

Winnebago School District LatchKey Program Handbook 2009-2010

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Welcome to the Winnebago Latch Key program. Thank you for your interest in the program. Latch Key is celebrating its **26th** year of before & after school care for children.

Latch Key is designed for **WORKING PARENTS ONLY.**

THE GOALS OF OUR PROGRAM ARE TO:

- *Provide quality, safe care for your child/children.
- *Provide care at a reasonable rate for parents.
- *Provide a daily snack and beverage for child/children.
- *Provide a variety of activities to keep active children occupied.

ABOUT OUR PROGRAM:

We have a variety of activities scheduled everyday for your child/children:

Quiet Time-

This is time for children to go to the learning center for games, puzzles, coloring and reading. This is a time for quieter activities.

Games in the gym-

Some children have a need to run and play more than other children. For this abundance of energy playing in the gym is offered. A variety of games are played including; Soccer, Dodge Ball, Basketball, Swedish Dodge ball, Cross my Ocean, Jump rope, etc.

Playground time-

When weather permits, we take the children outdoors for fresh air.

Homework-

“Homework hall” is available for any students who would like to finish schoolwork. Latch Key does not make homework hall mandatory. Parents wanting their child/children to go to homework hall daily will need to notify the director, in writing, of this decision.

Crafts-

Crafts are simple but exciting. Craft ideas and any craft materials for which you may no longer have a use are accepted by the program. Latch-Key also accepts donations of toys, games, puzzles, and candy.

Points/Tickets for Prizes-

Children are able to earn points/tickets for a variety of activities. Points are earned for completing puzzles, drawing, coloring, reading, activity pages, and board games, going to homework hall, showing good sportsmanship, doing good deeds, etc. Children turn points in for prizes. The more points accumulated, the more variety of prizes they have to choose from. Latch Key recognizes and rewards positive behavior.

Snacks-

Snack and beverage are provided for all children @ 3:00p.m. Once a week we try to have a ‘fun’ snack, usually not very nutritional. If your child has any **food allergies**, please let us know.

Videos-

These movies are Rated G & PG. Children and staff like to bring in movies from home to share with the other children. This is allowable. Movies should **not** have a rating of higher than PG. The program uses www.plugedinonline.com to check the content of shared movies. Veggie Tale movies are also allowed. A listing of Latch Key movies is available upon request.

MORNING LATCH KEY HOURS AND FEE'S:

The morning Latch Key program is open to children in grades K-5th.

The morning program hours are 6:15 a.m. until 8:00 a.m. The fee for this service is \$5.00/child/day with a schedule. \$10.00/child/day for a child that is not scheduled (drop-in).

Latch Key does not serve breakfast. Breakfast may be brought from home or purchased from Simon cafeteria.

Drop off for morning Latch Key is at the West entrance to the building, the back playground. The first few times that children are dropped off, parents should walk in with their child. This is a good time for parent and child/children to meet and get acquainted with Latch Key staff.

Before meeting in the learning Center for attendance, Simon children are to go to their lockers and put their belongings away.

If school is delayed due to bad weather, there will be NO morning Latch Key.

AFTERNOON LATCH KEY HOURS AND FEE'S:

Afternoon Latch Key is open to children in grades K-5th.

Latch Key is not qualified to care for children with special needs.

The fee for afternoon Latch Key is \$8.00/day/child with a schedule. For an unscheduled child (drop-in), the fee is \$16.00/day/child. Latch Key is scheduled from 2:40 p.m. until 5:30 p.m.

EARLY DISMISSAL FEES:

On days of Early Dismissal, Latch Key services will be available from 12:40 p.m. to 5:30 p.m. The fee for this service is \$16.00/day/child with a schedule. \$32.00/day/child for a child in attendance that has not been scheduled (drop-in). Latch Key, on occasion, takes field trips on days of Early Dismissal. There will be additional costs for field trips. Parents will be notified in advance. If child will not be attending the field trip with Latch Key, alternative arrangements, for that day's childcare, will need to be made.

NON-REGISTERED KINDERGARTEN DROP OFF'S:

If the bus garage attempts to drop off a kindergarten student(s) and no one is home to receive them, it has been made policy that this/these child/children will be dropped off at Latch Key. In the event that this should happen, the parent would be subject to **ALL** fees applied to our registered children. The fees would be a \$30.00 registration fee + 2 drop-in fees, of \$16.00/day/child, for a total of \$62.00 per child, due at time of picking up your child/children from Latch Key. In addition, a registration form will need to be completely filled out and turned in to the Latch Key Director.

