

# Latchkey Program

## Parent Handbook



*Latchkey Phone: (440)278-0227*

# For Burton and Ledgemont Elementary Schools

*Revised August, 2018*

# WELCOME TO BERKSHIRE SCHOOL DISTRICT LATCHKEY PROGRAM

Dear Families,

Welcome to the Latchkey Program. This program is being initiated under the guidance of the Berkshire Local School Board. Our goal is to provide dependable and economical child care for working parents, a pleasant informal atmosphere where children feel safe and accepted, and a setting where positive attitudes are stressed for children in grades K through 6.

Our program is a self-supporting one, which means program fees are used to cover all costs. Keep in mind that each A.M. and P.M. latchkey session must sell enough hours to meet the financial needs of the program. The number of staff is based according to the number of children and hours sold. It is with these expenses in mind that program fees are set.

Thank you for using the Latchkey Program. We are happy to be of service to our community. Please read the remainder of the information contained in this handbook to familiarize yourself with other aspects of our program.

## HOURS

**6:30am – 8:35am**

**3:15pm – 6:00pm ( M,T,W,F )**

**Thursdays 2:30pm - 6:00pm**

Latchkey operates every day the Berkshire Local Schools are in session. There is **no program when schools close for holidays, breaks, and snow/calamity days.** Latchkey will operate in the event of an early dismissal. Enrollment is open to any child who attends Burton or Ledgemont Elementary School grades K-6.

Parents **MUST** come in to sign-in as well as sign-out their child. Failure of a parent to sign--out the child before leaving in the evening will result in their being charged to 6:00 P.M. If the child is picked up **after 6:00 P.M., there will be a charge of \$3.75** for each **additional 5 minutes.**

## REGISTRATION/EMERGENCY FORMS

A registration and emergency medical form must be completed by parent/guardian before a child attends Latchkey. A pre-payment of twenty (15) hours (\$45.00) is due on the first day of attendance. Checks should be made payable to **Berkshire BOE** and **record the child's name and Latchkey under Memo.**

## ATTENDANCE

Good communication between the parent and Latchkey staff is essential for the safety of your children. The PM directive of your child should always be in the form of two notes, one for the school office and one for the Latchkey staff. (Parents may personally write two notes or use the convenient **Latchkey PM Attendance Note Form** found in the back of this packet. Latchkey staff cannot accept phone calls or any requests to cancel PM attendance note. We will accept phone calls for emergency purposes to “**SEND the child to Latchkey**”. It is the parent/guardians responsibility to keep the school office and Latchkey informed of their child’s Latchkey schedule.

## PAYMENT

Latchkey services cost \$3.00/hour per child. Each child in Latchkey must have a **prepaid time card**. The \$45.00 charge is good for 15 hours of service. Parents will be charged in 15-minute increments. Reminder slips will be issued prior to the completion of purchased hours. Latchkey will be terminated if the account has more than five (5) hours of time used “non-paid”. Payments are to be paid by the parent to the Supervisor or sent to the office in a sealed envelope addressed to LATCHKEY.

Checks or cash are acceptable means of payment. Checks should be made out to Berkshire BOE. PLEASE provide cash in the amount due, since we are unable to make change. You will receive a receipt for payment.

The Latchkey program is self-supporting. No Berkshire Local School district funds are used for the Latchkey program. It is very important that parents keep accounts up to date. Failure to pay program fees will result in termination of childcare services.

## STUDENT ARRIVAL AND RELEASE

Parents must enter the building and sign-in their child in the morning and sign-out in the afternoon. Parents may designate another responsible adult to pick up the child if previous authorization has been supplied to the Latchkey Supervisor. The Supervisor will require positive identification (ID card with photo) before releasing a child to any person designated on the registration/emergency form. No child will be released without proper picture identification. Parents who have a custodial situation or a restraining order in effect which restricts a particular family member from contact with a child must supply Latchkey with copies of the complete court document.

## BEHAVIOR

Students are expected to follow the same behavioral expectations at Latchkey that they do during the regular school day. They need to follow the directions of the Latchkey staff and play safely with the other children, respecting their rights and feelings.

Disruptive students will not be tolerated. Parents will be notified if their child is not following behavior expectations. One verbal warning and one written warning will be given. Subsequent behavioral issues will result in progressive discipline and possible removal from the program (duration to be determined by the principal).

## DRESS

The Berkshire School’s dress code is in effect in the Latchkey program. Students will go outside for play when possible and should dress appropriately for weather conditions in all seasons.

