

Northwestern School District

Latchkey Handbook

**Handbook for Parents
2018-2019**

**www.northwestern.k12.oh.us
Latchkey Phone Number 964-6010**

Introduction

Dear Parents,

Welcome to the Northwestern School District Latchkey Program! We are very excited to be able to continue our program. We think you will find our program to be a safe and fun-filled experience for your children. We plan to continue to make the program a pleasant, caring, and enriching environment.

If you have any questions or concerns, please feel free to contact the latchkey supervisor at the elementary school at 964-3240 or on the latchkey phone at 964-6010.

Sincerely,
Latchkey Supervisor

What are the rates and how is payment handled?

It is the expectation that latchkey fees are paid in a timely manner, weekly or bi-weekly. Should latchkey fees exceed \$50.00, your child(ren) will be excluded from the latchkey program until full payment is received. Thanks for your cooperation and understanding.

The rates are as follows:

\$10.00 annual enrollment fee per child.

Hourly Rate of \$2.50 per child

6:00 - 6:20 a.m. \$6.25
6:20 - 6:50 a.m. \$5.00
6:50 - 7:20 a.m. \$3.75
7:20 - 8:20 a.m. \$2.50

3:30 - 4:30 p.m. \$2.50
4:30 - 5:00 p.m. \$3.75
5:00 - 5:30 p.m. \$5.00
5:30 - 5:45 p.m. \$5.65

All latchkey fees must be paid through the Northwestern Local website using the SPS EZ pay system. Please log onto the Northwestern website at www.northwestern.k12.oh.us, then access the parent site located on the left navigation toolbar. Once in the parent site click into school fee payments and create an account or access your current account.

Morning Latchkey begins promptly at 6:00 a.m. and Afternoon Latchkey is over at 5:45 p.m. and we do expect all children to be picked up by this time. See Registration Agreement for overtime fees.

POLICIES AND PROCEDURES

Which students are eligible for latchkey?

Students enrolled at Northwestern in the pre-school program through grade six.

Where is the Latchkey program held?

The program is held in the elementary school cafeteria. In the morning, you and your child enter through the back doors of the elementary building. In the afternoon, the children come to the cafeteria after their teachers dismiss them at 3:30.

Do I need to sign my child in or out?

In the morning, you must sign the sign-in sheet in the cafeteria. After school, when you pick up your child, you enter the elementary school building through the back doors, come to the cafeteria, and sign the sign-out sheet. The after school supervisor will sign the elementary students in at 3:30 p.m. When signing your child out, it is very important that you enter the correct time. This sheet is used to figure the amount you owe each week.

Who is authorized to pick up a child?

Only persons authorized in writing by the parents may pick up a child. This is for the child's protection. The staff will question those who are unfamiliar and check their authorization. Anyone without proper authorization will not be permitted to take a child. If someone else is picking up your child, you can save that person the trouble of being stopped if you notify the school office or program director in writing.

What happens if my child becomes ill at the Latchkey program?

The program director will notify the parent of the illness. If the parent cannot be reached, an authorized alternate person will be notified to come and pick up the child. If the program director cannot reach either parent or the alternate person, your child will be made as comfortable as possible until you arrive to pick them up. No child shall ever be left alone or unsupervised. There is immediate access to the clinic at all times.

Please make sure we have all current phone numbers in case we need to reach you. The following illnesses are examples that would warrant a call from the program director:
Temperature of 100 degrees or more, diarrhea, vomiting, bump to the head, lice infestation

What happens if my child is injured during the Latchkey program?

If your child is injured, the program director will take whatever steps may be necessary to obtain emergency medical care. These steps include, but are not limited to, the following:

1. Attempts to contact parent or guardian
2. Attempts to contact you through any of the persons listed on the emergency information form you completed for us.

If we cannot contact you, we will do any or all of the following:

1. Call an ambulance or paramedic
2. Have the child taken to the emergency hospital in the company of a staff member when possible.

Our Latchkey personnel have been trained in First Aid and CPR.

Will my child be given instructions about what to do in case of a fire, tornado, or lockdown?

Monthly fire drills will be conducted at varying times. A fire emergency and weather alert plan will be posted in the gym explaining the emergency action plan and a diagram showing evacuation routes. There will be a Level I and Level II lockdown drill during the school year. Procedures will be reviewed with the students at the beginning of the school year.

What are the hours of operation of the Latchkey program?

The program operates 6:00 a.m. until 8:20 a.m. and from 3:30 p.m. until 5:45 p.m., Monday through Friday. The program will follow the school calendar. On the days when school is closed for holidays or bad weather, there will be no Latchkey program.

What happens if school opening is delayed?

If there is a school delay, latchkey remains open and you can bring your child at your regular time. If the school closes after a delay has been announced, arrangements will need to be made to pick up your child within 30 minutes of school closing.

What happens if the school closes or dismisses early?

If we should need to dismiss early because of bad weather, there will be someone at school to remain with your children until they can be picked up. If possible, you should have an alternate person that your child could go home to if this should happen. All students should be picked up within 30 minutes of a school closing or early dismissal. Additional charges may be incurred if students are picked up after this 30 minute window.

Will my child have a snack?

There will be a snack each day both before and after school. Depending on time of day, it may consist of pop tarts, cereal, cheese sticks, crackers, granola bars, or chips. There will also be a choice of milk or juice. If your child is allergic to something, please note it on your child's registration form.

What kinds of activities are provided for my child?

During the morning, quiet activities are provided, such as television, movies, games, blocks, books, and drawing. All movies are selected by the program director. There are also mats available if the children choose to lie down.

