employees, or district property and which require immediate action.

SCHOOL BUS / TRANSPORTATION

A latchkey staff member will take latchkey students to the bus in the mornings and meet them as they get off the bus in the afternoons. If a latchkey student misses the school bus, the following procedures are to be followed in this sequence:

- 1) Latchkey staff will do their best to have the students on another bus, still enabling them to reach their school of enrollment without missing any instruction time.
- 2) The latchkey staff will contact the parents / guardian to let them know the student missed the bus. We will ask if you want to pick up your child and take him / her to school.
- 3) If latchkey staff are unable to place a child on any bus at all, latchkey will contact Columbus City Schools Transportation Department to transport your child to school. The latchkey teacher will stay with your child until a plan is in place for your child to be transported to school. Your child may be left in the latchkey school office when appropriate.

MOVIES / TV

Movies or TV use are typically only on Fridays. On occasion, as a part of a thematic unit, a brief viewing may occur on any other day of the week. All movies will be age appropriate. Titles will be made available ahead of time to parents who request this information. If there is a particular movie you **DO NOT** want your child to watch, please speak to your latchkey teacher directly and other arrangements for your child may be made.



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VOLUNTEER FORM

I, _____, will be a volunteer at _____

latchkey program during the _____ school year.

The days I will be volunteering will be as follows:

_____ between the hours of _____

_____ between the hours of _____

_____ between the hours of _____

(Please note: There is a limit to three days per week for volunteering.)

Volunteer Signature

Date

If under 18 years old, please complete the following:

My child may be a volunteer at _____ latchkey program.

Parent / Guardian Signature

Date

IMPORTANT PHONE NUMBERS

(POST BY THE LATCHKEY PHONE)

Emergency	911
CPS Non-Emergency Line	614-645-4545
CCS Information	614-365-5000
CCS Safety and Security	614-365-5638
CCS Transportation	614-365-5074
Department of Early Childhood Education	614-365-5822
Franklin County Children's Services	614-229-7000
Latchkey Office	614-365-5891

LATCHKEY FEES / PAYMENTS

Latchkey must be financially self-supporting. We rely solely on parent fees and PFCC fees to operate our programs. If at any time a latchkey program is operating in a deficit, closure of that latchkey location may occur.

Latchkey Registration Fee:

A latchkey yearly registration fee of \$30.00 is charged for one child, and a maximum registration fee of \$40.00 is charged for two or more children residing in the same household for all families.

Latchkey registration fees are NON-REFUNDABLE unless the latchkey site of your choice does not open, or there is an issue with bus transportation. This decision is at the discretion of the latchkey coordinators.

The latchkey registration fee will not be charged if a student enrolls after May 1st.

Latchkey weekly fees are as follows:

AM Only	\$70.00 per child per week
PM Only	\$75.00 per child per week
Both AM & PM	\$90.00 per child per week
PFCC is accepted	

Latchkey Payment Process:

Latchkey weekly fees are processed on Local Level Events. Should you prefer to pay by cash, check, or money order, your payment will need to be remitted at 270 E. State Street between the hours of 8:00am – 4:00pm (closed for lunch from 12:00-12:30 daily).

Checks and Money Orders are to be made out to Columbus City Schools – Latchkey with your child's Latchkey Location and full name on the memo line.

Latchkey weekly fees are due on Fridays for the upcoming week of service for regular fee-paying families as well as PFCC families regardless of whether your student is in attendance.

If a payment is not received on Friday by 11:59 p.m., a \$5.00 late fee will be assessed AND your child will not be permitted to return to latchkey until your account is brought current.

If a student is absent for any part of the week, there is no credit or refund given. If your student attends any part of the week, the whole weekly fee is charged.

If a student is absent for a full week, parents are expected to pay the full weekly fee to hold the student's spot. If payment is not received, the latchkey teacher will withdraw the student enabling the spot to be filled by a student from the waiting list.

If there is a special medical situation, a compromise of ½ rate of fees may be approved by the latchkey coordinators for a maximum of 4 weeks. *Prior approval is REQUIRED. *

Returned Check Procedure:

When a check is returned unpaid by your bank for any reason (insufficient funds, stop payment, closed account, etc.), you will be contacted both by your bank and by latchkey. You will be required to pay the balance of the returned check and any associated fees. This must be taken care of in a timely fashion, or your student may be removed from the latchkey program. Checkredi is the collection agency hired by the district to make collections on any returned checks. More information can be found in the Parent Center at your latchkey program. Further, you will be REQUIRED to pay your latchkey fees online or by Money Order ONLY for the remainder of the school year.

