



Where Children Succeed



Warren Consolidated Schools

Latchkey Program

Parent Information

2011-12

updated September, 2011



Latchkey Program



- All 15 elementary schools will operate a morning latchkey session from 6:30am until the start of school.
- PM latchkey sessions will operate in 6 elementary schools (*Angus, Fillmore, Green Acres, Jefferson, Wilkerson, Siersma*) from the end of the school day until 6pm.
- K-5 students attending: *Black, Cromie, Harwood, Hatherly, Holden, Lean, Susick, Wilde, or Willow Woods* and are registered for Latchkey will be transported by WCS buses to the PM Latchkey schools.

Latchkey Program



- **The site supervisor and caregiver(s) have assigned duties to promote a safe and pleasant latchkey session**
- **Students will participate in organized activities during latchkey hours and a weekly activities schedule will be posted for parents**
- **School rules and the WCS Code of Conduct are in effect during Latchkey hours**

Parent Responsibilities



- **Please make sure all phone numbers are up-to-date (cell, work, home, emergency contacts).**
- **Please inform the Latchkey secretary of any change in your e-mail address.**
- **Please ask your Latchkey Staff for Latchkey room phone numbers.**
- **Please make sure your child knows his/her latchkey schedule; it is important that your child's teacher knows your child's latchkey schedule.**
- **Review the new PM latchkey procedures with your child. Your child is not to get off the latchkey bus until the Site Supervisor arrives.**
- **To avoid a disruption in latchkey services, please pay your bill on time; if you need assistance, do not hesitate to contact Albina Meyer or Karie DeBerry.**

Latchkey Registration



- Registration is only accepted “on-line” via district webpage: www.wcskids.net/latchkey.
- “Paper” registration forms will no longer be used or accepted.
- Must have a valid e-mail address to register; all e-mail changes must be reported to Karie DeBerry, Latchkey secretary. Failure to maintain a valid e-mail will result in a discontinuation of latchkey services.
- Outstanding balances must be paid in full prior to Registration and before you may begin to use Latchkey services.

Registration Process



STEP 1:

- Complete the on-line application;
 - a. you will be prompted to list the days you will be needing AM and/or PM Latchkey
 - b. Registration/Supply fee is the only amount you will be charged at this time
- An e-mail confirmation will be sent to you after the on-line registration application is completed. If you have an outstanding balance, you will be contacted to pay the full amount in order to utilize latchkey

STEP 2:

- Download, print and complete the “Required Forms”; bring these forms to your home school’s AM latchkey caregiver the first day your child attends latchkey.
- You will receive a PIN NUMBER for signing your child(ren) in and out of latchkey.

***** You are welcome to use our computers in the main hall at the Administration Building**

Registration Timelines



Attendance in latchkey will begin 3 business days following the completion of online registration.

LATE START MONDAYS: Students must be registered to attend AM Latchkey on Mondays. The daily rate will apply. The 45 minute “no charge” portion of latchkey has been discontinued.

Latchkey Fees



- **Non-refundable Registration/Supply Fee : \$40.00/student**
- **No Family Discounts**
- **Daily Flat Rate: \$7.00 per session per student**
- **Half-day Latchkey Flat Rate: \$15.00 per half day session**
 - a. **No school lunch program offered**
 - b. **Early sign-up is required to avoid an additional charge: \$5.00**
 - c. **“No shows” to latchkey will result in the \$5.00 charge**
- **Late Fee will be applied to your monthly statement for children picked up after 6pm: \$10/ten minute increments**
- **Failure to Sign-Out on Key Pad Fee: \$10 per incident**
- **Late Payment Fee: \$10 .00 will be charged on the 21st of the month**

Payment Policy



- **Bills will be sent electronically to your registered e-mail address. Please maintain a current e-mail address and notify latchkey secretary of any changes.**
- **All payments are due on the 20th of the month.**
- **All payments are made on-line; no cash or paper checks will be accepted.**
- **Families who qualify for DHS reimbursement are to contact Karie DeBerry, Latchkey Secretary for more information.**

Late Payment Policy



- **Late Payment Fee: \$10 .00 will be charged on the 21st of the month.**
- **If at the end of the month the bill is not paid in full, then latchkey services will be discontinued. Latchkey services will begin when payment is posted.**
- **Repeated late or non-payments will result in permanent discontinuation of Latchkey services. Any outstanding balances will be turned over to a collections agency.**

