

Latchkey

Before & After School Care And Summer Programs

Revised 3/2023



**The Latchkey program is a self-supporting program administered by
Canton School District**

GOALS:

1. To provide safe, dependable, quality care for children.
2. To provide childcare at a reasonable cost and at a convenient location.
3. To expand the use of school facilities to meet the growing needs of the community.
4. To nurture, support, and personally interact with each child attending the program.
5. To provide a variety of activities designed to enhance the physical, intellectual, social and emotional development of children.
6. To recognize and encourage the development of each child's individual interests and talents.
7. To provide a comfortable, relaxed environment where children feel welcome and secure.



At Latchkey parents have the right to:

- Know what types of programs and activities are being planned and offer feedback on the kind of activities the children enjoy.
- Know if their child is misbehaving; spend time talking with the staff concerning a solution.
- Voice special concerns and considerations not covered in this manual; discuss special situations where exceptions may be made from the Latchkey expectations.

Latchkey expects that parents will:

- Observe the rules of Latchkey as set forth in this manual and in additional policy statements.
- Pay attention to any change in policy and procedure.
- Pick up their children on time.
- Sign out their child at the end of the day.
- Notify a staff member when taking a child from the center.
- Notify a staff member when another authorized person is picking up a child.
- Keep the child's registration form up-to-date with changes in phone numbers and addresses.
- Share their concerns with Director if the program is not meeting their child's needs.
- Listen to concerns that the Director may have about their child's behavior and work through an agreeable solution to any problem that might occur.
- **Turn in schedules and payments on time.**

Admission Policy & Hours of Operation:

The complementary learning environment at Latchkey is designed for children Kindergarten through 5th Grade or ages 5-12 years of age, who will benefit from enrichment activities in groups with a 15 to 1 staff ratio.

Before & After School Latchkey

Will be open Monday thru Friday during the school year calendar.

Hours are 6:00am-8:00am and then 3:00pm-6:00pm. In-service days and holidays will be on a pre-scheduled "as need" basis.

Summer Latchkey

Will be open the first Tuesday following Memorial Day and will go eleven weeks thru summer ending the second Wednesday in August.

Hours of operation for Summer Latchkey are Monday-Friday 6:00am-6:00pm.

Summer Latchkey will be closed for July 4th. The Summer Latchkey program is for children who have **completed** grades Kinder-prep-/Kindergarten to 5th grade in the current school year.

Attending Head start only does not qualify for the program.

All children in our program must live within the Canton School District.

Location:

Before & After School Latchkey and Summer Latchkey Program is located at Lawrence Elementary School. Our primary room is the Multi-purpose room (lunch room). Other rooms we use are Stage, Music room, Gym, Computer Lab and Library.

Enrollment & Registration Fees:

All parents wishing to use the Latchkey Programs must pre-register by filling out a registration form. The school year's registration fee is \$25.00/child.

Summer Latchkey registration fee is \$25.00/child, followed by a \$75 activity pass.

The registration fees are non-refundable. These fees are due before the start of the program. If you register after the program has already started the registration fee is \$35.00. The fees and registration form must be turned in to the director before your child can start. **No exceptions**

Schedules and payments:

All schedules and payments are due for each program by **WEDNESDAY** prior to the following week of service.

If schedules and payments are not received by the end of business day Wednesday a **\$15.00 LATE FEE WILL BE ASSESSED**. If payment becomes 2 weeks' delinquent, you will be asked to immediately withdraw your child from the program until the entire balance is paid in full. A weekly fee of \$15.00 will be added until service is paid for. If the account goes unpaid we will add a monthly charge of \$15.00 as well.

School year Latchkey fees

\$7.00 per day for am hours and Drop-in is \$17.00

\$10.00 per day for the pm hours with Drop in Fee as \$17.00.

Early Dismissal Fee/Full Day

Half of day is \$17.00. Full Day Fee \$27.00 per child. We are open for full day care and select holiday care as well as early dismissal. We are closed for Christmas Eve, Christmas Day, New Year's Day, Easter Friday and Monday, Memorial Day, July 4th and Labor Day. If these holidays fall on a Saturday, the program will be closed the preceding Friday. If these holidays fall on a Sunday, the program will be closed the following Monday.

