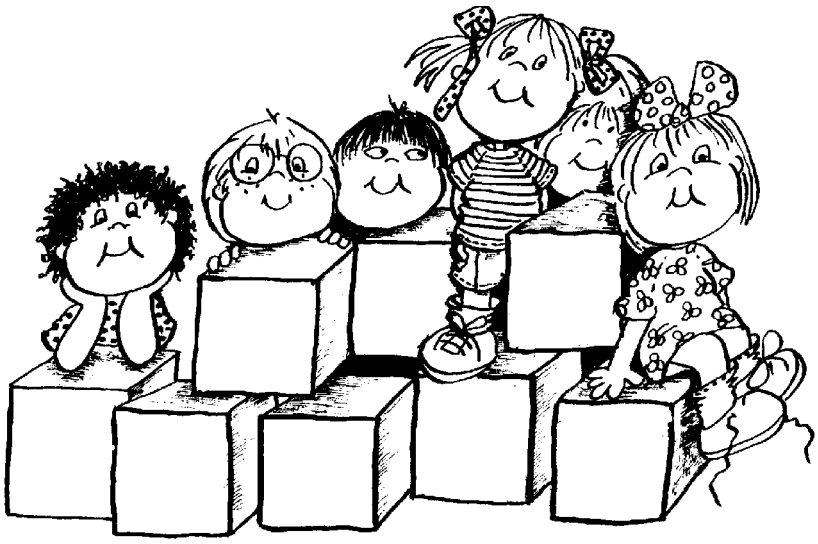
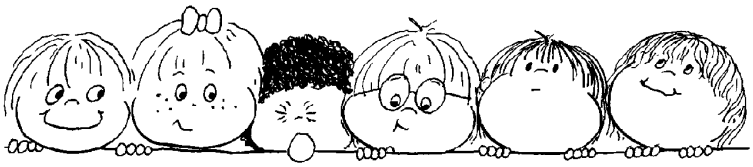
Flushing Community Schools

Latchkey Program



Parent Handbook

2026-2027



Latchkey Program Coordinator -

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Jr. Raider Latchkey, preschool age program— Lead Caregiver—
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Elementary age and Summer Latchkey programs-

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The parent handbook has been designed to provide you with information about our Latchkey programs. Our goal is for your child's experience to be positive and fun.

Feel free to contact us anytime with questions, comments, or suggestions.

GENERAL INFORMATION

The Flushing Community Schools Latchkey program provides childcare services for children 3-12 years of age. The program is designed to provide a safe, healthy, caring and fun-filled atmosphere for the children while promoting education, literacy, and social/emotional growth. It is the philosophy of the Latchkey program that each child is a unique person with an individual rate of development. The program is play based allowing children the opportunity to develop skills while engaging in organized and free play opportunities. Independence and socialization are encouraged.

The Latchkey program is licensed by the Michigan Department of Human Services. Our licensing book is available during regular business hours for parents to review and contains all licensing inspection reports, special investigation reports and all related corrective action plans.

PROGRAMS—REGISTRATION REQUIRED FOR ALL PROGRAMS

Jr. Raider Latchkey

Childcare for ages 3-4 is available at the Early Childhood Center. Children must be 3 years of age and **fully potty-trained.**

Elementary age Latchkey—(before and after school childcare)
Childcare for K-6 students is provided at the Early Childhood Center, 409 Chamberlain Street. District buses transport elementary age students from the ECC to their elementary home school in the morning and from the elementary schools back to the ECC at the end of the school day. Kindergarteners are released for class or latchkey at the start and end of the school day.
Extended day latchkey is available on half days of school and early dismissal days.
Latchkey operates on the same schedule as the district during the school calendar year. When school is closed, Latchkey is closed.

- **A Summer Latchkey program** is also available for ages 3-12 at the Early Childhood Center. Optional weekly field trips are offered. Transportation is provided by the district transportation department. A separate registration is required. Forms available after spring break.

ENROLLMENT POLICY

The Latchkey program operates on a non-discriminatory basis affording equal treatment and access to services without regard to race, color, religion, national origin or ancestry.

