



CHARDON LOCAL SCHOOLS LATCHKEY PROGRAM

428 North Street, Chardon, Ohio 44024

440-285-4052

Dear Parents,

Welcome to the Chardon Local Schools Elementary Latchkey Program. This program is being initiated under the guidance of the Chardon Local School Board. Our goal is to provide dependable and economical child care for working parents, a pleasant informal atmosphere where children feel safe and accepted, and a setting where positive attitudes are stressed for children in grades K through 5.

Our program is a self-supporting one which means program fees are used to cover all costs for staff, arts and craft supplies, snacks, equipment, games, and toys. Keep in mind that each A.M. and P.M. Latchkey sessions must sell enough hours to meet the financial needs. The number of staff is based according to the number of children and hours sold. It is with these expenses in mind that program fees are set.

Our program offers more flexibility than most in that it is available on an “as need basis” to families whose children attend Chardon Local Schools. Although this flexibility does not always guarantee predictable revenue, we will continue to offer this flexible service as long as we are able to cover our program costs.

Latchkey offers a diversity of activities. We will provide recreational games and activities for individual and group play. There are crafts, table games, puzzles, and a homework table. The Latchkey staff strives to provide ample time, space and materials for play, access to a variety of playmates, and permission to play within the limits of safety and courtesy. Children choose freely among activities that they can do successfully and independently. Many opportunities for learning exist, free from the pressures of performance requirements. The atmosphere of the program is relaxed and informal geared to the needs of the children outside the classroom.

Thank you for using the Chardon Local Schools Latchkey Program. Please read the remainder of the information contained in this handbook to familiarize yourself with other aspects of our program.

Sincerely,

Lauri Zampino

Latchkey Director

Chardon Local Schools

lauri.zampino@chardonschools.org

216-402-8106

Chardon Local Schools Latchkey Mission Statement

We will strive to provide an informal, economical, and safe environment both before and after school for all Elementary School students. We will strive to promote and encourage physical, mental and social development. We will stress positive values, encouraging students to have a positive and enthusiastic outlook towards one's peers, school and community. We will offer various activities to stimulate all ages present.

Our goals are:

1. To offer planned activities that are centered around interaction between students through organized game time, table games, and crafts.
2. To offer physical activity to exercise muscles and establish rules of fair play.
3. To offer a designated homework/quiet time for all students.
4. To provide a setting where positive attitudes are stressed for children.
5. To provide dependable and economical child care for working parents.

LATCHKEY AT A GLANCE

Chardon's Elementary Latchkey program is being implemented to provide families an affordable and safe childcare option. We will serve children in Grades **K through 5**. Latchkey is held every day Chardon Local Schools are in session. There is no program when schools are closed for holidays or snow days. Our staff is trained in first aid, communicable disease, child abuse, and various in-service training throughout the year. **Any questions about Latchkey enrollment should be directed to the Latchkey Director.**

Latchkey Enrollment Directions for your Student: Grades K-5

1. **Latchkey Registration/Emergency Form: Please complete one form per child and turn into the School Office.**
2. **Pre-Payment of \$80.00 (20 hrs.) for Each Enrolled Child: Make Checks Payable to Chardon BOE.**

Childcare time is charged out on the ½ hour and 1 hour increments.

\$4.00 per hour per child (*rates subject to change)

\$2.00 per ½ hour per child

Payment is due the first day your child uses the program. Latchkey is considered a drop-off service in that children may use the program on an “as needed” basis. A Blue Reminder Payment Slip is issued when the child has fewer that five (5) hours left of Latchkey time.

