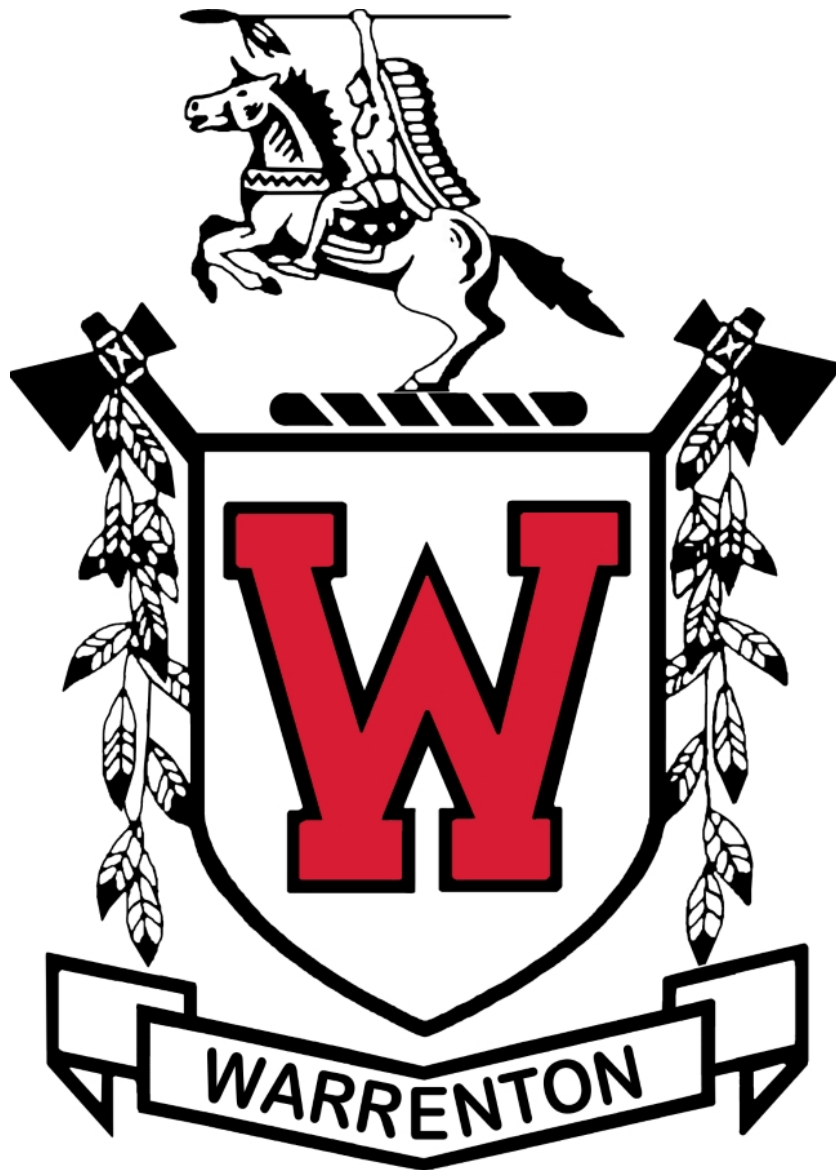


**Warren County R-III
Latchkey Handbook
2020-2021**



Introduction to Warren County R-III Latchkey Program

Welcome to the Latchkey Program. This program was developed to provide for a community need in the area of school-age childcare. The program is a non-profit corporation, administered by the Warren County R-III School District. The Parent Handbook is an essential part of the Latchkey enrollment process as parents are required to review and sign the enrollment form to verify their understanding of the program procedures and expectations.

Goals

The District employs a Director and staff to operate the Latchkey Program, which provides a daily before and after-school program to district students on days of school attendance and on Mondays for the Care Days Program. Students currently enrolled in the district and enrolled for Care Days, grades Kindergarten through Eighth grade are eligible to enroll in the program. The Latchkey Program will take place at each elementary building and Black Hawk Middle School. The Latchkey provides a warm and supportive atmosphere. Students may purchase breakfast in the cafeteria during the before school session and a nutritious snack will be provided in the after school session. At any given time, children may select from one of several activities in which to participate including, but not limited to, the following:

- *Wide variety of Hands-On Activities
- *Homework Help (some days we will have High School A+ tutors available)
- *Board Games
- *Coloring or craft activities
- *Puzzles
- *Movie Time
- *Outdoor play
- *Gym

Policies and Procedures

Enrollment in the Before and After School Program constitutes an agreement parents/guardians will abide by the procedures and expectations listed below:

Parents Expectations of the Program:

- *Their child/children are cared for in a safe, supportive environment.
- *They may visit with the Director about concerns related to the child/children or the program.
- *They will be informed by the Director in a timely matter about any misbehavior on the part of their child, verbally or in writing, in order to bring improvement in behavior.
- *They will be informed promptly if their child does not arrive at the Latchkey Program according to his/her enrollment information.
- *They will be regularly informed by the Director about program activities.

Program Director's Expectations of the Parents:

- *Pay fees on time as explained in the Parent Handbook
- *Keep the child's records up to date.
- *Pick up children on time as explained in the Parent Handbook
- *Follow the health policy explained in the Parent Handbook
- *Contact the Director if their child will not be attending on a scheduled day. **MUST NOTIFY ANY CHANGES BY 1:00 PM**
- *Pay attention to any communications from the Director regarding the child's behavior and cooperate in efforts to bring about improvement in behavior.
- *PARENTS MUST COME INTO FACILITY TO SIGN CHILD/CHILDREN IN/OUT (NO DROP OFFS)**
- *NO CHILDREN ALLOWED UNLESS ENROLLED IN THE LATCHKEY PROGRAM AND MEET THE PROGRAM CRITERIA**

Children's Expectations:

- *To have a safe, supportive and consistent environment
- *To use all the program equipment, materials, and facilities on an equal basis
- *To receive respectful treatment
- *To have discipline that is fair
- *To receive nurturing care from staff members

Program Director's Expectations of the Children

- *Be responsible for their actions
- *Obey the school rules that guide them during the day and while at the Latchkey Program
- *Remain with the group and childcare staff at all time
- *Take care of materials, toys, and equipment properly and return them to their place when done, or before taking out new ones.
- *Arrive at the Latchkey Program promptly, according to the enrollment information

Fees and Payment Policy

The Latchkey salaries, supplies, and administrative expenses are supported by fees collected. The Warren County R-III School District provides the space and utilities as an in-kind donation to the program. Fees are as Follows:

Latchkey Weekly Rates

| | | |
|---------|-----------------|----------------------------|
| AM ONLY | 3 or fewer days | \$15.00 per week per child |
| | 4 or 5 days | \$25.00 per week per child |
| PM ONLY | 3 or fewer days | \$25.00 per week per child |
| | 4 or 5 days | \$40.00 per week per child |
| AM & PM | 3 or fewer days | \$40.00 per week per child |
| | 4 or 5 days | \$55.00 per week per child |

Additional \$10.00 per day on Early Release Days

Latchkey Care Day Only Rates

| | |
|---------|---------------------------|
| AM ONLY | \$5.00 per day per child |
| PM ONLY | \$8.00 per day per child |
| AM & PM | \$13.00 per day per child |

Billing

***Tuition payments are due on Friday of each week to keep child/children in the program**

*After 2 weeks of non-payment childcare will be declined until payment is paid in full

*Non-sufficient fund checks are held until cash or money order is received by the Latchkey Program to cover the amount of the check. If non-sufficient fund checks are not given prompt attention, the child will be discharged from the program.

*If the entire child's required enrollment forms are not completed and returned to the Director by the day the child is scheduled to start the Latchkey Program, the child will not be allowed to attend. The Parent/Guardian will be responsible for payment of fees starting from that day in order to reserve the enrollment spot until such times as the completed forms are returned.

IRS Statements

The Latchkey Program does not provide an itemized statement for tax purposes. We suggest that you keep a record of your weekly expenses or Latchkey receipts given at the time of payment. We will provide you with our taxpayer's identification number for the Childcare Expenses and it is also printed in the Latchkey receipt when payment is received.

Registration and Enrollment

Registration: The parent must complete a registration form and submit it with a non-refundable registration fee to the Latchkey Director. Registered children who cannot be immediately enrolled will be placed on a waiting list and contacted as soon as an opening becomes available. Registration fees are \$25.00 per child per school year.

Eligibility: A child attending a Warren County R-III School, may be registered for enrollment in the program at any time. Children must be in grades K-8 to be eligible for enrollment.