Pre-registration is required for all programs. Forms can be found on the district website, www.flushingschools.org, under the "Departments" tab. All registration forms, emergency card and physical form (if necessary) must be completed prior to attendance. For elementary school age students, registration forms must be received **at least one full day before students attend** to accommodate busing needs. A non-refundable registration fee must be paid. A new registration packet must be completed prior to a child's enrollment for each new school year and summer program. Parents are required to keep children's records up to date with changes in phone numbers, addresses, employer, etc.

Preschool age children enrolled must be completely potty trained and able to manage their own bathroom needs.

HOURS OF OPERATION

Latchkey is open daily from 7:00 AM to 5:30 PM.

Elementary School Latchkey is a drop-in program. No schedules are required. Hours are 7:00 AM to 8:40 AM, and again at the end of the school day until 5:30 PM. On half days of school as well as early dismissal days, Latchkey is open for the normal morning hours and again from 12:00 PM to 5:30 PM for half days, and 1:50PM until 5:30 on early dismissal days.

Summer Latchkey is a drop-in program and open from 7:00 AM to 5:30 PM daily.

Through the school year Latchkey operates on the same schedule as the district and will be closed on all holidays and when school is closed. Please see the official school year calendar posted on the district website. Latchkey will close during state of emergency weather conditions or utility emergencies. Local radio and television stations will carry emergency closing announcements. To receive text alerts, text— 67587, then type "YES". School closing alerts are also posted to the Flushing Schools app found in the Apple store.

STAFF

All applicants are fingerprinted and subject to a background check before employment. No staff will be approved for employment that has been convicted of child abuse or neglect or convicted of a felony involving harm or threatened harm.

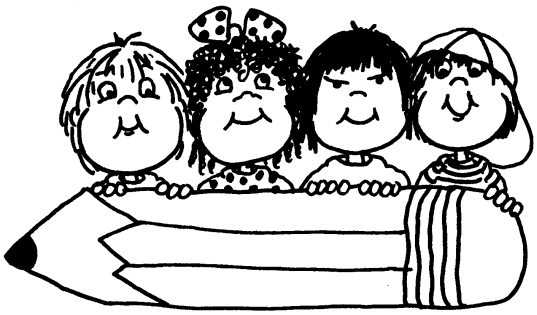
STAFFING RATIO

3-4 years of age	1 adult to every 10 children
5-12 years of age	1 adult to every 18 children

This is in accordance with the State of Michigan Department of Human Services licensing procedure.

ARRIVAL AND DEPARTURE

Children must be escorted into the building and signed in by their parent (or designee). The parent (or designee) must sign the child out when they are picked up. Identification required. Children arriving or departing from class to latchkey will be signed in/out by staff. Children will be released only to authorized adults whose names are listed on the Child Information Card. Parents must advise Latchkey in writing if another person is to pick up their child. Email Kathy.mcmahan@flushingschools.org for last minute changes to your pick up authorization. Be prepared to show picture ID at all times. Staff who are not familiar with the parent or designee are required to ask for identification.



FOOD PROVISIONS—JR. RAIDER LATCHKEY (preschool age)

During the school year breakfast, lunch, and afternoon snack will be provided free of charge in the Jr. Raider Latchkey program. Breakfast is served from 8:30am until 9:00am, lunch from 11:45am until 12:30pm. Please note that the Jr. Raider classroom may be deemed a "peanut free" classroom when possible allergies are present. If so, please check all labels and avoid any food that contains trace peanuts, peanut oil, etc. If your child has any food allergies, please notify the Latchkey supervisor as soon as possible.

Latchkey provides an afternoon snack to all students including elementary age students returning after school at no additional charge.

ADDITIONAL MEAL INFORMATION—

During the school year, children may order breakfast and/or hot lunch provided by the district's Child Nutrition department. All meals are currently offered free of charge . The menu is posted on the district website.

