

LATCHKEY PROGRAM

Dear Parents,

Welcome to St. Cecilia's Latchkey Program. It's with great pleasure that we welcome you and your family to our program. Our goal is to provide quality care in a safe, happy, and fun environment in a way that will provide growth in your child's development. Due to Covid-19, this year's latchkey will look different. Please note the following information related to our program for the upcoming year.

Registration Fee - \$20 per family

Every family must register in order to participate in Latchkey. The fee must be paid prior to a child attending Latchkey. This money will be used to purchase supplies for the latchkey program.

Daily Rate - \$8 per day

The daily fee is \$8 regardless of the amount of time a child is in Latchkey; if the child reports to Latchkey and attendance is taken, parents are responsible for reimbursing the program \$8 for that day.

Weekly Rate - \$35 per week

Payment - Cash, Check, or Credit Card

Parents must stay current with all balances due. Should parents be delinquent on payments, their child will not be permitted to participate in Latchkey. Additionally, should parents refuse to remit payment for any outstanding balances, they risk the withdrawal of their child from St. Cecilia School.

Our schedule of activities for each day will be as follows:

**Students will be required to wear masks while inside.*

***Student seating will be arranged in such a way to allow appropriate spacing; an additional room within the building will be utilized should our latchkey numbers require this.*

3:10 - 3:25 - Transition and Attendance

3:25 - 3:40 - Snack Time

- Parents are responsible for providing snacks

3:40 - 4:30 - Homework/Silent Reading/Drawing/Puzzles, etc.

- Students should come prepared for this individualized and quiet time

4:30 - 5:15 - Physical Activity and Play

- Every effort will be made to take children outside for physical activities; they will not be required to wear masks during this time

5:15 - 6PM - Individual Choice

- Students may select the activity of their choice

**Parents may pick up their child at any time between 3:10pm-6:00pm; when doing so, parents are required to sign out their children.*

We look forward to a great year.

Mrs. Betty Simpson

Mrs. Jenny Hampton

LATCHKEY PROGRAM POLICIES

WITHDRAWAL POLICY

It is encouraged that a two-week notice be given for withdrawing your child/ren. Consideration will be given for anyone who experiences a shift change. If you withdraw, someone on the waiting list will be called to fill the vacancy.

FEES

1. \$8.00 per day or \$35.00 per week for first child
2. \$7.00 per day or \$30.00 per week for **each** additional child

Regardless of what day or days your child/ren attend the Latchkey program, **the Latchkey fee is due the first day of the week.** If there is a problem, please let us know in advance so we can arrive at a mutual agreement.

PROGRAM TIME

The program runs from 3:10pm-6:00pm everyday that school is in session. **There is no latchkey on early dismissal days.**

DISCIPLINE POLICY

This program is offered as a support to each child and parent. The director and aide should be treated with respect at all times. If a problem arises, the director will talk with the child. A time out will be used if needed. Any continual problems will be discussed with the parent at a conference.

SNACKS

Snacks will not be provided. Children should bring their own snack with them. Snacks should be wholesome and nutritious. Children will not be permitted to go to UDF after school to buy snacks. Gum is not permitted.

CLOTHES

Students will be required to stay in uniform.

LATE PICK-UP FEE

The Latchkey program will end promptly at 6:00pm. We must strictly enforce our closing time. If you arrive to pick up your child after 6:00pm, a late fee will be assessed in the amount of **\$10.00 for every fifteen minutes** past 6:00pm. This fee is to be paid immediately before your children will be readmitted to the program.

LOCATION OF PROGRAM

The Latchkey program is located in the original building in what is called the Art Room. There are bathrooms available. There is a telephone in the room in case of any emergency. A doorbell is located on the door facing the condos. It rings into the Office and the Latchkey Room.

SICK DAYS

If your child is sick, please let the school office manager know so she can inform the director. Monies paid for latchkey are not refundable due to illness or missed days. In the case of an extended illness please notify the director so special arrangements can be made.

SNOW DAYS

In the event of snow day, the Latchkey program will be cancelled. If St. Cecilia School closes or gets out early, there will be NO Latchkey that day.

TELEPHONE MESSAGES

If it is necessary to reach the director of the program, the number for the Latchkey room is 513-533-6065. The school office number is 513-533-6060.

EMERGENCIES/SAFETY

It is most important that every parent complete an emergency card and then adhere to the instructions given. One of the most important regulations concerns the child's **leaving the premises of the Latchkey program**. Parents or guardians may not take children from the schoolyard or other areas without notifying the Latchkey staff and signing the child out. Parents or guardians may not send persons to pick up their children unless their names are on the release form. Please notify us if your child will not be attending Latchkey on a particular day. The school building will be locked after 3:10pm. Use the buzzer at the side door.

EXTRA CURRICULAR ACTIVITIES

The Latchkey director will work with parents and children on extra curricular activities such as stem, Girls on the Run, basketball, soccer, etc. However, parents are responsible for making arrangements and giving **written consent** for their child to attend. The child needs to be signed out for these activities. In case activities are cancelled, arrangements also need to be made. Once the child is signed out, Latchkey is no longer responsible. **Without written consent, your child will not be able to attend any outside activities.**

Latchkey Registration

St. Cecilia School

Student Name: _____

Address: _____

Phone: _____ Grade: _____ Birthdate: _____

Registering for:

Mondays _____ 3:10 to _____

Tuesdays _____ 3:10 to _____

Wednesdays _____ 3:10 to _____

Thursdays _____ 3:10 to _____

Fridays _____ 3:10 to _____

Parent/Guardian Information:

Parent/Guardian Name: _____

Cell Phone: _____ Work Phone: _____

Employer: _____ Position: _____

Address of Employment: _____

Hours of Employment: _____

Parent/Guardian Name: _____

Cell Phone: _____ Work Phone: _____

Employer: _____ Position: _____

Address of Employment: _____

Hours of Employment: _____

Emergency Contacts: (must list TWO emergency contacts)

Contact #1: _____

Phone: _____ Relationship to Child: _____

Contact #1: _____

Phone: _____ Relationship to Child: _____

Health Information: (check any that apply)

Allergic to Bee Stings _____ Allergic to Penicillin _____ Allergic to Peanuts _____

Asthma _____ Convulsions _____ Diabetes _____ Hayfever _____

Other (please list) _____

Medications (please list) _____

Please list names of people who have your permission to pick up your child if you are unable to for any reason.

Name	Relationship	Phone Number
1. _____		
2. _____		
3. _____		
4. _____		

By Signing below, I verify I have read and understand the Latchkey Program Policies. I agree to abide by these policies and understand that St. Cecilia School may change these policies at its discretion without notice.

Signature: _____ Date: _____