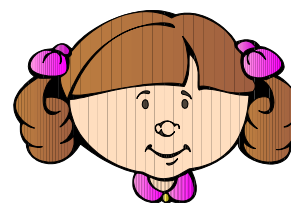


South Lake Schools
Latch Key Information for Parents
2017-2018

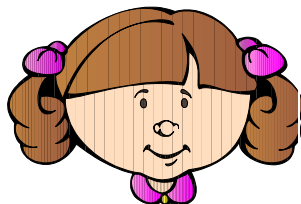


- Payment Agreement (2 copies – one to keep & one to return)
- Latch Key Rate Schedule and Information Relating to the Program – For you to keep.
- Latch Key Registration Form – Please fill out and return to Latch Key Supervisor.
- Playground Safety Form & Parent Notification of Licensing Notebook Requirements – Please sign (2 places) and return to Latch Key Supervisor.
- Movie Permission Form – Please sign and return to Latch Key Supervisor.
- Koepsell Behavior Form – Please sign and return to Latch Key Supervisor.
- Exclusion Policy for Child Illnesses – For you to keep.
- Child Information Record - Please fill out and return to Latch Key Supervisor or initial last year's if correct.

SOUTH LAKE SCHOOLS DOES ACCEPT PAYMENTS FROM THE DEPARTMENT OF SOCIAL SERVICES THIRD PARTY PAYMENTS FOR LATCH KEY FEES. WHATEVER IS NOT PAID BY DHS IS THE RESPONSIBILITY OF THE PARENT. THE DISTRICT DOES NOT ACCEPT ANY OTHER THIRD PARTY PAYMENT ARRANGEMENTS.

PAYMENT OF LATCHKEY BILLS IS EXPECTED NO LATER THAN THE END OF THE WEEK THAT THE CHILD(REN) ATTENDS LATCHKEY. IF PAYMENT IS NOT RECEIVED WITHIN TWO WEEKS, THE CHILD(REN) WILL NOT BE ALLOWED TO RETURN TO THE LATCHKEY PROGRAM UNTIL THE BILL IS PAID TO DATE.

PERSONAL CHECKS RETURNED FOR LACK OF FUNDS OR CLOSED ACCOUNTS WILL RESULT IN FUTURE PAYMENTS FROM THE PARENTS/GUARDIAN REQUIRED TO BE MADE IN CASH OR MONEY ORDERS.



If you plan to claim your child care on your income tax, please keep your weekly receipts as no other record will be provided.

**Latchkey Payment Agreement
2017-2018**

I understand that I am required to pay my latchkey bill NO LATER than the end of the week my child(ren) is(are) in Latch Key. Parents are responsible for looking over their bills weekly to ensure accuracy. If payment is not received within two weeks, the child(ren) will NOT be allowed to return to the Latchkey program until the bill is paid to date.

Personal Checks returned for lack of funds or closed accounts will result in future payments from the parents/guardian required to be made with cash or money orders.

I have read this agreement and will agree with it.

(signature)

(date)

**Latchkey Payment Agreement
2017-2018**

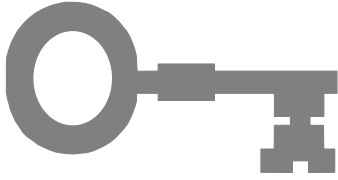
I understand that I am required to pay my latchkey bill NO LATER than the end of the week my child(ren) is(are) in Latch Key. Parents are responsible for looking over their bills weekly to ensure accuracy. If payment is not received within two weeks, the child(ren) will NOT be allowed to return to the Latchkey program until the bill is paid to date.

Personal Checks returned for lack of funds or closed accounts will result in future payments from the parents/guardian required to be made with cash or money orders.

I have read this agreement and will agree with it.

(signature)

(date)



SOUTH LAKE SCHOOLS

Latch Key Rate Schedule – 2017-2018

Latch Key is a child care program for K-5 students from 7:00 a.m. - 8:10 a.m. and 3:10 p.m. – 6:00 p.m. South Lake School District reserves the right to cancel Latch Key service in whole, or a portion of the day, due to lack of enrollment. A 14-day notice to parents will be given if such action is taken.

Fees (are billed in 30 minutes time slots beginning on the hour and half hour):

For first child in family:

**\$2.20 for each 30 minute time slot from 7:00 a.m. to 8:00 a.m. and,
\$0.75 from 8:01 a.m. to 8:10 a.m.**

**\$1.45 from 3:10 p.m. to 3:30 p.m.
\$2.20 for each 30 minute time slot from 3:31 p.m. to 5:30 p.m.
\$3.35 from 5:31 p.m. to 6:00 p.m.**

For additional child in the same family:

**\$1.50 for each 30 minute time slot from 7:00 a.m. to 8:00 a.m. and,
\$0.50 from 8:01 a.m. to 8:10 a.m.**

**\$1.00 from 3:10 p.m. to 3:30 p.m.
\$1.50 for each 30 minute time slot from 3:31 p.m. to 5:30 p.m.
\$2.40 from 5:31 p.m. to 6:00 p.m.**

\$35.00 Non-refundable supply fee (per student)

Half day and early dismissal sessions will be charged by 30-minute time slots.

\$2.20 for the first child and \$1.50 for each additional child

\$11.15 For each 15-minute period past the pick-up time of 6 p.m. (for the first child) and \$2.45 (for each additional child).

If by 6:30 p.m. the parent has not called with alternate arrangements, no other authorized adult has arrived, and neither the parent nor authorized adult can be contacted by telephone, the police will be called.

A check in the amount of \$35 per student, for a non-refundable supply fee, and completion of a payment agreement, registration form, and emergency information form, are required to sign up. For questions please call:

Avalon School
20000 Avalon Avenue
435-1030

Elmwood School
22700 California
435-1130

Koepsell Education Center
21760 Raven (Eastpointe)
435-1530

SOUTH LAKE SCHOOLS
LATCH KEY PROGRAM
2017-2018

1. Purpose of the Latch Key Program

To provide child care supervision for children whose parents are working or who otherwise are not at home immediately before or after regular school hours, on a scheduled basis.

2. Eligibility of Students for Latch Key Service

Students enrolled at Avalon, Elmwood, or Koepsell Schools, in grades K-5, and toilet trained are eligible to be registered with the Latch Key Program. Only students who have been enrolled by their parent or legal guardian personally will be admitted to the Latch Key facilities. Parents who have not previously enrolled their children during the current year should pick up a registration packet in the Avalon, Elmwood, or Koepsell School Latch Key Office.

3. Supervision

An adult supervisor, employed by South Lake Schools, will be in charge of the daily operation of the Latch-Key Program. The supervisor is directly responsible to the principals of Avalon, Elmwood, and Koepsell Schools. The caregiver to participant ratio is not to exceed 1 to 18.

4. Location and Facility

The gymnasium or multipurpose room at Avalon, Elmwood, and **Koepsell Schools (a.m. only, p.m. - students will be bused to Avalon)** has been assigned to the Latch-Key Program before and after school hours. Facilities will include:

- A. Lavatory Facilities
- B. Limited playground equipment
- C. Books and games
- D. Telephone communication
- E. Table and chairs

5. Activities

The Latch Key Program is organized by adult supervisors to provide students with enrichment and physical activities, experiences with arts and crafts, study and reading time, and time to interact with other students. Activities will be geared to the interests and abilities of participating children and will always be supervised.

6. Discipline

School rules will be followed and be consistent with the Student Conduct Code as described in the Elementary Student Handbook. Special Latch Key Rules will be reviewed with the students. When time-out is used as discipline, the guideline of one minute per year of child's age is suggested as a minimum standard.

7. Parent or Guardian Responsibility

- A. Each student must be personally enrolled by the child's parent or legal guardian. Registration shall consist of filling out a registration form and an emergency information form containing information the supervisor will need to effectively supervise the child or contact the parent in the event of an emergency and to keep this information current.

- B. In case of absence, each parent/guardian must personally notify the Latch Key supervisor or the School Office for each day the child is scheduled to attend the Latch Key Program.

Avalon Latch Key Supervisor 435-1030

Avalon School Office 435-1000

Elmwood Latch Key Supervisor 435-1130

Elmwood School Office 435-1100

Koepsell Latch Key Supervisor 435-1530

Koepsell School Office 435-1500

- C. Children enrolled in the morning program **must be escorted to** the Latch Key room and signed in by their parent or legal guardian.
- D. Sick children are not to attend the Latch Key Program.
- E. After school, each parent or guardian **must personally come** to the Latch Key room to sign out and pick up their children. **No child will be permitted to leave alone.**
- F. Students registered in the after-school program are expected to be picked up by their parent by 6:00 p.m. However, if for any reason a parent is delayed and cannot reach the school by 6:00 p.m., a call should be made to the Latch Key supervisor. **An overtime fee for each additional 15 minutes beyond 6 p.m. of \$11.15 (for the first child) and \$2.45 (for each additional child) will be assessed. If by 6:30 p.m.** the parent has not called with alternate arrangements, no other authorized adult has arrived, and neither the parent nor authorized adult can be contacted by telephone, **the police will be called.**
- G. Students shall not bring game boys, advanced game boys, IPODs, CD players, cell phones, or other electronic devices to latchkey.
- H. Parents are expected to reinforce the rules of student behavior with their children. Disruptive or unmanageable children will be excluded from the program upon recommendation of the supervisor.
- I. Parents are encouraged to ensure that their children have had breakfast before attending the morning program or one may be purchased. Students may bring an after-school snack from home or one will be provided between 3:30 and 4:00 p.m.
- J. **Payment for Latch Key is expected no later than the end of the week services are provided.** Parents are responsible for looking over their bills weekly to ensure accuracy. If payment is **not** received within two weeks, the child(ren) will **not** be allowed to return to the Latchkey program until the bill is paid to date.
- K. When a parent withdraws their child from the Latch Key program, a one week's notice is requested.

8. **Latch Key Supervisor's Responsibility**

- A. To provide supervision for each student enrolled in the program.
- B. To ensure that each student signed up for the program is checked in and out at the appropriate time.
- C. To establish rules of behavior in order to ensure the comfort and safety of all the children utilizing the Latch-Key Program.
- D. To maintain an emergency card on each student detailing any special health problems and telephone numbers of parents or guardians to be contacted in case of an emergency.
- E. To release children only to their parent or authorized person listed on the student emergency card.

- **RELEASING CHILDREN TO ADULTS:**

The South Lake Latch Key Program procedure for releasing children to adults who appear to be impaired due to the suspected use of alcohol or drugs is taken from an advisory letter from the Department of Consumer & Industry Services, Division of Child Day Care Licensing.

When an adult who appears to be intoxicated or who is obviously impaired due to drug usage when he or she arrives to pick up the child, the following course of action may be taken:

- The parent/guardian may be told that we feel it is not safe for the child to ride with him/her at this time.
- We may offer to call someone else to come for the child.
- We may notify police when the adult and child leave the building.

The caregiver's assessment, that the child is potentially in danger, should be based on observable evidence such as slurred speech, lack of coordination, strong smell of alcohol or other evidence which causes the caregiver to have concerns about the safety of the child.

While the caregiver has no legal right to keep the child from his/her parent/guardian, the caregiver has an obligation to provide the parent/guardian with the above listed options. Should the parent/guardian refuse to accept one of those options, the caregivers may communicate this concern to the St. Clair Shores or Eastpointe Police Department.

- F. In the event a registered child fails to arrive in the Latch Key room at the scheduled time, the supervisor will call the parent to report his/her absence.
- G. To communicate with parents, regarding any problems associated with the student's health or social behavior.
- H. The supervisor will maintain a record of the student's daily attendance. A receipt will be issued for payment of child care services.
- I. The principal will provide due process as outlined in the Corrective Discipline Procedure prior to revoking any Latch Key privilege.

9. Latch Key Students' Responsibility

- A. Students are expected to follow the rules.
- B. Good manners and courtesy are always appropriate student behavior.
- C. Students are encouraged to bring Latch Key related problems to the attention of the Latch Key supervisor or school principal.

10. Summary

The Latch Key Program is designed to provide in-school child care for elementary students before and after school, from 7:00 a.m. until school starts, and from dismissal of school until 6:00 p.m. The term "latchkey" refers to children who are on their own during these two time periods and who wear a "latchkey" on a string around their necks.

This program has been developed as a service to working parents who have a need for responsible adult supervision of their children immediately before or after school. The Board of Education expects Latch Key to be self-supporting.

It is important that rules be established and enforced regarding the health, safety and security of the children involved. Although it may, upon occasion, appear inconvenient or bothersome to adhere to the established rules, we hope all will recognize the importance of a well-established routine.

Because we are attempting to establish a warm and caring atmosphere for the children, we invite parents to consider donating items from their homes that might add to the comfort or pleasure of the children using the program.

We encourage parents of the Latch Key children to periodically report to the school principal their impressions of how the program is going. We welcome your ideas for improvements.

FT:cp
Latpack17-18
latchkey

SOUTH LAKE SCHOOLS

Registration Form
2017-2018

Latch Key is a child care program for K-6 students from **7:00 a.m. – 8:10 a.m. and 3:10 p.m. – 6:00 p.m.** South Lake School District reserves the right to cancel Latch Key service in whole, or a portion of the day, due to lack of enrollment. A 14-day notice to parents will be given if such action is taken.

Fees (are billed in 30 minutes time slots beginning on the hour and half hour):

For first child in family:

**\$2.20 each 30 minute time slot between 7:00 a.m. to 8:00 a.m. and
\$0.75 from 8:01 a.m. to 8:10 a.m.**

\$1.45 from 3:10 p.m. to 3:30 p.m.

\$2.20 for each 30 minute time slot between 3:31 p.m. to 5:30 p.m.

\$3.35 from 5:31 p.m. until 6:00 p.m.

For each additional child in the same family:

**\$1.50 for each 30 minute time slot between 7:00 a.m. to 8:00 a.m. and
\$0.50 from 8:01 a.m. to 8:10 a.m.**

\$1.00 from 3:10 p.m. to 3:30 p.m.

\$1.50 for each 30 minute time slot between 3:31 p.m. to 5:30 p.m.

\$2.40 from 5:31 p.m. until 6:00 p.m.

Half day and early dismissals will be charged at regular half hour rates (\$2.20 for 1st child and 1.50 for each additional child).

\$11.15 for first child plus \$2.45 for each additional child for each 15 minute period past the pick up time of 6:00 p.m.

A check in the amount of \$35 per child for a non-refundable supply fee and completion of an Enrollment Form, Payment Agreement, and Child Information Record are required to sign up.

Payment for Latch Key is expected no later than the end of the week services are provided. Late, partial, or non-payment is cause for exclusion from the program.

\$35.00 Non-refundable supply fee/child **DATE PAID:** _____

Family Latch Key Form – Week of _____

Student Name _____ Grade _____ Room _____

Student Name _____ Grade _____ Room _____

Student Name _____ Grade _____ Room _____

Student Name _____ Grade _____ Room _____

Circle the days and list the hours next to each day the child will **usually** be participating.

DAYS	TOTAL HOURS A.M.	TOTAL HOURS P.M.	TOTAL FEES PER DAY
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
GRAND TOTAL			

Signature of Parent or Legal Guardian

South Lake Schools

Latch Key Program
2017-2018

Sign-Off

By my signature below, I am stating I understand that South Lake's playground has not been inspected to assure compliance with the 1997 edition for the handbook for public playground safety. I allow my child to play on the equipment during the Latchkey time.

Child(ren): _____

Date

Signature

Parent Notification of the Licensing Notebook Requirement

Child Care Organizations Act, 1973 Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigations reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- 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.

I have read the above statement issued by Koepsell Elementary.

Parent Signature _____

Date _____

Latchkey 2017-2018

Dear Parents/Guardians

On half-days and on other occasions, sometimes we show a movie to our children. Our current policy is to show “G” rated movies only. However with your permission, we may show “PG” movies as well. If your child is allowed to participate in the showing of a “PG” movie, please sign the permission slip below. If not, we respect your guidance in knowing what is best for your child and would also provide a “G” movie for him/her too.

Yes. My child has permission to view a “PG” rated movie.

Child’s Name _____

Parent/Guardian Signature _____

Date _____

No. I would prefer my child only view “G” rated movies.

Child’s Name _____

Parent/Guardian Signature _____

Date _____

KOEPSSELL EDUCATION CENTER
LATCHKEY
2017-2018

Dear Latch Key Parent(s)/Guardian(s):

Below are some important guidelines for Latch Key. These guidelines, although general in nature, will guide the behavioral expectations of the children in Latch Key.

The Latch Key guidelines:

- I am responsible for what I do.
- I will be safe.
- I will be respectful to others and school property.

If a student chooses not to follow the Latch Key guidelines the following actions may be taken:

1st action – A reflection time will be given to the student.

2nd action – “A Think About It” sheet will be given to the student and sent home to the parent. The intent of this communication is to enlist your help in where we can guide positive behavior.

3rd action – A conference with the parent/guardian/student/school counselor.

4th action – A conference with the Principal, student and staff member.

5th action – Possible removal from Latch Key for a determined period of time.

The Koepsell Family and Latch Key Family believes that all children can and will learn from the choices that they make.

We hope the above guidelines will be a valuable resource for you in answering any questions. Please review the Latch Key Guidelines with your child(ren), then sign and return the signature portion of this form.

Thank You for your support and cooperation of your program and working together to maintain a safe and positive environment for all children.

I have read the above Latch Key guidelines with my child(ren):

Parent/Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Exclusion Policy for Child Illnesses
2017-2018

The South Lake Latch Key Program procedure on exclusion policy for child's illnesses follows the Handbook for South Lake Schools.

"An optimum level of health is necessary for a child to perform his/her best academically. As a personal health precaution, and in consideration of the health of others, **a child should be kept at home** if any of the following symptoms are present: nausea, vomiting, abdominal pains, complaints of chills and fever, sore throat, persistent coughing, or any skin rash or eruption.

In the event of injury or illness to the child at school, the teacher or principal will contact the parent immediately so that the parent or other emergency contacts can make arrangements for the child to be picked up from school.

If in the event of illness or accident the parent cannot be reached, the child will be taken to the nearest available doctor or hospital. In case of severe injury or illness, the local Fire Department Ambulance Service will be called. The Fire Department will bill parents for the costs of the service."

I have read this and understand that this procedure will be followed by the South Lake Latch Key caregivers as part of the child illness policy.

Parent/Guardian Signature _____

Date _____

School _____

Child(ren)'s Names _____