A cold lunch may be brought from home. We are unable to cook, heat or prepare food that is sent. Parents should provide a cold pack when necessary as refrigeration is not available for lunches. Please label your child's lunch with his/her name.

Please note that on half days of school the kitchen is closed and a lunch from home will be required.

LUNCH ON HALF DAYS AND EXTENDED DAYS OF SCHOOL

* A lunch from home is required for all students attending Latchkey on half days of school as the school kitchen is CLOSED.

* Latchkey may provide an alternative pizza lunch on extended snow days only. An additional charge will be added to your statement when signing up. The charge will be posted at the latchkey desk.

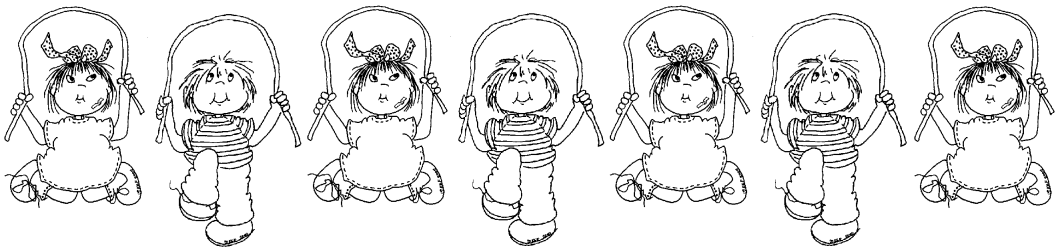
Conversation and independence are encouraged among the children at meal times

PHOTOGRAPHS

Photographs of the children are taken from time to time and may appear in publicity materials on district social media platforms. Parent's permission for photographs is part of the enrollment form.

FIELD TRIPS AND SPECIAL ACTIVITIES—SUMMER LATCHKEY ONLY

Field trip and activity fees are charged to cover costs incurred and entrance fees Parents are notified in advance of the fee, date, time and destinations of all field trips. Field trip fees for children are collected in advance, cash only. Permission slips completed by the parent are required for students to participate in field trips. All field trips and special activities are optional. Subsidy funds may not be used for field trip costs.



FEES

Tuition rates are subject to review and change.

Preschool Age Latchkey

Please see the Preschool Age Latchkey Registration form for details . Half day and full day timeslots are offered. Visit— https://bit.ly/39463B0, or visit the "DEPARTMENTS" tab on the district web-site, www.flushingschools.org for more information.

Kindergarten through 6th grade Elementary Latchkey

$4.00 per hour/minimum charge for each visit

Summer Latchkey
$30.00 full day (5 ½ hours or more) per child
$22.00 half day (under 5 ½ hours) per child

Latchkey closes promptly at 5:30 PM daily. A late charge of $1.00 per minute will be charged after that time. Consistent late pick up may result in forfeiture of Latchkey childcare services.

BILLING AND PAYMENT POLICIES

Attendance charges are calculated from Monday through Friday and are due weekly. Statements are emailed the first day of each week, with the previous week attendance charge. Parents must provide a valid email address on your registration form. It is the parent responsibility to pay the balance on a weekly basis. Late payments may result in a late charge of $5.00 per week and/or permanent removal from the program.

Payments are made by using the E-Funds online payment app found on the district webpage.
https://bit.ly/45KEkxL

Yearly tax statements are sent by email in January of each new year.

A TYPICAL SCHEDULE MIGHT INCLUDE . . .

JUNIOR RAIDER LATCHKEY -

PRESCHOOL AGE STUDENTS

Free Play in Centers
Breakfast
Clean Up/Snack
Gym / Outside Play
Large Group Music/Art/Story Time
Small Group Centers
Lunch
Rest and read
Outside/Gym time
Large Group Music/Art/Story time
Small Group Centers
Afternoon Snack
Free Play in Centers

SCHOOL AGE PROGRAMS, K-6

Activities are planned around the special interests of the children in attendance such as arts and crafts, games, puzzles, etc. Outside and/or gym time are offered daily. After school snacks are also offered.

