

LATCHKEY PARENT HANDBOOK

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MRS. KATHY MORONEY

DIRECTOR OF EARLY CHILDHOOD

Fraser Latchkey Locations

Disney Elementary:

36155 Kelly Road, Clinton Township, MI 48025

Phone: (586) 439-6400 - EXT 6450

Edison Elementary:

17470 Sewell, Fraser, MI 48026

Phone: (586) 439-6500 - EXT 6599

Eisenhower Elementary School:

31275 Eveningside Drive, Fraser, MI 48026

Phone: (586) 439-6600 - EXT 6699

Emerson Elementary:

32151 Danna, Fraser, MI 48026

Phone: (586) 439-6700 - EXT 6799

Salk Elementary School:

17601 Fifteen Mile Road, Clinton Township, MI 48035

Phone: (586) 439-6800 - EXT 6899

Twain Elementary:

30601 Calahan Road, Roseville, MI 48066

Phone: (586) 439-6900 - EXT 6999

Welcome to the Fraser Public Schools Latchkey Program!

Our program has been organized to provide before and after school care for our Fraser students in grades K-6. We are excited about the prospect of caring for your child.

Our Purpose

The Latchkey program is designed to provide top quality, reliable childcare before and/or after school throughout the school year. Our program offers a variety of activities including: homework help, free choice time, arts and crafts, reading, games, and a light snack in the afternoon, all in a friendly, safe environment.

This policy handbook is presented to all our Latchkey families. It will explain the basic operation and logistics of the program. We are open to any suggestions or comments to help improve or benefit the Latchkey program, please call the Director of Early Childhood, at 439-7605 or email at katherine.moroney@fraserk12.org. We look forward to working with your family.

Policies and Procedures

Latchkey Morning:

During our morning hours, **7:00 a.m. - 8:30 a.m.**, children will participate in a variety of games, reading, or preparing for the day. Ipad use is at the discretion of the latchkey staff. Students will be released to eat breakfast or to their classrooms when the bell rings.

Latchkey Afternoon:

During our afternoon hours, **3:30 p.m. - 6:00 p.m.**, students will participate in a variety of activities. Once attendance is taken, students will receive a healthy snack and be provided with opportunities for homework assistance, play time, crafts and more. Ipad use is at the discretion of the latchkey staff.

Registration Requirements:

Registration Fee: \$50 per family NON-REFUNDABLE

Registration is available online only. Please go to Fraser Public Schools' website, under programs, click on latchkey. You will see a link "Click here to register online."

A valid email address must be provided to register. This email address must be for the responsible billing party, as invoices will only be sent electronically.

Once online registration forms are processed, a family PIN # will be generated to sign your child in and out of latchkey. This process can take up to two days once the registration forms are received. Latchkey personnel will provide the PIN to the parent/guardian.

Registration will continue throughout the school year providing enrollment does not exceed the limit established by the State of Michigan licensing regulation.

Children must be registered to use latchkey. We reserve the right to automatically register a child in latchkey when latchkey services are used, and a signed emergency use form is on file. The registration fee and all other fees for services will be included in the invoice sent to the parent/guardian.

Rates:

Before School: \$5.00 flat rate per child/day

After School: \$4 flat rate per child for services within (1) hour;
\$7 flat rate per child for services beyond (1) hour.

Half day/Early Release: \$15 flat rate per child. If only the morning service is used, a \$5 flat rate per child will be charged.

Your child must be pre-registered to attend on half days and early release days. Please see a latchkey staff member to reserve your child's spot.

- **Payments:**

You will be billed bi-weekly. Payments are due upon receipt of your bill or due date listed on the invoice. **Payments must be made by the due date. Failure to do so may result in my child being excluded from the program until payment is made in full. A \$10 late fee may be added to my bill. Prepayment or automatic withdraw plan may have to be established before latchkey services are used.**

Once you receive your invoice by email, select the “**click Here to pay**” link to make your payment.

The image shows a screenshot of an email invoice. The email header includes 'To: jalexander@aol.com' and 'Subject: Invoice'. A blue button with a red border says 'CLICK HERE to pay your bill online!'. Below the header is a table of invoice items:

08/01/2006	Summer Program	Zach	Preschool 5
08/01/2006	Activity Fee	Zach	Karate 2 Day

At the bottom right of the invoice, a box shows 'Current Totals' with a value of '\$245.50'.