Latchkey Identification Badge



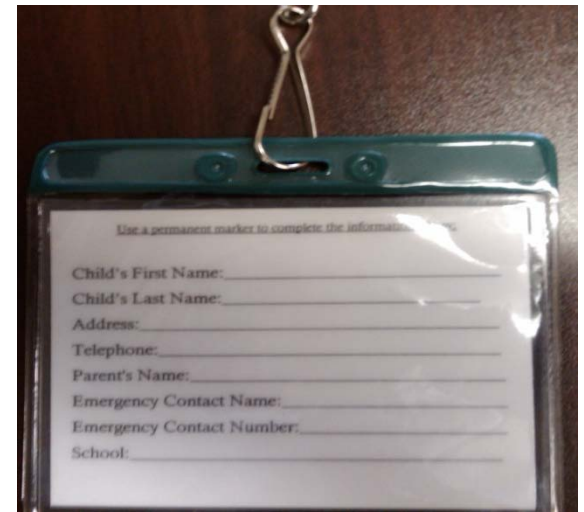
- **Students who are registered for PM Latchkey will receive a Latchkey ID Badge with a break-away lanyard from their Site Supervisor.**
- **Students going to PM Latchkey must wear their ID Badge on the bus and at PM Latchkey.**
- **Parents are required to notify the AM Latchkey staff during sign-in if the child is to attend PM Latchkey.**
- **Parents who do not use AM Latchkey are to notify in writing to the classroom teacher if the child is to attend PM Latchkey.**
- **\$5.00 Replacement cost for lost ID Badges and Lanyards.**



PM Latchkey ID Badge and Lanyard



FRONT OF ID BADGE



BACK OF ID BADGE

Sign-In and Sign-out Procedures



- Parents will receive a **PIN** NUMBER from the site supervisor when they turn in their “required forms” (STEP 2). The PIN NUMBERS allow parents to sign-in/out their children on the PIN PAD located next to the latchkey computer.
- Parents will sign-in their child(ren) at AM Latchkey using the pin pad.
- The AM Site Supervisor will sign-out each child at the end of the morning session using the pin pad.
- The PM Latchkey Site Supervisor will sign-in students using the pin pad.
- Parents will sign-out their child(ren) at the end of PM session using the pin pad.

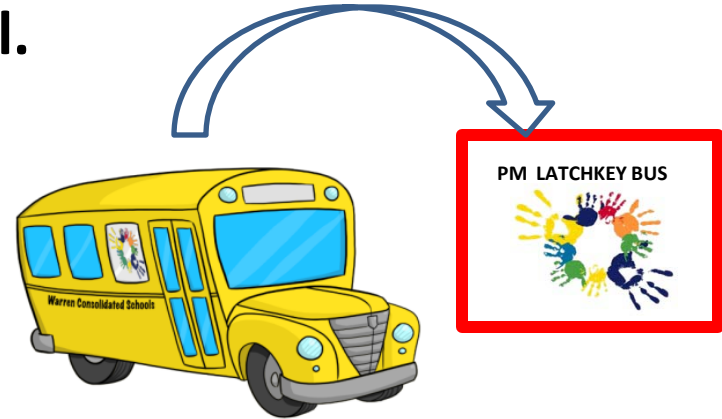


Dismissal and Bus Ride



- Students will put on their ID Badge and line up in the Latchkey Bus line at their home school. The location will be communicated to students on the first day of school.

