

**ST. MARY PARISH CATHOLIC SCHOOL**  
**LATCHKEY PROGRAM PHILOSOPHY AND CONTENT**

*Revised 8/19/11*

**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](http://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**

3:45-3:55 PM - Students gather in Commons  
3:55-4:15 PM - Check-in and program snacks  
4:15 PM - Dismissal to the Library

4:15-5:00 PM - Physical activity outside, when possible  
5:00 -5:30 PM –Homework or inside activity

**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 **K - 8<sup>th</sup> grade**. Hours of operation on days when school is in **regular** session will be:

- 6:30 – 7:30 AM Morning- Held in the School Library
- 3:45 – 5:30 PM Afternoon- Held in the School Library

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 Library.

**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. Pro-rated 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 children.

Milk will be provided for \$.40 each. These charges will be added to the latchkey bill.

**Payment**

A statement will be mailed, or e-mailed once a month. Payment is due on the **15<sup>th</sup>** 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:

**NAME**

**PHONE #**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

How would you like to be billed? E-mail \_\_\_\_\_ Mail \_\_\_\_\_

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: 40¢ Yes \_\_\_\_\_ No \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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