Check Acceptance Agreement:

Payment by check constitutes authorization and acceptance of these terms and conditions:

- Any check(s) issued for payment of any school services that are returned unpaid by the issuing bank may be manually drafted or electronically resubmitted for payment.
- A minimum of \$30.00 per check or the maximum service fee(s) allowed by state law may also be submitted for payment with the resubmitted check transaction.
- You are responsible for paying the value of the check(s) as well as the associated fee(s) as defined by the State of Ohio regulations.

Holiday / School Closures:

Latchkey programs are closed when Columbus City Schools are closed. This includes major holidays, Parent / Teacher Conference Days, and Staff Professional Development Days. Emergency closures include inclement weather days, extreme heat days, and any disruptions in utilities. **NO Latchkey fee adjustment will be made for these school authorized closings.** There is no prorating of Latchkey Fees for full fee-paying families. We follow the verbiage in our contract for PFCC families in these instances. We DO NOT charge any fees for the weeks of Thanksgiving Break (Wellness Week), Winter Break, and Spring Break.

Publicly Funded Child Care Payments:

PFCC families are expected to follow the same payment processes as full fee-paying families. PFCC families are also responsible for entering attendance in the TAP system as part of the payment process. This MUST be completed DAILY. Families with inaccurate or incomplete TAPS may be charged the full daily rate. All unpaid PFCC fees will be reported to Department of Child and Youth. Benefits may be terminated for unpaid fees due to Columbus City Schools Latchkey.

Latchkey Tax ID Number:

The Latchkey Tax ID number is 31-6400-416. Latchkey, as the childcare provider, is Columbus City Schools, 270 E. State Street, Columbus, OH 43215.

PARENT RESPONSIBILITY

- Parents are REQUIRED to come into the latchkey area for drop-off and pick-up daily and sign their child(ren) in and out.
- Latchkey closes at 6:00p.m. Late pick-ups will cost \$1.00 per minute after 6:00p.m. per family. These fees can be included in regular weekly fees but MUST be paid no later than Friday of the week the late pick-up occurred. In the event a late pick-up occurs on a Friday, the late pick-up fee is due no later than the following Friday. **Once three late pick-ups occur for the same child, a child may be removed from the program.**
- When a parent or authorized adult has not picked up a child by 6:30p.m., and all attempts to contact the parent or authorized adult have failed, the Latchkey Teacher is required to call the Police (non-emergency line at 614-645-4545 who may then take the child to Franklin County Children Services where the child would remain until a parent or guardian is contacted. The latchkey teacher would also contact the latchkey coordinator on duty to appraise them of the situation.
- Parents MUST notify the latchkey teacher if the student will not be attending latchkey or if there will be a change in the pattern of attendance. **IF YOUR CHILD ARRIVES AT LATCHKEY BY BUS, THIS PROCESS IS VITALLY IMPORTANT!** This plan is for your child's protection and prevents the latchkey teacher from being alarmed when your child does not arrive as expected. Notify the latchkey teacher anytime your child is absent either a.m. or p.m. An example would be if a student leaves part way through the school day due to illness or a scheduled appointment.
- If your child does not arrive at the latchkey site in the p.m. when we expect him/her, we will contact you to see why the student is not at latchkey. ALL parents and guardians are required to sign their children in / out of the Latchkey Program.
- Students will only be released to people authorized on the registration form. If you choose to have someone other than those people listed, please notify the latchkey teacher in writing if possible. No child will be released to anyone without prior authorization. A picture identification is required of the person picking up latchkey students. Safety and accountability are our goals! Please assist us in keeping your child(ren) safe.
- Latchkey Accepts Publicly Funded Child Care, PFCC. Parents must complete forms for subsidized childcare with Franklin County Department of Job and Family Services. Re-determination for PFCC is yearly for all families.
 - o Families registered in the spring **MUST** be placed at the latchkey site, and all families must be prepared to use the tablet to record attendance in the TAP system.
 - o Parents are required to use the TAP system to enter children in and out daily for attendance.
 - o If a child is not placed, regardless of the reason, parents are responsible for ALL fees accrued.
 - o Failure to comply with any of the PFCC policies may result in immediate termination of latchkey services at the discretion of the latchkey staff.
 - o PFCC eligibility and placement processing are at the discretion of DCY. Latchkey accepts PFCC but does not determine when or if placement will occur.