Summer Latchkey Daily Fees: will be \$35 per day or \$125 per week

Drop in Fees will be \$40.00 per day **Payment is required before services**

Childcare Assistance is available thru Child Care Services. We have paperwork available upon request. Or you may call 1-800-227-3020 for more information.

Late Starts and Snow Days:

There will be no Latchkey when school is canceled or dismissed due to inclement weather. In the event that school has been canceled or delayed and Latchkey is already opened the kids will be kept there and parents will be notified to return to pick them up as soon as possible or other arrangements need to be made. The school policy is that you have a plan for weather related dismissals.

There are no refunds due to inclement weather unless it is non-school day.

Receipts:

Receipts will be given upon request. A final year end receipt will be sent out with the total amount paid for the year end by January 31st, of the following year.

Emergency Closing:

In the event of an unforeseen closing for emergencies like weather, broken water main break, heating failure or electrical problems the school and Latchkey will be closed

Nutrition:

School Year Latchkey Programs will serve afternoon snack at 4:00 and will consist of a variety of snacks from crackers to vegetables to snack cakes. Drinks will be included as well.

Summer Latchkey: A nutritional morning snack served at 9:00am, noon milk served with lunch at 11:30am, and afternoon nutritional snack at 3:00pm will be provided each day. Juice is provided however during the summer afternoon snack; we serve water to keep children hydrated.

Parents need to inform staff of any food allergies. Please mark these on the enrollment form.

Summer Latchkey:

The Summer Latchkey program will operate from 6:00 am to 6:00 pm, Monday through Friday, beginning Tuesday after Memorial Day. This program is for children who have *completed* grades Kinder-prep/Kindergarten to 5th grade in the current school year.

Attending Head start does not qualify for the program.

Instructors for the summer will be certified instructors with OST Credentials.

Summer Fee Schedule:

\$25.00 per child non-refundable registration fee paid before deadline. After deadline the registration fee is \$35.00 per child. Summer Latchkey Activity fee is \$75.00/child.

Daily Drop in Fee \$40.00 per day with Payment due upon arrival.

Lunch and Snacks:

Children have the option to bring their breakfast from home provided it is already prepared at home.

They will be asked to sit at the lunch tables until they have finished the breakfast.

There is no swapping or exchange of food allowed between kids.

Lunch is NOT provided, each child will need to bring their own sack lunches for non-school days and or early dismissals.

The children will be in a semi-structured environment, with a wide variety of activities such as computer instruction, sports and recreation, performing arts activities, arts and crafts, reading, and quiet time. We expect all children to cooperate with quiet time. This is not necessarily a

naptime, but a time to stop and rest. We also take several field trips throughout the summer, in and out of town. Field trips at Latchkey are a privilege and can be taken away.

Due to the fact that this is a summer program, the children will be allowed to go to the city park under supervision. Additional swimming hours will be scheduled, weather permitting.

Summer Supplies Needed:

- Sack lunch – Monday-Friday (**no glass containers**)
THERE WILL BE NO MICROWAVE AVAILABLE
- Swimming pool membership
- One change of clothing to be left at Latchkey** (all clothes must be labeled)
- Coat or sweatshirt to be left at Latchkey
- Swimsuit, towels and sunscreen (min SPF 45) **2 large bottles**
- 1 separate tote bag with child's name on it
- 1 pair of tennis shoes (as we walk a lot)
- Water bottle with your child's name on it

Outdoor Play:

Latchkey programs include regular outdoor play time (weather permitting). We go outside for a minimum of 15 minutes a day all year long. We use discretion of temperatures and wind chills as well as the heat index and keep that in perspective. Please provide proper clothing for your child to be outdoors.

Sunscreen:

During the summer we use sunscreen with a minimum Skin Protection Factor or SPF of 45. We ask **each family to donate 2 large bottles to start out the summer**. We may need to replenish or purchase more during the summer. All donations accepted. We apply sunscreen every time we go outside. We apply sunscreen at all pool breaks or every 45 minutes outside. Parents are asked to furnish at least 2 large bottles to the program however if a specific lotion is needed for a specific child only we ask that it be labeled with your name on it and that you will be notified when it is running low and you will need to replenish for your family. We ask that the "No ad" Label and Walgreens or Walmart brand not be used as some children have reacted to these. We do allow spray on lotions but they are applied only outside due to harmful fumes and slippery floors. If your child is fair skinned, please provide a swim shirt.