Overlaid on the right side of the screenshot is a 'Credit Card Information' form with a red border. The form contains the following fields:

- * Card Holder Name: Kevin Alexander
- * Card Type: Visa
- * Card Account Number: 5454545454545454
- * Expiration Date: 04 / 12
- * Payment Amount: \$245.50
- Credit Card Billing Address -- edit if different:
 - * Address: 654 Walnut Street
 - City: North Wales
 - State: PA
 - * Zip: 19385
 - Email: alexkm@aol.com

DHS Payments:

If your family qualifies for financial assistance through DHS, please contact the business office at: 586-439-7038

Late Arrival Fees:

The latchkey program is licensed until 6:00pm. By 6:02 p.m., if we have not received a notification from a parent and no provisions have been attempted to pick up your child, the following procedures will be implemented:

1. The parent will be called.
2. The person (other than parent) identified on the emergency card to be notified in an emergency situation (when parent is not available) will be notified.
3. If that emergency person is unavailable, the other names on the emergency card will be called. Please provide the caregivers with phone numbers for all persons listed on the emergency card.
4. **If we are unable to contact anyone whose name appears on the emergency card by 6:30 p.m., we must contact the police department.**

PLEASE MAKE SURE EMERGENCY CARDS ARE KEPT UP TO DATE

- **A late charge of \$10.00 per ¼ hour (15 minutes) will be added to your bill for each child. A child may be dropped from the program following the second late pick-up.**

Attendance:

Weekly attendance records will be kept for each child. Parents log in and out on the computer or the attendance sheet provided at your program location. A parent or designated person must be with the child upon arrival and departure.

Emergency Information:

There will be an information card on file in the Latchkey room for each child enrolled in the program. The cards should include the following information:

- Child's name, address and phone number
- Parent's name, address and phone number(s) home and work
- Doctor's name, address and phone number
- Names and phone numbers of all persons authorized to pick up the child in an emergency situation. We will ask for picture identification for your child's safety and our protection.
- Any medical conditions that need to be addressed

Parents are required to keep the latchkey personnel informed of any changes on the emergency cards.

Exclusion/Illness Policy

Children with signs of illness such as a temperature, vomiting, or diarrhea should be kept home to insure the health and well being of others. Staff reserves the right to refuse admittance to any child who appears ill. If your child develops a contagious disease or rash of any kind during the school year, please call your child's school. It is mandatory for us to report these illnesses to the Macomb County Health Department on a weekly basis.

If children become ill while in our care, the child will be separated from the group to prevent further spread of the illness to other children. Parent or emergency contact person will be required to immediately pick up the child. The child will be made comfortable and will be adequately supervised until picked up by the parent.

Children, staff, and volunteers cannot be present and will be excluded if any of the following exist:

- Fever of 100 degrees- (must be fever free for 24 hours without the aid of fever reducing medication in order to return to care)
- Diarrhea- (must be symptom free for 24 hours without the aid of fever reducing medication in order to return to care)
- Rash

- Communicable diseases (such as chicken pox, measles, lice, ringworm, pinkeye, scabies....etc)
Rash and communicable diseases (such as the ones listed above) will require documentation from a physician that you are clear to return to school.

Emergency Procedures

Small bumps, cuts and injuries: Basic first aid will be performed. Cuts will be washed and bandaged. Bumps will have ice applied to them.

Parents will be notified with an Ouch Report at the end of the day. Please sign and return.

Larger bumps, cuts and injuries: Basic first aid will be performed. Cuts will be washed and bandaged. Bumps will have ice applied to them.

Parents will be notified with a phone call & an Ouch Report at the end of the day if child is staying at school. Please sign and return.

Serious injury/Incident: First aid and/or CPR will be performed. 911 will be called if warranted. Parent/guardian will be contacted. If the parent /guardian is not available, the person listed on the emergency card will be called. An incident of this nature would include but is not limited to head injuries, injuries requiring medical attention, allergic reactions, seizures, asthma attacks, fever, vomiting child...etc. Incident report will be filled out. Please sign and return.

Emergency Closure or Evacuation: Parents or emergency contacts will be contacted to pick up their student as soon as possible. If necessary, students will be bused to a nearby school. Parents will be informed immediately with an email and/or a phone call.

Tornado/Fire: Students will be escorted to designate areas. Parents will be contacted by email & a phone call through school messenger.

School Closure (Extreme weather, building problems): If any of Fraser Public Schools are listed as closed on the radio or television then the Latchkey Program in that building will also be closed.

