



**Cartersville CUSD No. 5**  
**K - 6th Grade After-School Program**  
**Parent Handbook**  
2022-2023

Location: Tri-C Elementary School  
1405 W. Grand Avenue  
Cartersville, IL 62918  
618.985.8742

## Table of Contents

<b>Welcome Letter.....</b>	<b>Pg. 3</b>
<b>Philosophy.....</b>	<b>Pg. 4</b>
<b>Program Description.....</b>	<b>Pg. 4</b>
<b>Admission and Discharge.....</b>	<b>Pg. 4</b>
<b>Fees and Payments.....</b>	<b>Pg. 5</b>
<b>Tax Information.....</b>	<b>Pg. 6</b>
<b>Operating Policies.....</b>	<b>Pg. 6</b>
<b>Transportation.....</b>	<b>Pg. 6</b>
<b>Pick-up.....</b>	<b>Pg. 6</b>
<b>Parent Information.....</b>	<b>Pg. 7</b>
<b>Calendar.....</b>	<b>Pg. 7</b>
<b>Snacks, Food, and Allergies.....</b>	<b>Pg. 7</b>
<b>Toys and Personal Property.....</b>	<b>Pg. 8</b>
<b>Medical Information.....</b>	<b>Pg. 8</b>
<b>Latchkey Staff.....</b>	<b>Pg. 8</b>
<b>Discipline and Behavior Management.....</b>	<b>Pg. 9</b>
<b>Technology Policy .....</b>	<b>Pg. 10</b>
<b>Child Appearance.....</b>	<b>Pg. 10</b>
<b>Harassment.....</b>	<b>Pg. 10</b>
<b>Vandalism.....</b>	<b>Pg. 11</b>
<b>Non-discrimination.....</b>	<b>Pg. 11</b>
<b>Accommodating Children with Disabilities.....</b>	<b>Pg. 11</b>
<b>Filing a Complaint.....</b>	<b>Pg. 12</b>
<b>Appendix A: ROAR Expectations.....</b>	<b>Pg. 13</b>

# Welcome Letter

---

Dear Latchkey Parents,

Welcome to the Carterville Latchkey Program. We are planning for a great year and hope we can meet all your childcare needs at Latchkey.

The following handbook will guide you through the Latchkey Program and help answer any questions that you may have. After reading the handbook, if you still have questions, please feel free to contact the Latchkey Program Director located in the Tri-C Elementary School at (618)985-8742.

Children and parents are expected to meet the guidelines and expectations outlined in the Latchkey handbook. Failure to comply, may result in dismissal from the program.

Latchkey begins when the school day ends and closes at 5:30. There will be a late charge of \$5.00 per every 5 minutes starting at 5:31 p.m. charge after 5:30.

You will be billed no later than the 5<sup>th</sup> of every month and payment will be due by the 20<sup>th</sup> of each month. If payment has not been received by the 20<sup>th</sup>, a late payment fee of \$5.00 per child will be charged on the 21<sup>st</sup> of the month.

We look forward to working with you and your child(ren) during the 2022-2023 school year.

Sincerely,

Jessica Reichert  
Latchkey Director  
jreichert@cartervilleschools.org  
618-985-8742 Ext. 1709

# Philosophy

---

Latchkey is made available to children in grades K-6 on a space-available basis. This program provides opportunities for children to participate in activities that foster child prosocial development.

## Program Description

---

The program is premised on a child's participation in structured group activities where the expectation is that each child will interact in a positive, prosocial manner with peers while transitioning from activity to activity. During Latchkey, children are given an opportunity to independently work on classroom assignments; however, it is not the program's responsibility to check your child's homework or ensure completion.

## Admission and Discharge

---

For children in Kindergarten through 6th grade, participants in the Latchkey Program will be selected by the Latchkey Director based upon the District's established selection criteria, policies and procedures. Children must comply with the program rules and the child conduct code to participate in the program.

To formally enroll a child, a non-refundable deposit fee per child is required for each child accepted into the program. The deposit fee will cover program overhead and daily snacks. **This fee is due when enrollment papers are returned to the Latchkey Director.**

**A child may be discharged from the program:**

1. If a severe or continuous disruptive behavior occurs.
2. If the child is signed out after 5:30 p.m. more than three (3) times within a one-month period. Parents will receive a written notice at each occurrence.
3. Upon the third (3<sup>rd</sup>) late Latchkey payment of the school year. If payment is not received prior to the 20<sup>th</sup> of each month, it is considered a late payment.
4. If a parent, guardian, or other responsible adult does not display appropriate and respectful conduct toward staff or children.
5. Other conduct that, in the Latchkey Director's opinion, warrants discharge from the program.

## Fees and Payments

---

Child attendance/fees will be calculated at the end of each month and a bill will be given to parent/guardian by the 3rd of the following month. The bill will be due by the 15th day of each month. Failure to pay the bill on time may result in loss of enrollment in the program.

1. The registration fee is \$60.00 per child (**collected with application**).
2. The hourly fee is \$3.00 for the first hour, and after the first hour, charges are billed in 30-minute increments at the rate of \$3.00 per hour.
3. There is a **monthly minimum charge** of \$50.00 per child.
4. Bills are distributed by the 5th of each month for the previous month's services and are due by the 20th day of each month. There is a \$5.00 late fee for payments received after the 20th day of each month and the child may not attend the program until the bill has been satisfied.
5. Latchkey payments may be made at the Tri-C office or sent to school with your child. Please make sure to enclose them in a sealed envelope individually from any other payments and **clearly labeled** as a latchkey payment with your child's name and grade. Checks are preferred and can be made out to "Carterville Unit 5 Latchkey". If you pay by cash in person, please make sure to receive a receipt as proof of payment.
6. Daily Latchkey charges will incur from the time school dismisses to the time an authorized adult signs your child out of Latchkey for the day. **No deduction of fees will be made for students attending extra activities (e.g., Strings & Sings, Scouts, and Tutoring) during the time they are signed into Latchkey.**

### Checks

1. Returned checks must be redeemed with cash and cash will be required for future payments.
2. Please include child's (or children's) name on the "memo" line of the check when making a payment.
3. Checks should be made payable to "Carterville Unit 5 Latchkey."

Latchkey closes daily at 5:30 p.m. There will be a late charge of \$5.00 per child, per every 5 minutes starting at 5:31 p.m. for late pick-up. Chronic late pick-ups may result in a loss of Latchkey privileges.

## **Tax Statements**

---

No later than January 31<sup>st</sup>, the Latchkey Director will provide to each parent/guardian an end of year statement with the total sum a family has paid for childcare services for the past calendar year. Also available on [Brightwheel](#) under payments via parents' access.

## **Operating Policies**

---

The program will be in operation Monday through Friday from 2:35–5:30 p.m. on regular school days.

In the event the school district has a 1-hour early dismissal (Tri-C = 1:35 p.m. / CIS = 1:45 p.m.), Latchkey will be open from the time of school dismissal until 5:30 p.m.

No Latchkey services will be provided on any school holiday, snow day or other emergency dismissal day, days students are not in attendance, half-day attendance days, or during school vacations.

If there is an early dismissal due to weather or other incidental emergency, the program will not be available on that school day and pick-up arrangements will need to be made.

## **Transportation**

---

In the event grades 4-6 move back to the TRI-C Elementary building, after-school transportation will be provided from Carterville Intermediate School to the Latchkey Program. Children accessing district-provided transportation are expected to adhere to school district policies. Any violation of school district transportation policies may lead to school-imposed discipline.

## **Pick-Up**

---

If you have an unusual family or legal situation, you are required to have copies of certified court documents on file with the Latchkey Program. When signing out a child, you must notify a staff member.

The following procedures will apply when a parent, guardian or other adult intends to transport their child while intoxicated and impaired resulting from the use of alcohol or drugs. The Latchkey staff will:

1. Offer to keep the child in their care for an extended period of time.
2. If the parent refuses, offer to contact another family member to pick up the child.
3. If the parent refuses, tell the parent that we feel that it is not safe for the child to ride with him/her at this time, and staff will notify the police.

These guidelines will serve as a practical means of protecting children in situations from being placed in danger.

---

## Parent Information

We expect parents and guardians to model appropriate behavior.

Abusive, aggressive behavior toward children or staff will not be tolerated. Parents who exhibit such behavior will be asked to leave, may be restricted from the premises and the child may be removed from the program.

