



## **St. John Latchkey**

**2020-2021**

Program Handbook

[latchkey@stjohnnt.com](mailto:latchkey@stjohnnt.com)

Direct Line (716) 362-3926

St. John Latchkey Program aims to provide a positive afterschool experience for the children of our working families. The program has a variety of structured activities to meet the spiritual, physical, emotional, and social needs of your child. Our child care program is organized to provide supervision for children in preschool\* through grade 8 of St. John Lutheran School. The program is administered by a director, under the supervision of the school principal and St. John Lutheran Board of Christian Education.

### **\*Providing Services for Preschool Children in Latchkey**

Our Latchkey program is available to children enrolled in our St. John Lutheran preschool program. We know, that being of a younger age, a preschool child will require different, and/or additional services that need to be met/provided.

- A child attending Latchkey MUST BE potty trained.
- A Latchkey care provider may walk the child to the bathroom and help with washing hands, but cannot assist the child on the toilet.
- If the child has an accident, a Latchkey care provider may help the child change into clean clothes, including underwear, unless otherwise instructed by the child's parent/guardian.
- A change of clothes must be present in the child's backpack every day in case of an accident.

### **Registration and Enrollment Policies**

- Students attending the St. John Latchkey Program must be students of St. John Lutheran School in Preschool through Eighth Grade.
- Parents interested in signing up their child(ren) are to complete and sign a St. John Latchkey Program Registration Form and pay a non-refundable \$30 registration fee per family.
- All forms must be completed and returned before the child's first day of attendance in the St. John Latchkey Program.

### **Fees and Payment Policies**

- Funds collected for the program cover the cost of materials, snacks for the children, and pay for supervisors.
- All payments must be made promptly upon receiving a statement or invoice, unless authorized by the supervisor. Any account not paid within the Program Policy time limit of two weeks may result in immediate suspension of Child Care Services, until fees are paid in full.
- All outstanding latchkey dues must be paid by May 31st. If there is a hardship that the Board of Christian Education should be aware of, please communicate that in writing prior to May 31st. If no communication is made and board approval is not given, there will be an additional fee of \$15 added to the bill each week beyond May 31st. Latchkey services will be terminated immediately past the May 31st deadline.
- Payments for June latchkey services must be paid on a week to week basis.
- Cash or checks are acceptable forms of payment. Checks should be made payable to ST. JOHN LATCHKEY. Payments may be placed in the lockbox outside the office clearly marked with child's name. Receipts will be given upon request. A \$20.00 bank fee will be charged for any returned checks. The Program Supervisor has the right to request cash only where non-sufficient fund checks have occurred in the past.
- Sign-up for scheduled Early Dismissal Days must be made to the Program Supervisor two days in advance, otherwise a \$5.00 late fee will be charged.

### **Latchkey on Days Off**

St. John Lutheran School realizes there may be the need for child care on half days or when school is not in session. We would like to provide our families with our Latchkey services on *certain* days on which school is let out early and on some days when there is no school at all. The days on which Latchkey will be provided are updated from the last school year. We continue to try our best to accommodate our school families.

- **No School Days**- There are some National Holidays that Latchkey will not be offered.
- **Early Dismissal Days**- Latchkey will be available on select early dismissal days. Children attending the Latchkey Program on Early Dismissal Days should pack a lunch or may order a special lunch in advance through the Latchkey Program.
- **Unscheduled Early Dismissal Days**- In the case of an emergency, Latchkey will not be available in the event of an unscheduled, emergency, early dismissal situation. Please establish a plan with your children to ensure their safety. Call 693-9677 for information.
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### **Latchkey will be provided for the following dates:**

**October 9/Professional Church Workers' Conference**

**November 19, 20/11:30 dismissals (Parent/Teacher Conference)**

**April 30/11:30 dismissal (NYS ELA Scoring)**

**April 9/11:30 dismissal (Easter Break)**

**May 14/11:30 dismissal (NYS Math Scoring)**

## Latchkey Charges

### Registration Fee

\$30 per family

### Daily Charges

Per Session:

(Morning)	7:00 am – 8:00 am	\$4.00 per student	
(Afternoon)	3:00 pm - 4:00 pm	1 student =	\$6.00
		2+ students =	\$11.00
	3:00 pm - 4:45 pm	1 student =	\$9.00
		2+ students =	\$13.00
	3:00 pm - 5:30 pm	1 student =	\$11.00
		2+ students =	\$15.00

\*Preschool will have afternoon Latchkey beginning at 2:45 PM

\*Students attending Latchkey after school extra-curricular activities or tutoring will be charged \$6.

Charge for every 15 minutes after 5:30 pm

\$ 5.00 per student

Information regarding early dismissal days and fees will be sent home 1 week prior to an early dismissal day.

### Arrival and Departure

- Teachers should be notified if your child(ren) will be attending Latchkey.
- Each student will be signed in upon arrival to the Latchkey room.
- Program parents or those individuals listed on the application as “persons authorized to pick up child” must sign a child out for each afternoon session. Please be sure to indicate the time of pick up on the sign out sheet. Latchkey workers may ask to see ID for persons picking up children to ensure the safety of the children. A child can **only** be signed out by a parent or adult on their registration form.

### Health and Safety Policy

- If your child has a known medical condition (i.e. asthma, diabetes, seizure disorder, etc.) please be sure this is stated on the child’s registration form.
- We will follow the same procedures stated in the Parent – Student Handbook for emergencies and any contagious diseases (i.e. head lice, chicken pox, etc.)
- Whenever a child is given prescription or over-the-counter medication, the Doctor and the Parent must provide the Program Supervisor with a completed signed medication authorization form. (The school nurse also requests the same form for the school)
- Medication brought to the program must be provided in the original, a duplicate container, or in a container accompanied by the doctor’s instructions for its use.

- Children will not be released into an unsafe situation. If the person picking up the students is deemed unfit to leave with the children, efforts will be made to keep the children safe until another adult can come and pick them up.

### **Mandatory Reporting of Child Abuse**

The Department of Human Services requires all “child care givers” to report any suspected child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

### **Lost and Found**

- Latchkey Program Teachers will take any personal property which remains from the previous week to the school Lost and Found on Friday afternoon.
- Although the Program Teachers attempt to help the children stay organized, the Program cannot be responsible for lost personal property. Please have children refrain from bringing toys or other personal possessions to Latchkey.

### **Discipline and Discharge**

Since Latchkey is an extension of the school day, school rules still apply both inside and on the playground. Students are entitled to a safe environment at Latchkey just as they are throughout the school day. The Latchkey Program cannot serve students who display chronically disruptive behavior. This is defined as verbal or physical activity which requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, or ignores or disobeys the rules which guide behavior during Latchkey. If a student cannot adjust to the Latchkey setting and act appropriately, then the student may be discharged.

Disruptive behavior will be dealt with in the following manner:

- WARNING
- TIME-OUT (5-15 minutes)  
A severe or repeated disruption may warrant a separation from the group until the student’s parent arrives.
- Conference with principal, latchkey teacher/supervisor and parent.
- Suspension from the Latchkey Program.
- Suspension will be left to the discretion of the Latchkey Supervisor and Principal.
- If the severity of a problem is great enough that it could endanger the safety of the student or another student in the program, the DISCHARGE will be effective immediately.
- A student may also be discharged for non-payment of funds.

St. John Latchkey  
2020-2021  
Enrollment and Emergency Contact Form

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_  
Age/Grade \_\_\_\_\_ Birth Date \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent 1 \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_  
Email \_\_\_\_\_  
Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Special Instructions for reaching you \_\_\_\_\_

Parent 2 \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_  
Email \_\_\_\_\_  
Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred form of communication: Fast Direct, home phone, cell phone, text  
(circle one)

Below, list people who may be called in an emergency and who are authorized to take your child from our care. We cannot release your child to anyone NOT on the list below other than parents listed above. Please indicate who to call first in an emergency (after parents listed above).

Name #1 \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Name #2 \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Name #3 \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Name #4 \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

People NOT authorized to pick up child:

\_\_\_\_\_

Does your child have any allergies? If yes, please list allergies and how treated.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child have any notable health concerns (asthma, diabetes, etc.) If yes, please explain and indicate procedures to be taken.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Hospital of Choice \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

We understand that it is our responsibility to inform St. John Latchkey Program of any changes to the information above. We also understand that St. John Latchkey will attempt to reach one of the people on this form, trying to reach parents first if there is an emergency before any action is taken. In the event that we cannot be reached, the staff has our permission to use discretion in securing medical aid. We give permission for emergency medical or hospital personnel to perform the necessary care needed for our child during an emergency. We further understand that St. John Latchkey Program, the staff at St. John Latchkey and/or any person responsible for obtaining medical aid for our child will not be responsible for any expense incurred by our family due to medical aid being given to our child.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

## Enrollment Agreement

I understand that I am enrolling my child(ren) \_\_\_\_\_  
for the 2020-2021 school year. Attendance in the St. John Latchkey Program will be:

\_\_\_\_\_ Morning Latchkey (General Days and Times) \_\_\_\_\_

\_\_\_\_\_ Afternoon Latchkey (General Days and Times) \_\_\_\_\_

\*Please note: This is just for Latchkey planning purposes and can be changed or modified at any time.

1. I will update my child's file information as outlined in the Parent Handbook.
2. The Latchkey Program teachers will assume a full responsibility for my child(ren) from the time he/she arrives at the program until my child leaves the program according to the written instruction for departure.
3. If an emergency arises the Latchkey Program teachers will attempt to contact me.
4. I have read and understand the Discipline and Discharge Policy outline in the handbook.
5. I have read and agree to adhere to the stated policies of the St. John School Latchkey Program as stated in the Latchkey Handbook and the Student/Parent Handbook for St. John Lutheran School. I give my child(ren) permission to participate fully in the Latchkey Program.

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(Today's Date)

Parent/Guardian Signature