- PFCC Opportunity Center Information:
Northland Office
1721 Northland Park Ave.
Columbus, Ohio 43229
1-844-640-6446
- For application information visit <https://ssp.benefits.ohio.gov/apspssp/ssp.portal>
- If you are contacted by the latchkey staff to say your child is ill, please come IMMEDIATELY to pick up your child.
- Latchkey students may NOT bring personal toys to latchkey. This is a school policy as well. We are not responsible for replacing lost, broken, or stolen items if this expectation is not followed.
- The latchkey office has the right to terminate childcare when a parent displays abusive behavior (verbal and/or physical) toward any Columbus City Schools latchkey employee.

COMMUNICATION POLICY

Building Communication:

The latchkey teacher will be open to suggestions about a student's progress during the school day. The latchkey staff will work as closely as possible with the classroom teacher and the building principal to help build a student's self-esteem. The latchkey staff can and will assist with assigned classroom homework. Latchkey wants to work with the building staff to help students be their best both in and out of the structured classroom setting.

Latchkey Teacher / Parent Communication:

- Adults and students will treat each other with respect.
- Our policy is to have open communication between parents and latchkey staff.
- Parent centers are located at each latchkey center usually near the sign in / out sheets. Information for all families may be posted in this central location.
- Communication with parents can occur through the parent center postings, newsletters, notes to specific families, informal conversations, or written notifications.
- Latchkey teachers will provide parents with a monthly newsletter where important information will be passed on for all families.
- Parents and latchkey staff may periodically have conversations to discuss their students' progress in latchkey.
- Parents are encouraged to discuss any concerns about the latchkey program or their students with the latchkey staff. In the event the concerns have not been properly addressed or resolved, the latchkey coordinators may become involved in assisting.
- Feel free to contact the latchkey coordinators to discuss any positive or negative aspects of the latchkey program at 614-365-5891.

LATCHKEY DISCIPLINE PROCEDURE

The latchkey program of the Columbus City Schools provides a safe environment for students to develop body, mind, and spirit. The overriding principle of the latchkey discipline procedure is to help children become individuals who make their own choices and who take responsibility for the consequences of their actions. The basic premise of this procedure is that discipline is a function of engaging children in meaningful and stimulating activities, focusing on positive role models, and promoting respect for self and others in a climate of acceptance, fairness, and consistency.

CHILD RESPONSIBILITY:

Based upon the “Golden Rule,” here are some basic expectations of all students attending latchkey:

- Students will follow all directions given by the latchkey staff regarding safety procedures and will stay with the group for all scheduled activities unless given permission to do otherwise.
- Students will respect the rights and feelings of others and will avoid disruptive behaviors such as hitting, kicking, tripping, biting, spitting, verbal “put downs,” bullying, etc. These behaviors will not be tolerated.
- Students will respect latchkey property or the property of others and understand vandalizing or stealing will not be tolerated.
- Students will follow other district / school related rules not specifically covered here.

STAFF RESPONSIBILITY:

Each latchkey staff member is responsible for the discipline of all latchkey students in his/her care.

Discipline is to be constructive and educational in nature and may include such measures as praise for appropriate behavior, redirection, talking with the student and/or separation from the situation.

The latchkey program will not abuse or neglect children and will protect children from abuse and neglect while in attendance in the latchkey program.

The latchkey program’s actual methods of discipline shall apply to all people on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child.

LATCHKEY DISCIPLINE PROCEDURE (con't)

- No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks, or any other verbal abuse about either the child or the child's family.
- Discipline shall not be imposed on a child for failure to eat, sleep, or toileting accidents.
- Discipline should not include withholding food, rest, or toilet use.
- Techniques of discipline should not humiliate, shame, or frighten a child.
- Separation ("Time Out"), when used as discipline, shall be brief and appropriate for the child's age and developmental ability. The child shall be within sight and hearing of a staff member in a safe, lit, and well-ventilated space.

