

**Adams
Central
Latchkey
Handbook
2020-2021**

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Adams Central Latchkey Philosophy Statement

I believe that children learn through play and that each child is unique.

- ❖ I believe each child deserves the best quality teachers available.
- ❖ I believe each child is unique and I will provide multicultural activities and supplies.
- ❖ I will provide developmentally appropriate activities daily.
- ❖ I will provide stimulating activities to increase each child's positive self-esteem.
- ❖ I understand that parents are the primary teachers in a child's life.
- ❖ I will encourage parental involvement on a weekly basis.

Adams Central Latchkey Mission Statement

Our mission is to provide quality childcare for the child and the families and to promote positive emotional, social, intellectual and physical growth for each individual child through developmentally appropriate hands on activities.

Enrollment Policies:

Children must turn 4 before August 1st.

Children may be enrolled 1-5 days a week.

Each parent is required to complete an enrollment application.

Every child must be potty trained.

The purpose of this application is to provide the program with information that includes such items as:

1. Family address
2. Parental work phone numbers of two local persons other than parents who can be contacted in case of an emergency.
3. Names and phone numbers of two local persons other than parents who can be contacted in case of an emergency.
4. Names of anyone who is authorized to pick the child up. Please note:
NO CHILD WILL BE RELEASED TO LEAVE WITH ANYONE WHO IS NOT AUTHORED BY THE PARENTS.
5. Latchkey staff permission to seek medical assistance if an emergency arises that needs immediate attention.

Calendar of Service:

Service Begins/Ends

The Latchkey Program will begin on the first day of school, and will end on the last day of school. Latchkey is open from 7:00 a.m. to 6:00p.m.

There will not be Latchkey on:

Mon. Sept. 6	Fri. & Mon. Oct. 22 & 25
Thurs.- Fri. Nov. 25 – 26	Thurs.. Dec. 23- Fri. Dec. 31
Mon. Jan. 17	Mon. Feb. 21
Mon.-Fri. March 21-25	Fri. April 15

Calendar subject to change

Emergency School Closings:

If school closes early or is canceled due to inclement weather or health/safety reason the Latchkey Program will not be provided.

If school is delayed two hours Latchkey will start at 9:00 a.m.

If school is delayed three hours Latchkey will start at 10:00 a.m.

When school is closed Latchkey is also closed.

Fees:

- Registration Fee of \$50.00 per child or \$65.00 per family that will be paid each year your child or children are in attendance.
- Fees are \$3.00 an hour for one, \$2.50 for two and \$1.00 for the third child. All Latchkey fees will be assessed weekly and are due on the Friday following the date of service.
- **Your bills will be emailed to you!**
- **There will be a \$15.00 late fee added to all bills that are a month over due.**
- **If your bill is 6 weeks overdue your child will not be allowed to comeback to Latchkey until your bill is paid in full.**
- Fees are charged hourly.
- You will be charged \$1.00 for every minute past 6:00 p.m. Failure to pay every week will result in removal from the program.

Returned Check Fee:

- There will be a \$40.00 return check fee. If this fee is not paid in full the next week your child will not be allowed to return to Latchkey.

Staff and Volunteer Fees:

- Registration fee of \$50.00 per child or \$65.00 per family.
- Fees are \$3.00 an hour for one, \$2.50 for two and \$1.00 for the third child. Fees are assessed weekly and are due on the Friday following the date of service.
- You will be charged \$1.00 for every minute past 6 p.m.
- Failure to pay every week will result in removal from the program.

Snacks:

Every child will receive a snack after school. If you would like to send in a snack to share you may do so. All snacks have to be store bought.

Birthday Treats: It is always fun to bring in treats on your birthday to share with your classmates. If you choose to bring in treats, they must be store bought. I am sorry we cannot have homemade treats. If you have any questions please call me.

Bringing friends to Latchkey:

If your child is having a friend over after school we would love for them to attend latchkey. Your child's friend must have paper work filled out and on fill. The parent will be billed for the child attending the program.

Attendance:

1. The teacher will sign each child in on the sign-in sheet each day.
2. Before each child is dismissed, they must be signed out by one of the people authorized to pick up the child. Failure to sign a child out will result in the parent being charged for 3 hours of participation in the program.
3. The hours of operation on school days are from 7 a.m. to 8 am and 3pm to 6 p.m. The late fee of \$1.00 per minute will be paid in cash by the parent to the staff.
4. When a child who regularly attends the after school child care has attended school, but will not be attending the after school program, **parents are required to inform Mrs. Irwin by contacting her at (260) 692-1039.**
5. When the child will be attending an unrelated after-school activity and not be attending or will be coming late to the latchkey program, a permission slip, written, dated, and signed by the parent will be required. The Latchkey Program does not accept responsibility for any child while she/he is attending any other programs, clubs or functions after school.

Sick Child policy/Medical Treatment

1. Latchkey has a no nit policy. If your child comes to school with nits they will not be allowed to attend Latchkey.
2. If a child becomes ill while attending Latchkey Program, the teacher will take the child's temperature and make the child comfortable in a secluded section of the room. After assessing the child condition, the teacher will contact the parent by phone of the illness. If the child has a temperature of 100 degrees or over, is vomiting or has diarrhea, the parent will be required to pick to the child within 30 minutes of notification.
3. The parent, authorizing the Latchkey, must sign a Medical Release Form Program to seek medical attention in case of an emergency. The parent is responsible for any resulting medical cost. Parents will be notified of any medical emergency, but emergency treatment will begin immediately, even though the parent is not present.
4. Students are NOT to bring medication to the Latchkey Program and the teacher may not dispense medication to the students. All medication is to be taken to the nurse's office. We are prohibited from dispensing any over-the-counter drugs.

Staffing:

The Latchkey Program will maintain a ratio of 1 staff member for every 10 children age 4-5 yrs, 1 to 20 ratios ages 6 to 13. In addition, every effort will be made to decrease that ratio with volunteers and student interns.

Behavior:

Children will be expected to behave in an appropriate manner, which will promote a pleasant and enjoyable atmosphere. Children will be expected to treat each other and the staff with respect and to follow all rules and regulations. Discipline and behavior problems will be reported to parents. We reserve the right to terminate a child from the program as a result of inappropriate behavior.

The teacher will be responsible for administering appropriate disciplinary procedures which may include time-out, loss of privileges or exclusion from certain activities. A child who refuses to follow the rules (most unwritten-common sense rules) and guidelines (those in the handbook as well as those of Adams Central School) will receive appropriate discipline, which will first result in a warning (unless the problem is severe), then time-out of 2 minutes depending on the staff's perception of the infraction. If during this time, further incidents occur, the time will be

extended, and other privileges will be withheld including loss of recess, and exclusion from toys, activities, and games. **NO TALKING BACK OR DISRESTPECT TO A STAFF MEMBER WILL BE TOLERATED.**

If you have any questions or discussion concerning these items, please call Mrs. Irwin at 692-1039.