In the afternoon, weather permitting, we go outside and use the playground equipment. We will go outside when the temperature is 25 degrees or above (including wind chill). This is in accordance with school policy. Please dress your children appropriately for the weather conditions each day. The children may also take out balls and jump ropes. Playground rules will be in effect. Other activities may include: television and VCR, games (cards, puzzles, etc.), drawing material, building blocks, and special activities like group games and crafts

If your child chooses to bring an electronic device of any type, it will be at their own risk. Latchkey will not be responsible if it would be lost, damaged or stolen. The Latchkey Supervisor reserves the right to ask students not to bring them at all if used inappropriately or it becomes a distraction.

Children may also do homework if they choose. A place will be provided for children to do their homework but tutoring will not be provided. The students will be responsible for the completion of their homework.

Latchkey Behavior Expectations

Daily Routines & Expectations

1. Come into the cafeteria quietly. Put your things on the stage and go to your assigned seat.
2. Please stay quiet while attendance is being taken.
3. Eating will only take place at the snack table. Students will be dismissed from the table to throw away their trash.
4. When lining up to go outside, students need to stand quietly in a single file line.
5. All students are expected to follow the directions of latchkey supervisor and the latchkey aides.

Rules

1. Students need to keep their hands and feet to themselves. When moving through the cafeteria and/or gym, students need to walk. While indoors, students will use appropriate "inside voice" levels.
2. Students are to stay away from the folded cafeteria tables. If an item would accidentally roll under a folded cafeteria table, students are to notify the latchkey supervisor so that she can retrieve the item safely.
3. Keep the hallway areas clear so that staff members and guests can walking through these areas. Students will remain in the cafeteria/gym area when indoors.
4. Appropriate behavior is expected in the restroom areas. All students will wash hands before eating.
5. Students are to remain in the cafeteria/gym at all times or on the playground if the students are outside. Students must have permission to leave either of these areas. It is essential that we know where the children are at all times.
6. School playground rules are in effect during the latchkey time. (See your Student/Parent Handbook)

REGISTRATION AGREEMENT

AFTER-SCHOOL LATCHKEY PROGRAM NORTHWESTERN ELEMENTARY SCHOOL

1. The Latchkey Program will assume full responsibility for my child(ren) from the time he/she arrives at the program until the child is called for by me or an authorized person.
2. I understand I am responsible for providing transportation home for my child(ren).
3. I understand that during vacation periods, and days school is closed because of bad weather, there will be no program.
4. I agree to pay an Annual Registration Fee of \$10.00 plus \$2.50 per hour. Be sure to indicate if latchkey application is for morning, afternoon, or both.
5. If my child(ren) is having problems adjusting to the program, a conference will be arranged between the staff and me.
6. If a medical emergency arises, the staff will first attempt to contact me. If I cannot be reached, the staff will contact the child's doctor. If the emergency is such that immediate hospital attention is necessary, the staff may take my child(ren) to the hospital.
7. **The program will close at 5:45 p.m. each day**, and your fees pay for care services until that time. Parents/guardians whose child(ren) remain past 5:45 p.m. must pay an overtime fee as follows:

1-15 minutes overtime - \$5.00 per child
16-30 minutes overtime - \$10.00 per child
31-45 minutes overtime - \$20.00 per child

NOTE: You will be billed for overtime charges. The fee must be paid before your children attend the next week's program. If you are late three times, your child can no longer attend latchkey until you meet with a building administrator.

Child's Name _____

Parent/Guardian Signature _____

*In the case of shared parenting, the parents of the child will be responsible for working out a payment plan.

*Annual tax statements will be prepared for parents. In the case of shared parenting, 2 copies of the same report will be prepared.

Northwestern Elementary School

Latchkey Program Enrollment Form

Circle one: **AM** **PM** **Both**

Today's Date _____ First Date of Attendance _____
Arrival Time _____ Pick-Up Time _____

<u>Child's name</u>	<u>Age</u>	<u>Sex</u>	<u>Grade</u>	<u>Teacher</u>	<u>Rm #</u>
_____	_____	M / F	_____	_____	_____
_____	_____	M / F	_____	_____	_____
_____	_____	M / F	_____	_____	_____

Parent/s or guardian/s with whom the child resides:

Name _____

Address _____

Phone _____

Name of Employer _____ Work Phone _____

Work Address _____

Name _____

Address _____

Phone _____

Name of Employer _____ Work Phone _____

Work Address _____

Person responsible for payment, if different from above:

Name _____ Address _____

Phone _____

I agree to adhere to the Latchkey Care Program policies as listed in the Latchkey Handbook.

Parent/Guardian Signature

Date

In case of an emergency early school dismissal, we will need to know your daytime phone and extension number. The office will try and notify you of the situation but you should have an alternative plan and we will need to know what it is. The reason is to help eliminate confusion for the child(ren) who are enrolled in our program. **Please circle one of the options listed below and return this paper immediately.**

1. Notify my spouse or me immediately.
(Preferred number _____)
2. Please keep my child(ren) at school until an alternate person or I can pick them up.
(This will need to be done within 30 minutes of school closing to avoid overtime charges.)
3. Send my child(ren) home on the bus.
4. Other option: Please explain: _____

Thank you for your cooperation in this matter.

Sincerely,
Luke Everhart, Elementary Principal

Latchkey Pick-up

Emergency Authorization Form

Persons authorized to pick up your child. Any changes in this list must be received in writing and be signed by parent or guardian.

1. _____ Phone _____
2. _____ Phone _____
3. _____ Phone _____
4. _____ Phone _____
5. _____ Phone _____

Persons NOT authorized to pick up your child. Any changes in this list must be received in writing and signed by parent or guardian.

1. _____
2. _____

Parent/Guardian Signature

Date