---

## Calendar

Latchkey will not be in attendance on the following days:

**Closed days will be posted after the  
2022-2023 school calendar is approved.**

Latchkey will be in attendance on all other regular school days unless you are otherwise notified.

---

## Snacks, Food, and Allergies

As part of the service provided by the Latchkey program, a snack will be provided for each child. Parents should report child allergies to the Latchkey Director. This includes environmental, food and other allergies that may cause any reaction.

For children who may have a food allergy, (i.e. milk, strawberries, nuts), a Physician's Statement for Food Substitution form must be obtained from the Latchkey Director, food services, or the school nurse. The form must be completed by the child's physician and returned to the Latchkey Director.

## Toys and Personal Property

---

Small toys, trading cards, and similar items are ONLY permitted on the school bus and morning time in the gym. Students are expected to play with them responsibly and may lose the privilege due to inappropriate use or insubordination. Although lockers, cubbies, etc. are provided for students, occasionally personal belongings are stolen or damaged by another student. The faculty and staff will make every effort to assist students in protecting their belongings; however, the school will assume no responsibility for lost or damaged items.

## Medical Information

---

### Self-Administration of Medication

A child may possess an epinephrine auto-injector, e.g., EpiPen®, and/or asthma medication, e.g., inhaler, prescribed for use at the child's discretion, **provided the child's parent/guardian and child's physician has completed and signed a *School Medication Authorization Form***. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a child's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A child's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a child's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

## Latchkey Staff

---

The Latchkey staff, under the guidance and supervision of the Director, will provide a daily structured program in a warm and caring environment. The District strives to hire individuals that provide this type of environment for the students attending the program. All Latchkey staff will meet and/or exceed any state requirements for childcare professionals, including required criminal background checks. If you have a concern about a Latchkey employee, please direct those concerns to the Latchkey Director in a private email, phone call or scheduled meeting.



## Discipline and Behavior Management

---

Children enrolled in the Latchkey Program are expected to follow the ROAR expectations of being Respectful, Organized, Always Safe and Responsible. Expectations for specific locations are identified in our ROAR matrix (see Appendix A).

Positive reinforcement is heavily used and encouraged in our program. We encourage the children to make good choices and we praise them when they do so. This is a very effective and positive tool that helps build the child's self-esteem. We monitor the children very closely and catch many events before they escalate. Redirection is used to keep children from "feeding into" the negative behaviors of others.

Occasionally, positive reinforcement and redirection are not enough. In these cases, we must enforce the Latchkey rules to provide a physically and emotionally safe environment for ALL children. A child not following the expectation is given a warning. If a 2nd warning is needed, this will result in removal from the current activity. Upon a 3rd warning, the child will be isolated from the group and a behavior report will be written. If a child is isolated and a behavior report is written 3 times within a period of 9 weeks, this will result in a 2-day removal from the Latchkey program.

If the behavior is severe and involves physical or emotional harm of another person or property, the child will not be warned but rather immediately isolated from the group and a behavior report will be written.

After an initial 2-day removal, if additional negative behaviors occur that result in a written behavior report this will result in a 1-week removal from the Latchkey Program, with the following offense resulting in a 2-week removal from Latchkey, followed by dismissal for the remainder of the year from the Latchkey Program.

### **Immediate Dismissal from Latchkey Program**

In some circumstances, immediate dismissal may be deemed necessary.

Chronic/extreme inappropriate behavior may be cause for immediate dismissal and is defined as a verbal or physical activity which may include, but is not limited to such behavior that: require constant attention from staff, inflicts physical or emotional harm on other children, abuses staff, ignores or disobeys the rules.

If a child cannot adjust to the program setting and behaves inappropriately, the parent/guardian will be asked to find alternative childcare.

## Technology Policy

---

E-Book Readers (such as the Kindle, Nook, iPod, iPads, and Chromebooks) are allowed at school and on the buses with the understanding that they are the student's responsibility and the District is in no way liable for any possible damage or theft. Students shall use these devices to read books at school and NOT to surf the Internet, play games, share pictures, etc.

Improper use of these devices will result in staff confiscating the device and appropriate consequences given. A parent will have to pick up the device. Misuse for a third time will result in the device being banned from school for the remainder of the school year. NO cell phones will be allowed to be used as E-Readers. All other electronic devices (cell phones, game systems, etc.) shall be kept in a backpack and turned off while at school.

Students may wear SMART watches for the purpose of a watch only. Using the devices as a communication tool or to record audio/video is prohibited. Watches that become a distraction to the educational process will be removed and placed in the student's backpack or be kept in the office for parents to pick up.

All usage of electronic devices should be deemed age-appropriate by manufacturing ratings and remain consistent with school rules and expectations. Although allowed on buses, during morning gym time, and during an allotted Latchkey time, these items are not permitted to be turned on or removed from backpack while at school. Latchkey is not responsible for lost, stolen, or damaged items.

## Child Appearance

---

A child's appearance, including dress and grooming, must not disrupt the Latchkey environment, interfere with the maintenance of a positive climate, or compromise reasonable standards of health, safety, and decency.

## Harassment

---

### Bullying, Intimidation, and Harassment Prohibited

No person, including an employee or agent, or child, shall harass, intimidate, or bully a child on the basis of actual or perceived: race, color, national origin, military status, unfavorable discharge status from military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental

disability, order of protection status, status of being homeless, actual or potential marital or parental status (including pregnancy), association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The Latchkey Program will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that unreasonably interferes with a child's performance, or that creates an intimidating, hostile, or offensive environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

## **Vandalism**

---

The School Board will seek restitution from children and their parents/guardians for vandalism or other child acts that cause damage to school or Latchkey property.

## **Non-discrimination**

---

Equal opportunities shall be available for all children with regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against children on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any child may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

## **Accommodating Children with Disabilities**

---

Individuals with disabilities should notify the Superintendent, Building Principal, or Latchkey Director if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible prior to the enrollment of the program.

The section 504 team will meet prior to enrollment if the child requires intense supervision, if one-on-one care is needed, or if the child's participation would result in a fundamental alteration in the nature of services provided or create an undue hardship on the Program.

## Filing a Complaint

---

A child, parent/guardian, or community member (hereinafter Complainant) who believes that his/her rights have been violated may file a grievance. Any person that wishes to avail him or herself of this option may do so by filing a complaint with any District Complaint Manager. The District's Complaint Managers are Keith Liddell, Superintendent, and Sarah Barnstable, Assistant Superintendent. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a child's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed. For specific information about the District's grievance procedures, please refer to Board of Education Policy 2:260. This Policy can be found by going to [www.cartervillelions.org](http://www.cartervillelions.org) or by contacting the Latchkey Directory or any administrator within the District.

# Appendix A: ROAR Expectations

ROAR! - Our Students are Respectful, Organized, Always Safe, and Responsible

	<b>All School Settings</b> I can.....	<b>Arrival/ Dismissal</b> I can.....	<b>Hallway</b> I can.....	<b>Restroom</b> I can.....	<b>Cafeteria/ MPR</b> I can.....
<b>R</b> Respectful	<ul style="list-style-type: none"> <li>• Use Lion Look</li> <li>• Be honest</li> <li>• Be respectful in language and actions</li> <li>• Respect school and personal property</li> <li>• Respect personal space</li> <li>• Use quiet voices when allowed</li> <li>• Remove hat while indoors</li> </ul>	<ul style="list-style-type: none"> <li>• Use Lion Lines</li> <li>• Walk directly to my destination</li> <li>• Ask permission to leave an area</li> </ul>	<ul style="list-style-type: none"> <li>• Use Lion Lines</li> <li>• Respect other's personal space</li> <li>• Keep quiet</li> </ul>	<ul style="list-style-type: none"> <li>• Give people privacy</li> <li>• Keep quiet</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome others to sit beside or play with me</li> <li>• Remain seated</li> <li>• Eat only my food during snack</li> <li>• Use a soft voice</li> <li>• Follow activity rules</li> </ul>
<b>O</b> Organized	<ul style="list-style-type: none"> <li>• Label my belongings</li> <li>• Keep areas clean</li> <li>• Follow school rules</li> </ul>	<ul style="list-style-type: none"> <li>• Keep backpacks and coats in their assigned areas</li> <li>• Be responsible for personal belongings</li> <li>• Know if I am parent pickup, bus, or Latchkey</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in my assigned spot in line</li> <li>• Walk behind the person in front of me</li> </ul>	<ul style="list-style-type: none"> <li>• Use the restroom, wash hands, dry hands, and get out</li> <li>• Use Lion Lines while waiting for my turn</li> </ul>	<ul style="list-style-type: none"> <li>• While at table, face table and keep both feet on floor</li> <li>• Keep snack food to myself</li> <li>• Return to my seat after throwing away my trash</li> <li>• Clean up games/ activities</li> </ul>
<b>A</b> Always Safe	<ul style="list-style-type: none"> <li>• Keep hands/ feet/ objects to self</li> <li>• Use walking feet indoors</li> <li>• Stay in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>• Enter/Exit the building in an orderly manner</li> <li>• Use sidewalks and crosswalks</li> <li>• Have an adult escort me across crosswalks</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands/ feet/ objects to self</li> <li>• Use walking feet</li> </ul>	<ul style="list-style-type: none"> <li>• Keep water in sink</li> <li>• Keep feet on floor</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Clean up spills or tell supervisor</li> <li>• Be aware of my surroundings and others</li> </ul>
<b>R</b> Responsible	<ul style="list-style-type: none"> <li>• Follow directions the first time given</li> <li>• Ask permission</li> <li>• Help others</li> <li>• Be positive</li> <li>• Participate</li> <li>• Use Lion Look when the "Quiet" sign is given</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive at my location on time</li> <li>• Be ready to start and end each day</li> </ul>	<ul style="list-style-type: none"> <li>• Keep halls clean</li> </ul>	<ul style="list-style-type: none"> <li>• Use one pump of soap / hand sanitizer</li> <li>• Use only one hand dryer</li> <li>• Be quick</li> <li>• Keep restroom clean</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions the first time given</li> <li>• Put items in trash carefully</li> <li>• Stay in assigned areas</li> <li>• Hang coat on hook and keep personal belongings in designated area</li> </ul>

	<b>Playground</b> I can.....	<b>Gym/P.E.</b> I can.....	<b>Library/ Computer Lab</b> I can.....	<b>Emergency Situations</b> I can.....
<b>R</b> Respectful	<ul style="list-style-type: none"> <li>• Include everyone</li> <li>• Play fairly</li> <li>• Have fun</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good sport</li> <li>• Encourage others</li> <li>• Have fun</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Keep feet on floor</li> </ul>	<ul style="list-style-type: none"> <li>• Stay silent</li> <li>• Listen to adults</li> </ul>
<b>O</b> Organized	<ul style="list-style-type: none"> <li>• Dress for weather</li> <li>• Wear rubber soled, closed toe shoes</li> <li>• Line up quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in the correct spot</li> <li>• Participate</li> <li>• Freeze when whistle is blown</li> <li>• Line up quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Keep materials neat and clean</li> </ul>	<ul style="list-style-type: none"> <li>• Stay with my class</li> <li>• Walk in an orderly manner</li> </ul>
<b>A</b> Always Safe	<ul style="list-style-type: none"> <li>• Keep hands/feet/ objects to self</li> <li>• Use playground equipment safely and appropriately</li> <li>• Ask for help if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of other's space</li> <li>• Use equipment correctly</li> <li>• Think before I act</li> <li>• Listen for whistle and directions</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated at all times</li> <li>• Raise my hand if I have a question</li> </ul>	<ul style="list-style-type: none"> <li>• Look for adults wearing bright yellow shirts</li> <li>• Walk quickly and stay with my teacher</li> </ul>
<b>R</b> Responsible	<ul style="list-style-type: none"> <li>• Follow directions the first time given</li> <li>• Line up on my class number</li> <li>• Use Lion Lines when walking into building</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions the first time given</li> <li>• Wear appropriate shoes</li> <li>• Report injuries to teacher</li> <li>• Report safety concerns</li> <li>• Give 100% effort</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions the first time given</li> <li>• Take care of school property and return it the way it was found</li> <li>• Stay in assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>• Follow emergency rules</li> <li>• Ask permission to leave an area</li> </ul>