



Latchkey Registration Packet

2016-2017

LATCHKEY EMERGENCY REGISTRATION FORM

2016-2017 SCHOOL YEAR

ELEMENTARY BUILDING YOUR CHILD ATTENDS _____ **Grade of Student** _____

In order to assure adequate staffing please circle tentative days.

AM Session Days Attending AM M T W R F
PM Session Days Attending PM M T W R F

CHILD'S Name _____
Address _____

Birth Date _____
HOME Phone _____

E-MAIL ADDRESS FOR BILLING PURPOSES _____

Mother's Name _____

WORK Phone _____

Place of Employment _____

CELL Phone _____

Address _____

Father's Name _____

HOME Phone _____

Place of Employment _____

WORK Phone _____

Address _____

CELL Phone _____

LOCAL EMERGENCY CONTACT PERSONS (In the event parents cannot be reached):

Name _____ **Relationship** _____

HOME Phone _____

Address _____

CELL Phone _____

Name _____ **Relationship** _____

HOME Phone _____

Address _____

CELL Phone _____

****MAY WE RELEASE YOUR CHILD TO ANY OF THESE EMERGENCY PERSONS?**

Circle: YES NO

Parents may designate/authorize additional persons to pick up their child from Latchkey by completing the back side form for "Additional Emergency Contacts" form. ****Latchkey staff will require Positive Identification (Picture I.D.) before releasing a child to any unknown person. All Latchkey communication should be in the form of writing TWO Notes (School Office & Latchkey). Note Forms are printed on the last page of the packet (One Note for School Office/One Note for Latchkey).**

CUSTODIAL 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, signed court document.

****In an Emergency, may we transport your child to the nearest hospital for treatment? Circle: YES NO**

Is there any other information we should know? (Allergies (BEE STINGS), Dietary Restrictions, Medications(See Note Below)-Special Medical or Health Care Needs, Behavior, or Emotional Concerns etc.)?**

****Note: Parents MUST complete and return to Latchkey staff the Chardon Local School District's Administration of Oral Medication Release Form BEFORE medication can be administered by the Latchkey staff.**

PARENT'S SIGNATURE _____ **Date** _____

LATCHKEY STUDENT EMERGENCY CONTACT/RELEASE FORM

“ADDITIONAL” LOCAL EMERGENCY CONTACT PERSONS
(IN THE EVENT Parents/Guardian cannot be reached)

CHILD’S Name _____ Birth Date _____
Address _____ Phone _____

ELEMENTARY BUILDING YOUR CHILD ATTENDS _____

ADDITIONAL EMERGENCY CONTACT PERSONS (In the event parents cannot be reached):

Name _____ Relationship _____
Address _____ Home Phone _____
Cell Phone _____

Name _____ Relationship _____
Address _____ Home Phone _____
Cell Phone _____

Name _____ Relationship _____
Address _____ Home Phone _____
Cell Phone _____

****MAY WE RELEASE YOUR CHILD TO ANY OF THESE EMERGENCY PERSONS?**

Circle: YES NO

Parents may designate additional persons to pick up their child from Latchkey if previous authorization has been supplied (by the parent) to Latchkey staff in writing. **Latchkey staff will require Positive Identification (Picture I.D.) before releasing a child to any other person. All Latchkey communication should be in the form of writing TWO Notes (School Office & Latchkey).

LATCHKEY BEHAVIOR/GUIDANCE POLICY

Staff instructors act as limit setters; listening, clarifying and supporting choice making. Positive language and manners are used to communicate limits and provide simple, consistent explanations. An environment structured to help children remember limits is provided. Children are recognized with praise for respecting limits.

By defining our expectations and limits we endeavor 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, you’re 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 bookbags, 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 “Air-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/summer program for the remainder of the school year.

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

Parent Signature _____ Date _____

Child Signature _____ Date _____

LATCHKEY AT A GLANCE

Maple 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 Coordinator.**

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. (Forms are located in the Elementary 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 than 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 Teachers 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

6:15-9:00 = 3 hr (max. charge)

6:30-7:00 = 2 ½ hr

7:01-7:30 = 2 hr

7:31-8:00 = 1 ½ hr

8:01-8:30 = 1 hr

8:31-9:00 = ½ hr

PM

3:30-4:00 = 1/2 hr (min. charge)

4:01-4:30 = 1 hr

4:31-5:00 = 1 ½ hr

5:01-5:30 = 2 hr

5:31-6:00 = 2 ½ hr

6:01-6:30 = 3 hr

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 STAFF NOTE

"PM" LATCHKEY ATTENDANCE MANDATORY NOTE

Child Rides BUS # _____ Teacher's Name _____

Please write TWO (2) Notes: One Note for Latchkey (give to Latchkey) and One Note for the School Office. *Notes are mandated for all schedules.

****PLEASE CHOOSE ONLY "ONE" (1) OPTION! ****

My Child, _____, will attend PM Latchkey for the following:

1. **REMAINDER** of the 2014-2015 School Year on the Following Days.
(Please Circle Days) **M** **T** **W** **R** **F**
2. **WEEK OF:** _____ **M** **T** **W** **R** **F**
(Please Circle Days)
3. **TODAY ONLY:** _____ (Day & Month/Date)

Parent/Guardian Signature: _____ Date _____

PLEASE CUT AND RETURN TO LATCHKEY AND CLASSROOM TEACHER!

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SCHOOL OFFICE NOTE

"PM" LATCHKEY MANDATORY ATTENDANCE NOTE

Child Rides BUS # _____ Teacher's Name _____

Please write TWO (2) Notes: One Note for Latchkey (give to Latchkey) and One Note for the School Office. *Notes are mandated for all schedules.

****PLEASE CHOOSE ONLY "ONE" (1) OPTION! ****

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2. **WEEK OF:** _____ **M** **T** **W** **R** **F**
(Please Circle Days)
3. **TODAY ONLY:** _____ (Day & Month/Date)

Parent/Guardian Signature: _____ Date: _____