Openings: Full and part-time openings are determined on the basis of FTE's (full-time equivalents) And the number of FTE's permitted by the program. When full or part-time openings occur, parents of registered children are contacted for enrollment on the basis of the schedule indicated on the registration form, and on a first-come basis for the available time according to the date registration is received.

Enrollment: Parents of registered children will be contacted regarding enrollment in the program.

*If the parents wish to enroll their child(ren), the parents will be provided with a set(s) of enrollment forms. Prior to the child's first day of attendance, the parents will complete all forms and submit them to the Latchkey Director.

*Upon enrollment, the parent must make payment to the Latchkey Director of a non-refundable enrollment fee. The parent must sign and return a program registration agreement.

*Children will be allowed to attend the program only after all the forms have been completed and returned, and payments have been submitted. If the parent has not submitted completed forms after that date when the child was scheduled to start attendance, the parent will be responsible for payment of fees in order to reserve the enrollment spot until such time as the completed forms are returned.

Enrollment Forms

Parents will be asked to complete the following:

Enrollment Forms, Release Forms, Arrival/Departure Forms, Medication Release Forms (as needed), and Emergency Medical Consent.

The Latchkey Program expects parents to keep enrollment forms current and up to date. Parents must provide new information to the Director regarding the information on forms such as:

Emergency contact persons, names, employers, phone numbers, and arrival/departure changes to keep forms current.

Withdrawal from the Program

Parents wishing to withdraw their child/children from the program must provide a statement in writing at least one week to the discontinuation of attendance. Balances must be paid in full at the time of withdrawal from the program.

Hours of Operation

Morning Program: 5:30 am to 8:00 a.m. Weather conditions can make it difficult for caregivers and custodians to get to school as scheduled. For your child's safety, please make sure that you bring your child into the building and sign your child in/out. Each parent **must** sign in/out their child/children. The child's arrival and departure time must be recorded. **NO DROP OFFS ALLOWED!**

Afternoon Program: 2:30 pm to 6:00 pm: Parents or other persons picking up the child/children must sign out by writing their name and departure time.

After Closing Time

The Program closes at 6:00 pm. Parents whose remain past 6:00 pm must pay overtime fees as follows:

LATE FEES \$1.00 PER MINUTE PER CHILD

***Latchkey Services may be withdrawn if three late pick-ups occur**

Absences

If your child will not be attending the Latchkey Program because of scheduled appointments, vacations, or other planned absences please notify the Director in advance. If your child is ill, when you call the school to report the illness or pick up your child from school, please request the school secretary to notify the Latchkey Director. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur. If a child does not arrive at the program as intended, the Director will contact the parents. If the parents cannot be reached, the Director will contact the child's emergency person.

Release of Children

Children will arrive at and leave the program according to the schedule written by the parents on the Arrival/Departure portion of the enrollment form. Parents must provide written permission to a Latchkey staff member prior to releasing children to a designated alternate adult. The name of the adult and photo ID is required to pick a child up from the program.

Scheduled and Unscheduled No- School, School Opening Delays and School Closing

- *Scheduled No-School Days- When there is no school, there will be no Latchkey Services unless it is a Care Day.
- *Unscheduled No-School Days- There will be no Latchkey Services if school is canceled before the start of school, due to bad weather.
- *Scheduled Early Dismissal Days- When school is dismissed early on a regular scheduled day, for snow or heat, Latchkey will be in attendance.

Distribution of Medications

Whenever a child is to be given prescription or over-the-counter medication, the parent must provide the Director with a completed, signed Medication Authorization Form. The medication must be provided in the original or duplicated container, or a container accompanied by the doctor's directions. The Director will keep all medications locked in a secure cabinet. If medication is to be kept at the Latchkey Program for treatment of a chronic condition, no more than a one month supply should remain at the program at any time.

Health and Safety Policy

If your child has known medical conditions (asthma, diabetes, seizure disorder, etc.), please be sure the Director knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the Missouri Department of Social Services Release Form DC-11 for its use has been completed. All medical conditions must be recorded on the child's enrollment form by the parent/guardian.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: **Contagious disease, fever over 100 F, vomiting or diarrhea, accident requiring medical attention.**

In case of an accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible.

