



TRI-COUNTY NORTH LOCAL SCHOOLS

LATCHKEY FAMILY HANDBOOK

Re-adopted: August 19, 2024

Tri-County North Latchkey is a state licensed before and after school child care program open to enrolled students in grades K-8.

Tri-County North Latchkey is based within the elementary building in room N109. From time to time we will be in other designated areas such as the multipurpose room, library and the playground. When this occurs there will be signs posted notifying parents of our location. Morning session is 6:30am-8:30am. Afternoon session is 2:00pm-6:00pm. Tri-County North Latchkey is a self-supporting program. We receive NO money from the school district. We operate totally on the money parents pay for the program and donations.

Tri-County North Latchkey provides quality supervised care in a safe and educational environment. Our program activities include individual and group games, arts and crafts, homework and quiet study, music, reading, dramatic play, math and science areas.

Curriculum:

Staff is to follow a written daily curriculum. The curriculum will address but not necessarily be limited to the following areas:

1. Personal discipline
2. Social development and emotional well being
3. Recreational skills
4. Health and safety skills
5. Needs of children with disabilities.

The written curriculum will be adapted for personal interests and developmental levels.

Personal choice and self-initiated learning experiences will be encouraged and supported in all curriculum planning.

The program may offer but not necessarily be limited to the following list of activities and or projects.

1. Creative construction
2. Group or individual reading of literature
3. Building and miniature play
4. Fine arts
5. Individual quiet space
6. Puzzles and games
7. Science and math exploration
8. Dramatic play
9. Health, safety, and care of oneself
10. Active outdoor play and indoor game (large motor skills)
11. Clubs, group sports, lessons, and special activities

Outdoor/Playground

When a group of students are outdoors, a staff member knows the whereabouts of the children at all times.

When a group of students are outdoors, a staff member shall be able to summon another adult without leaving the group alone or unsupervised. A student, third grade or higher may leave the group to summon an adult. An adult needs to watch and make sure students safely enter the building when needing to use the restroom or for first aid.

Outdoor activities will be offered whenever possible.

Statement of Philosophy

Recognizing the importance of education, the school system will provide a superior program for all students. A strong, orderly, open relationship between the school system and the community is necessary to achieve this purpose.

Through this cooperative effort, students will develop foundation skills, individual needs will be met, and democratic principles will be fostered. All students will be given the opportunity to develop to their highest potential.

The community and the school share responsibility in providing a quality education. A dedicated commitment to this purpose will prepare our students to achieve success in a changing world. (A.C.3301-35-01.3301-35-02(A))

Communication:

Parent involvement in the school program is encouraged. We feel that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents. We feel that it is the parents who have the ultimate responsibility for their child's behavior. For the benefit of the child, the Board believes that parents have a responsibility to encourage their child's career in school by:

1. Supporting the schools in requiring their child to observe all school rules and regulations, and by accepting their own responsibility for their child's willful in-school behavior.
2. Reading all communications from the school, signing, and returning them promptly when required.
3. Cooperating with the school in attending conferences set up for the exchange of information regarding their child's progress in school.

Discipline:

Rules and boundaries are set for three main reasons:

1. Possible harm to self or others.

2. Damage to property.
3. Infringement on the rights of others.

Discipline will be constructive and educational in nature, and may include such measures as praise for appropriate behavior. Diversion, talking with the child or separation from problem situations may also occur. In extreme cases, both the Latchkey employee and the child will meet with the elementary principal.

Order of discipline:

1. Talk with the child.
2. Time out. (5 minute minimum, 10 minute maximum.)
3. Writing sentences. (These will be age appropriate.)
4. Meeting with the parents or guardian about the child's behavior either by phone conversation or face to face.
5. Meeting with the elementary principal.
6. The child gets placed on probation for two weeks. A notification will be sent to the parent/guardian and a copy sent to the superintendent of the school.
7. Expulsion from the Latchkey program.