When a student engages in rule-breaking behavior that threatens the health or safety of themselves or other students, the latchkey staff will do the following:

- Take immediate action to stop the behavior
- Remove the child from the area if necessary
- Inform the student of the disciplinary action that will be taken
- Call the parent if the behavior is severe enough
- Contact the latchkey office or latchkey coordinators if a call to the parent was warranted

FIRST INCIDENT:

Latchkey staff will discuss the inappropriate behavior and its consequences with the student. Latchkey staff will also inform the student of disciplinary action to be taken if the behavior is repeated and will redirect the student to a new activity. Parents / guardians may be given verbal notice of this incident.

SECOND INCIDENT:

Latchkey staff may use "time-out" as a means of removing a student from a situation. "Time-out," as well as all other disciplinary actions, must be developmentally appropriate. Unless a problem is severe, a child will not be in "time-out" for more minutes than they are years of age. It is then appropriate and expected that the latchkey staff will discuss the behavior with the student upon their return to the group as well as future expectations and possible consequences. Again, parents / guardians may be given verbal notice of this incident.

LATCHKEY DISCIPLINE PROCEDURE (con't)

FIRST WRITTEN REPORT:

Latchkey staff will notify a parent / guardian of the student's behavior and will provide support in managing the student's behavior. A written report on our discipline form describing the specific incident will be signed by the latchkey staff and the parent / guardian. The parent / guardian will receive a copy of this form. If the parent / guardian refuses to sign the discipline form, the latchkey teacher will note that decision on the form ("refused to sign"). Again, parent / guardian refusal to sign the discipline form will not negate the write up.

SECOND WRITTEN REPORT:

In addition to the procedures with the first written report, a more serious conversation will occur between the latchkey teacher, parent / guardian, and the student to resolve the issues.

THIRD WRITTEN REPORT:

This procedure will result in a student and parent / guardian having a conference with a latchkey coordinator. The behavior plan conference must be scheduled and successfully held for the child to return. The behavior plan will list what specific positive changes need to occur to correct the inappropriate behavior. The behavior plan is signed by the student, parent, latchkey teacher, and a latchkey coordinator. If the student breaks the behavior plan (receives a write up), he/she will be suspended from latchkey 2-3 consecutive days depending on the severity of the behavior. If a student breaks the behavior plan a second time, he/she will be suspended for 5 consecutive days. Finally, a child may be terminated from latchkey after all of the above steps have been taken if the student continues the negative, disruptive behavior. This rarely occurs and we make every attempt to make positive changes.

It will be at the discretion of the latchkey office to suspend or expel a latchkey student IMMEDIATELY, depending on the severity of the behavior (without following the above process).

If a student is removed from a program at the parent's discretion after progressing through some or all the discipline process, or a child is terminated from a latchkey program, it is at the discretion of the latchkey coordinators whether to permit the student to attend any other Columbus City Schools Latchkey Program for the remainder of that school year.



Latchkey Office
Rochelle L Wilkerson, Supervisor
Anne Bryan, Coordinator
Shanna Clark, Coordinator
Division of Early Childhood Education
3700 S. High Street
Columbus, OH 43207
Ph. 614.365.5891
Fax 614.365.8459
rwilkerson8090@columbus.k12.oh.us
abryan7409@columbus.k12.oh.us
sclark@columbus.k12.oh.us

Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Columbus City Schools Latchkey Discipline Report

Latchkey School _____ Latchkey Staff _____

Child's Name _____ Date _____ Time _____

Birthdate _____ Age _____

Has had problems with:

- | | |
|---|---------------------------------------|
| _____ Listening to Directions | _____ Following Directions |
| _____ Talking back to staff | _____ Keeping hands / body to self |
| _____ Fighting (physical) | _____ Interacting with other children |
| _____ Fighting (verbal) | _____ Poor sportsmanship |
| _____ Playing too roughly during games/activities | _____ Acknowledging staff authority |
| _____ Not following the Behavior Plan | |

Participation in:

- _____ Games
_____ Homework
_____ Arts and Crafts
_____ Outdoor Play
_____ Other: _____

Description of the incident: _____

Action taken: _____

Parent Signature _____

Teacher Signature _____

Witnesses _____

*Additional information may be included on attached pages.

Original copy goes in child's file. Parent receives a copy, and send a copy to the Latchkey Office.