Outdoor activities will be at the Director's discretion.

Every effort will be made to keep children safe and away from harm while attending the Latchkey Program. In the event a crisis threatening the safety of a child or children occurs, the staff will take appropriate steps to address the issue(s). Staff will use the District's Crisis Response Plan to assist when applicable. Examples of such occurrences might be bomb threats, firearms, persons under the influence of drugs/alcohol, intruders, etc. The program requires caregivers to report suspected cases of child abuse. Please note the Latchkey Program will report any suspected cases of child abuse.

Insurance

The program provides minimal liability insurance only. Families are encouraged to carry their own insurance coverage. Many families are covered by the parents' policy at work, and/or their own private policies.

Snacks

Morning Program-Children will have the option to participate in the breakfast program.

Afternoon Program-Children will be served nutritious snacks in the afternoon program. Snacks are part of the school food service program.

Child's Personal Property

Children's personal property (coats, clothing, school bags, etc.) must be cleared from the Latchkey Program after each session of the program. Any personal property which remains after the session will be kept in a lost and found area. Although the program attempts to help children stay organized, the program cannot be responsible for lost personal property.

Children **should not** bring money, toys, electronics, or other items not necessary for school activities to the program.

Injury/Accidents

If your child is involved in a severe injury, or a life-threatening situation, our staff will take the necessary procedures to obtain emergency medical care, and will stay with our child at all times.

These procedures include:

1. Call 911
2. Parent/guardian will be contacted
3. If a parent is unable to be reached, authorized emergency contacts will be called.

If the child is transported to the hospital by ambulance, the staff will stay with your child and take whatever steps necessary to ensure their safety. If the building is non-habitable, children will be moved to a predetermined designated location and will be released to authorized contacts on the enrollment form.

Please keep us informed of any concerns so we can be aware of your child's needs. The staff would like to work as a team with parents to provide the best care for your child!

Visitors to District Property/Events

(Excerpt from Board Policy KK)

Parents and patrons of the school district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board Members, shall sign or check-in at the building office prior to proceeding elsewhere in the building. Although the district encourages parental involvement in the educational process, the school is not a site for visiting students and may refuse the use of the school for that purpose.

The Board and Administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, on district property, on district transportation, or at any District function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board Policy.

Behavior Management

Children are **expected** to respect the adults in the program and to follow their directions. All rules are directed towards avoiding injury to children, staff, administrators, and property. **The same rules and procedures are in effect as in regular school hours.**

The Latchkey Rules are:

- *Treat other students/adults with courtesy (The Golden Rule)
- *Follow directions of adults respectfully
- *Keep hands and feet to self
- *Use appropriate language (no Profanity)
- *Settle disagreements by discussing them/take responsibility for actions.
- *Use equipment properly
- *Regulate own behavior

Discipline and Discharge

Children are entitled to a pleasant and safe environment at the Latchkey Program.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

- *The disruptive child will be given a five-minute time-out. An additional 10-minute time-out may also be assigned if the child continues to be disruptive.
- *If a second 10-minute time-out is given to the child in a single day, an incident report will be written by the staff member and signed by the Director or her designee. This report will be given to the parent or guardian to read and sign. The report will be returned to the Director where it will remain with the child's enrollment information for the remainder of the school year.
- *If a child receives three written behavior-related incident reports, the child will be suspended effective at the end of the day or the third report. During the first week of the suspension, the parents, and the Director and appropriate staff will meet in order to develop a written behavioral contract signed by the parent(s), students, and staff. The contract will outline the specific expectations of the written contract and consequences. Failure to adhere to the expectations of the written contract will result in termination of participation in the Latchkey Program for the remainder of the school year.
- *If a student's behavior poses a direct and substantial threat to the health and safety of the individual child or others, the Director may, in her discretion, immediately suspend the child from the Latchkey Program. The determination that a student poses a direct threat to the health or safety of others must be based on an individualized assessment that takes into account various factors, such as the nature, duration and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures will mitigate the risk.
- *A child may be discharged if he/she is picked up late three times. As stated previously in the Latchkey Handbook.

*A child may be discharged for non-payment of fees as discussed previously in the Latchkey Handbook.

Equal Opportunity to Participate

If your child has a disability that requires reasonable accommodations/modifications, please contact the Director of the Latchkey Program.