

2026-2027 School Year

KeyCare Direct Phone Number 440-355-2324

Please review and fill out the attached forms and return them to the office or keycare personnel.

The purpose of Key Care is to provide a safe and enjoyable child care environment for our students under the supervision of qualified staff. You may enroll your child in KeyCare at any time during the school year. Our KeyCare workers must know in advance when your child(ren) will be attending the program and the proper paperwork needs to be filled out **BEFORE** they attend.

Morning KeyCare is available starting at 6:30 a.m. Afternoon keycare is available from school dismissal to 6p.m. KeyCare is for all Keystone elementary, middle, and high school students, and is located in the elementary school gym.

You may arrange care for your children during part or all of the above mentioned times. KeyCare can be utilized at all different times/ days of the week, it doesn't have to be a set schedule. **The school must be notified by a parent for any changes made to schedules. A student's verbal notice will not be accepted.**

Please see below:

- 1) KeyCare charges a flat rate for all of our students, the cost is \$5.00 for the KeyCare AM session per student and an additional \$5.00 for the PM session per student (**Please note: Our KeyCare fee is subject to change during the school year per our program needs**).
- 2) **ALL** parents must **come to the door** and drop their child off during the morning session (this gives us an opportunity to speak with you and relay information as needed). This is **MANDATORY**, so please allow yourself the extra time to do so. Parents are not permitted inside the building for drop off.
- 3) In the event that there is a change in your child's regular dismissal you must call the school and/or send a note in. This is to make sure that each child is safe and goes home the way that is intended for them.

Parent signature: _____

Date: _____

2026-2027
KEYSTONE LOCAL SCHOOL DISTRICT

KeyCare Information Form

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Mother's Name: _____ Father's Name _____

WorkPhone: _____ WorkPhone: _____

Cell: _____ Cell: _____

BUS NUMBER: _____

ANTICIPATED USE OF KEYCARE PROGRAM:

CIRCLE DAY(S)

- 1) Morning Session 6:30am 9:00am M T W Th F
- 2) Afternoon Session 2:40pm (KMS) & 3:30pm (KES) - 6:00pm M T W Th F
- 3) AS NEEDED -

**ANY CHANGES THAT DIFFER FROM THE ABOVE SCHEDULE NEED TO BE
REPORTED TO THE MAIN OFFICE BY PARENT/GUARDIAN'S NO LATER THAN
2P.M. THE SAME DAY

Please list all people that are allowed to pick your child(ren).

Name, Relationship, Phone number

1 _____

2 _____

3 _____

4 _____

Parent signature: _____

Date: _____

Please make sure to read all details before signing. If you have any question please call: 440-355-2324

KeyCare is a self-sustaining program therefore all payments must be made in advance. There is a \$5.00 flat rate for the morning session per child and a \$5.00 flat rate for the afternoon sessions per child. Payments can be made by cash or check directly to the keycare staff or by sending in an envelope with your child's name on it addressed to KeyCare. Online payments can be made on Pay Schools under your child's account.

KEYCARE ACCOUNT BALANCES - Any child on an account that has a balance of \$50 and over will not be permitted access to the KeyCare program until the account is **paid in full**.

In the event that your child is dropped off in the morning and your account is over \$50 they will not be allowed to enter and the police will be called. In the event that your account is over \$50 and you send your child in the afternoon they will be sent to the bus. If they are not bus riders a one time courtesy phone call will be made to you, failure to pick up will result in the keycare staff calling the police or child protective services.

******AFTER 6:00 P.M******

Per our superintendent , and backed by the Board of Education, a school policy is in effect for students not picked up by 6:00 P.M. For any student remaining after 6:00 P.M. there will be a late fee. The fee charged to parents is \$10.00 for every fifteen minutes late, it must be paid in full before the next visit to KeyCare. Your child will not be allowed back into the program until it is paid. After 8 p.m the police will be called. If parent or guardian contact has not been established after an attempt made by the staff, the cops can be called sooner. After 6:00 P.M. you will be charged \$10.00, even if you arrive before 6:15 P.M.

