

Clinton School District

LATCHKEY PROGRAM SCHOOL- AGE CHILD CARE

**Parent Handbook
2019-20 School Year**

Dear Parents,

We would like to welcome you and your child(ren) to the Clinton Latchkey Program. This program is administered by the Clinton School District and is designed to offer after school childcare for school age children on the days school is in session. Children must be enrolled at Henry Elementary or Clinton Intermediate School to participate in the program.

We are excited to offer this program to the parents of our community. We encourage parents to visit with the administration with questions and suggestions to make this program a success.

This handbook is an attempt to place vital information about the policies and procedures of the Clinton Latchkey Program in your hands for ready reference. Please read the handbook and familiarize yourself with our expectations and procedures so you are informed. If you have any questions, please call the Administration Office at (660) 885-2237.

We look forward to working with all of you in providing a safe and healthy environment for students after school.

Sincerely,

Lori Shannon
Assistant Superintendent
Clinton School District
lshannon@clintoncardinals.org

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Objectives

The primary objective of the Clinton School Latchkey Program is to provide care and supervision for children enrolled in Henry Elementary and Clinton Intermediate Schools who might otherwise be home alone after school. Children attending Clinton Latchkey will be provided with a safe environment and the chance to participate in enrichment opportunities.

Goals

The goal of the Clinton Latchkey Program is to offer children opportunities within a carefully planned daily routine, to work and play, to make choices, to pursue their own interests, to have time to read and complete homework, and to solve problems that arise during this process.

Enrollment Procedure and Requirements

1. Enrollment is required each year.
2. If your child is enrolled, it is your responsibility to pay childcare fees and keep your file updated. Please see fee schedules for specific information. If late payment becomes an issue, we will then request payment prior to child attending latchkey.
3. Children must be currently enrolled as students in the Clinton School District and be between the grades of K-5.
4. All children must be able to use the bathroom on their own.
5. All enrollment forms must be completed before the child will be accepted for care.

Location and Hours

Clinton Latchkey Program will be housed at Henry Elementary School. Hours to include:

- 3:15pm-6:00pm
- Half-day 1:00 - 6:00pm

A Summer Latchkey Program will be provided in conjunction with the district Summer School Program. Latchkey will follow the same calendar/schedule as summer school. Latchkey services will only be offered during the times when the district's summer school is in session.

Transportation

Parents are responsible for their child’s transportation from the Latchkey Program at Henry Elementary.

Fees

- One child\$6.00 per day/\$30 a week
Additional child \$10.00 per day/\$50 a week
Additional children..... \$15.00 per day/ \$75 a week
- Children attending half day.....\$10.00 per day

Payment Policy

Payments are due on Monday or Friday of each week

- Checks should be made out to the Clinton School District
- All payments can be left at the Henry Elementary School Office or with the Latchkey Director
- Parents must keep their own receipts for tax purposes.
- A child WILL NOT BE ACCEPTED for childcare when a payment is two weeks overdue. The staff will provide one written notice to the parent when charges exceed this limit. Following that, it is the parent’s responsibility to see that payment remains current.
- If payment is late on more than two occasions, parents will be required to pay in advance.
- Arrangements must be made in advance with the Program Administrator if you need to pay your bill other than weekly.

Late Policy

- Due to the fact that the school holds many evening activities, and the demanding personal schedule of staff members, the Clinton Latchkey Program will close promptly at 6:00 p.m.
- Parents picking their child(ren) up late will be charged \$2.00 for the first 5 minutes and \$1.00 each minute thereafter, payable to the school. One warning will be given prior to any late charges being given.

****THE CLOCK AT THE SITE IS THE OFFICIAL TIME****

- Closing staff will initial documentation of the time as the parent signs their child out.

- Childcare services may be withdrawn for continued late pick-up of the child.

Returned Checks

- Checks are presented to the bank one time.
- After 2 returned checks, we will no longer accept payment by check. Payment will need to be made with a money order, cashiers check or cash.

Program Policies

Pickup Procedures

- A parent or authorized person must sign all children out each day.
- Students will be picked up at the front of Henry Elementary in the cafeteria. Students may also be located at the playground between Henry & CIS.

Discipline

- Children with discipline issues will:
 1. Be asked to stop
 2. Talk about the problem and how to solve it
 3. Discuss solutions and other options for behavior
 4. Be redirected
- If the behavior is not corrected students may be issued a “time out”.
- If repeated behaviors or severe behaviors are repeated, (fighting, obscene language, vandalizing school property, etc.) parents will be notified and a disciplinary sheet will be filled out. After the third disciplinary sheet is filled out, upon notification, the child will be suspended from the program for a week. If the issue still exists after the suspension, parents will be asked to make other arrangements.
- If parents encounter a problem with the Clinton Latchkey operations or policies:
 1. Contact the director for a conference.
 2. Following your conference, if you still have concerns, contact the building principal at 885-5585
 3. Your next course of action would be to contact the Assistant Superintendent of Schools at 885-2237

Illness and Accident

- If your child is ill, please do not bring them to Clinton Latchkey.
- Should your child become ill during latchkey the director will notify parents for pickup.
- Immediate first aid will be provided for children who sustain a minor injury. You will be told of the injury upon arrival.
- Children in need of emergency medical treatment will be transported by ambulance to Golden Valley Memorial Hospital after reasonable efforts have been made to contact the parent or guardian.

Medication

- The Clinton Latchkey staff will not administer medication.
- If you have questions/concerns, please check with the program director or school nurse.
- The school nurse provides Clinton Latchkey staff with a documented list of students who have food allergies. Please share any medical concerns or food allergies with Latchkey staff as well.

Inclement Weather (Snow, Ice, Heat)

Cancellation of School

- If school is canceled due to inclement weather the Clinton Latchkey program will also be closed.
- If school is dismissed early due to inclement weather, the latchkey program will be closed.