REGISTRATION:

To register a child for Latch Key, a \$30.00 registration fee/family plus a 1-week pre-pay/child must be made. The 1-week pre-pay will be applied to the Latch Key account. Registration fees are due at time of registration, along with your child/children's schedule.

CREDITS AND REFUNDS:

THERE ARE NO REFUNDS!!!

If your child is scheduled for Latch Key and is absent, it is considered a paid absence.

THE ONLY CREDITS, TO YOUR ACCOUNT, THAT WILL BE GIVEN ARE AS FOLLOWS:

Any scheduled school activities (class field trips, Pee-Wee Poms, Mini Cheer Camp, Scouts, Rolling Reader, Mad Science Club, etc.), will receive credit when child does **NOT** return to Latch Key.

IF SCHOOL IS OUT EARLY DUE TO BAD WEATHER, THERE WILL BE NO LATCH KEY, AND A CREDIT WILL BE MADE TO YOUR ACCOUNT FOR THAT DAY.

PAYMENT AGREEMENT:

Advance payments are to be made every two weeks. Latch Key accounts more than 2 weeks delinquent in payment will suspend the program for your child/children until your account is current **PLUS** a 2 week pre-pay. If financial arrangements need to be made, please contact Latch Key @ 1-815-335-2318.

Latch Key provides reasonably priced care for your child/children in a safe environment. Latch Key is a self-supportive, not-for-profit program. **No monies are provided from school district funds to support Latch Key.** Without commitment from participants, we cannot operate this program. It is the responsibility of the parents to help keep the costs low by making timely payments. Please make checks payable to Winnebago Latch Key.

An \$8.00 late payment fee will be assessed after two late payments. If late fee is not paid in a timely manner of 2 weeks, the funds will be taken directly from the next scheduled Latch Key payment. This in turn, will make the Latch Key payment short. If late payment continues, your child may be removed from the program.

SCHEDULES:

If your child does not have a regular schedule with Latch Key, schedules are due by Thursday evening for the following week. If a schedule is not given to Latch Key, your child will be counted as a drop-in. A higher fee of \$16.00/day/child is applied to drop-in children.

ROLL CALL:

As soon as classroom teachers dismiss children, they are required to go directly to the cafeteria for attendance, **NOT** wandering around the building. Attendance begins at approx. 2:45 p.m. This is a very important time, as we must be able to hear the children's response to their name being called. For this reason, we ask that the children sit quietly with no talking and moving around. If a child does not hear his/her name being called, he/she could be marked absent. This in turn, would create a search for the missing child and a telephone call may be made to the parent at work. This is very upsetting for the Latch Key Staff, the child's teacher, the child and his/her parent(s).

CALLS HOME/ CALLS TO WORK:

If your child is scheduled to be at Latch Key and is not in attendance, and there is no note explaining the absence, an immediate search for your child will begin. Latch Key will contact child's teacher, bus garage & then parent at work. If your child has boarded the bus, and there is no note to Latch Key for child to go home, a radio call to the driver will bring child/children back to Simon. Parent will then pick up child/children from Simon. Please understand this responsibility that Latch Key has to your child/children. The only other call you would receive would be if illness or injury occurs.

CHANGES IN ATTENDANCE:

If your child does not attend Latch Key everyday, but on a part-time basis, and an "**unscheduled**" day is needed, please call the school by noon of that day. The phone number is 1-815-335-2318. Office personnel will take a message and be sure it gets to the Latch Key staff. Also, a message will need to be left for your child's teacher that your child **is** to attend Latch Key on that day. It is **very important** to inform teacher and child of the schedule change so that your child does not board the bus or leave the building. A drop-in fee of \$16.00 will be charged. If your child will **not** be **attending** Latch Key on a "**scheduled**" day, the Latch Key program needs to be notified, as does the Main Office, bus garage (if riding home that day), and your child's teacher.

No credit will be given for changes in scheduling.

ABSENCE:

When calling in your child's absence to the school, ask that a message be left in the Latch Key mailbox for Latch Key staff.

SIGN-OUT:

The sign-out sheet is in the Learning Center. If the sheet is moved, a sign will be at the sign-out area, telling you where we can be located. Since we use different areas of the building for our activities, please "**ASK**" a Latch Key staff member to help you locate your child. With the wonderful two way radios that the program has, it is very easy to communicate to other staff members and retrieve your child.

PICKING UP YOUR CHILD:

Only persons authorized in writing by the primary caretaker may pick up a child from the program. This is for the child's protection. Anyone without proper authorization **WILL NOT** be allowed to pick up your child. Parents **WILL BE** called immediately if this occurs. All approved pick-up alternatives should be listed on the registration form. E.G.....and older child, grandparents, aunts, uncles, neighbors, friends, etc.....

