

Dear Parents/ Guardians,

St. Mary Latchkey Program was developed to answer the needs of our school's working parents. Along with the school, we aspire to provide the loving care and guidance that children need to grow intellectually, socially, emotionally, physically, and spiritually. With great pleasure, we will welcome your child into our program, providing you with the safe environment that you desire, while making your child feel comfortable and enjoy their time with us.

The following is presented as an informational handbook for our Latchkey parents and their children. The material provided will explain the basic operation and logistics of the program. Any suggestions that you may have to improve our program are always welcome. We look forward to working with you and your children in the coming year.

Sincerely,

Madonna Haithcoat

Director, St. Mary Latchkey Program

Registration Policy

Only students currently attending St. Mary School may enroll in St. Mary Latchkey Program. Registration is first offered to the current Latchkey enrollees and their incoming siblings. New priority registration for parishioners begins and ends with Catholic Schools Week, which is followed by open registration on a first come basis. Each individual child must be registered on a separate form and requires a \$100 non-refundable registration fee. If you are registering your child on a full-time basis for both the AM & PM program, this ENTIRE deposit will be applied to your account for the end of the school year. Registration for anything less than full-time AM & PM status will merit half (\$50) of the deposit applied in the same manner to your account as long as you are in the program and attending weekly through to the end of the school year. Any other registrations will be forfeited and not be applied as weekly fees. Priority is also given to those students who will be using the program on a full-time basis (both AM & PM), then to either individual full time program, and then to any less than full week registrations. Capacity for the program is currently set at 70 full-time slots. When capacity is reached, we will maintain a waiting list.

Latchkey Tuition

Latchkey Fees are due for the days that your child is scheduled to be in Latchkey, whether or not they attend. Regardless of what day, or days that your child attends the Latchkey Program; the Latchkey fee is due the first day of your week. Payment should be left in the payments box on the desk in the Latchkey Office or given directly to the Latchkey Director. If there is a problem, please let us know in advance so that we can arrive at some mutual agreement regarding payment. A spreadsheet of your individual account with daily, weekly, and yearly charges will be provided for you at the beginning of the school year. Yearly, quarterly, and monthly payments are greatly appreciated. The fees are as follows:

- \$4.00/day for the AM session for the first child
- \$7.00/day for the PM session for the first child
- \$20.00 for a 5-day week AM session for the first child
- \$30.00 for a 5-day week PM session for the first child (which includes \$1.00/day discount for full-time status—reverts to \$7.00/day for a shorter week—including those with off days.)
- \$50.00 for a 5-day week both AM/PM sessions for the first child

- Any enrolled children after your first will merit a \$1.00/day discount, therefore on a full week a second child would be \$45.00.

Latchkey Hours

We will be open from 7:15 AM to 8:30 AM and from 3:30 PM to 5:50 PM everyday that school is in session for a full day. Only morning latchkey will be available on half days. Each parent will receive a copy of the school calendar at the beginning of the school year for reference.

The Latchkey Morning

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| 7:15 AM | Building opens to Latchkey Students |
| 8:20 AM | Students, 1 st -8 th are allowed to leave Latchkey to wait with their friends on the teacher-attended playground until the 8:30 bell rings. |
| 8:30 AM | Morning Bell Rings; All children are dismissed to their classes. |

The Latchkey Afternoon

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| 3:30 PM | Dismissal from school; Children should be directed to walk directly from their classroom to the cafeteria, where snacks will be sold and eaten, as well as attendance taken. |
| 3:50 | Students will either go to the homework room or to take part in large group/individual activity, which could include games, crafts outdoor play, or art activities. |
| 5:50 | All children should be gone home. |

Late Fees

Please make every attempt to make it to Latchkey by 5:50 for afternoon pick-up. Any pick-up after 6 PM is assessed a \$5.00 immediate charge, as well as an additional \$1.00 for every minute that you are late, according to the Latchkey clock. This late fee must be paid in cash at the time of pick-up. Habitual tardiness may be reason for dismissal from the program and loss of registration fee. Though we sympathize with car problems and other reasons for tardiness, excuses will not be accepted, as back-up plans must be in place. Please note that habitually coming after the 5:50 pick up time could cause late fees to be applied to you at 5:50 P.M. Please respect our closing time of 5:50. Like you, our staff is eager to go home. They have no desire to charge you an additional fee.

Withdrawal Policy

If for any reason you must withdrawal your child from the Latchkey Program, we ask that you give us two weeks notice and remind you that you will forgo the entire registration fee. A suspension of your registration may be possible one time in a school year with permission of the Latchkey Director and under special circumstances such as temporary unemployment.

Snow Days

In the event of snow, the Latchkey Program assumes that all parties have been contacted via their classroom phone chain. If the school closes, Latchkey closes as well. Fees for snow days, or other unscheduled days off are not re-assigned, because they are already budgeted.

Sick Days

In the event of your child's illness, call the Latchkey office (533.5520) and leave a message with the Latchkey Director making us aware that your child should not be expected. As with any unscheduled day off or with any snow day, fees will not be re-assigned for your child's sick day. If you're child has contracted a communicable disease or infection—such as chicken pox or lice, please inform us so that we can take appropriate action.

Emergencies/Safety

With the children's safety and well-being in mind, it is most important that the parent/guardian fill out an emergency contact form and then adhere to the instructions given — most importantly concerning the child's absence/leaving the school premises.

- Parents or Guardians should not take children from the school playground or other areas without notifying the Latchkey staff by SIGNING THEM OUT from the Latchkey office.
- Parents/Guardians should NOT send any person who is not on their release form to pick up their child. For the child's safety, release will not be granted. Any person other than a regular pick-up person must be expressed to the Latchkey Program in writing.

- Parking for pick-up should be on Shady Lane or in the Seton Center Parking Lot, with entrance through the main school building playground doors. In good weather, we will be having outdoor play on the playground; therefore, no parking on the playground will be permitted. Your child may also not leave the playground, even if they see you, until you have signed them out in the Latchkey office.
- Children who will be absent or leaving Latchkey for another activity must either hand-deliver a note to the Latchkey director/staff OR check to make sure that the parent has left the appropriate message for their dismissal.
- Latchkey must be notified of any activities on or off site during the Latchkey hours such as sports, mini-school, scouts, band, or Spanish. Any parent whose child is departing at 5:50 to go directly from Latchkey for a 6 PM activity must be aware of the 10 minutes of lack of supervision and must provide written permission for their child or children.
- Latchkey personnel will not permit the child to leave in taxis or other modes of transport presumably sent by the child's parents/guardians. If you intend for your child to be picked up in this manner, you must notify the Latchkey director in advance IN WRITING, relieving St. Mary of any legal responsibilities with doing so.
- If either parent cannot arrive by 5:50 PM, please have a back up plan to notify someone early enough to pick up your child from Latchkey for you, as well as notify the Latchkey Director, giving a brief description and name as to who will be picking your child up. Please have your pick-up person carry picture identification with them, and be knowledgeable of the sign-out procedure.

Behavioral Issues

Any behavioral problems will be dealt with in the following ways:

1. Counselor talks with child.
2. Child is placed into a time out.
3. Student consultation with Latchkey Director.
4. If problems persist, parents will be notified for a conference.

Afternoon Snacks

The Latchkey Program sells snacks and drinks for a quarter each only at snack time. Children are limited to two snacks each, which could include a drink. We do allow advance payment of snack credit, but we do not extend credit—NO exceptions. It is a good idea to keep a spare

quarter in your child's backpack for a forgetful day. Usually a free snack is provided on the last afternoon of the week during the movie. Please make us aware of any food allergies. Gum is never permitted.

Miscellaneous Information

- Notify us immediately of any change in addresses, phones, employment, or emergency phone numbers.
- You should feel free to arrange any conferences regarding your child.
- Express your constructive criticism to the Latchkey Director, not to the staff member, whereas, your sincere compliments may be directed to individual staff members.
- Children may bring a change of clothing for Latchkey. Appropriate winter clothing is a must for outdoor play. When in doubt, send a coat or jacket with your child.

St. Mary School Latchkey Program Registration

Child's Name _____ Date _____

Address _____ Registering for grade _____

City, State, Zip _____

Child's Birthdate ____/____/____ Home Phone _____

Registering For: (Circle All Appropriate)

Monday AM PM

Tuesday AM PM

Wednesday AM PM

Thursday AM PM

Friday AM PM

Legal Parents: (Circle Appropriate Answer) Other: _____

Both Parents at home Guardian Foster Parents

Mother Only Stepfather Only Stepmother Only

Father Only Mother/Stepfather Father/Stepmother

Grandparents Only Joint Custody Adopted

Parent/Guardian Work Information:

Father: Name _____	Position/Hours _____
Place of Employment _____	Cell Phone _____
Address _____	Business Phone _____
Emergency Contact at Work _____	Phone _____

Mother: Name _____	Position/Hours _____
Place of Employment _____	Cell Phone _____
Address _____	Business Phone _____
Emergency Contact at Work _____	Phone _____

People to contact if Parents/Guardian cannot be reached:

Name _____ Relationship to Child _____

Phone Number During Latchkey Hours _____

Name _____ Relationship to Child _____

Phone Number During Latchkey Hours _____

Health History (give approximate dates and/or details)

Frequent Ear infections _____ Chicken Pox _____

Heart Defect/Disease _____ Measles _____

Convulsions _____ Mumps _____

Hay Fever _____ Asthma _____

Ivy/ Plant Allergies _____ Penicillin Allergy _____

Insect Allergies _____ Other _____

Bleeding/Blood Disorders _____

Regular Medicines Taken _____

I fully understand that should my child be accepted to the St. Mary School Latchkey Program, my registration fee of \$100.00 submitted with this form for admission to the St. Mary School Latchkey Program is NON-REFUNDABLE under any circumstances. (Note: All or a portion of this fee may apply to your account for the end of the school year.)

Signature

Date

I give my permission for the St. Mary School Latchkey Director and Staff to view any pertinent health and school records concerning my child.

Signature

Date