

## St. Michael Parish Latchkey Program

### GOALS

The goal and priority of our Latchkey program is to provide a safe and pleasant environment for the children attending St. Michael School. This supervision will include activities which are appropriate for the grade of each individual child and will develop positive social relationships with others.

### Latchkey

The Latchkey Program starts at 2:25 p.m. and ends at 6:00 p.m. and includes students in Kindergarten thru eighth grade. In order to use our After School Program your child needs to be registered. You are free to use the program as much or as little as your family needs. You will need to fill out our registration form and pay the \$25 registration fee per child. You will also have to sign off on other forms indicating you understand all of the programs policies.

Daily schedules may vary, but here is a sample schedule:

2:25 - 3:00 p.m.	Change clothes, attendance, snack (must bring own)
3:00 - 4:30 p.m.	Homework time, play time
5:30 - 6:00 p.m.	Clean up, prepare to go home

**The Program is only open on the days school is open. Our service starts the first full day of school. Latchkey is open on FULL days only (2:25 p.m. dismissal). If you pick up your child early from school for a doctor's appointment and they are not signed back into school before the time of dismissal your child will not be able to attend after care that day.**

### SAFETY

Your child's safety is one of our main concerns. Our safety policies are as follows:

- No child shall ever be left alone or unsupervised. Children, however, do use the lavatory on their own.
- Attendance is taken daily at 2:30 p.m.
- It is important to know how your child is going home each day. It is important to let your child's teacher know as well as myself which days your child will be using latchkey. If your plans change, please send 2 separate notes addressed to both the classroom teacher and to latchkey.

- Please let us know if your child is involved in any after school activities so we are aware that your child will be coming down to latchkey later than the time of normal dismissal on certain days it is appreciated.

## DISCIPLINE POLICY

Behavior problems are handled with time outs, taking away privileges, writing in discipline note book and/or discussion with the child. If the problem continues, parents will be notified. Children are expected to follow the same rules as when they are in school. They are to respect one another and all staff while they are in Latchkey. For serious or persistent behavior problems, Behavior Notices will be given. If your child received a behavior notice, please sign and return it to Latchkey the next day.

At any time, the Director reserves the right to ask for a meeting with the parents if behavior issues continue to be a problem. All students in our After School Program are representatives of St. Michael School and are expected to act in such a way.

## PICK UP RULES & LOCATION

You can pick up your child at St. Michael School. They must be picked up by 6:00 p.m. Children will only be dismissed to a parent or those designated on the registration form. Until we get to know you, we may require a driver's license or some form of photo I.D. Children must be signed out on our daily sign out sheet by the designated adult, noting time. If someone other than the designated people listed needs to pick up your child, we must be notified in writing or by phone and given his/her name. They must have I.D. with them at the time of pick up. **There will be an immediate \$5 late fee per child for every five minutes you are late.**

## HEALTH POLICIES

Illness-children who show signs of illness such as sore throat, ear ache, fever, vomiting, diarrhea, or persistent cough must be kept at home. **A child must be kept at home for 24 hours after having a fever. A child having any of the following symptoms at latchkey must be picked up: fever over 99.4, skin rashes, vomiting, diarrhea and head lice.**

Medication-we follow the same policy as the school. A form must be filled out completely by a physician and parent before we can give either prescription or over the counter medications-this includes vitamins, cough drops, Tylenol, allergy medicine, etc.

A medical emergency form must be filled out for each child. This is in addition to the one filled out for the school.

## CLOTHING

Your child is allowed to bring a change of clothes. It is also their responsibility to make sure all of their clothing is put away back in their bag so nothing is lost or left behind. Clothing must follow the school's "dress down day" policy. Please be sure your child brings clothing appropriate for the weather. I would also like to recommend writing your child's name or initials on all clothing. Keep in mind especially when wearing uniforms most of the children's clothes all look alike and it is hard to know what clothes belong to which child. In the past a lot of items are left behind or lost because we don't know who they belong to. Gym type shoes are preferred for safety purposes.

## FEES AND PAYMENT METHOD

**\$25.00 yearly non-refundable registration fee per child**

### Fees

\$15.00 per day from 2:30-4:00 per child

\$20 per day from 2:30-5:00 per child,

\$25 per day from 2:30-6:00 per child

**Billing** will be every two weeks. You will automatically be charged the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month.

**We will also be sticking with the billing system.** I cannot have money coming in at all separate times prepaying and billing. In order for the software program to work efficiently I need to make sure payments are done all in one way.

## ELECTRONIC POLICY

Only children in grades 6th - 8th are permitted to bring electronic devices to the After School Program. A permission slip must be signed by a parent and the child each school year before bringing in devices. If your child brings in a device it is the child's responsibility to take care of their belongings and put them away when not using them. We are not responsible if something breaks or is lost. Also, no pictures or video is allowed while at Latchkey. If I find out any pictures are being taken or posted on any kind of social media your phone privileges can be taken away. Please note that bringing an electronic device to Latchkey is a privilege, and as such a privilege can be taken away if the staff feels it necessary.

## SNACK TIME

There will be a designated snack time each day. Due to the growing number of children with food allergies, we ask that each child bring a snack and beverage from home to have for snack time. Children are not allowed to share their snacks or to bring in beverages in glass bottles. Please be sure to let ACP staff know if your child has a food allergy that requires special seating arrangements during snack time.

**Children must clean up area before leaving-returning toys to their proper location and cleaning up at their snack.**

## HOMEWORK TIME

### GRADES KINDERGARTEN AND 1

Homework is done with adult supervision. We will work with two or three children at a time. We primarily help them complete work sheets and simple solution workbooks. If you prefer to work on homework at home with your child please let us know. Parents are asked to write their child's name on their simple solutions workbook so we know who it belongs to if left out or behind. This is also their responsibility to make sure they put their homework back in their bags when they are done. Please double check their bags to make sure nothing is left behind before leaving for the day.

### Grades 2 - 8

Homework at this grade level is done independently. The children are given time to complete their homework. **Our staff does not know what homework assignments each child has so it is your child's responsibility to use this time wisely and finish his/her homework.** We are here to help them if necessary. Children are asked to not bother or distract others during this time if they have already completed their work. **No child is allowed back up to the classroom for forgotten supplies.** This is enforced through the school, this is for their safety and to teach them responsibility.