Until Latch Key Staff is familiar with the adults picking up children, identification will be checked. Also, alternative pick-up adults will be checked for authorization and identification before children are released in their care. Please do not take offense to this safety precaution for you child/children.

FEE FOR PICKING UP LATE:

Latch Key gives everyone 5 min. leeway time. If after 5 minutes, your child/children are not picked up, the pick-up is considered late. A late pick-up fee will be assessed.

- **5:35 p.m. to 5:45---\$8.00**
- **5:46 p.m. to 5:59---\$8.00** in addition to the previous \$8.00 fee (**for a total of \$16.00**)
- **6:00p.m.---\$24.00** late charge will be assessed, as well as \$8.00 for every 15 min.
- If late fee charges are not paid within a 2-week time period, your Latch Key payment will be applied to cover your late fee.

DISCIPLINE POLICY:

We want to provide all of the children with an excellent after-school climate and have set up the following guidelines for acceptable behavior:

Latch Key Rules:

- Children will follow all playground rules.
- Children will follow directions.
- Children will show respect to staff members and to other children.
- Children will speak nicely to staff members and to other children.
- Children will not be allowed to kick, bite, hit, or push. Also, **NO** unnecessary roughness will be allowed.

SIMON ELEMENTARY SCHOOL PLAYGROUND RULES:

The playground is for fun and enjoyment. The rules we make are for the safety of each child; safety remains a top priority.

- Girls should wear shorts under their skirts or dresses for climbing, swinging, and flipping activities.
- No sandals or open shoes on the wood chips, children with open toes or sandals stay on the blacktop.
- No talking back to or arguing with staff members. Remember to be respectful.
- No name-calling. Be kind to one another.
- No spitting on the ground or at people. Spitting spreads germs and shows disrespect
- **Keep your hands and feet to yourself.**
- Touch football only.
- No kicking boxing/play fighting, guns, swords, knives, etc. The school enforces the “NO WEAPONS” tolerance policy, even pretend or play weapons.
- Tag is allowed, but there is no capture and holding games or pulling on clothes.
- Do not throw wood chips, sand, gravel, sticks, or snow.
- No digging in the wood chips/mulch.
- PE equipment to be used on the blacktop, not on the woodchips.
- Do not bounce balls against the building, this is disturbing to teacher working inside and wars holes in the balls & breaks down the mortar between the bricks.
- No climbing trees to get a ball. Staff has an extra long pole for this task.
- If a ball goes in the road, child must ask permission to get it. Staff will then supervise child-retrieving ball.
- When on the swings: remain seated, no standing, only 1 person to a swing, no sitting on laps, no twisting swings, and **no** jumping off of the swings.
- No running between, in front of or behind the swings.
- No swinging or climbing on the support poles of the swing set.
- The slides are for sliding down on your bottoms, not for walking, running or climbing up.
- No climbing on the outside of the play fort.
- Enter the fort by the stairs of by the climbing areas, no walking, running or climbing up the slide.
- No jumping from the fort at anytime. Use the fire pole, slide, and stairs, climbing/monkey bars or the climbing net to exit the fort.

SOME INSIDE RULES

Keep your hands and feet to yourself.

- Shhhh.... No talking in the halls, teachers are still working.
- No running in the halls. Stay together as a group.
- No arguing with staff. Be respectful.
- Be good listeners and follow directions.
- No budging or letting friends budge in line. If budging, budgers go to the end of line.
- Talk nicely to staff and other students.
- No rude noises and/or foul language allowed.

CONSEQUENCES OF BEHAVIOR:

If a child cannot follow these rules, he/she will

- First incidence: verbal warning with a 5 minute time out
- Second incidence: verbal warning with a 10-minute time out w/ Director.
- Third incidence: written warning with a 15-minute time out with Director. Director speaks with parent.
- Fourth incidence: formal write up. Director speaks with parent. Director and parent sign write up.

Consequences for write up's:

- First write-up: child sits quietly; Director speaks with parent when child is picked up.
- Second write-up: child sits quietly, Director calls parent explaining the problem. Parent Conference with Principle and Director.
- Third write-up: child sits quietly, Director calls parent at work to come and pick up child, child is dropped from the program.

Incidents that involve automatic removal from the program:

- Physical or verbal attack to staff or students.
- Exposing oneself.
- Foul language.
- Intentional destruction of school/ or Latch Key property.
- Food fight

If no one is available to take your Latch Key call, a message may be left with the Main Office & a return call would be given by Latch Key Director or a senior Latch Key staff member.