

West Branch Local Schools - Latchkey Program

We offer you and your child(ren) the **West Branch Local District Latchkey Program**. The primary purpose of this program is to provide quality care and a safe environment for children before and after school. Within the framework, the program seeks to provide a recreational/educational alternative to parents for before and after school care. Students may participate in a variety of activities such as crafts, selected movies, sports, outdoor/indoor play and games. Time is also provided for the children to complete homework assignments, listen to stories and have a light snack.

Location: The Latchkey Program is located at each of the *elementary buildings and the middle school building*. The gym, cafeteria and outdoor playground are areas that could be utilized by the program.

Time: The Latchkey Program is available at the **elementary buildings** each school day from **6:30-8:45 A.M.** and **3:30-5:30 P.M.** The program is available at the middle school building each school day from **6:30 -7:40 A.M.** and **2:45-5:30 P.M.** (**Approximate times, subject to change based on need.**)

Children may attend on a full or part time basis depending on the parents' need for childcare. **Costs are computed to the nearest half hour of the child's attendance.** It is the responsibility of the parents to transport their child to and from the program. In all cases, the parent or individual picking the child up after school must come inside and sign their child out. Children will only be released to those adults that are specifically identified on the registration form unless the Latchkey supervisor has written permission from the parent. We may request that any person who is unfamiliar with our supervisor be able to present identification.

Fees: The hourly rate for the program has been established to meet the costs of the program and not generate excess funds. The fee is **\$4.00 per hour** for each student who is participating in the program. In addition a **registration fee of \$25.00 for one student and \$40.00 per family is due on the first day of the child's attendance in the program.** All checks should be made payable to West Branch Local Schools. If you have been a participant of West Branch Latchkey in the past, you do NOT need to pay another registration fee.

The West Branch Latchkey Program is designed to ONLY operate within the stated hours. In this way, we are able to keep the costs of the program as low as possible. Parents who need child care for longer hours are encouraged to find other alternatives. For this reason, latchkey supervisors are required to charge parents who arrive **after 5:30 P.M.** or **before 6:30 A.M.** the following : **\$5.00 for each 15 minutes or part of 15 minutes that the child remains after 5:30 P.M. or arrives before 6:30 A.M.**

In the event a payment is returned for insufficient funds, the parent will be given 5 business days to correct the payment. **If correct payment is not received by the fifth day, the child will no longer be permitted to attend the program.** The parent will be required to make other arrangements for the child.

Emergencies: Latchkey registration forms will be kept on file in the Main Office of the building. Parents or other responsible adults who are listed on the forms will be contacted in the case of an emergency.

Please Note: For the safety of our students **ALL CHANGES** in the child's schedule to attend Latchkey must be made in **WRITING**. Changes that are called in cannot be honored, as it is impossible to verify the identity of the caller. It is the district's policy and practice that whenever there is uncertainty about a child's destination after school, he/she will be placed in the Latchkey Program and the parent required to make arrangements to pick him/her up.

Snacks: Snacks are **NOT** provided. Parents are encouraged to send a snack to school with their child if they wish, to enjoy during a scheduled snack time. Breakfast will be offered in the morning at the regular scheduled . The supervisor will arrange for a place where it can be eaten. Eating during play or other activity times is not permitted.

Discipline and Respect for Others: Our approach to discipline focuses on self-control and respect for others. Rules are developed and limits are set by the latchkey Supervisor and explained to the participating children. A child who is having problems staying within the guidelines may be removed from the group to a designated time-out area until he/she can return and deal with the situation in an appropriate manner. For recurring problems, the parents and the principal will be notified. Students who consistently misbehave or fail to follow the directions of the Latchkey staff will be excluded from participating in the Latchkey Program. Parents will be notified by the building principal that the student may no longer attend.

Schedule Changes Due to Weather: Cancellation: If West Branch Local Schools close for any reason; the Latchkey program will not operate that day. In very rare instances, the school opening may be delayed for an hour or two to provide the administration with time to decide whether sudden and unexpected weather conditions may cause a school closing. **If a delay is announced, the Latchkey Program for that morning is canceled.** Please DO NOT bring students to Latchkey. **IN NO CASE should a student be dropped off at school without the parent making visual contact with the Latchkey Supervisor.** The school building may be locked and the child forced to wait outside. Early Dismissal: In the event that severe weather causes school officials to dismiss the children early, Latchkey will operate on its regular schedule.

We will be happy to work with you and your child(ren) this year. It is our desire that your child(ren) be happy and well cared for during this time away from home. Please feel free to contact us with any problems concerning this program and/or special needs that your child(ren) may have.

If you foresee that you will need to use the Latchkey services this year, please fill out the attached registration form and return it with the registration fee to the school office before September 1, 2019: **\$25.00 for one student or \$40.00 for a family**. If you have any questions, you may stop in to see your building principal or you may call your child's school.