Dismissal:

No child will be dismissed from the Latchkey program without the parent or authorized person signing the child out. Court documentation must be on file with the school and Latchkey in order to deny release to biological parents. It is up to the discretion of Latchkey personnel to withhold the release of a child to an authorized person if it is strongly suspected the said person is under the influence of a controlled substance such as alcohol or drugs.

Parents are required to escort their child to and from the building.

Outdoor Policy:

Students may go outside, weather permitting. Please send appropriate outdoor wear.

Discipline:

Positive reinforcement will be used to encourage appropriate behavior. Parents will receive daily behavior reports for those students who struggle with unacceptable behavior. Incident/behavior reports will be filled out when the child fails to follow latchkey rules

Failure to follow Fraser Public Schools' Code of Conduct could result in a temporary suspension from latchkey or dismissal from the program.

Withdrawal Policy

If latchkey personnel feel that your child should be withdrawn from the latchkey program, a meeting will be scheduled for a determination to be made.

The following circumstances may also result in your child being dismissed from our program:

- Failure to pay for services in a timely manner.
- Returned Checks.
- Failure to sign your child in or out of the program on a daily basis.

- Dropping off a child prior to the program's designated starting time and leaving them in an unsupervised situation.
- Chronic late pick-ups.
- Failure to complete the child information card or other forms at time of registration.
- Continual behavior or language that is disruptive to others, dangerous, destructive and/or disrespectful to other students or staff. Please refer to School Code of Conduct.
- Parent behavior or language that is dangerous, destructive and/or disrespectful to staff.
- We reserve the right to an immediate disenrollment due to unforeseen circumstances.

Licensing Notebook

As required by the State of Michigan, Fraser Public Schools Latchkey Programs, maintains a licensing notebook that is available, upon request, for your review any time during normal business hours.

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans since May 28, 2010.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Please sign below to indicate that you have been informed of the availability of our licensing notebook and that you understand that you may request it at any time during our normal business hours.

Automatic Payment System (EZ-EFT)

Please complete this form if you would like to participate in the automatic payment system and return it to the Business Office. This will pre-authorize your payment at no additional cost.

**Sign up for EZ-EFT
Automatic Latchkey Payments**

I hereby authorize my financial institution to make periodic payments on my behalf from the checking or credit account listed below and transfer it to the latchkey account.

Child(ren) names:

I understand that I am in full control of my payments, and I will notify the Business Office to make any adjustments, discontinue this service, or change my credit card or bank account.

Name _____

Address _____

City _____

State _____ ZIP _____

Signature _____ Date _____

_____ Credit Card Charge

_____ Visa

_____ MasterCard

_____ Discover Card

_____ Checking Account

_____ Account Number

_____ Credit Card Number

_____ Routing Number
(or attach voided check)

_____ Expiration Month/Year

Name on Account _____

PLEASE SIGN AND RETURN TO LATCHKEY

Child(ren) Names

Latchkey Program Agreement

Please initial that you have read all of the following statements and return it to the office. This form can also be found in the Parent Handbook.

_____ I understand that the payment is due by the due date stated and invoices are sent every two weeks.

Failure to make payments in a timely manner may result in my child being dropped from the latchkey program.

_____ I understand that if my payment is late a \$10 late fee may be added to my bill. Prepayment or automatic withdraw plan may have to be established before latchkey services are used.

_____ I understand that if I am late picking up my child I may be charged a \$10.00/child late fee for every 15 minutes I am late. After 2nd late pickup, my child could be dropped from the program.

_____ I understand I will make the latchkey staff aware of any changes with phone numbers, addresses, e-mail address and information pertaining to my child.

_____ I understand I must provide local emergency contact information.

_____ I understand the illness policy, which includes a child being fever/diarrhea/vomit free for 24 hours without medication before returning to latchkey.

_____ I have made the latchkey staff aware of any allergies, medications and special needs that my child may have.

_____ I understand the withdrawal policy, which includes a child following the school code of conduct. A child could be suspended or dropped from the program if continual behavior or language is disruptive to others, dangerous, destructive and/or disrespectful to other students or staff.

_____ I am being made aware of a Licensing Notebook. I understand that this notebook will be available for parents to review during regular business hours.

_____ I understand that all latchkey employees have been cleared through D.H.S. Central Registry and through the Michigan State Police Criminal Clearance Program.

_____ I have read the Parent Handbook found on Fraser Public School's website under Latchkey: and I agree to the policies described within it. (You may also view the handbook at the latchkey site)

Parent/Legal Guardian Name: _____

Signature: _____

Date: _____