Swimming Lessons/ Sports Camps:

Latchkey has a scheduled week that you can enroll your child in swimming lessons at the Canton pool while attending the summer program. Please coordinate your lesson schedule with the Director. Please see they have sandals with a heel strap. We require parents to purchase a pool pass for their child(ren), as we go to the pool frequently throughout the summer. You may enroll your child in school sports camps and if it's within walking distance of us, we will see they get there and return with us. We do not let children attend on their own; we go as a group.

Changes in Schedules:

Our primary goal at Latchkey is to keep your children safe.
That means we **MUST KNOW WHERE EVERY CHILD IS EVERY DAY.**

- If your child will not be attending Latchkey on a particular day, please **call or send a dated note** stating the change to the Staff or Director. It is the parent's responsibility to notify the Latchkey staff with any changes!
- In the event of a last minute, unexpected absence from Latchkey, please call the school. When a child is expected at Latchkey, but does not arrive, the staff then needs to track down your child.

Fees for Late Pick-up:

Accounting for absent children does take staff time away from the other children in Latchkey. In order to assure the safety of all children, we have implemented a **Late Pick-up Fee**. If your child is absent from Latchkey or you arrive late to pick up your child and you have failed to notify the staff, we will implement the following fees:

- 1st time = \$10 charge
- 2nd time = \$20 charge
- 3rd time = removal from the program

Schedules are used to create rolls. If your schedules changes and your child is not going to attend you must contact the Director or staff prior to 2:30pm. If your child does not report to Latchkey our staff first check with the office, then with the teacher then a call is made to the parent. This is to ensure the safety of your children. If we take time away to locate your child it takes time away from the program and other children.

Illness:

For the protection of all the children at the Latchkey programs, your child must be kept home if the child develops any of the following symptoms:

- An auxiliary temperature (under the arm) of over 100 degrees-24 hours fever free without medication
- Diarrhea or vomiting- They cannot attend latchkey or school for 24 hours after last symptom
- An undiagnosed rash
- Red, swollen or draining eyes or ears

If your child develops any of these symptoms while attending Latchkey programs, your child will be isolated from the other children and you will be contacted to pick up the child. We ask that you arrange to have your child picked up **within one hour** from the time of being notified.

If your child contacts a communicable disease such as chicken pox, measles, etc. you must inform the Director immediately. Contagious diseases will be reported to the Department of Health (licensing requirement). Your child may not attend until they are over the disease or the disease is no longer contagious. If your child is exposed to communicable disease while at the program, you will be notified.

Immunization:

Children's immunization records will be kept on site in the files of the Canton School District nurse. Shots must remain updated.

Emergencies:

Health- Notification-Is the school district policy to provide emergency healthcare for the students if necessary during their attendance and to release information requested in connection with provision of such care. Responsibility for payment of these services are that of the parent. You have a consent form in your packet.

The site supervisor will take whatever steps necessary to obtain emergency medical care for your child if required. These steps may include, but are not limited to:

- Attempting to contact the parent/ guardian.

- Attempting to contact the child's physician.

- Attempting to contact persons listed by you on your enrollment form as emergency contact personnel. If we are unable to contact you or your child's physician, we may do any or all of the following:

- Call another physician, paramedic or ambulance.

- Take the child to the clinic/hospital in the company of a staff member.

- An incident report will be filed and the parent/guardian will receive a copy.

Parents will be responsible for any expense incurred if we must take any of the above actions are posted and quarterly drills are practiced. In the event of an actual emergency, staff are trained to evacuate as quickly and safe as possible. Everyone evacuates to the east doors to the playground edge. Roll call is taken and we wait for the "all clear". Parents will be contacted for immediate pick up. Contact would be made by email or phone call.

Tornado-Severe Weather-

Evacuation plans are posted and bi-annual drills will be practiced. In the event of an actual emergency, parents will be contacted for immediate pick up. Staff are trained in the event of a tornado and the safety of the children and staff come first. We gather in the hall with our heads between our knees, take roll call and wait for the all clear. Contact would be by email or phone call.

Prevention and Response to allergic Reactions:

Any children in our program that have peanut allergies always sit together on one end of the table. Cold lunch students are seated at a separate table.