## **BREAKFAST**

The morning Latchkey students have several breakfast options. Students may eat their breakfast at home, they may bring a simple prepared breakfast, or they may purchase a breakfast from the school cafeteria.

## **ACTIVITIES/FOOD/SNACK**

Latchkey activities will include group or individual games, opportunity for quiet time or homework study, and self-directed activities. With adult supervision, children will have access to the gymnasium and playground. Age-appropriate videos are also shown. One afternoon snack is provided. The snack cost is included in the Latchkey Fee. Snacks (such as apple sauce, cereal, pudding, pretzels, and popcorn) are served. A drink is also provided. Children with special dietary needs should pack a snack for Latchkey and immediately alert Latchkey staff members.

## **HOMEWORK**

A homework table is always available at Latchkey both AM/PM. **It is the parent's responsibility to communicate their homework directives to their children.** Staff will encourage children to do homework, but because of staff responsibility it is not possible to monitor the children's homework progress. A designated homework/quiet time will be allotted during the PM program. Please be sure your child has the necessary supplies for homework assignments.

## **ACCIDENT/ILLNESS**

The following procedures will be followed if your child is injured at Latchkey:

- Call 911 (if necessary)
- Call parent or person listed on the registration form
- Make child comfortable until medical help/parent arrives

Should child feel ill during Latchkey they will be moved to a safe place to rest away from the other children until the parent arrives. **Parents/guardians or designated person from the registration/emergency form are required to pick up the injured/ill child within 60 minutes.**

**If you have any questions regarding the Latchkey program, please contact:**

**Breana Verbic, Latchkey Supervisor @ 440-278-0227  
Or the School Office @ (440) 834-3380**

**IF YOU NEED TO HAVE SOMEONE ELSE PICK UP YOUR CHILD, A WRITTEN NOTICE IS REQUIRED. THE PERSON PICKING THE STUDENT UP MUST BE LISTED ON THE LATCHKEY EMERGENCY FORM (next page in this packet). A STAFF MEMBER WILL REQUEST IDENTIFICATION FROM THE PERSON PICKING UP YOUR STUDENT.**

# LATCHKEY REGISTRATION

Please circle which latchkey program your child(ren) will be attending:

Burton Elementary

Ledgemont Elementary

Please circle appropriate days:

AM Session      Days Attending      AM    M T W R F  
PM Session      Days Attending      PM    M T W R F

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_  
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Parent(s) Name: \_\_\_\_\_  
Parent 1 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Parent 1 Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell \_\_\_\_\_

Other Parent(s) Name: \_\_\_\_\_  
Parent 2 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Parent 2 Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**In the event of an emergency and the parent cannot be reached, please contact:**

Name: \_\_\_\_\_ Phone \_\_\_\_\_ Cell: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone \_\_\_\_\_ Cell: \_\_\_\_\_

\*May we release your child to any of these emergency persons? Circle:    YES            NO

List any special medical situation: \_\_\_\_\_

List any medication currently being administered: \_\_\_\_\_

List any dietary restrictions: \_\_\_\_\_

**\*\*IN AN EMERGENCY MAY WE TRANSPORT YOUR CHILD TO THE NEAREST HOSPITAL FOR TREATMENT? Circle: YES            NO**

Parents who have a custody situation or a restraining order in effect (which restricts a particular family member from contact with a child) **must supply Latchkey with copies of the complete court document.** Latchkey does not have access to school records, therefore all communication/court documents/etc. must be personally provided by the parent/guardian to Latchkey Staff.

The following people are authorized to pick up my child/children from the Latchkey Program prior to 6:00 pm., if I am unable to do so:

Name:	Relationship to child:
_____	_____
_____	_____
_____	_____

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A \$45.00 fee must accompany the registration form**

**LATCHKEY STAFF NOTE "PM" LATCHKEY ATTENDANCE**

Child Rides BUS # \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Please write TWO (2) Notes: One Note for Latchkey (give to Latchkey) and one note for the School Office. \*Notes are mandated for all schedules.

**\*\*PLEASE CHOOSE ONLY "ONE" (1) OPTION! \*\***

My Child, \_\_\_\_\_, will attend PM Latchkey for the following:

1. REMAINDER of the School Year on the Following Days.

(Please Circle Days)    M    T    W    R    F

2. WEEK OF: \_\_\_\_\_ M    T    W    R    F  
(Please Circle Days)

3. TODAY ONLY: \_\_\_\_\_ (Day & Month/Date)

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE CUT AND RETURN TO LATCHKEY AND CLASSROOM TEACHER!**

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Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_