



A foundation of faith and excellence.

St. Joan of Arc
CATHOLIC SCHOOL
stjoan.net
22415 Overlake Street, St. Clair Shores, Michigan, 586-775-8370

ST. JOAN of ARC LATCHKEY PROGRAM
Patricia Methner ~ Latchkey Director (pmethner@stjoan.net)

Dear Parents/Guardians,

This letter provides essential information about the St Joan of Arc latchkey program for the upcoming school year. The Latchkey Program provides a safe supervised environment for students before and after school hours. We aim to offer a positive and engaging experience for all participants.

Program Hours

The Latchkey Program operates before school from 7:00 AM to 7:50 AM and after school from 3:15 PM to 6:00 PM. We also offer morning and afternoon latchkey on early release days.

Registration

Please be sure that all forms are completed with current information. All child information records including emergency cards must be completed prior to starting latchkey.

Attendance

Attendance is optional, however if your child is not going to attend on a day that you have them registered, please notify the office during school hours (586-775-8370) or notify me by email (pmethner@stjoan.net). Please see attached Latchkey Registration Form for current fees

Latchkey Location

Latchkey is normally located in Room 10/11, which is near the "C" labeled door for pickup/drop off. Please drop off your child in the morning or pick up your child in the afternoon at this door. Please call (586) 601-2088 for drop off/pick up and a staff member will greet you at door "C". For safety reasons, this door is always locked.

On certain occasions, such as our Fall and Spring Book Fairs, plus our weeks for Santa Shoppe, Latchkey will be in the lower hall. During these occasions the drop off/pick up will be done at the breezeway door. The breezeway door is equipped with a buzzer to alert the staff to come and greet you.

Authorized Adults

Parents must list all authorized individuals that may pick up their children on the emergency card. Individuals will need to have an ID when picking up students from latchkey.

Health and Safety / Illness Policy

****ALL PARENTS MUST COMPLETE AND RETURN ENCLOSED HEALTH FORM****

If a child is sick, they should not attend the program. If a child becomes sick while at latchkey they will be isolated from the other children and staff will notify the parents/guardian.

St. Joan of Arc School Mission Statement

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As a Catholic community rooted in the teachings of Jesus Christ, St. Joan of Arc School proclaims its mission to lead students in knowing God and the Gospel, through prayer, worship, study, and service. As a professional learning community, we promote the highest academic standards of achievement, according to each student's unique abilities and needs.



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Medications

All students requiring any medication must complete the enclosed medication release form.

Accidents and Injuries

All latchkey staff have completed basic First Aid and CPR training. If an injury should occur staff will provide needed care and notify parents/ guardians.

Emergency Procedures

If St Joan of Arc school is closed due to weather or any other emergency, latchkey will not be available. In the event latchkey closes due to any other reason, parents/ guardians will be notified via Flock Note.

Discipline and Behavior

The St Joan of Arc Latchkey Discipline Policy must be signed and returned by parents/ guardian. The St Joan of Arc Latchkey has a Zero Tolerance Policy regarding bullying, harassment and physical violence.

Contact Information

Latchkey will send notification to participating families through the St Joan Latchkey Flock Notes. All families must be enrolled in the Flock Note system to be sure that important information can be accessed in a timely manner. Please enroll in Flock Note through the St. Joan of Arc website.

Latchkey Contact Numbers

Room 10-11
(586) 601-2088

Lower Hall
(586) 775-8441

If you have any questions, please contact me via email and I will get back to you as soon as possible.

Patricia Methner
Program Director
pmethner@stjoan.net

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Please sign and date to acknowledge that you have read and understand the St Joan of Arc Latchkey Program policy and procedures.

Student(s) Name(s):

Parent/Guardian Name:

Signature:

Date:

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