- Students get on the Latchkey Bus

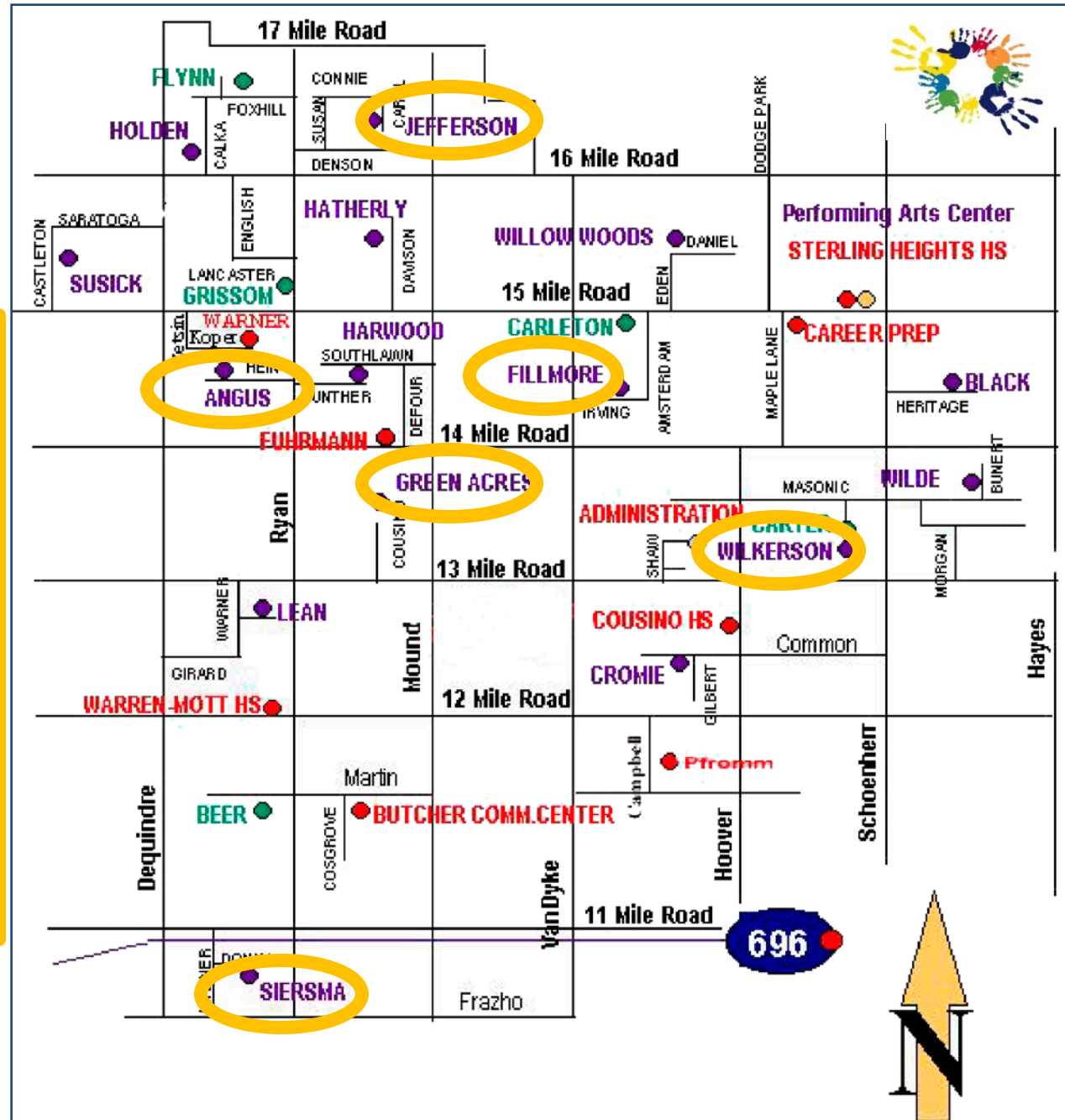


- Students are to follow the directions of the bus driver. The bus driver may have Latchkey students sit in an assigned area.
- Students will NOT be dismissed from the bus until the PM Site Supervisor meets them at the designated drop off location.



PM LATCHKEY

- Cromie & Wilde → WILKERSON
- Black & Willow Wds → FILLMORE
- Hatherly & Holden → JEFFERSON
- Lean → GREEN ACRES
- Harwood & Susick → ANGUS
- SIERSMA stays at SIERSMA





What if my child (who is registered for Latchkey) misses the afternoon bus?

- 1. Student should report to the MAIN OFFICE.**
- 2. Office staff will contact TRANSPORTATION to arrange transportation to the PM Site.**
- 3. Office Staff will call the PM Site Supervisor and Child Care Facilitator, Albina Meyer, and Parent to notify them the student missed the bus.**
- 4. Office staff will help the student get on the bus.**
- 5. PM Site Supervisor will meet the student when the bus arrives.**



Will I be charged if I arrive at the PM Latchkey site before the Latchkey bus?

NO charge will be applied if you pick up your child prior to the PM sign-in. Once the Site Supervisor signs-in your child using the Key Pad, the charge will be applied.