HEALTH POLICY

All children attending latchkey must have a completed physical form on record with the school district or provide a Health Appraisal signed by your child's doctor. This is a part of our enrollment process.

Children who are ill should not come to latchkey. If your child becomes ill while in our care we will contact you to make arrangements for pick up. If parents cannot be reached, an emergency contact that you provide will be called. Parents will be contacted in the event your child has a fever of 100.4 degrees or more and is accompanied by other symptoms such as nausea, lethargy, persistent cough, vomits, or has diarrhea. **Students are required to be symptom free for 24 hours before returning to school, including temperature below 100 F without medication , diarrhea or vomiting.**

COMMUNICABLE AND INFECTIOUS DISEASES

Please notify us if your child has contracted a communicable or infectious disease. The following guidelines may be used as a guide for re-admission to the program after communicable and infectious diseases have been diagnosed:

Covid-19 –Symptoms may include- cough, sore throat, chills, diarrhea, vomiting, fatigue, congestion, fever, sore throat. Return to school when symptoms have improved and fever free for 24 hours without medication.

Chicken Pox: Doctor's note confirming diagnosis and return date. Lesions should be crusted over.

Conjunctivitis (Pink Eye): Twenty-four hours after treatment has begun.

Impetigo: Twenty-four hours after antibiotics started, with a band aid covering area.

Measles: Four days after the appearance of the rash and a note from the doctor to return.

Mumps: When swelling and fever are gone and a note from the doctor.

Pertussis (Whooping Cough): After being on antibiotics for five days and a note to return to school from the doctor.

Ringworm: After twenty-four hours of treatment or as directed by a physician with skin covered.

Strep Infection: Including Scarlatina, Scarlet Fever, Strep, Strep Throat, and Rheumatic Fever - after twenty-four hours of being on an antibiotic and no fever or a physician's statement saying the child may be in school.

Fifth Disease: Until no fever is present and a note from the physician.

NUISANCE DISEASES:

Scabies: After seen and treated by a physician.

Lice: The Flushing latchkey policy excludes children that have nits or live lice in their hair. When head lice are suspected, parents will be called to take their child home. Children may return to the classroom when they have been treated and no nits or lice remain in their hair.

Our school nurse must check children before they may return to class.

The Genesee County Health Department recommends the following treatments for head lice: According to the Genesee County Health Department, "if your child is sent home from school with "lice" or "nits", treat your child's head immediately. Follow directions exactly as indicated on head lice removal products. Children with long hair should have their head examined thoroughly to be certain all nits are removed. Be prepared to commit time to the process. After examining your child's head, wash your hands, and scrub your nails thoroughly." Do not treat your child while bathing in the bathtub. Instead treat them over the sink or while showering.

Kill the lice and eggs on clothing and bedding using one of these methods:

- Normal hot water washing and machine drying.
- Dry-cleaning
- Sealing in plastic bags for 7-10 days.
- Exposing to freezing temperatures for at least 12-24 hours.

To control the spread of lice among family members, please take these additional steps:

- Vacuum carpets, upholstery (including the car), pillows and mattresses daily for one week.
- Soak combs and brushes for 15 minutes in hot water (140°-165° F).
- Do not share personal items with others (combs, brushes, hats, towels, scarves or pillows).
- Pin up the child's hair in a bun (if long) or in a ponytail.
- Check each family member daily for two weeks.

MEDICATION

The administration of medication policy may only be put into effect if ALL of the following procedures have been accomplished:

* Parent must request a Physicians Order form for the giving of medication.
* Medication is to be in the original prescription container with student's name, prescribing doctor, and medication and dosage are displayed on container.
* Medication Authorization Form must be completed by doctor and parent.
* Non-prescription over the counter medications, such as pain relievers, cough drops, creams and lotions, etc. must also include a Medication Authorization Form, signed by doctor and parents.
* A**ll medications are to be given to an adult staff member with the proper forms. No medication is to be carried by the children in purses, backpacks, etc.**

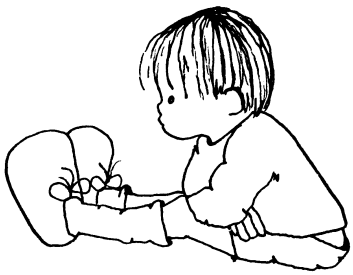
The staff will maintain a record as to the time and amount of medication given. The medication will be dispensed in the presence of two adults. The medication will be stored out of reach of children.