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To: _____

From: Anne Bryan
Latchkey Coordinator

Shanna Clark
Latchkey Coordinator

Date: _____

RE: Behavior Plan Conference for: _____

Your child has now received three write-ups from the _____
latchkey program. It is now necessary to schedule a conference with you, your child, the latchkey
teacher, and myself. During this conference we will discuss the behaviors that have occurred and
attempt to develop a behavior plan that will assist your child in making better choices while
attending latchkey. This conference is scheduled for _____ at _____ p.m.
If you do not attend this conference, your child may not attend our latchkey program until a
conference has been successfully held. Thank you for your attention to this matter.



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Columbus City Schools Latchkey Behavior Plan

Latchkey School _____ Date _____

Child's Name _____

Birthdate _____ Age _____

We have developed the following behavior plan to be put into action upon the child's return to the latchkey center.

PLAN:

Child's Signature _____

Parent's Signature _____

Teacher's Signature _____

Co-Coordinator's Signature _____

SNACKS

Columbus City Schools latchkey programs participate in a federally funded snack program. After school snacks that will be served as a part of this grant program will follow federal guidelines for both nutrition as well as serving size. Parents should expect to see a healthy snack menu posted each month. Some variation of the schedule may be served during any month. Students will be offered a drink and food item representing two food groups. Students will be required to consume snacks at the latchkey center. No portion of the snack is to be taken from the latchkey center. If your child has special dietary needs due to medical reasons, you may choose to send a snack for your child.

No student will be denied a snack; however, a student may politely decline any portion of the snack being served. Snacks will not be withheld from a student as a punishment. There will be no reimbursement of tuition if a child chooses not to have a snack.

Latchkey does not serve a morning snack. Students may participate in the free district-wide breakfast program at the school. Students may also bring their own prepared breakfast to eat at latchkey.

PROGRAM CENTERS

As a part of being Step Up to Quality gold-star rated, parents should expect to see certain activities organized and available for the students. Interest centers will be available for students to choose what they wish to do within the latchkey area. These include, but are not limited to, Art, Math / Science, Literacy, Social Studies / Geography, Dramatic Play, Music, Large and Small Motor Activities, Quiet / Homework, and Outdoor Play. Latchkey teachers and instructional assistants will work together in the supervision of the students as they participate in the latchkey teacher planned activities based around a central theme. During afternoon latchkey there will be a 30-minute quiet/homework time.

Latchkey teachers will have weekly lesson plans based around a specific theme. All centers and activities will be centered on this theme as much as possible. Latchkey teachers are required to have their plans at their latchkey center daily. Latchkey office staff, State reviewers, principals, or parents may ask to review the plans at any time. Often latchkey teachers will choose their own thematic units. A curriculum is also offered through Step Up to Quality.

ILLNESS AND COMMUNICABLE DISEASE

Major and minor communicable disease cases are reported by the school to the Health Services Department which, in turn, reports them to Columbus Department of Health.

Parents/Guardians will be notified immediately to pick up their child from latchkey if he/she becomes ill during latchkey. Please keep your child's latchkey teacher updated with any changes in emergency contact information throughout the school year.

If your child has any of the symptoms mentioned below, you should keep your child home until he/she is well enough to return to school and latchkey. Your child should stay home for 24 hours after diarrhea, vomiting, or fever (without fever reducing medications) has ended. If your child has an undiagnosed rash, he/she must be cleared by a health care provider or remain at home until the rash is gone. Further, health information and forms can be found on the CCS website under Health, Family, and Community Services.

Per ODE licensing rules, a child will be excluded from latchkey if he/she has any of the following:

- Diarrhea (more than one abnormally loose stool with a 24-hour period)
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees Fahrenheit
- Undiagnosed rash
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of scabies or other parasitic infestation
- Any signs or symptoms of communicable disease, including COVID-19

MEDICATION

We prefer that any medication your child is taking be taken at home or administered by the school nurse during school hours. If emergency medication is necessary, medication can be administered to your child at latchkey after a medication authorization form has been completed and signed by a parent/guardian and a health care professional. Latchkey staff are not permitted to accept any medications (prescription or over the counter) without this completed form. All medications must be provided by the parent/guardian in the original container with the child's name on the container and must be kept in a locked medication cabinet. A medication procedure for latchkey form is available on site describing how latchkey staff can access the emergency medications. Please notify your child's latchkey teacher if emergency medications (asthma inhaler or epinephrine auto-injector) are needed at school. Medication forms can be obtained from the school, school nurse, latchkey teacher or on the CCS website.