If a child's allergy requires an Epi-pen, the parents and their physician fill out the Medication form. Any other medications that the child may need (Benadryl, allergy meds. Eye drops etc.) will also be listed on a medication form

These medications and Epi-pen are kept in a water proof case locked in the kitchen where children are not allowed. All staff are instructed on where to find them and the use and dispensing of each medication if allowed. This is part of staff training is how to use an epi pen and allergic reactions in First aid training. Emergency cases with stored Epi- pens are located in each class area hallway.

Any child that has a life-threatening, debilitating dietary restriction/allergy should have a Special Diet form filled out and signed by a physician. Latchkey is not required to find a food substitute for their meals or snacks. A menu is provided to the parents so they can send a cold lunch on the any full day of programing.

Medications and MEDICATION PROCEDURES

The following criteria must be met in order for medication and/or treatments to be supervised at Latchkey. Medications will not be administered until the following criteria are in place at Latchkey. If the criteria are not in place prior to the administration of the medication the parent/guardian will

be notified and will be responsible to administer the medication. Administered Medications will be documented, by the dose, time given and date administered by Latchkey Staff. Staff will keep record of administering meds and sign off when given to said child. These meds will be kept in the kitchen above the refrigerator in a locked box.

1. A completed "Request and Authorization for Medication/Treatment" form shall be signed by both the physician and parent/guardian and submitted to the Latchkey Director. These forms can be obtained at the school office or from the Director/ Site Coordinator.
2. District policy and rules state that a student's parent/guardian shall transport medication to and from school, not the student. Parents/guardians must bring the medication to the school office in a bottle labeled by the pharmacy to include:
 - a. Student's Name
 - b. Medication Name and Strength
 - c. Physician's Name
 - d. Dosage and Time of Administration of Medication.
3. At the end of the year, parents/guardians are responsible to pick up unused medications on or before the last day of school. If the medication is not picked up it will be destroyed.

Release of Children:

Children will only be allowed to leave the program with persons listed on the registration form who are authorized to pick them up. Children will only be allowed to leave with persons other than their parent if permission is given in writing by the parent to the staff or Director. The permission form will have the person listed as to pick up child, name of child they are picking up and the time and date of pick-up with his/her parent signature. In the event of an emergency a phone call from the parent will be accepted.

Behavior and Disciplines:

The handbook does not include every situation that may arise during daily business hours at Latchkey. If any situation not specifically covered should arise, the director will make every effort to act fairly and quickly for the best interest of the student, program, community and school will be greatly considered. Each Situation is different and will be handled on an individual basis. It is sincerely hoped that each student will have a successful and enjoyable time while at our program. Please, take time to know the rules, regulations and expectations that each student is expected to follow so many of these problems can be avoided. If students in our program have questions or problems that arise please visit with the director to best help the situation.

All parents or guardian's child(ren) participating in the Latchkey program must sign a behavior/discipline agreement. Latchkey is a before and after school program for children.

The following guidelines will be adhered to:

- Peers will not administer discipline
- Children will never be placed in an environment that would be harmful or dangerous to the child's physical or emotional health
- There will be no use of humiliating or frightening punishments such as withholding or forcing sacks or meals; use of substances such as soap, pepper, or hot pepper as punishment; hitting pinching, shaking, spanking, or inflicting corporal punishment;

restriction of movement by binding or enclosing in a confined space; or verbal abuse, threats, or derogatory remarks about any child or child's family.

Please cooperate with us stressing the importance of good behavior patterns with your child. We want to keep Latchkey fun as well as enriching program.

Expectations:

The following behaviors are considered inappropriate and unacceptable in our program:

- Fighting, kicking, punching, wrestling, tripping, spitting and pinching
- Destruction or stealing of another's, school or Latchkey's property
- Possession of weapons or other dangerous objects
- Vulgar language, cursing
- Disrespectful behavior to staff or other children
- Disruptive behavior
- Leaving group without permission (running away, hiding, etc.)
- Playing tackle football or other rough games
- Accessing internet sites that are not approved by staff
- Other behaviors that are deemed inappropriate by Latchkey staff

Parents need to follow these rules as well. Services will be terminated immediately for parents who demonstrates a pattern of abusive language and/or inappropriate scenes or disturbances to children, staff or other adults.

