

LATCHKEY PROGRAM

St. Cecilia School
533-6060

Dear Parent,

Welcome to St. Cecilia's Latchkey Program.

It's with great pleasure that we welcome your child/ren to our program. Our goal is to provide quality care in a safe, happy, and fun environment in a way that will provide growth in your child's development.

Our schedule of activities for each day will be as follows:

2:45-3:15 Transition time

- period of unwinding
- attendance taking
- change clothes

3:15-3:30 Snack Time

- children eat snack brought from home
- sharing time
- homework

3:30-4:30 Physical Activities

- if weather permits outside activities will be planned
- four square, jump rope, group games, etc.
- during rain and cold weather the gym or cafeteria will be used

4:30-5:00 Reading and Quiet Time Activities

- quiet time in which a story will be read
- group activities such as art, writing, movies, etc.

5:00-6:00 Free Time Activities

- children may participate in board games, homework, reading silently, drawing, etc.

This program is an outreach of support for you the parents. Please feel free to come and observe our program anytime. We hope you will find our Latchkey program both convenient and satisfying for you and your child/ren. Please call me, at school, anytime you have a question. If I am not available, leave a number where I can reach you.

Sincerely,

Mrs. Betty Simpson, Latchkey Director

REGISTRATION POLICY

Only students attending St. Cecilia School may enroll in this program. When you register you will be asked to submit a **registration fee of \$20.00**. This money will be used to purchase supplies for the latchkey program. The registrations will be accepted in the order that they are received with priority given first to those registering for five days a week.

REGISTRATION PRIORITY

Latchkey is only available for children who are registered and scheduled to come.

1. Five days per week for families presently participating in the program.
2. Five days per week for new families.
3. Less than five days.

WITHDRAWAL POLICY

It is encouraged that a two-week notice be given for withdrawing your child/ren. Consideration will be given for anyone who experiences a shift change. If you withdraw, someone on the waiting list will be called to fill the vacancy.

FEES

1. \$8.00 per day or \$35.00 per week for first child
2. \$7.00 per day or \$30.00 per week for **each** additional child

Regardless of what day or days your child/ren attend the Latchkey program, **the Latchkey fee is due the first day of the week**. If there is a problem, please let us know in advance so we can arrive at a mutual agreement. **Regardless of days missed, the weekly rate is to be paid. There are no adjustments or pro-rating for days missed. This will be enforced.**

The Latchkey program is self-supported by all those participating and paying fees, it is not supported by the school or parish.

PROGRAM TIME

The program runs from 2:45-6:00 p.m. everyday that school is in session. ***There is no latchkey on early dismissal days.***

DISCIPLINE POLICY

This program is offered as a support to each child and parent. The director and aide should be treated with respect at all times. If a problem arises, the teacher will talk with the child. A time out will be used if needed. Any continual problems will be discussed with the parent at a conference.

SNACKS

Snacks will not be provided. Children should bring their own snack with them. Snacks should be wholesome and nutritious. Children will not be permitted to go to UDF after school to buy snacks. Gum is not permitted.

LATE PICK-UP FEE

The Latchkey program will end promptly at 6:00 p.m. We must strictly enforce our closing time. If you arrive to pick up your child after 6:00 p.m., a late fee will be assessed in the amount of ***\$10.00 for every fifteen minutes*** past 6:00 p.m. This fee is to be paid immediately before your children will be readmitted to the program.

LOCATION OF PROGRAM

The Latchkey program is located in the original building in what is called the Art Room. There are bathrooms available. There is a telephone in the room in case of any emergency. A doorbell is located the door facing the bank lot. It rings into the Office and the Latchkey Room.

SICK DAYS

If your child is sick, please let the school secretary know so she can inform the director. Monies paid for latchkey are not refundable due to illness or missed days. In the case of an extended illness please notify the director so special arrangements can be made.

CLOTHES

We encourage children to bring play clothes with them. We would like the children to be comfortable during this extended-day time. Please remember that we do go outside each day so dress your child appropriately.

SNOW DAYS

In the event of snow day, the Latchkey program will be cancelled. If St. Cecilia School closes or gets out early, there will be NO Latchkey that day.

TELEPHONE MESSAGES

If it is necessary to reach the director of the program, the number for the Latchkey room is 533-6065. The school office number is 533-6060.

EMERGENCIES/SAFETY

It is most important that every parent complete an emergency card and then adhere to the instructions given.

One of the most important regulations concerns the child's *leaving the premises of the Latchkey program.*

Parents or guardians may not take children from the schoolyard or other areas without notifying the Latchkey staff and signing the child out.

Parents or guardians may not send persons to pick up their children unless their names are on the release form.

Please notify us if your child will not be attending Latchkey on a particular day. The school building will be locked after 3:00 p.m. Use the buzzer at the side door.

EXTRA CURRICULAR ACTIVITIES

The Latchkey director will work with parents and children on extra curricular activities such as scouts, basketball, soccer, etc. However, parents are responsible for making arrangements and giving **written consent** for their child to attend. The child needs to be signed out for these activities. In case activities are cancelled, arrangements also need to be made. Once the child is signed out, Latchkey is no longer responsible. **Without written consent, your child will not be able to attend any outside activities.**

Latchkey Registration

St. Cecilia School

Child's name _____ Date: _____

Address _____ Phone: _____

Present Grade: _____ Birthdate: _____

Registering for:

Monday: _____ 2:45 to _____

Tuesday: _____ 2:45 to _____

Wednesday: _____ 2:45 to _____

Thursday: _____ 2:45 to _____

Friday: _____ 2:45 to _____

PARENT INFORMATION:

MOTHER _____ HOME PH: _____

EMPLOYER _____ POSITION _____

ADDRESS _____ BUSINESS PH: _____

HOURS OF EMPLOYMENT: _____

FATHER _____ HOME PH: _____

EMPLOYER _____ POSITION: _____

ADDRESS _____ BUSINESS PH: _____

HOURS OF EMPLOYMENT: _____

List two people to contact in an emergency if parents cannot be reached.

NAME: _____ RELATIONSHIP TO CHILD _____

PH: _____

NAME: _____ RELATIONSHIP TO CHILD _____

PH: _____

HEALTH INFORMATION: (check any that apply)

ALLERGIC TO BEE STINGS _____ ALLERGIC TO PENICILLIN _____

HAYFEVER _____ ASTHMA _____ CONVULSIONS _____

DIABETES _____ ALLERGY TO PEANUTS _____

OTHER (please list) _____

Medications (please lists) _____

Please list names of people who have your permission to pick up your child if you are unable to for any reason.

Name	Relationship	Phone Number
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1. _____

2. _____

3. _____

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I fully understand that should my child be accepted for the Latchkey Program, my registration fee of \$20.00 will go toward supplies for the program.

X _____

signature

date

- - - - -

Please sign below to give permission for your child to walk to Oakley Branch Library, Oakley Park and to roller skate on the playground.

X _____

signature

date