

# Crown Point Community School Corporation 2022-2023 Latch Key Program for Child Care

**Crown Point Community School Corporation will offer Latch Key Program for Child Care during the school year on all school days at the elementary schools at the times below.**

<b>Before School</b>	from 6:00 – 9:00 a.m.	\$7.00
<b>After School</b>	until 6:30 p.m.	\$7.00
<b>Distance Learning</b>	\$7.00 for up to 4 hours	
<b>Days</b>	\$14.00 between 4 and 8 hours	
	\$21.00 for more than 8 hours.	
<b>Half-days</b>	from 12:15 – 6:30 p.m.	\$7.00.

**Latch Key Programs for Child Care will be hosted at these schools.**

Eisenhower Elementary School  
 Jerry Ross Elementary School  
 Lake Street Elementary School  
 MacArthur Elementary School  
 Solon Robinson Elementary School  
 Timothy Ball Elementary School  
 Winfield Elementary School

On distance learning days child care is available at  
 Solon Robinson and Jerry Ross Elementary Schools.  
 A sign-up form will be available for each distance learning day.

**During the school year applications and questions can be directed to the Site Leaders below.**

<u>Carol Lawson</u>	Jerry Ross	662-6790
	Winfield	663-2287 Ext 19118
<u>Cathy Morrow</u>	Eisenhower	662-3604
	Solon Robinson	663-0013
<u>Cathy Kish</u>	MacArthur	662-3600 Ext 16209
	Lake Street	662-3605
	Timothy Ball	663-0003

**CROWN POINT COMMUNITY SCHOOL CORPORATION  
LATCH KEY PROGRAM – SCHOOL AGE CHILD CARE  
PROCEDURES AND REGULATIONS**

**PURPOSE, GOALS AND PHILOSOPHY**

The purpose of the Latch Key Program is to provide a wholesome place with a loving atmosphere for the care of children while their parents are at work or are in need of care for their children. The program provides opportunities for the child to engage in both active and quiet activities. The child is allowed freedom to experiment and create. A quiet time is set aside daily to allow children to work on homework assignments or to simply rest.

The program seeks to provide the child with experiences and an atmosphere that gives him/her a feeling of success, confidence and a sense of worth. The program provides protection, love, and a sense of security for the child while he/she is separated from his/her parents. Our goal is to have every child feel as if he/she were “coming home,” a place to relax with friends.

**DAILY PROGRAMS**

The Latch Key program is in operation before school from 6:00 – 9:00 a.m. and after school until 6:30 p.m. every day school is in session. On distance learning days child care is open from 6:00 a.m. - 6:30 p.m.

The sites will remain open until 6:30 p.m. if students are present. The sites may close early if no students attend or after the last student leaves.

Child care is not open on days when school is not in session with students. This includes school breaks (Fall, Winter, and Spring Breaks), holidays, and teacher work days. The program is not open on corporation designated holidays.

**DISTANCE LEARNING DAYS**

During the school year the CPCSC scheduled 5 distance learning school days in lieu of in-person. Distance learning school days are on September 21, October 27 (Parent/Teacher Conferences), November 9, February 1, and March 7. On distance learning days Latch Key Child Care will be provided from 6:00 a.m. – 6:30 p.m. at Solon Robinson and Jerry Ross Elementary schools. On a distance learning day between 9:00 a.m. – 3:45 p.m. children complete their distance learning activities according to their agenda and direction of their classroom teacher. Students bring their computer, charger, headset, and other materials needed to accomplish the daily work. Before school care is available from 6:00-9:00 a.m. and after school care is from 3:45-6:00 p.m. The sites may close early if no students attend or after the last student leaves.

**SERVICES**

The program will offer a wide variety of structured as well as unstructured activities. A dedicated time to accomplish homework is scheduled each day. All structured activities are optional. If a child has homework, a project, or reading he/she would rather do during the program time, he/she will be allowed to do so. Unstructured activities are in the form of different “centers” in various areas of the room and going to the gym. Some of the centers are manipulatives (blocks, beads, puzzles, and anagrams), creativity (drawing with markers, crayons, pencils), and listening (recordings of music or read-a-longs). The centers will vary throughout the year, as some are specifically designed to coincide with particular seasons or holidays.

**ADMISSION POLICY**

The program is available to all CPCSC students in grades K-5. All children must have necessary forms completed. No personal information on the children will be given out without the written consent of the parents.

**CHILD CARE FEES**

The Latch Key program will charge a fee of \$7.00 for a before school session, \$7.00 for an after school session. These fee charges reserve your child’s spot each week regardless of attendance. On distance learning days the fee will be \$7.00 for up to 4 hours, \$14.00 between 4 and 8 hours, and \$21.00 for more than 8 hours.

Cash or checks payable to the school your child attends are acceptable.

## PAYMENT OF FEES

A registration fee of \$10.00 is required each school year at the time of enrollment. Cash or checks payable to the school your child attends are acceptable. The registration fee is not refundable.

During the school year, payments are made in advance of the child attending. Payments may be made weekly, twice a month, or monthly as long as it is in advance to secure your child's spot. Payment for the following week is DUE IN ADVANCE by 6:30 p.m. on Thursdays or the last day of a shortened school week. If payment is not made in advance, your child WILL NOT BE PERMITTED TO ATTEND the following week. If your child does not attend or is absent on the date payment is due, please call the Site Leader to make arrangements.

If a child is not picked up by 6:30 p.m., you will be charged a late fee of \$1.00 per minute for each child for every minute past 6:30 p.m. For instance, a 6:45 arrival will be assessed the \$15.00 late fee for one child; \$30.00 for two children, and so on.

Returned checks will automatically be sent through the bank a second time for payment. You must replace any Not Sufficient Funds (NSF) check with cash. A service fee of \$35.00 will be charged for all returned checks. After one returned check, you will be required to pay by cash or money order only.

All accounts are subject to periodic audit. Please note that you will be held responsible for any unpaid charges discovered during the audit.

Overpayments will be transferred to the next school year. Overpayments for students who age out of the program will be refunded if over \$5.00. Overpayments less than \$5.00 will not be refunded, unless requested.

Make checks payable to Eisenhower Latch Key, Jerry Ross Latch Key, Lake Street Latch Key, MacArthur Latch Key, Solon Robinson Latch Key, Timothy Ball Latch Key or Winfield Latch Key.

If you are assessed a penalty fee, that amount will be added to your regular payment. Accounts with outstanding balances will be sent to the collection agency.

## DELIVERY AND PICK-UP OF CHILD

Parents are responsible for transporting their child to the Latch Key before school program and home following the after school program.

Children attending the morning session must be brought into the designated door by an adult no earlier than 6:00 a.m. Children must be checked in and out by a parent or guardian in order to be admitted to and released from the Latch Key Program. The child care staff will note the time and person admitting and picking up the child. Please **do not** allow your child to walk in alone or leave him/her at the door. Your child's safety is important to us.

Children should be picked up prior to or promptly at the hour scheduled for the program to close. **No one** but those registered by you will be able to pick up your child. On days when someone other than a parent will be picking up your child, a written note will be necessary. Identification will be required of anyone with whom our staff is not familiar.

## LATE PICK-UPS

The Child Care program closes at the school start time for the before school session and 6:30 p.m. for the after school session. We realize that, on rare occasions, traffic or weather conditions may prohibit you from arriving on time to pick up your child. However, we will assess a late pick-up fee of \$1.00 per minute for every minute beyond closing times. This fee will help to offset the extra staffing cost when our staff stays beyond closing time. Local law enforcement authorities may be contacted if the child is not picked up at a reasonable time.

## HEALTH AND MEDICAL INFORMATION

Each child will have a Latch Key Emergency Information Sheet on file.

**If a child arrives at the Latch Key Child Care Program running a fever, vomiting or showing any signs of illness, a parent will be called and the child will be sent home with the parent.**

All medications to be administered during Latch Key Program hours must be registered with the site leader and school nurse. Upon receipt of the medication, the site leader shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.

Medication shall be administered to a student only with the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the

current school or program year. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student.

All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student, must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file. (See school nurse for form 5330F1)

Medication shall be administered in accordance with the parent's statement (in the case of non-prescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

### **BREAKFAST, LUNCH, AND SNACKS**

Children who attend the Latch Key before or after school care will be served a nutritious snack. Breakfast is not sold at the Latch Key sites. On distance learning days lunch is not served at school, each child must bring a sack lunch from home.

### **TOYS FROM HOME**

Children are **not** to bring personal toys from home. There are toys, games, activities, art supplies, etc. at the program. If a child does bring a toy to the program, the toy will be held and returned to the parent. We are not responsible for lost or broken items.

### **TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY**

A parental signature granting permission for their child to use technology in an appropriate manner as defined by the Crown Point Community School Corporation is required by the Latch Key Program. The parental signature on the CPCSC Technology and Internet Acceptable Use Policy applies to this requirement.

### **WEATHER DELAYS AND EMERGENCY CLOSINGS**

When school is on a 2-hour delay all sites are open. The morning session is 6:00 – 11:00 a.m.

When school is closed before 6:00 a.m. due to weather or other issues all sites are closed.

If school closing is announced after 6:00 a.m., all child care sites will close at that time. Do not bring your child to the site. In the event children have arrived at the Child Care site prior to the closing, children will be cared for and parents will be called and expected to arrange for the pick up of their child.

If during the regular school day Crown Point Community Schools dismisses students early, the Latch Key Program will be open.

When it is necessary to close or delay the opening of school, information will be announced using the corporation messaging notification system. These announcements will be sent to phone numbers and emails designated by the parents in RDS, as well as posted on the school corporation website.

### **DISCIPLINE**

Every child is expected to behave and treat others in a respectful, kind, and courteous manner. The principal of the school has the authority to suspend or dismiss a child from the Latch Key Child Care Program when he/she is not complying with the rules and guidelines of the child care program.

### **QUESTION OR CONCERN**

If you have a question or concern about the Latch Key Child Care service, please contact your school's Site Leader by phone or email.