Discipline:

Every effort will be made to modify inappropriate behavior by using time-out procedures, talking with the child about his/her behavior, as well as parent communication and involvement. We will redirect the child's attention away from the cause of the problem. Your child may lose a privilege such as special activities, field trips, etc. to discipline the child. The time-out method informs the child that his/her behavior is not acceptable and requires that the child be separated from the rest of the group to sit quietly for a specific time. When the time-out period is over, the child is allowed to return to the group activity. When a privilege is taken away from the student, they will sit out during the entire activity. All children must be treated equally and given the same type of discipline. The staff will encourage the child's positive behavior by praising the child at each available opportunity.

Suspension/Expulsion:

In the event that these methods are no longer effective, the Director maintains the right to suspend any student that exhibits disruptive or inappropriate behavior on a regular basis which interferes with the quality and/or process of the child care program. If an incident occurs at any Latchkey program involving a staff member, the Latchkey Director will take such steps as considered necessary to insure that no further incidents occur, pending the outcome of an investigation into the incident. A serious disciplinary problem is defined as one in which the child is hampering the day-to-day operation of the program by requiring constant one-on-one attention, inflicting physical or emotional harm on other children, abusing the staff, or demonstrating the inability to conform to the rules and guidelines of the program.

If your child is not able to adjust to the program setting, you will be notified to the situation and a meeting will be arranged to discuss the solutions to the problem. If an improvement does not follow, the director may recommend that your child be terminated from the program.

In the event that these methods are no longer effective the program director maintains the right to suspend or terminate any child.

Disruptive behavior defined as but is not limited to:

- Verbal or physical activity which requires constant attention from the staff.
- Incidents of physical or emotional harm toward other children.
- Incidents of physical or emotional bullying toward other children.
- Incidents of verbal or physical abuses to the staff.
- Incidents where the child ignores or disobeys the rules which guide behavior during the day.
- Incidents of unacceptable language, mischief, misbehavior on the bus or field trip that interferes with the safety of the outing.
- Incidents where the student exhibits disruptive or inappropriate behavior that interferes with the quality and/or process of the childcare program.

These behaviors will be dealt with in the following manner:

1. First offence the child will be given a five (5) minute time out.
2. If a second offence, a ten (10) minute time out and/or a privilege will be taken away. This second offence requires an incident report to be written. A copy of this report will be given to the parent, director and one kept in the child's file.
3. If a child receives three incident reports in a 30-day period, the child will be suspended from the program for 3 days. During the 3 days of suspension, the Parent and the Director will meet regarding the terms for reinstatement. Parents will be responsible for payment of tuition during the period of the suspension or until the child is withdrawn from the program or is discharged by action of the Director.
4. If the child is reinstated in the program and receives a fourth behavior-related report the Director will suspend the child immediately notifying the parent to come pick up the child.
5. A disciplinary problem that has not been corrected under this discipline procedure could result in termination of care for the remainder of the summer or school year.

TERMINATION:

Care for your child may be terminated if you do not abide with the policies of the program. If you violate the following policies on three or more occasions within one month, the director will have the right to terminate the enrollment of your child. Reasons might include (but are not limited to)

1. A disciplinary problem that has not been corrected under the discipline procedure process
2. Threatens a child or Latchkey staff member
3. Needs one-on-one attention due to child's disruptive behavior for an extended period of time (more than 5 minutes)
4. Physical hurts another child or Latchkey staff member
5. Continues not to listen on a daily basis
(Examples: being disruptive, not following directions continuously etc.)
6. The child is unable to successfully learn in the program environment
7. The child's behavior is making it unsafe for them to attend the program.
8. The parent's not fulfilling agreed upon contractual arrangements.
9. The child's age is outside the licensing standards.

10. Child leaves the premises without consent and cops have to be called.

Lockers/Cubbies:

Cubbies will be assigned to each student. Students are expected to keep these neat and clean. Periodic, unannounced inspections may be held. No food or beverages allowed in cubbies or lockers. No student is allowed to enter anyone else's locker or cubbies unless permission is given and a staff person is present. Any student who violates other student's lockers or personal belongings will automatically receive an incident report.

The Latchkey programs assume no responsibility for lost or stolen items from cubbies.

