

St. Bernadette  
Latchkey  
Program  
2025-2026

## Program Information

St. Bernadette Latchkey provides before, and after school childcare services for St. Bernadette students at an affordable rate. After school latchkey is available from dismissal of students until 5:00p.m. **These hours may be subject to change.** Please be mindful that latchkey services are provided to those who cannot make pickup due to work obligations and emergency situations. **Latchkey is not a babysitting service.**

A Google Doc (which will be emailed to you also) should be submitted between 8am Friday and 8am Monday EACH WEEK. If there are any changes to your submitted latchkey schedule, please notify Mrs. Seitz in the main office immediately. All dismissal changes need to go through the main office. Here is the link for reference if needed:

**<https://forms.gle/bn7BpEhRUokogyp99>**

## 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

Every child being admitted into latchkey must have a completed registration form on FACTS and have paid the \$30 registration fee. Students attending both regularly and occasionally will need to complete the registration process.

To register, log in to your **FACTS Family Portal**. Once you're in, navigate to **Family > Family Home > Latchkey Registration**

Your child **will not be able to attend latchkey** until the registration is completed.

In the event the school has to release a child to latchkey that is not registered due to late arrival for pick-up, that parent will be responsible for completing the registration packet, the \$30 registration fee, and the latchkey hourly rate.

## **Payment Information**

**\*Prices are subject to change\***

\$12.00 flat rate for the first hour (3pm-4pm)

We keep track of Latchkey fees in with a rate of \$12.00 (flat rate per child) for the first hour from 3:00 until 4:00. After this, we track with 15 minute intervals. \$3.00 per 15 minute increments from 4pm-5pm. So if you pick-up your child at 4:30pm, the rate will be \$18. Parents will be responsible for clocking their student out of the latchkey program at pick-up time. There will be a tablet available for doing this process and each parent will be shown how to do so by the latchkey staff.

Currently A.M. Latchkey is not available, however in the off event we are able to offer this service the payment will be a flat \$15.00 fee.

**Late Pick Up Fees:** \$5.00 for 1-9 minutes late, \$10.00 for 10-19 minutes late, \$20 for 20 or more minutes late. We strongly discourage late arrivals. Habitual late arrivals will result in dismissal from the latchkey program. These rates are subject to change.

Latchkey will be billed on a weekly basis and payments will be due Net 10. If your payment is not received within 10 days of the due date, then there will be a \$10.00 late fee attached. The late fees will continue to accrue every 10 days for non-payment. If you are 30 or more days behind on payment of your latchkey services, your child(ren) will not be allowed to attend Latchkey until the full payment has been received.

**Please be considerate of staff.**

Please email or call with any changes to your child(ren)s submitted latchkey schedule as soon as possible to the main office. We understand emergencies

happen, however adding children to latchkey at the last minute is hard on both school staff, and latchkey staff. We need to make sure we have proper staffing for extra children.

If your child(ren) participate in after school sports, please make latchkey staff aware of whether or not they will be attending latchkey after their sport is dismissed. If staff are unaware they will be coming, there may not be anyone to receive them. Latchkey is **unable** to accept students after 4:00pm.

Please do not be late. Latchkey staff expect to leave by 5:00p.m. This is when Latchkey officially closes (subject to change). No exceptions to the late fee process.

Please be mindful that **Latchkey is not intended as a substitute for a babysitting service.** Latchkey is intended for parents that are unable to make pickup due to work obligations and emergency situations. Please be respectful of Latchkey staff and avoid scheduling personal appointments on Latchkey staff time.

## **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(ren) on at least TWO occasions.

## **Snacks**

One snack will be provided during afternoon latchkey only. Please pack an extra snack if your child(ren) are likely to still be hungry. (Also, please note any and all food allergies on your child(ren)'s registration forms.)

## **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**

Please let staff know who will be picking up your child(ren) from after school Latchkey. If someone other than anyone listed on the child(ren)'s registration form will be picking up, please make certain that they have an I.D. and that staff knows who to expect as well. If staff have not been informed of any different arrangements, we cannot release your child(ren). It is our policy that children are only to be released to adults (18 and older).

## **Healthcare policies**

- 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(ren) are sick with a communicable disease, the health department will be notified and a note will be sent home with your child(ren).

## **Confidentiality**

Your child(ren)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 in the AoC Safe Parish program. For more information, please contact the parish center.

## **Accident and emergency procedures**

If your child(ren) has been involved in a serious accident at Latchkey, you will be notified immediately. In the event the parents cannot be reached, the staff will reach out to the individuals listed as your emergency contacts and follow the protocol developed by the school. If there is a minor mishap, you will be notified in writing, with what the issue was. Emergency procedures for fire and tornado are posted in each Latchkey room, by the door. Latchkey students will participate in fire and tornado drills throughout the year.

## **Medication policy**

Please indicate in your child(ren)s St. Bernadette enrollment paperwork of any medical conditions, or allergies that your child(ren) might have. This form is required to complete your child(ren)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(ren) needs to take medication, there is a form "Authorization for medication" that will need filled out by your doctor 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.

## **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 the school principal. If the issue continues, then 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 we bring back morning latchkey and 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 not** be afternoon Latchkey. However, if there is early dismissal due to inclement weather parents need to pick up child(ren) ASAP to assure that everyone can get home safely.

## **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, and 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 are the steps that 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 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 needs to apologize before engaging in further activities.

If a student continues to act inappropriately, then he/she needs to fill out a "Latchkey behavior report" with a staff member who is supervising. If a child receives more than three incident reports, in a three month period, (or the incident was major with concerns over safety of the child(ren), or other children at Latchkey) then said child(ren) will be unable to return to Latchkey.



## **Handbook Acknowledgement Form**

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 latchkey uses, weekly rates, payment expectations, submitting schedules, and tardiness policies.

Parent/Guardian signature:

Date: