

# St. Catharine School Latchkey Program Handbook

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## **Philosophy**

St. Catharine Latchkey is a before and after school program that offers the school-age child with many opportunities for physical activities, socialization with their peers, self-expression through arts and crafts, and homework time and help. Children are encouraged to choose a variety of challenging experiences in a more relaxed atmosphere, with less structure than the usual school day.

## **Goals**

1. To provide a safe, secure environment designed to encourage decision-making, problem-solving, individual expression and freedom, within limits, where children can respect and enjoy each other.
2. To employ staff who are professional and caring and who understand and meet the needs of children.
3. To provide frequent and open communication with parents, that provides support and encourages involvement.
4. To extend the Christian atmosphere of St. Catharine's "Do Unto Others" to the childcare environment.

## **Enrollment**

St. Catharine Latchkey will enroll students without discrimination in regards to race, religion, national origin, sex, or special needs.

## **Schedule**

St. Catharine Latchkey is in operation from the first day of school until the final full day of school.

The program will not be open on the days of Teacher In-Service Meetings, School Holidays, or vacations, in accordance with the school calendar.

When the school is closed due to inclement weather or other emergency situations, Latchkey will also be closed for the safety of the children, parents, and staff. If St. Catharine closes early due to weather problems, the program will be available at the time of dismissal.

**Location**

St. Catharine Latchkey is located in the school cafeteria. In the morning, for Morning Latchkey, parents can pull up to the door in the middle of the building until 7:30 a.m. After 7:30 a.m., parents will need to park and walk children to the door.

**Hours**

Before School	7:00 – 8:00 a.m.
After School	3:00 – 6:00 p.m.

**Registration and Fees**

All registration forms must be completed and on file before any child may attend the program. A non-refundable registration fee of \$100.00 is due with the application. This fee will be deducted from August/September payments.

Before School	\$9.00 per day (includes breakfast snack)
After School	\$15.00 per day (includes after school snack)

**This is a flat fee. There are no discounts for early pick-up.**

Fees are payable for the entire week on the Monday following the week of attendance. Payment is required for the days your child attends the program. Mrs. Kropp will e-mail current balances on Friday. Latchkey will accept checks, money orders, or a cashier's check. Please make checks payable to St. Catharine Latchkey. A fee of \$25.00 will be assessed for each returned check.

**Late pick-up Policy**

St. Catharine Latchkey program ends promptly at 6:00 p.m. We ask that all children be picked up by this time. A fee of \$5.00 will be charged for each five minutes after 6:00 p.m. that parent is late (i.e., 6:06 arrival will result in a \$10.00 fee). The parent must notify Latchkey if they will be running late. A parent should call on their emergency contacts to pick up the child.

**NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED PERSON.**

## **Discipline**

St. Catharine Latchkey adheres to the school discipline policy written in the St. Catharine Parent Handbook.

Student Expectations:

1. Treat all others with respect and care.
2. Respond to authority in a positive, obedient, and respectful manner.
3. Act responsibly and conduct themselves with dignity.
4. Conduct themselves in a manner that respects all students.
5. Resolve problems using peaceful and just procedures. When problems cannot be settled, students are to seek the intervention of Latchkey staff.
6. Accept corrections with respect.
7. Report serious violations of school rules in an honest and direct manner.

If violations to these rules occur, the following procedures will be followed:

1. No corporal punishment is allowed.
2. No discipline shall be delegated to another child.
3. A child who is having problems playing within the guidelines of the program may be given a "TIME OUT." Parents will be informed of their child's behavior in the program and may be called upon to participate in a disciplinary partnership to resolve special situations.
4. No child shall be subjected to verbal abuse, threats, profane language, or derogatory remarks.
5. Discipline shall not include withholding food, rest or toilet use.
6. Techniques of discipline shall not humiliate, shame, or frighten a child.

7. In case of serious or recurrent disruptions, parents may be called to pick up the child. Following an opportunity for the child to explain their actions, a suspension or expulsion may be imposed. If it is determined at any time by staff that the child is unable to benefit from the program or poses a danger to the other children, staff, or program, parents will be requested to withdraw the child. A child who has been expelled from the program may not seek entrance in future years.
8. Any disciplinary methods that occur, in compliance with the school's philosophy, will be documented on an incident report and given to the parent.

### **Safety of Children**

The safety of the children is of the greatest concern at St. Catharine Latchkey program. The following guidelines will help to ensure safety.

1. Written reports will be on file on accidents/incidents and a copy will be given to parents.
2. A phone is available on site for emergencies.
3. Staff greets children when they arrive.
4. Children will be released only to those designated on the permission forms. The person who picks up the child must inform a staff member that they are leaving.
5. Children will not be abused or neglected and will be protected from abuse and neglect while under the care of St. Catharine Latchkey program.
6. The St. Catharine Latchkey staff is required by law to report any suspicion or threat of child abuse or neglect.
7. Emergency transportation will be provided by the emergency squad or the parent depending on the nature of the emergency situation.

## **Health**

Your child's health is of major importance to all of us. Upon enrollment, we will make copies of your completed school emergency form from the school office. All allergies and/or medical conditions should be noted on this form.

Children should be dressed appropriately for the weather. Outdoor play is planned daily, except on days of rain and extremely cold temperature.

Children in attendance are expected to be healthy enough to fully participate in the program day, including active indoor and outdoor play. Sick children should be at home for their safety and for the well being of others in the program.

Mildly ill children (runny nose, no fever, etc.) will be observed to determine if the condition worsens at which time parent/guardian will be notified.

Any child exhibiting any of the following symptoms will be isolated and made comfortable until they can be taken home:

- Vomiting
- Diarrhea
- Severe coughing
- Fever
- Evidence of Lice
- Contagious skin rash
- Conjunctivitis
- Any other symptoms of illness

Parents or guardians are required to make immediate arrangements to pick up sick children when requested to do so by one of the staff. Children may return for re-admittance after medical treatment has occurred (if appropriate) and a normal temperature has been registered for 24 hours.

In case of emergency, the instructions given on the emergency card will be followed. Every attempt will be made to contact a parent/guardian. In case of serious injury, the emergency rescue squad will be called.

A first aid kit is located in the Latchkey area. We will not administer medication of any kind to students unless proper authorization has been given. An authorization for medication form must be completed by the physician and sent to the school. Medication must be in the original container with the official label, including the student's name, dosage, times/intervals, and duration.

Forms must be updated each school year as authorization expires at the end of the school year. Latchkey reserves the right to refuse a request to administer medication if it is deemed unfeasible to comply. Medication must be taken immediately to the school office upon arrival.

With the exception of inhalers, no prescription or non-prescription medication is to be in the possession of students.

### **Supervision**

Children may run errands or use the restroom without adult supervision in the area designated for Latchkey's use, if the children are within hearing of a staff member, or a staff member knows the whereabouts of the children at all times.

When the children are outdoors, a staff member shall be able to summon another adult, without leaving the group alone and unsupervised. A school child fourth grade or higher may leave the group to summon an adult.

### **Additional Information**

1. Although staff members will make every effort to help keep track of the children's belongings, the final responsibility is the child's. Appropriate toys may be brought to St. Catharine Latchkey, but no toy weapons of any kind are allowed. If the toys are lost or broken, Latchkey will not be responsible for replacement or repair.
2. Photographs of the children participating in our programs may be taken periodically and may appear in newspapers, videos, or other publicity materials. The Diocesan photo release form will be used for parent's permission.



written permission from the parent designating the day, time and location of the event. Students should check in with the Latchkey staff before leaving for activities.

Children should be dressed appropriately for the weather. Outdoor play is planned daily, except on days of rain and extremely cold temperature. If the children want to bring a change of clothes, the clothes must be school appropriate (i.e., no short shorts, no half shirts, spaghetti strap tops, etc.). No flip flops or slide-on shoes will be allowed. Children must wear school shoes or tennis shoes.