3. **PM Latchkey Usage requires Two (2) Notes: (One for Latchkey and One for the Office) The two (2) notes will state the Daily PM schedule for your child's Latchkey attendance. Good communication between home, Latchkey, and the school office is very important! If an “Emergency” should arise, and your child is “NOT” scheduled for Latchkey, the secretary WILL accept phone calls by 3:00 to send the child to Latchkey for that particular PM session. Please do not rely on your child to communicate this information verbally to his/her teacher, Latchkey staff, or the school office. It is YOUR “WRITTEN COMMUNICATION” that verifies your wishes and YOUR responsibility to notify the school office and Latchkey of all schedule changes.**

When your child is **absent from school** on a day he/she attends “PM” Latchkey, please let the school secretary know that your child also will not be at “PM” Latchkey.

Please set your watch to the digital clock on the Sign-In/Out table. Our clock is set by the office clock and is checked regularly. All program charges are based on ESST (Eastern Standard “School” Time). Our charges begin when your child enters our care. Minimum charge for any day is one half hour of Latchkey time.

The Following Times May Help You Estimate Your Daily Charges: Charges are rounded off to the next 1/2 hr.

AM	PM
6:15-6:30 = 3 hr. (max. charge)	3:30-4:00 = 1/2 hr. (min. chg)
6:31-7:00 = 2 1/2 hr.	4:01-4:30 = 1 hr.
7:01-7:30 = 2 hr.	4:31-5:00 = 1 1/2 hr.
7:31-8:00 = 1 1/2hr	5:01-5:30 = 2 hr.
8:01-8:30 = 1 hr.	5:31-6:00 = 2 1/2 hr.
8:31-9:00 = ½ hr.	6:01-6:30 = 3 hr. (max. charge)

Latchkey closes at 6:30 pm Sharp! (Sorry No Exceptions!) The Late Pick-Up Fee is \$10.00 (per child) for each 15 minutes after 6:31pm. We suggest that you network with other Latchkey parents to work out an emergency pick up arrangement if you are in a “jam” or an emergency should arise.

LATCHKEY BEHAVIOR/GUIDANCE POLICY

Staff instructors will provide a positive environment for children; listening, clarifying and supporting choice making. Positive language and manners will be used to communicate and provide simple, consistent explanations. An environment structured to help children remember the expectations will be provided. Children will be recognized with praise for respecting everyone.

By defining our expectations and limits we hope to achieve our program goals of providing a safe, dependable, and enjoyable environment where children feel secure, accepted and free to grow to their full potential.

1. Every child is responsible for his/her own language, manners, and behavior as we are all affected by them.

- a) Talk politely to everyone. Say “please, thank you, excuse me, your welcome.”
- b) Act responsibly in the building and on the playground. Follow school and playground rules.
- c) Follow directions given by staff members.
- d) No swearing/cursing or demonstrating any type of obscene gestures.
- e) Play fairly and demonstrate good sportsmanship skills.
- f) Follow all bathroom rules: use the bathroom, wash hands, and exit promptly.

2. Every child has the right to private property and the right not to be threatened by anyone. Children cannot harm others or themselves.

a) Leave people’s things alone—“Hands Off”- (includes book bags, purses, personal items, food, etc.).

b) At all times keep hands, feet, and all body parts to self. No horse playing of any kind!

c) Cannot cause bodily harm to self or another person. **(Includes siblings)**

d) Be respectful of adult caregivers and other children.

e) Solve disputes verbally...not physically. (At all times keeping hands, feet and all body parts to self.)

f) NO bullying, teasing, name-calling, pushing, and absolutely NO Spitting/ NO Raspberries.

g) Keep a respectful distance from other students as to not invade their “Personal-Space”.

h) Play fairly and demonstrate good sportsmanship skills.

3. Every child should help in keeping the building and grounds safe, clean, and attractive.

a) Use games and equipment as they are meant to be used. Do not throw objects of any kind.

b) Return all equipment to proper storage after use.

c) Put garbage in cans, and clean up your own area of paper scraps, etc.

d) Put coats and backpacks in designated area.

A child who is having problems playing within the guidelines of the program is removed from the group to a designated “time out” area until he/she is able to return and deal with the situation in an appropriate manner. The child is always within sight and hearing of the staff.

If unacceptable behavior continues, immediate consequences are established and a behavioral summary is issued. A behavioral summary acknowledges the unacceptable behavior and states the appropriate behavior for the latchkey program. Parents are notified of recurrent problems.

If a child accumulates 2 or more behavioral summaries, a meeting between the parent, child and latchkey staff will take place and a behavioral contract will be issued. Upon issuance of a behavioral contract, any violation of the contract will result in a 5-day suspension from the Latchkey program. Upon the child’s

return to the program, he or she will need to participate in the latchkey program well within the program guidelines (stated above). If the child does not function within the guideline of the behavior policy, the supervisor may request that the child be suspended from the program for the remainder of the school year.

Any behavior that threatens the physical well being of the child (self), children or staff will merit an immediate automatic suspension from the program for a period of 5 days. In order to return to the program, the child will need to re-enter on a **behavioral contract basis**. Upon issuance of a behavioral contract, any violation of the contract will result in an automatic suspension from the program for the remainder of the school year. *** A child who demonstrates any **“Extreme”** behavior threatening himself or a child/staff’s well-being will receive an immediate **expulsion** from the Latchkey school program for the remainder of the school year.

Parent/Guardian and Child must sign the Behavioral Policy Guideline.

FEE SCHEDULE (Rates are Subject to Change)

CHARGES:* (Subject to Change)

\$2.00 1/2 hour -Each child

\$4.00 One Hour-Each child

Time will be charged on the hour and one half hour time frame.

Late pick-up fee: After 6:31 - 6:45 PM is \$10.00, and \$10.00 for each additional quarter hour. Late fee is charged for each child in the family. Late fee is due the following day.

PAYMENT POLICY

Please read the following payment policy carefully

Prepayment for 20 hours (\$80.00) is due on the first day of attendance.

Reminder slips will be issued prior to the completion of purchased hours. Latchkey will be terminated if the account has more than five (5) hours of time used “non- paid”.

Fees are to be paid by the parent to the Supervisor. Do NOT send payment in your child’s backpack!

Make checks payable to “Chardon BOE”. Record your child’s name and Latchkey under “Memo”.

PAYMENT REFUNDS

Refunds in excess of \$10 will be given after withdrawal notification is received by the Latchkey staff. Balances of \$10 or more will be refunded at the end of each school year.

SELF SUPPORTED PROGRAM

Latchkey is a self-supporting program, which depends solely on program fees to cover all operational expenses. The program's payment policy and fees are set by the Board of Education and are subject to change. Failure to pay program fees will result in termination of childcare services. Parents should contact Lauri Zampino, Director, at 216-402-8106 to discuss payment problems.

END OF YEAR STATEMENTS

***Please remember that Latchkey does "NOT" provide end of the year statements. Parents are responsible for keeping records of any Latchkey payments/receipts.**

TAX INFORMATION--LATCHKEY PAYMENTS ARE ELIGIBLE TAX CREDITS

Latchkey payment fees are eligible as tax credits. When filling out the Federal Income Tax Form please note:

**THE PROVIDER EMPLOYER IDENTIFICATION NUMBER (EIN):
#34-6000583**

**PROVIDER ADDRESS
Chardon Local Board of Education
428 North Street
Chardon, Ohio 44024**

LOCATION AND HOURS

We offer both AM/PM Latchkey services during the school year. Morning hours are between 6:15 AM and 9:00 A.M. Afternoon hours are between 3:30 PM and 6:30 PM. Drop off and pick up will be located in our cafeteria.

DAYS OF OPERATION/SCHOOL CLOSING

Latchkey operates every day the Chardon Local Schools are in session. There is **No Program when schools close for Holidays, Breaks, and Snow/Calamity days**. Latchkey will operate in the event of an early dismissal.

SUMMER PROGRAM

Currently, Chardon does not offer a summer latchkey program. The Chardon Local Schools will continue to explore this option and notify parents if a program will be offered.

SCHOOL YEAR LATCHKEY ENROLLMENT

Enrollment is open to any child who attends Chardon Local Schools grades K-5. Enrollment is limited to ensure a reasonable and safe group size.

Enrollment is open throughout the school year and participation is on an “as need basis. However, if a child has not attended Latchkey for a three (3) week period and we have not received any communication from the parent, we cannot guarantee a space will be available. The Attendance section explains the importance of good communication between parents, the school office, and our staff in such a flexible program as ours.

A registration form must be completed before a child attends Latchkey. After all paper work is completed the parent must let the school office and Latchkey know the child’s attendance directives by **ALWAYS** writing TWO (2) Notes---One for the school office, and One for the Latchkey Staff. A Pre-Payment of Twenty (20) hours (\$80.00) is due on the first day of attendance. Checks should be made payable to Chardon BOE and record the child’s name and Latchkey under MEMO.

REGISTRATION/EMERGENCY FORMS

Latchkey Registration/Emergency Forms are available in the School Office. In order for a child to attend the Latchkey Program, a Parent/Guardian must complete and Sign the Latchkey Emergency/Registration Form, and then return the form to the School Office. If the child is attending the PM Session of Latchkey, the Parent/Guardian is also responsible to communicate the child’s attendance directive in the form of TWO (2) notes—One for the school office, and One for the Latchkey Staff. (Note Forms are available in the Registration Packets).

****Please accurately and carefully complete the areas that pertain to any medical (allergies, bee sting, food, asthma), or child custodial alerts. *Latchkey does “not” have access to any school records (medical, court documents, etc.)**

ATTENDANCE

Good communication between the parent and Latchkey staff is essential for the Safety of your children. The **PM** attendance directive of your child should always be in the form of **Two (2) notes--One for the school office and One for Latchkey Staff.** Parents may personally write “Two” notes or use the convenient **Latchkey PM Attendance Note Form** found in the back of the Latchkey Registration Packet. Latchkey Staff cannot accept phone calls or any requests to cancel a PM attendance note. **We will accept phone calls for emergency purposes to “SEND” the child to Latchkey.** Keep in mind that the elementary school secretary is not Latchkey’s secretary. Failure to communicate properly in the form of two notes forces our staff to take time away from the children in attendance while they call you or the emergency numbers listed on your child’s registration form. We are sure that since you are as concerned about your child’s safety as much as we are, you can understand how important it is for each child to be accounted for each and every day. It is the parent’s responsibility to keep the school office and Latchkey informed of his or her child’s Latchkey schedule.

**** All Notification must be received BEFORE the start of PM Latchkey.**

STUDENT ARRIVAL AND RELEASE

Parents must enter the building and Sign-In their child in the morning and Sign-Out in the afternoon. Parents may designate another responsible adult to pick up the child if **previous authorization** has been supplied to the Latchkey Supervisor. **The Supervisor will require positive identification (ID card with Photo) before releasing a child to any person designated on the Registration/Emergency form. NO child will be released without proper picture identification (Picture I.D.). Parents who have a custodial situation or a restraining order in effect (which restricts a particular family member from contact with a child) must supply Latchkey with copies of the complete court document.**

CHILD CUSTODIAL/COURT ISSUES

Parents who have a custody situation or a restraining order in effect (which restricts a particular family member from contact with a child) **must supply Latchkey with copies of the complete court document.**

**Latchkey does “Not” have access to school records, therefore all communication/court documents/etc. must be personally provided by the parent/guardian to Latchkey Staff.

ACCIDENT/ILLNESS

The following procedure will be followed if your child is injured at Latchkey.

Call 911 (if necessary),
Call parent or person listed on the registration form.
Make child comfortable until medical help/parent arrives.

Should a child feel ill during Latchkey, he will be moved to a safe place to rest away from the other children until the parent arrives. **Parents/Guardians or designated persons from the Registration/Emergency form are required to pick up the injured/ill child within 60 minutes.**

MEDICATION AND MEDICAL ALERTS

Parents must complete and return to Chardon Local School District’s “**Medication Release Form**” for over the counter and prescription drugs administration for Latchkey records before medication can legally be administered by the Latchkey staff. ****There will be no exception made to this policy.** Forms are available on the Chardon Schools web-site or in the school office.

** Latchkey employees receive a school “In-service” for medicine administration for students.

BREAKFAST

The morning Latchkey students have breakfast options. Breakfast will be offered at all elementary schools and is included in the Latchkey Fee, breakfast is only served between 7:30-8:00 a.m. Students may eat their breakfast at home, or they may bring a breakfast from home to Latchkey (**NO Microwavable Items**— Breakfast/Cleanup should be completed by 8:00 am.).

FOOD/SNACKS

The afternoon Latchkey session provides a light snack for **children staying after 4:00 pm**. The snack cost is included in the Latchkey Fee. Snacks such as applesauce, cereal, pudding, cookies, pretzels, popcorn, or chips are served. A drink is also provided. Children with special dietary needs should pack a snack for Latchkey. However, we always have a supply of saltines, or graham crackers available in case a snack is not pack or forgotten.

Please immediately alert Latchkey Staff members if your child has special dietary needs.

HOMEWORK

A homework table is always available at Latchkey both AM/PM. **It is the parent's responsibility to communicate their homework directives to their children.** Staff will encourage children to do homework, but because of staff responsibility, it is not possible to monitor the children's homework progress. A designated ½ hour homework/quiet time will be allotted during the PM Program. Please be sure your child has the necessary supplies for homework assignments.

OUTSIDE ACTIVITIES

Children will play outdoors as much as possible. Please be sure your child is dressed appropriately for the weather (coat, hat, gloves and boots). Your child is welcome to change into play clothes. However, since storage space is very limited, we are unable to keep a change of clothes at Latchkey.

EMERGENCY EVACUATION

In the event of an Evacuation Emergency all Latchkey children will be transported to Chardon Middle School.

Participation of Children with Special Needs in Extended Child Care Programs

The Maple Elementary School "Latchkey Program" provides childcare in a group setting. The Program will make reasonable accommodations for children with special needs. For parents who wish to enroll their children and believe that reasonable accommodation will be necessary for their child's participation, the parents should contact the Director so that this policy may be followed and the child's participation in the Program is not delayed. Enrollment of children who require intense supervision, or one-on-one care may be denied if such supervision would result in a fundamental alteration of the nature of services provided or create an undue hardship on the Program.

When Additional Services are Required?

If the child enrolls, but the Program staff or the child's parents observe that the child's behavior or physical needs put him/her at risk of physical injury to self or others, the child exhibits signs of extreme emotional stress, or that the child's physical/emotional needs cannot be accommodated within the Program without substantial modifications, the Latchkey Director will immediately meet with the child's parents to discuss whether further modifications are possible within the stated mission and goals of the Program. If the child's enrollment continues, the staff and parents will establish a plan for periodic review of the effectiveness of the Program modifications and staff will keep parents advised of the program.

When the Program Cannot Accommodate A Special Needs Child

If reasonable accommodation is not feasible and/or modifications would require a fundamental alteration of the Program, and the staff, including the Latchkey Director agree that, in their best professional judgment it is not in the best interests of the child or the Program to continue providing services for that child, the parents will be notified of the child's withdrawal from the Program and the reasons for withdrawal. Withdrawal will be effective within seven (7) calendar days of the date the Latchkey Director informs the parent that the Program cannot accommodate the child.

Thank you for reading your Parent Handbook. Please address any questions you may have to your Latchkey on site Supervisor.

You may also contact Lauri Zampino, Director at 216-402-8106 or email at lauri.zampino@chardonschools.org. Your input and questions are always welcome.