EXAMPLE: 6:00-6:15PM = \$10.00 (15MIN)

6:15-6:30PM ANOTHER \$10.00 is charged

6:30-6:45PM ANOTHER \$10.00 is charged

Parent signature: _____

Date: _____

****IMPORTANT INFORMATION****

1. KeyCare is closed whenever school is closed due to snow or other calamity. KeyCare will follow the school calendar.
2. KeyCare is located and accessed using the elementary school gym and cafeteria. From 8:15 a.m-8:45 a.m please bring your child to the KES cafeteria doors when dropping them off. All other times are in the gym.
3. Parents must come to the drop off/pick up door with their child EVERYDAY and make sure their child gets checked in on our sign-in sheets in the morning as well as sign them out in the afternoon on the attendance forms located in the gym. Your child will not be permitted into the building without an adult present.
4. Children will only be released to the parent or individuals who are listed on the KeyCare form. **An ID must be presented at time of pickup.**
5. Snacks will be provided before and after school at no additional cost.
6. **ALL ACCOUNTS NEED TO BE PAID IN FULL BY THE LAST DAY OF SCHOOL.** A fee over summer will occur if the account is not paid by the last day of school.
7. Emergency Medical forms will be kept on file in the KeyCare Program. Parents MUST fill them out annually and return them to KeyCare before attendance.
8. If there are changes in your schedule, you must notify keycare staff and/or the office. This includes a phone call to school/KeyCare or a note. If KeyCare has not been notified by you or the office, we must go by your original KeyCare paperwork schedule that you have turned into us. The Direct Number to KeyCare is 440-355-2324.

Keycare has a zero tolerance policy for the following behaviors, failure to comply will result in immediate removal of the student from the Keycare program.

Fighting
Bullying
Damage to property
Throwing objects that cause injury
Chanting/Harassment/ Intimidation
Leaving area without permission
Stealing
Inappropriate conversations
Weapons
Disrespect
Drug Paraphernalia
Swearing
Sexual Harassment

At any point in time if your child is breaking these rules and is unable to control their behavior after attempts have been made to correct the issues by the KeyCare staff and parents have been notified, the KeyCare service will no longer be available to that child for the rest of the school year.

RULES IN GYM

1. Keep your hands to yourself
2. Always ask when leaving the room. (Exp: Getting a drink of water & going to the bathroom)
3. Go only to where you tell us you are going and come straight back.
4. Do not abuse gym/keycare equipment.
5. Keep your conversations school appropriate.
6. NO screaming or yelling.
7. NO bullying.
8. No Phone calls, pictures, or videos.
9. When using electronic devices, it must be school appropriate. Failure to use devices under these rules will result in the device being confiscated until the parent or guardian arrives.
10. No eating in the gym.
11. No slamming into or hanging on the mats.
12. All book bags must remain on the bleachers.

RULES IN THE CAFETERIA

1. Keep your hands to yourself.
2. Always sit down when eating or drinking.
3. Always clean up after yourself when finished eating.
4. No running, playing or wandering around the cafeteria.
5. NO bullying.
6. No Phone calls/electronic usage during breakfast/snack time (unless permission is asked) Failure to listen to these rules will result in the device being confiscated until the parent or guardian arrives.
7. No pictures/video's taken

When we are able to go outside, all school and KeyCare rules apply. Pick up for this is on the elementary school playground (car rider drop off/pick up line).

When rules are not followed our KeyCare staff will do what is best for the majority of the children. When necessary a time out will occur for a length of time depending on the severity of the infraction. KeyCare is not responsible for the loss or damage of any items brought from home. If an item is not being used properly or the student refuses to put the item away it will be taken until parent/ guardian arrives.

Parent signature: _____

Date: _____

PAYMENTS:

WHEN PAYING BY CHECK:

- 1) Put the **CHILD'S NAME ON YOUR CHECK IN THE MEMO AREA**
- 3) When paying by coins, all coins need to be in coin wrappers prior to bringing them in for payment.
- 4) All bank NSF fees will need to be paid in full for any returned checks.

WHEN PAYING BY CASH:

- 1) Cash payments must be placed in an envelope or baggy when being sent into school. Please write the student's name on the outside.

WHEN PAYING ONLINE:

- 1) On the payschools app or website under fund you can add money to your child's account. There is a 3.25% fee and a \$1.25 fee for payments made online.

Please keep in mind, **this program is pre-paid and ALL delinquent accounts must be paid IN FULL by the last day of school or you will risk a fee over summer..** If your account is over the \$50 limit your child will not be permitted to enter the building with KeyCare in the morning and in the afternoon they will be deferred to their secondary way of getting home via bus or car rider line. If you have any questions please email melanie.bostick@keystoneschools.org or call 440-355-2324. At the start of the school year you will also be prompted to join our class dojo for easier communication throughout the day.

ALL ABOUT ME!

Please fill out before returning

What movie I love:

Favorite Activity:

Favorite Song:

Favorite Snack:

What Helps Me Calm Down:

Anything Important For Us To Know About Your Child:

