



## **Happy Days Latchkey and Van Buren Public Schools**

**Tracy Debrezny 734-4174171**

### **After School Procedures**

- Parents will notify Tracy – Happy Days and the classroom teacher if child is not attending latchkey that day (Remind system).
- Office will let Latchkey staff member know the names of students that are absent and any students who left early.
- Release Latchkey students out early – This will allow Happy Days to cross check their list of students.
- After Happy Days checks their lists, they will radio principal or office staff about any discrepancies or kids not there.
- Buses will leave when all students are accounted for at Happy Days.

### **Students Not Picked Up After School**

- Any students not picked up from school by 4:00pm will be sent to Happy Days Latchkey for the parent to pick up. They will be charged a \$10.00 daily fee.
- School staff must also print a list of contact/pick up information from MiStar for the Latchkey staff member.

### **Students brought back to Happy Days Latchkey at school**

- If possible, Bus driver will circle back around to bus stop.
- If parent not there or for another reason, bus driver will call transportation to let them know that a student is coming back to the school.
- Transportation will text Tracy the student's information from MiStar.
- Tracy will then forward the information to the latchkey employee at the school.
- The parent will be charged a fee of \$10.00 by Happy Days.



### **Happy Days Latchkey and VBPS Accountability Procedures**

- Happy Days will keep a list of parents that have not paid after 3 times. The list will be given to the Admin Building to make phone calls.
- At 5 times being brought back or not picked up at school without paying, the Admin Building will make a phone call to let the parent know that they will not be able to use Happy Days Latchkey or ride our buses. Students still not picked up after school at this point - principal and secretary will get a hold of parent/guardian/emergency contact and use their discretion.