Program Activities:

We will include a variety of activities designed for various age levels where children can choose to spend their time. Examples of activities could be arts & crafts, reading, carpentry, board games, basketball, organized games, computer time, quiet time, dress-up, table games, etc. During the summer program we will also have swimming, pre-planned field trip (in and out of town) and guest workshops.

We will spend time outdoors as weather permits, as we have access to playground equipment and will also do organized games. Children will have the opportunity to choose active play or quiet play.

They will have the opportunity to choose to play alone or with peers.

We will invite some of our community residents to share their unique talents with the children on a volunteer basis. Parents are encouraged to let the staff know, if they would like to share a talent or activity with the group, or if they know someone else who would like to participate.

Staff Expectations:

All employees of the Latchkey programs must complete a Declaration of Prior Criminal Conviction and Military -----History Form from the Department of Child Care Services.

All staff of Latchkey Programs are required to report any suspicions of Abuse or Neglect to Child Protection Services, DSS and Law enforcement. Staff also read and sign a statement which defines child abuse and neglect and identifies responsibilities of procedures as outlined in the Licensing manual. This is a required legal obligation to staff.

All Staff are required to report suspected in house child abuse/neglect allegations or incident.

All staff need to be at least 18 years of age to be accounted in staff ratios of 1/15. Under age 18 are not allowed alone with children unsupervised. Supervisor or director must be with them at all times. Volunteer workers need to be at least 14 years of age and are to work under the supervisor or program director only.

All staff are required to obtain CPR and First Aid Training and have 10 hours of In-service training through the DSS.

All staff members and volunteers will be searched under the Sex offender registry. It is required that no staff have any convictions of felony or crime or crime of violence against children in the past 5 years. The program has a legal obligation to report any suspected or observed incident of child abuse to the proper law enforcement officials or to the Department of Social Services, Office of Child Protection. The director will make a report immediately upon learning of any incident.

If an incident occurs at the program involving a staff member, the director will take such steps as to insure that no further incidents occur pending the outcome of an investigation into the incident.

The program has a legal obligation to report any suspected or observed incident of child abuse to the proper law enforcement officials or to the Department of Social Services, Office of Child Protection. The director will make a report immediately upon learning of any incident. If an incident occurs at the program involving a staff member, the director will take such steps as to insure that no further incidents occur pending the outcome of an investigation into the incident. All staff must complete the Child Abuse and Neglect statement and have no criminal or substantiated reports of Child Abuse/Neglect. Volunteers in the program will meet requirement of paid staff and will fill positions that have the same requirements they are filling. All Site Coordinators or Supervisors that will implement the programs activities will have the appropriate degree and/or teaching experience in a licensed program setting, or a minimum of 3 years verifiable experience in a child care setting. Any changes in location, building, supervisor or in house circumstances, abuse or neglect, change in ownership, will be reported within 24 hours to the DSS office.

Standard Precautions (Handling of Bio-contaminates)

The following is standard precautions should be used any time contact with of the possibility of contact with blood or other bodily fluids containing blood occurs:

- The primary thing to remember with standard precautions is to always have a barrier between your skin a mucous membrane (around the eyeballs, gums, and inside the nose,) and the potential infectious substance. Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. The type of protective barrier should be appropriate for the procedure being performed and the type of exposure anticipated,
- Immediately and thoroughly wash and other skin surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.
- Use sterile gloves when hand contamination with blood may occur. Use vinyl or latex examination gloves for procedures involving contact with mucous membrane.
- Change gloves between contacts with children. Do not reuse surgical or examination gloves.
- Use general-purpose utility gloves for housekeeping chores involving potential contact with blood and for instrument cleaning and decontamination procedures.
- Waste management: Remove nasal secretions with tissues and throw them in the ordinary trash. For spills involving blood or other body fluids, remove all visible soil, and then disinfect the surface with freshly prepared diluted bleach. A 1:64 dilutions are ¼ cup of bleach diluted in 1 gallon of water. Use disposable towels or tissues, and rinse mops in the disinfectant solution.

Transportation

Transportation will be provided if your child participates in a field trip or special activity. Adequate supervision will be maintained while your child is being transported and safety belts will be worn at all times. Only supervised adults with a valid driver's License will be allowed to drive on Field trips. Notification before field trips as to what staff will be driving will be posted for parents. For out of town field trips the School buses will be provided and certified bus drivers will be driving, however the buses do not have seatbelts installed.

Cell Phones

If students need to bring a cell phone or watches with them to school, it is to be turned off and stored in their backpack. At no time are students allowed to use their cell phone or watches during school or Latchkey hours for the purpose of calling or texting. If a student is caught using their phone or watch they will have it taken away and given to director for a staff member or director. If you need to get a message to your student, please call: Lawrence Elementary at 764-2579

Toys from Home

We ask that you leave your child's toys at home. The Latchkey program is not responsible for items brought from home. Occasionally we may allow children to bring a special item for certain events. If so, children must be willing to share their item with the other children. Please label your items you bring from home. Play time will be limited and used with discretion.

No Pokémon cards or trading cards.

Latchkey is not responsible for damaged, lost or stolen toys and electronics from home.

Bring at your own risk!

Receipts and Tax Deductions

Receipts are given at the end of the calendar year then again at the end of the school year. If you would like your receipts weekly or monthly, please let us know. Please keep them for your year-end tax records to assist in income tax preparation. Our tax ID number is 46-6002143. Our state license childcare program number is 010605534. Use this number if applying for childcare assistance.

Payment Procedures

All weekly fees must be paid on Wednesday for the upcoming week. This means that you are paying in advance. You may pay online at www.tuitionexpress.com. Schedules are made at www.myprocare.com. A \$25.00, non-refundable, registration fee is due with your enrollment form. After that, payments are made at the Latchkey.

Late Payment Fee

\$15.00 for Early Birds and \$15.00 for After School Care will be assessed for any payments received after the close of business on Thursdays. Returned checks will necessitate an additional \$20.00 charge

Absences

Latchkey will not issue credit for no-shows. Your fee pays for direct operating costs; staff, snacks, crafts, and program supplies. All of these things must be available for the number of children we have in the program. When you enroll, you are reserving the time, space, staff, and provisions for your child whether he/she attends or not.

Questions & Concerns

Please direct your questions and concerns firstly to staff and secondly to the Director. The Latchkey office is located in Lawrence Elementary School. The phone number is 605-764-2579. Email Address is: Nicole.sehr@k12.sd.us

Parental Visitation

You may visit the program at any time during regular hours. *You are always welcome.*

Parental Concerns

The Staff of Latchkey will make every effort to meet the needs of your child. If a problem arises, please discuss it with the director immediately. All comments, concerns and suggestions will be considered in making any changes to the policies and procedures of the Latchkey program. Staff will share information with the parents concerning their child's health, development and behavior. Confidentiality regarding information about their children or their families is essential. All student's records shall be kept locked in a file cabinet in the Director's office. Questions and/or concerns will be directed to the Latchkey Advisory Board or the School Board and/or Superintendent. Parents are always welcome to come in or drop by for a visit. The students love it. Join us in a game or two!!

Evacuation Procedures

In the event that it is necessary to evacuate the program for fire, the staff has been instructed in procedures for exiting the building. Four Fire drills, One Tornado Drill and Two Lock Down Procedures will be conducted during the year and fire escape routes are posted. During severe storms or if the National Weather Service has issued a tornado warning, your child will be taken to a safe area inside, away from all windows. Staff has also been trained on what actions to take in the event of an emergency lockdown. Staff are trained in the specific emergencies and practice drills are conducted at least 4 times per year.

Emergency Plan:

Fires: Practice Drills 4 times per year

1. Staff are to remain calm and assist and account for all children keeping them calm. Supervisor in charge, check bathrooms for children. Grab first aid kit and activity bag.
2. Take your roll call with you when possible. Take the sign in and out sheet.
3. Exit plans are posted at the exits
4. Children in the Multi-purpose room (lunchroom) are to exit the building through the east doors (playground entrance) down the steps and meet outside at the edge of the playground.
5. Children in the Computer Labs room are to exit the building through the North door (down by the first grade rooms) go east around the back of the school to the edge of the playground.
6. Children in the Jacobsen gym (big gym) are to exit through the east playground doors down the steps and meet at the edge of the playground.
7. Account for all children by taking roll. Keep children calm and together, Wait for the all clear.

