

# Valley Local Schools

## Latchkey Parent/Guardian Handbook

740-259-6621



*Offered- AM, at Elem,  
7-8:15 (K-8)  
PM, at Elem,  
2:45-5:30 (5-8)  
PM, at Elem,  
3:00-5:30 (K-4)*

### **MISSION STATEMENT**

The mission of the Valley Local School District Latchkey Program is to provide a safe, clean, and educational environment for our children in grades K-8. (If preschoolers are able to handle it, as judged by the Latchkey supervisor and/or her staff, they may be permitted to participate.) We strive to provide for parents a before- and an after-school childcare service. The Latchkey staff will treat all students well, ensuring a positive and safe atmosphere for the child to grow emotionally and socially.

### **PHILOSOPHY**

All parents deserve the right to have the peace of mind that the Valley Local School District Latchkey Program can offer them. By maintaining a safe, well-supervised environment for children of all ages, parents can be assured their children will be well cared for. All Latchkey staff members will prepare activities that are both educational and fun for that time of day. Children will be given the opportunity to do educational activities, including utilizing the chrome books as much as possible, completing homework, and receiving additional intervention.

### **ENROLLMENT**

- Registration is to be done annually.
- Parents/Guardians must complete an annual application and upload the completed application to [lisa.harley@valleyls.org](mailto:lisa.harley@valleyls.org) before the student attends the Program.
- The information from the completed application will be entered into our comprehensive childcare app called Procure Solutions.
- Applications are accepted on a first come, first served basis.
- Parents should look for an email from Procure solutions and sign up for participation. Parents should also get the app for their phone as well. This will enable parents to communicate with caregivers, sign their child(ren) in and out, pay their monthly latchkey tuition, see pictures and videos of their child, etc.
- Any overdue fee balance from the previous year must be paid **in full** before children can return to the Latchkey program.
- Latchkey tuition must be paid BEFORE a student can participate.
- Latchkey is available for K to grade 8 students. Preschool students may be permitted to participate, depending on their developmental level and independence. The Latchkey Supervisor will determine eligibility of preschool students.

### **ATTENDANCE & HOME HEALTH CARE**

- Attendance is based on the Valley Local School District calendar.

- If the district is on a 2-hour delay or if the district has a 2-hour early dismissal, Latchkey will still be offered at the regular time in the morning and as soon as the school is dismissed for the early dismissal till 5:30, unless weather related.

### **Valley Local Guidelines for Illnesses**

- A student should remain home and fever-free, without the use of a fever reducer, for 72 hours.
- Students should be vomit and diarrhea-free for 24 hours before returning to school.
- While it is always important for the safety of our students that parents do not send sick or ill kids to school, it is especially important during this pandemic to follow the above guidelines.

## **PROCEDURES/DETAILS**

### **A.M. Latchkey**

- AM Latchkey hours are 7:00-8:15 at the elementary school gymnasium. Parents should pull in with their child in front of the elementary, and park in front of the entrance to the left of the main entrance (next to the gym and behind the stage).
- Parents can pull up anytime between 7-8:00.
- Latchkey students wanting to eat breakfast will be doing so at 7:30 or at 8:15.
- Middle school students who participate in A.M. Latchkey will ride school-provided transportation to the middle school at a designated time (approx. 7:20 a.m.) so that they can arrive at the middle school to begin their day.
- Upon arrival, students should immediately wash their hands.
- Please do not allow your child to bring in any toys.

### **P.M. Latchkey**

- P.M. Latchkey will be available at the elementary school building from after school till 5:30 p.m.
- MS P.M. Latchkey participants will be transported to the elementary via school-provided transportation at the conclusion of the school day.
- Upon arrival at the elementary to pick up a child, parent/guardian or pre-approved by parent/guardian contact must check the app to find out the children's current location (in the cafeteria or gym or out on the playground). The adult can also look for a colorful flag out front of the school that symbolizes that the children are on the playground. If the flag is not on display, then the children will, more than likely, be in either the gymnasium or the cafeteria.
- If the children are inside the building, the adult should ring the doorbell at the cafeteria entrance (the west side of the elementary) and wait there for instructions from the caregiver.

## **ADDITIONAL SAFETY**

- Each adult picking up a child from Latchkey must bring picture identification with them each evening and present it to the Latchkey Caregiver or Assistant when requested. A child will not be released to anyone who isn't pre-approved and in the app as an approved person.
- If a child is injured and Latchkey staff deem necessary, an emergency squad will be called for treatment and/or transport to the hospital. Latchkey staff will make every effort to notify the parent/guardian as quickly as possible, but the immediate care of the child is the main concern.

## **TUITION**

- The monthly tuition for one child is as follows:
  - A.M. - \$ 75.00
  - P.M.- \$ 95.00
  - Both A.M. and P.M.- \$145.00
- The amounts listed above are for the first child. For additional siblings beyond the first child, an additional \$25 fee per child will be added.
- In the event of school delay, **the A.M. Latchkey program will still be offered beginning at 7:00 a.m.** However, if school is released early due to impending bad weather, parents are asked to please pick up their child as soon as possible from P.M. Latchkey. If it is announced in advance that school is cancelled, the Latchkey program is cancelled as well.
- Tuition payments must be paid directly via the Procure APP (must set up your account).
- The fees listed above are monthly fees. The monthly tuition must be paid prior to your child attending latchkey. Here are the due dates for the 2023-24 school year:
  - Aug. 15, 2023
  - Sept. 3, 2023
  - Oct. 1, 2023
  - Nov. 5, 2023
  - Dec. 3, 2023
  - Jan. 2, 2024
  - Feb. 4, 2024
  - March 3, 2024
  - April 1, 2024
  - May 5, 2024
- Advanced payments can be made.

## **BEHAVIOR GUIDELINES**

- Children are expected to follow the directions of the Latchkey staff, which includes the adult caregiver and any high school student assistants.
- Children are to show respect for others and not fight, kick, pinch, bite, or do anything that will hurt, frighten, or humiliate others.
- Children are to use a normal tone of voice indoors and use acceptable language at ALL times.
- **Children are to abide by all rules as established in the student code of conduct from their school they attend during normal school hours, as all the same rules apply at Latchkey.**
- Children are to treat all supplies, furnishings, and other materials with great care and to return all items to their designated place when they are finished using them. The items must be cleaned by latchkey staff prior to use by another individual.
- If a child misbehaves during Latchkey, the caregiver will follow these discipline steps:
  - Verbal reprimand/reminder to student- 1<sup>st</sup> incident
  - Written discipline slip-2<sup>nd</sup> incident (Parent must sign form to confirm receipt)
  - Written discipline slip- 3<sup>rd</sup> incident (Parent must sign form to confirm receipt)
  - After a third incident, a conference must take place with the parents and caregiver.

- o If the behavior continues, suspension from the program would be the next step before a final decision of dismissal would be considered.
- If an extreme behavior incident would occur, the Student Services Director and/or the Principal would dismiss the student from the program.

### **OTHER**

- Movies shown at Latchkey will have a PG rating. If a parent does not want a child to see movies, they should put their request in writing and give it to one of the caregivers directly.
- Latchkey is not responsible for any lost or damaged personal items.
- A snack will be provided at P.M. Latchkey. Parents can send in snacks for their child if they prefer, but they have to be individually wrapped by the manufacturer.

\*All items are subject to change. However, we will make every attempt at informing parents when changes are made. Thank you.