Medication Consent forms are available at the school website, www.flushingschools.org or from staff upon request.

ACCIDENT POLICY

We make every effort to maintain a safe setting for your child, however, if an injury occurs …

* The staff will perform basic first-aid, for example, cuts washed and bandaged, bumps treated with ice.
- Emergency Medical Services will be called if a child is in need of emergency treatment.
- Parents will be notified.
- If a student receives a bump, blow or jolt to the head, a staff member will contact parents advising of such occurrence.



CLOTHING AND PERSONAL POSSESSIONS

Please have your children dress in simple, washable, sturdy clothing that is appropriate for active indoor and outdoor play. If possible, label all clothing and personal possessions. Please keep a change of clothing to be kept in the classroom for your younger children in case of an accident or spill. Personal toys from home are discouraged as they are often problematic when encouraging students to share and take turns. Please leave personal toys at home.

DISCIPLINE POLICY

It is the policy of the Flushing Latchkey Program to promote the development of children's consciences and self-control through positive guidance techniques. Such methods include modeling and encouraging expected behavior, redirecting children to an acceptable activity, anticipation and elimination of potential problems, setting clear and consistent limits, involving children in establishing rules and in problem solving of misbehavior, and meeting with a child who is having problems.

As children's capabilities increase, they are guided to become responsible for their own actions and grow in respect for the rights and feelings of other people and property. Conflicts are viewed as learning opportunities for children to develop skills such as cooperation, negotiation and communication with the person involved. The following steps may be taken for unresolved conflicts:

* A child may not be allowed to participate in a particular activity for a period of time.
* A conference with parents will be requested to discuss further action.
* Parents are asked not to use physical punishment, such as spanking, on the school premises. Protective services must be called if the center suspects physical abuse of a child.

WEATHER EMERGENCIES

Tornado Alert – In the event of tornadoes or other severe weather conditions, children will be moved to designated safety areas.

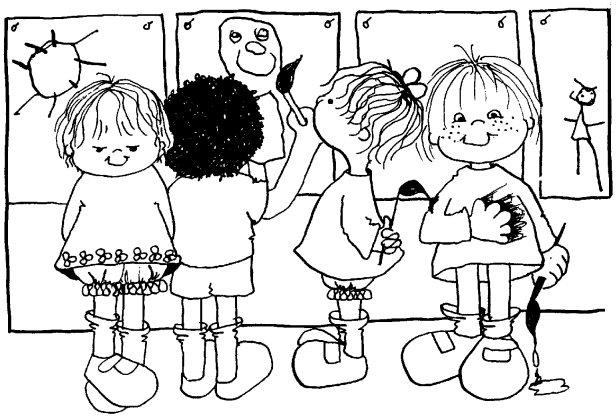
Fire and Tornado Drills – Fire and tornado drills are practiced in each of our schools so that children know how and when to leave the building and what to do in the case of an emergency. Anyone in the building during that time will be expected to participate in the drills.

Non-Weather emergencies – Emergency procedures are in place for non-weather emergencies. In the event of an evacuation, all children will be taken to a safe area. Parents will then be notified.

DISCHARGE OF CHILDREN BY THE FLUSHING LATCHKEY PROGRAM

Children may be terminated/suspended from the program for the following reasons:

* Past due account: Your account must remain current for your child to attend.

* Inappropriate or disruptive behavior: Every effort will be made to modify inappropriate behavior using the procedures outlined in the discipline policy. In the event that these methods are no longer effective, the supervisor maintains the right to suspend any student who exhibits inappropriate or disruptive behavior which interferes with other children's safety or the quality of the childcare program.

* Habitual late pick up after closing time.