Please wait for the Site Supervisor to assist you.

You will be required to sign your child out on an “early pick up” form.

Late Pick Up Policy



- **Latchkey sites close at 6:00 PM.**
- **If a child is not picked-up by closing time, regardless of weather conditions, a late charge will be assessed at a rate of \$10.00 per child for every ten minutes beyond 6pm.**
- **If after 6:10 p.m. the child has not been picked-up, the caregiver will contact the person whom you have designated on the emergency card to arrange for pick-up.**
- **The police will be called if the child has not been picked-up by 7:00 PM.**

Half Day Procedures



PM Latchkey services will be provided on all half days of school.

Parents are required to sign up two weeks prior to the half day of school.

Site Supervisors will post a sign up sheet in the latchkey room.

No hot lunch service is offered. All students must bring a cold lunch and drink.

Late sign-up or failure to sign-up will result in a \$5.00 charge

“No shows” to latchkey will result in a \$5.00 charge

Discipline Policy



Our caring, concerned staff promotes good behavior of all students by planning with them many interesting activities. When a problem occurs, the staff uses positive methods of discipline, and cooperation.

- **Redirection and discussion of feelings regarding the specific problem that occurred are two of the methods used.**
- **Inappropriate behavior will be brought to the attention of the parent picking up the student. In some situations, the parent may be contacted by telephone either at home or work.**
- **Chronic disruptive behavior will be dealt with in writing. An incident report will be given to the parent/ guardian; then a meeting with the administrator and the parent will be arranged.**
- **Repeated and/or extreme behavioral issues will result in dismissal from the program at the sole discretion of Warren Consolidated Schools.**

Emergency/Crisis Procedures



Fire: Staff will lead students to designated safe zone away from the school. Emergency procedures will be followed.

Severe Weather: Staff will lead students to designated safe locations in the school. Emergency procedures will be followed.

Lock Down: Staff will follow emergency procedures.

In the event of an emergency requiring evacuation from the building:

Staff will move children to a safe temporary location away from the building. Site Supervisor and caregivers will follow district emergency procedures.

Medication Policy



WCS latchkey staff will dispense medication to a child only when the following conditions exist:

- **A medication form signed by the doctor and the parent or guardian must be on file**
- **Medication is in its original container, labeled with dosage amount and additional directions**
- **There is another adult to witness the dispensing of the medication**
- **Any medication that has been dispensed will be logged on a medication form listing date, time, dosage amount, and witness signature.**
- **Staff may not give any child over-the-counter medications without a medication form signed by the doctor and parent**

Special Health/Medical Needs Policy



- **Parents are to report specific health/medical needs in the online registration form and directly to the latchkey staff to plan appropriately for the child.**
- **Staff should contact Albina Meyer to schedule a planning meeting with the parents, latchkey staff and WCS nurse for special medical conditions (eg. Diabetic care, asthma, nut/tree allergies, etc).**
- **Parents are to provide a photo of their child for the latchkey health record/plan that will be maintained in the latchkey binder.**
- **Student ID Badge may be tagged with a special sticker to inform staff of special health/medical needs.**

School Closing Procedures



If Warren Consolidated Schools district is closed due to inclement weather then Latchkey is closed. Eg. If WCS has a “snow day” then Latchkey is also closed.

Listen to local TV or radio stations for news. School closings will be posted on the district webpage at www.wcskids.net

If after-school and evening district activities are cancelled, Latchkey will close at its regularly scheduled time of 6pm.

Dismissal from Latchkey Program



The following circumstances will result in your child(ren) being dismissed from our care:

- *Failure to pay for services*
- *Excessive number of late pick-ups (after 6:00 p.m.) of your child*
- *Failure to maintain current phone numbers and e-mail address*
- *Failure to notify teachers or latchkey staff of PM Latchkey schedules or deviations from schedule*
- *Failure to sign-out child from latchkey using the key pad*
- *Failure to follow latchkey policies and procedures*
- *A child who intentionally physically harms another student or staff member*
- *A child who does not adjust to behavioral recommendations as found in our discipline policy*

Special Note:

A child suspended from school will not be permitted in the latchkey program for the duration of the suspension.

Latchkey Staff



- **Facilitator: Albina Meyer 586-698-4425**
- **Secretary: Karie DeBerry 586-698-4428**