Actual methods of discipline shall be restricted as follows:

1. There shall be no cruel, harsh or corporal punishment or any unusual punishments such as but not limited to punching, pinching, shaking, spanking or biting. (SACC 32 09/1)
2. Discipline shall not be delegated to a child. (SACC 32 09/2)
3. No Physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control. (SACC 32 09/3)

4. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box or similar cubicle. (SACC 32 09/4)
5. No child shall be subjected to profane language, threats or derogatory remarks about themselves or their family or any other verbal abuse. (SACC 32 09/5)
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents. (SACC 32 09/6)
7. Techniques of discipline shall not humiliate shame or frighten a child. (SACC 32 09/7)
8. Discipline shall not include withholding food, rest or toilet use. (SACC 32 09/8)
9. Separation shall be brief in duration and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member in a safe, lighted and well ventilated space. (SACC 32 09/9)
10. Staff/parent communication and parent involvement, including;
Information for parents about the program and its services; discussing their child's needs and progress; procedures for addressing parent complaints. (SACC 32 10 A 9)
11. Handling and/or exclusion of ill children and reporting Communicable diseases as required in paragraph (c) of rule 3301 32-08.

Handling and/or exclusion and reporting communicable diseases

All staff will have training and annual reviews of that training for behavior in an emergency.

A record is to be kept of each emergency with the child's name and type of first aid used. For example, Band-Aid, ice, etc.

The parent shall be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness. (SACC32 08 C 1)

A child with any of following signs or symptoms shall be isolated immediately and discharged to the parent: (a) diarrhea (more than one loose stool in a twenty-four hour period); (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound; (c) Difficult or rapid breathing; (d) Yellowish skin or eyes; (e) Conjunctivitis; (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other symptoms; (g) Untreated infected skin patch(es); (h) Unusually dark urine and/or gray or white stool; or (i) stiff neck. (SACC 32 08B 2)

Decisions regarding exclusion from the program either immediately or at some later time in the day shall be determined by the program coordinator or team leader and the parent(s). While isolated, the child shall be observed for the following symptoms as well as those listed in the paragraph (b) (2) of this rule: (a) unusual spots or rashes; (b) sore throat or difficulty swallowing; (c) elevated temperature; (d) vomiting; or (e) evidence of lice, scabies or other parasitic infestation. (SACC 32 08 B 3)

A child suspected of having a communicable disease shall be: (a) Isolated in a room or portion of a room not being used in the school child program. (SACC 32 08 B 4 a)

A child suspected of having a communicable disease shall be: (b) within sight or hearing of a staff member. (SACC 32 08 B 4 b)

A child suspected of having a communicable disease shall be: (c) made comfortable in a warm, safe environment. All linen and blankets used by any ill child shall be laundered before being used by another child and cots if used, shall be disinfected. (SACC 32 08 B 4 c)

A child suspected of having a communicable disease shall be: (d) Observed carefully for worsening condition. (SACC 32 B 4 d)

Non- prescription and prescription medication shall be administered in accordance with program policies and procedures and only with written permission of a parent. (1) All prescription medicine must be current within the last twelve months, kept in its original container and have a legible label

containing the child's name and written instruction for use from a licensed physician, nurse practitioner, or dentist. All medicines must be kept in a place that is inaccessible to children. An inhaler or nonprescription medication may be available to school child with a special health condition with parent permission in accordance with the program's policy. (2) Except in case of emergency, parents shall give the first dose of any newly prescribed medication so that they may personally observe the child's reaction. (SACC 32 06 c)

A person trained to recognize the common signs of communicable disease or other illness are required by (1) of rule 3301-32-02 of the administrative code. Shall observe each child daily as the child enters the group. (SACC 32 08 A)

Fire and Tornado Drills

Latchkey will conduct a quarterly fire drill. Drills will be held at varying times during both the morning and afternoon sessions. Exits for the fire drill are posted and are in accordance with the school plan.

A tornado drill will be held during the tornado season. Drills will be held at varying times during both the morning and afternoon session.

Instructions for the tornado drill are posted and are in accordance with the school plan. During threatening weather, Latchkey will remain in communication with the District Office who has official weather notification. In the event that threatening weather should develop during hours that the District Office is closed. Latchkey will have a radio/television on. The elementary office will also keep Latchkey informed of threatening weather whenever possible.

A record of all tornado and fire drills will be maintained by the Latchkey Director.

Fire and tornado drill instructions will be posted in all areas that latchkey uses.

Periodic reviews of these procedures will be done by the Administration of Tri-County North Schools.

Nutrition

Breakfast is available through the school breakfast program at a cost of \$1.75.

Supervision will be the responsibility of the school through its building principal.

Breakfast begins at 8:20am. Students must be in class by 8:45 am or they will be counted tardy for that day.

If your child arrives here before breakfast time they may bring a snack with them to eat.

Snack time is offered in the afternoon for Latchkey. Snacks are limited. Some parents pack additional snacks for children that are here for over an hour.

We have a ½ an hour allotted for snack time.

Children will wash their hands using the proper hand washing procedure before they are served a snack.

A monthly snack menu will be posted.

Children with special diet requirements will be noted.

STAFF MEMBERS WHO SERVE THE SNACK MUST WASH THEIR HANDS BEFORE SERVING THE SNACK.

We have a scheduled homework time every afternoon. Staff set aside this time to assist the children with their work. Those who do not have homework need to find something quiet to do during this time.

Our Staff

Our staff has been through a background check from both the state and the FBI before being hired.

All employees are also to have 15 clock hours of training until 45 hours have been accumulated. After that each staff member will have on file evidence of annually completing 5 hours of in-service.

Cost

You are required to register your child into the program yearly. The first year of enrollment there is a \$30.00 registration fee for your family. If you are returning to the program there is a registration fee of \$20.00 for your family. Registration fees are non-refundable. We charge hourly for our services. Prices are \$5.00 per hour for the first child. \$4.50 per hour for the second child and \$4.00 per hour for the third child. Billing is done in 15 minute increments. If your child is in the afternoon session there will be at least a 1/2 hour charge. No children are permitted to leave before buses are gone. You will receive a bill every week. It will be for the previous week and is due within 3 days of receipt. You may pay your child's average charge every week. Remaining balance owed or positive balance will be carried over to your next bill. Unpaid accounts will result in suspension of the program until balance is paid. Severe overdue accounts will be sent to collections.

If your child is here past 6:00pm., you will be charged a \$2.00 per minute payable at that time.

Late pick up policy:

If a child is still at Latchkey after 6:00pm., the following steps will be taken:

1. At 6:05, an attempt to contact the parent/guardian will be made. If there is no answer....
2. We will attempt to contact the 1st person on the emergency pick up list. That person needs to pick up the child as soon as possible. The person picking up the child is responsible to notify the parent.
3. If no success with the 1st contact person is made then we will proceed through the list.

4. If unsuccessful with the entire emergency contact and it is after 6:20pm., the Latchkey director will be notified. After that it will be the school superintendent.

5. If the child is still here by 7:00pm., then the authorities will be notified.

Under no circumstances will a child be left at Latchkey without supervision. Our staff is not permitted to leave until every child has been picked up. Latchkey personnel are not permitted to take any child home or to any location unless previously arranged and documented. There are no exceptions to this policy.

Weather and school delays/cancellations:

There are times throughout the year that the school may be placed on a two hour delay. This can be for several reasons. When there is a two hour delay, Latchkey will still open at its normal time.

When a two hour delay turns into a cancellation, you will be notified and given a safe amount of time to have your child picked up. Latchkey closes when the school closes.

Sometimes the school will not delay and just close. When this occurs there will be no Latchkey. For this reason, it is always a good idea to have a backup plan.

There are times when the children will be in school for a half of a day and have to be dismissed early for weather situations. In that event there will be no Latchkey.

Important phone numbers:

TCN District Office: 962-2671

TCN Elementary: 962-2673

TCN Latchkey: 232-1570

TCN Bus Barn: 962-4873