Tornadoes/Severe Weather/Straight Winds: Practice Drill 1 time per year

1. Staff are to remain calm and assist in keeping all children calm.
2. Take roll call with you if possible. Grab the emergency first aid kit. Grab the activity bag if time.
3. When under a storm warning our staff will monitor the weather radio.
4. If we are under an issued warning our children and staff will go into the hallways nearest their area and take shelter.
5. Once there, we will kneel in the hall ducking our heads and covering them.
6. We will remain there until the threat is over.

Lockdown: Practice Drill 2 times per year

In the event of an intruder at Latchkey, staff are trained to handle the situation in a timely manner. Located in each room are BLUE Panic Emergency Boxes. These boxes are mounted on the wall and have an emergency call button inside. By pushing the button, the Police, Emt's and Fire

Department are all notified of an emergency. Help should arrive within 5 minutes. Staff are trained to keep a calm atmosphere and get children to a safe locked room immediately. Lock down procedure packets are located in each room next to each door. Instruction cards are in the packet.

Withdrawal from the Program

A parent may withdraw their child(ren) from the program at any time. **To withdraw a child, parents should notify the Director two weeks before last date of attendance. All unpaid fees must be paid at this time.**

Staff Training and In-service Training

In-service training plan has been developed and includes the following topics:

1. Course in Basic First Aid
2. Course in Child and Adult CPR
3. Guidance and Discipline
4. Activity Planning
5. Scheduling and Set-up
6. Improving environments for school-age children
7. Detecting and Reporting Child Abuse/Neglect
8. Health and Safety
9. Prevention of communicable diseases.
10. Fire and natural disaster procedures.
11. Communication and developing relationships.
12. Child care laws and regulations.
13. Understanding cultural differences
14. Safe food handling practices.
15. Care and education of children with special needs.

Latchkey Hours are Monday-Friday 6:00-8:00am and 3:00-6:00pm.
See attached calendar for Close Dates and in service days or extended hours.

Summer Latchkey Hours

Monday–Friday 6:00am-6:00pm.

INSURANCES

Information on liability insurance is on file at the business office.

POLICY CHANGES

Parents will be notified when a significant change happens with center services or policies.

Notice – The school district handbook and policies supersedes all Latchkey policies

LATE PICKUP

The program closes at 6:00 PM and will enforce a per child late fee of \$10.00 for the first 15 minutes and \$1 per minute after that. This must be paid before the child may participate in the program again. At 6:15 PM the staff will contact the persons(s) designated on the emergency sheet to arrange for pick up. If the staff cannot reach any the emergency contacts, or we have not been notified by 6:30 PM, the Canton Police Department will be called.

Continued disregard of the 6:00 PM closing time will result in the denial of further services. Please make arrangements and notify staff for someone else to pick up your child if you will be late. Please pick up your child by the scheduled time, as they expect you and worry if you are late.

ACCIDENTS (From the District Handbook)

All accidents occurring during the school day (LATCHKEY day) are to be reported to the Director immediately. If there should be an accident during the school day or at a school activity every effort will be made to see that the student receives proper medical care. Parent(s)/Guardian(s) will be notified.

Accident and Dental Insurance (From the District Handbook)

At the beginning of each school year, every student is provided with forms concerning accidents and dental insurance. These forms are sent home to the parent(s)/guardian(s) who may or may not opt to subscribe. *The school does not provide insurance.* The forms are simply distributed by the school. Policies offered are limited pay policies and are not major medical policies. Limitations are placed on many types of injuries. Students and parent(s)/guardian(s) should make certain they understand what is and is not covered in the policy before subscribing for the insurance.

Latchkey Director:

Nicole Sehr
Office-605-764-2579
Cell-605-201-8021
Email: Nicole.sehr@k12.sd.us

Superintendent:

Russ Townsend
Office-605-764-2706
Email- Russ.Townsend@k12.sd.us

“Thank you for the pleasure of caring for your Treasure”

After reading this manual, please detach the next page, sign and return it to the Latchkey office located in Lawrence Elementary School. If you have any questions, please call the Latchkey office at (605) 764-2579.

By signing this document, I acknowledge that I have read this manual and agree to the rules and regulations set forth by Canton Community Education in the implementation of the Latchkey Programs.

Child(ren)'s Name: _____

Parent's Name & Phone No. _____
Please print legibly

Parent Signature: _____

Date: _____

Best time to reach me is AM____ **PM**____

My email address is _____

I accept texting on my cell phone # _____

