

Wickliffe Elementary School

Latchkey Program  
Parent/Student Handbook  
2016-2017

## **Latchkey Program Handbook**

This handbook is designed to inform parents and guardians of District policies. Please read it carefully and keep it for future reference. Questions may be directed to the program coordinator, Lisa Kabat at (440)943-6129, [lisa.kabat@wickliffeschools.org](mailto:lisa.kabat@wickliffeschools.org).

### **Hours of Operation**

7:00 – 8:30 a.m. \$5.50/day  
3:00 – 5:30 p.m. \$5.50/day  
5:30 – 6:00 p.m. \$2.50/day additional

The Latchkey Program closes promptly at 6:00 p.m. There is a fee of \$5.00 per 15 minutes per child after 6:00 p.m. We understand that occasionally a situation may arise when you need to pick up your child after closing. Under this circumstance, notify the staff at (440)943-6129. Should a parent be consistently late, more than three times, the District reserves the right to ask the parent to find a center which is open later.

### **Staff Ratio**

1:18, two staff minimum

### **Program Philosophy**

The Wickliffe City School Latchkey Program is founded on the belief that children are our greatest treasure and that every child is a special and unique individual. We offer strength and support to the family in a caring environment of safety, acceptance and warmth.

Our recreational program offers age appropriate activities and experiences geared to the individual child. All activities are designed to allow each child the freedom to make choices.

### **Communication and Parent Participation**

Daily communication at drop-off and pick-up is encouraged. Parents are expected to keep informed by reading school newsletters.

### **Illness**

If a child becomes ill while in our care, staff will:

- Contact the parent to pick up the child,
- Care for the child apart from other children, and
- Give appropriate attention and supervision until the parent arrives.

A parent must pick up the child when:

- The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children in care,
- The child has a temperature of 100 degrees or greater, or
- The child has symptoms such as diarrhea, vomiting, earache, sore throat, etc.

### **Emergency**

If emergency medical treatment is required, the staff will:

- Contact emergency medical services,
- Give the child first-aid treatment or CPR when needed,
- Contact the child's parent, and
- Complete and file an incident report with a copy given to the parent.

For minor injuries, first-aid will be administered by staff. Parents will be notified, and an incident report will be completed and filed at site. A copy will be given to parents.

***NOTE: It is important to state that serious accidents rarely occur and the above procedures are a precautionary measure to provide maximum protection for the children.***

### **Discipline**

Children participating in the Latchkey Program are expected to follow the rules of Wickliffe Elementary School while in our care.

If your child receives nine behavior reports for inappropriate behavior, the District has the option to suspend your child from the program for five days with a possible dismissal from the program, if warranted.

Parents or guardians must meet with the program coordinator and the principal to determine if the behavior warrants a five-day suspension or dismissal from the program.

#### ***Some behavior may warrant immediate dismissal before the accumulation of nine behavior reports.***

Please keep in mind that the District has a responsibility to insure safety and positive experiences for all the children in the program. It is, therefore, not possible for us to handle severe behavior problems.

Offenses resulting in suspension or expulsion include, but are not limited to:

- Theft,
- Fighting,
- Assault or physical injury to staff or others,
- Disrespect to an adult staff member,
- Repeated failure to comply with direction of staff/personnel,
- Leaving the site grounds or group,
- Profane or abusive language or gestures,
- Vandalism,
- Possession and/or use of narcotics, tobacco or dangerous weapons which may inflict injury, or
- Possession of pornographic or morally objectionable material.

### **Participant's Rights**

Any parent, guardian or child representative has the right to be informed of the appropriate procedure regarding grievances, questions or concerns. The procedure is as follows:

- Step 1: contact the program on-site supervisor,
- Step 2: contact the elementary school principal

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We have read and understand the rules, policies and expectations of the Wickliffe Elementary Latchkey Program handbook for the 2016-2017 school year.

Parent signature \_\_\_\_\_

Student signature \_\_\_\_\_

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