ACCIDENT REPORTING POLICY

The latchkey teacher will immediately notify a parent/guardian or other emergency contact in the event of an accident. An emergency squad will be called if the latchkey staff feel it is advisable. Parents/guardians must complete the section of the registration form authorizing transport of the child to a hospital. An accident report form will be filled out by the latchkey teacher listing pertinent facts of the accident. A copy of this form goes to the parent/guardian, the building principal, and the latchkey office.

Epinephrine Auto-Injector Medication Authorization Form –

Please see your latchkey teacher to complete this form if it applies to your child.

Asthma Medication Authorization Form –

Please see your latchkey teacher to complete this form if it applies to your child.

COLUMBUS CITY SCHOOLS
2026-2027 Latchkey Program
614-365-5891

Alpine Elementary	1590 Alpine Dr.	43229	*5359
Avalon Elementary	5220 Avalon Avenue	43229	*5361
Berwick Alternative Elementary	2655 Scottwood Road	43209	*6140
Clinton Elementary	10 Clinton Heights Avenue	43202	*6532
Columbus Spanish Immersion Academy	3940 Karl Road	43224	*8129
Gables Elementary	1680 Becket Avenue	43235	*5499
Georgian Hts. Alternative Elementary	784 Georgian Drive	43228	*5931
Indian Springs Elementary	50 E. Henderson Road	43214	*6032
Indianola Alternative Elementary	251 E. Weber Road	43202	*5579
Kenwood (Ecole Kenwood) French Immersion	3770 Shattuck Avenue	43220	*5502
Liberty Elementary	2901 Whitlow Road	43232	*6482
Maize Elementary	4360 Maize Road	43224	*6040
Oakland Park Alternative Elementary	3392 Atwood Terrace	43224	*6058
Olde Orchard Alternative Elementary	800 McNaughten Road	43213	*5388
Shady Lane Elementary	1444 Shady Lane Road	43227	*5391
Stewart Alternative Elementary	40 E. Stewart Avenue	43206	*5556
Westgate Alternative Elementary	3080 Wicklow Road	43204	*5971
Winterset Elementary	4776 Winterset Drive	43220	*5510

ALL LATCHKEY SITES open at 7:00 a.m. and continue until regular classes begin. Sites re-open immediately after school and continue until 6:00 p.m. LATCHKEY SITES are closed when Columbus City Schools are closed. A.M. FEE \$70.00 per week per child, P.M. FEE \$75.00 per week per child, A.M. and P.M. FEE \$90.00 per week per child. PAYABLE ON THE LOCAL LEVEL EVENTS WEBSITE. Publicly Funded Child Care (PFCC) is accepted.

THE YEARLY REGISTRATION FEE IS \$30 FOR ONE CHILD AND \$40 FOR TWO OR MORE CHILDREN IN THE SAME HOME. Registration fee is only refundable if the latchkey site of your choice does not open.

LATCHKEY accepts PFCC
 * Telephone Prefix 614-365-

Anne Bryan, Coordinator
 Shanna Clark, Coordinator
 Updated 5/2026



**COLUMBUS
CITY SCHOOLS**

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To: Latchkey Parents / Guardians
From: Anne Bryan
Latchkey Coordinator
Shanna Clark
Latchkey Coordinator
Date: May, 2026
RE: Filming of Latchkey Children

Occasionally we get requests from the media to tell stories about our latchkey programs. The stories are of a positive nature, but we cannot allow them to film or talk with your child/children without your permission.

Please mark whichever box you are comfortable with on the form below and return this completed form to your latchkey teacher.

Thank you for your assistance in this matter. Call the latchkey office at 614-365-5891 should you have questions regarding this permission form.

COMPLETE THIS FORM AND RETURN IT YOUR LATCHKEY TEACHER

I, _____, parent / guardian of _____

who attends latchkey at _____ Elementary School

_____ DO hereby give permission **(YES)**

_____ DO NOT hereby give permission **(NO)**

for photos, interviews, or films of my child/children listed above to be taken for latchkey
publicity for the 2026-2027 school year.

Parent / Guardian Signature

Date