

ST. MARY PARISH CATHOLIC SCHOOL
LATCHKEY PROGRAM PHILOSOPHY AND CONTENT

Revised 2/17/09

Purpose

The purpose of the St. Mary Latchkey Program is to provide a wholesome, safe, and healthy environment for St. Mary School students before and after school hours, while working parents are away from home.

Admission

A registration form must be completed before a student will be admitted to the program. Registration form and philosophy and content form can be found at the school website www.stmarysderby.com under school and then under forms. Forms must be brought to the school office.

Student Records

Students enrolled in the program will have a file set up with their records. The following forms will be on file for each student:

1. Enrollment form including emergency numbers and clearance of persons picking up the student.
2. Permission form from parent **and** physician for dispensing prescription and non-prescription medication.

The Latchkey director will keep student records. All files will be kept confidential. Student records will be made available to parents upon request to the director. The director and parents will go through the records together. The director and/or teacher if necessary will explain any questions the parents have.

Planned Activities

Planned activities include reading, homework, small group and individual games or puzzles. Planned supervised physical exercise is also a part of the program, allowing for outdoor activities when weather permits. Snacks provided meet the Diocesan Health and Wellness guidelines.

Schedule for evening latchkey program-note change of ending time as of September 4, 2007

3:20-3:35 PM - Students gather in School Gym	4:00-4:45 PM - Physical activity outside, when possible
3:35-3:45 PM - Dismissal to the Annex	4:45-5:30 PM –Homework or inside activity
3:45-4:00 PM - Check-in and program snacks	

Conduct

General conduct, as outlined in the St. Mary School Handbook, will be observed in the Latchkey program. Discipline will be shown in the form of a verbal reminder of rules. The staff will use positive guidance methods. No corporal punishment will be used for any reason by the staff. If more discipline is needed, the disruptive child will sit in a time-out chair away from the others until the staff and child have discussed the behavior and the child feels he/she can rejoin the group. Continued disruptive behavior by the child may be cause for dismissal.

Days and Hours of Operation

The St. Mary Latchkey program will provide childcare services for students attending **PK - 8th grade**. Due to age and time frame only afternoon PK students with prior permission can use Latchkey.

Hours of operation on days when school is in **regular** session will be:

- 6:30 – 7:30 AM Morning- Held in the School Library
- 3:30 – 5:30 PM Afternoon- Held in the School Annex building (door south of the Pre School)

The afternoon program will **not** be open on days when school is dismissed early.

There will be **no** Morning or Afternoon Latchkey on days when school is not in session.

The program may be used on a full-time basis or on a drop-in basis.

The children's backpacks and sign out book will be in the Annex.

Fees

There will be a non-refundable \$5.00 enrollment fee per **child** each school year, which will be used to purchase start-up supplies. Once the enrollment fee is paid, the parent will be charged only for the time in which the child is in the program for the remainder of the school year.

Latchkey parents will be charged \$3.00 per hour per child. Prorated in 15-minute intervals.

Late Charge -Fifty cents per minute will be added to the latchkey bill when a parent does not notify the director and arrives after 5:30 pm to pick up their child/ren.

Milk will be provided for \$.35 each. These charges will be added to the latchkey bill.

Payment

A statement will be sent home with your child or mailed once a month. Payment is due on the **15th** of each month. If the account is not current by the end of the month the child will not be allowed to attend latchkey **until the account is current.**

Checkout

In the afternoon, when parents or designated authority pick up their child/ren, they must check the child/ren out of the program by signing the register. A clock will be by the checkout register. This clock will determine any fees charged.

(Please keep this informational sheet with other important school documents)

ST. MARY CATHOLIC SCHOOL LATCHKEY REGISTRATION FORM

Parent's Names: _____

Student Names: _____

Home Address: _____ City, Zip: _____

Home Phone: _____

Mother's Work Phone: _____ Cell Phone: _____

Father's Work Phone: _____ Cell Phone: _____

Person/s to contact in case of emergency:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

AUTHORIZATION FOR PERSONS OTHER THAN PARENT TO PICK UP YOUR CHILD FROM LATCHKEY:

Persons authorized to pick up child/ren:

<u>NAME</u>	<u>PHONE #</u>
_____	_____
_____	_____
_____	_____

Medications your child may take (i.e.: inhaler, allergy):

Any other medical situations needed to be known by caregiver (i.e.: seizures, asthma attacks, etc.)

Morning Session: Yes _____ No _____

Afternoon Session: Yes _____ No _____

Afternoon & Morning: Yes _____ No _____

Milk: 35¢ Yes _____ No _____

Parent's Signature: _____

Date: _____

(Please return this sheet with your deposit to the school office. Mark the envelope "Latchkey")