

2020-2021

St. Bernadette Latchkey

Parent Handbook

Contact Information

Latchkey Director

Debra Carmosino

Debbiecarmosino@yahoo.com

513-763-9330

Latchkey Assistant

Kristine Seitz

seitzkr@gmail.com

513-256-8932

Program Information

St. Bernadette Latchkey provides before and after school childcare services for St. Bernadette students at an affordable rate. Latchkey services are available both in the morning before school from 6:30 a.m. until 7:30 a.m. After school latchkey is available from dismissal of students until 6:00 p.m.

Philosophy

Latchkey provides a safe, caring environment for school-age children, providing opportunities for physical, mental, social and emotional growth of each child.

We encourage parents to be familiar with both the program and the staff. We value communication with parents; it helps to meet the individual needs of each family, and we appreciate hearing concerns and comments.

Student Admission

The following latchkey forms must be fully completed before a child may attend Latchkey. Your child will not be able to attend latchkey without these forms completed. The forms can be picked up from Mrs. Ell.

- 1.) Registration Form with \$25 Registration Fee (per family)
- 2.) Emergency Contact form
- 3.) Latchkey schedule (details attendance & the person who will pick up child)
- 4.) Signed handbook form
- 5.) Authorization for Medication form (if necessary)

Payment Information

***Prices are subject to change**

- Latchkey Registration Fee of \$25/family
- First Hour @ \$8.00 flat rate/child, (two children = \$16)
- Hours 2 and 3 will be billed in 15 minute increments @\$1.75/child, (\$7/hr/child)

Payments: Invoices are billed at the end of each month. Payment is due by the 15th of the following month. If your payment is not received by the end of the following month there will be a \$10.00 late fee attached. And your child will not be allowed to attend Latchkey until the payment has been received.

Please be considerate of staff!

Please have your child's latchkey schedule ready at the beginning of the week. We understand emergencies happen, however, adding children to latchkey at the last minute is difficult for both school staff and latchkey staff. We *must* ensure we have proper staffing for extra children.

For the 2020-2021 school year, if your child participates in after school sports, **latchkey will not be available to them.**

Please do not be late. Latchkey staff expect to leave by 6:00 p.m., when Latchkey officially closes.

Late pick up fees: \$5.00 for 1-9 minutes late, \$10.00 for 10-19 minutes late, etc.

Student Withdrawal

The Latchkey Director reserves the right to ask for a student's withdrawal if:

- Latchkey staff is unable to address the behavioral issues of the child, although every reasonable effort will be made.
- Lack of parental support when dealing with challenging issues.
- Arrears in accounts past 30 days.
- Tardiness in picking up child on at least three occasions.

Snacks

One snack will be provided during afternoon latchkey only. Please pack an extra snack if your child is likely to still be hungry. *Please note any and all food allergies on your child's emergency sheet.*

Outdoor Play

All children attending the Latchkey program will be using the playground equipment owned and maintained by St. Bernadette for all outdoor play.

Picking Up Children

For the safety of all of the children, please be sure to let a staff person know who will be dropping off your child for Latchkey before school and/or who will be picking up your child from after-school Latchkey. If someone other than anyone listed on the child's emergency sheet will be picking up, please make certain that **they have an I.D. and that Latchkey staff know who to expect.** If staff have not

been informed of any different arrangements, we **cannot** release your child. It is our policy that children are only to be released to adults (18 and older).

Healthcare Policies

- **The temperature** of all children entering latchkey will be checked.
- Children and staff will wash hands before snack time, and after using the restroom.
- Staff will wear rubber gloves any time they are required to handle children's bodily fluids.
- Cleaning and sanitizing of all equipment and toys happens several times every week.
- Tables are cleaned and sanitized throughout Latchkey.
- If any child are sick with a communicable disease, the health department will be notified and a note will be sent home with your child.

Confidentiality

Your child's file will always be kept confidential. We are required to keep files for seven years. After that time, everything in their file will be destroyed. Any personal matters that are shared with staff will also be kept confidential.

Child Abuse and Neglect

St. Bernadette Latchkey is required by law to report any suspected child abuse, and/or neglect. Staff member(s) that view or hear of any possible child abuse or neglect will be required to contact the Department of Human Services to report the suspicion immediately.

Volunteering

Any person who wishes to volunteer or participate in special activities at St. Bernadette must complete the Virtus program. For more information, please contact the parish center.

Accident and Emergency Procedures

If your child has been involved in a serious accident at Latchkey, you will be notified immediately. Staff will use your emergency contact sheet and follow the written directions. If there is a minor mishap, you will be notified in writing about the issue. Emergency procedures for fire and tornado are posted by the door of each Latchkey room. Latchkey students will participate in fire and tornado drills throughout the year.

Medication Policy

Please indicate in your child's St. Bernadette enrollment paperwork of any medical conditions or allergies that your child might have. **This form is required** to complete your child's Latchkey paperwork as well.

It is the policy of St. Bernadette to have **written authorization** for a student taking prescribed oral medication while attending Latchkey. If your child needs to take medication, your doctor must complete the "Authorization for Medication" before medication can be given at school.

This information will be handled confidentially. Please contact the main office to receive a copy of this form.

Discipline Policy

In order to maintain a happy, healthy, disciplined environment, St. Bernadette Latchkey stresses the importance of safety, care of property, good habits, rules of conduct, consideration and respect for others. Constructive methods of discipline such as giving alternative choices, positive reinforcement, and redirection are used to maintain group control and handle individual behavior as well. Our main focus on discipline is preventative nature, as we aim to build self-discipline in the students. The 1-2-3 Magic technique is another approach that is used to redirect students.

The following occur each time this technique is used:

- 1.) If a student is acting inappropriately, staff member will hold up one finger.
- 2.) If negative behavior continues, staff member hold up two fingers.
- 3.) If negative behavior continues after that, staff member holds up three fingers, and tells the student to “take five”.
- 4.) The student will take a five minute break by sitting quietly in a designated area.
- 5.) After student takes a break, he/she must apologize before engaging in further activities.

If a student continues to act inappropriately, he/she must fill out a “Latchkey Behavior Report” with a supervising staff member. If a child receives more than three incident reports in a three month period, (or if there was a major incident with concerns over safety of the child or other children at Latchkey) then said child will be unable to return to Latchkey.

Grievance Policy

All families are encouraged to express any concerns to about the program to Latchkey staff. Please do not address any child. If you feel the problem has not been properly addressed, please contact Debra Carmosino or Kristine Seitz. If the issue continues, a meeting will be schedule for all parties involved.

Snow Closings

We follow the same weather closing schedule as West Clermont Schools. Any additional days will be sent to you through email or text. If there is a weather related delay, there will be no morning Latchkey. Please watch local news stations and check the school website for school delay and closing information. If school is dismissed early for any reason, there **will** be afternoon Latchkey.

Handbook Form 2020-2021 St. Bernadette School

Please detach this page from the Parent Handbook, after reading. This states that all information was read, and understood in the St. Bernadette Latchkey Parent Handbook, including weekly rates, payment expectations, and tardiness in picking up child.

Parent/Guardian signature:

Date: