

LATCHKEY HANDBOOK



2025-2026

St. Veronica Catholic School
4475 Mt. Carmel Tobasco Rd
Cincinnati, OH 45244
School Office: (513) 528-0442
www.stveronica.org

Rates:

\$50.00 Registration Fee (per family)
\$6.75 Per Hour (per child)

Latchkey Staff & Operating Hours

Mrs. Penny Bratton.....Latchkey Director

Mrs. Jackie Cole.....Latchkey Assistant

Mrs. Maureen Crawford.....Latchkey Assistant

Mrs. Chris Jones.....Latchkey Assistant

The Latchkey Program will operate from 7:00 AM to 8:00 AM before school begins and from 3:00 PM to 6:00 PM after school is dismissed for the day. The program follows the same school schedule regarding holidays, early dismissal, or snow days. In these situations, the parents of the student are responsible for making alternate arrangements for their children.

Drop-off & Pick-up

Students attending the Latchkey Program must be signed in and out by their parents or an authorized guardian. The parent or authorized guardian is required to enter the building and go to Latchkey to sign out their child. No student will be allowed to exit the building alone. If your child is to be picked up by someone other than the persons authorized on the Latchkey Registration Form, the Latchkey Director must be notified in writing or by phone at (513) 808-3161 by the parent. This person must also present a photo ID before picking up your child.

**PLEASE REMEMBER THAT ALL CHILDREN MUST BE
PICKED UP BY 6:00 PM**

**We understand that there may be times when being late for pick-up is
unavoidable, and at those times you must notify Latchkey as soon as possible at
(513) 808-3161.**

**HABITUAL LATENESS WILL BE ASSESSED A LATE FEE OF \$10.00 FOR EVERY
FIFTEEN MINUTES LATE AND MUST BE PAID AT THE TIME OF PICK-UP.**

Welcome to St. Veronica's Latchkey Program

The primary purpose of the St. Veronica Latchkey Program is to provide quality care and a safe environment for the students before school begins and after classes have been dismissed in the afternoon. Within this framework, the Latchkey Program seeks to provide an educational and recreational alternative to "traditional" day-care facilities. The Latchkey Program is available to all students from preschool through eighth grade. Students will participate in a wide variety of activities, including indoor and outdoor play, homework assistance, and a Friday children's movie.

The following material is presented as an "ongoing handbook" for the St. Veronica Latchkey Program. This material includes information that is important to your child's safety and the basic operation of the program. We consider this an "ongoing handbook" because changes may become necessary as the year progresses, or you might have an idea that should be included. We welcome such ideas and suggestions as we all work together to make the Latchkey Program a happy and worthwhile experience for everyone involved.

Program Objectives

1. To provide parents and students with an alternative to having the student unsupervised either before or after school.
2. To provide a safe, supervised environment for the students in the program.
3. To foster a positive attitude towards St. Veronica School.
4. To enhance the student's emotional, social, and physical growth using both educational and recreational activities.
5. To enhance and complement the school's curriculum through challenging activities.
6. To provide an opportunity for assistance with homework in all subject areas.
7. To give the children a rich diversity of growth experiences in a Catholic environment.
8. To compliment the philosophy of the school and the family.

Emergencies

Emergency medical forms will be kept on site at the Latchkey Program. Parents or other responsible adults listed on the emergency forms will be contacted if necessary.

Snacks

We encourage you to provide your child with a snack for after school. Most of the children eat lunch before noon, so they are very hungry after they are done with their school day. Latchkey does not provide snacks; however, there is always access to a water fountain. Some healthy snack examples would be grapes, raisins, apples, oranges, cheese sticks, pretzels, or goldfish.

Toys/Electronics

We are not responsible for any lost or broken items that are brought from home. We do not encourage your children to bring toys from home. If there is a problem with a toy from home, we will ask your child to put it in their bookbag until they leave. Students may not use personal electronic devices during Latchkey. Only a school-issued tablet may be used.

Charges & Billing Schedule

Latchkey charges per hour and does not split up the hour in billing increments. For example, if your child is there for a half-hour, you will still be billed for the full hour price. Latchkey is invoiced to your FACTS account every two weeks. Payment is expected within 10 days or before the next invoice is made. If you are having trouble making payment at that time, please contact the Director at (513) 808-3161 to make other arrangements. Final report cards will not be released until all school fees have been paid.

After School Activities (Sports/Classes/Music)

If a child is registered with Latchkey, that child can come to Latchkey when their after-school activity is over. If a child needs to leave Latchkey to go to an after-school activity, a note must be sent to the Latchkey Director. That note must include the parent's phone number, permission for the child to attend the activity, and the time the child needs to leave for that activity. If the child is being picked up for the activity by someone other than the child's parent, the permission slip should also include the name of the person picking up the child. That person should also have a photo ID ready when they report to Latchkey to pick the child up for the activity.

Discipline

If the need arises for discipline, we try a time-out first. If the problem persists, we notify the parents/guardian of the child.

We follow the State of Ohio Rules for School Age Children:

- We will not use or enforce corporal or unusual punishment.
- We will not confine a child in an enclosed area or use physical restraints.
- Food, rest, or toilet use will not be withheld from the child.
- We will not shame, frighten, or humiliate a child.
- We will not use verbal abuse.
- We will not discipline for toilet accidents.
- We will not delegate discipline to another child.
- There will be no cruel, harsh, corporal punishment, or any unusual punishment such as but not limited to pinching, spanking, punching, shaking, or biting.

Daily Schedule

As soon as school is out, Latchkey children assemble in the school lunchroom. Attendance is taken, and seating is assigned for the day. The children then spend an hour in individual and group play - outside on the school playground if weather permits, or inside the school gym if the weather is not cooperating. The second hour is set aside for children to work on their homework. We encourage all our children to do their homework at this time. If they do not have homework, we provide quieter activities for them to do so that they do not disturb the children that are completing their homework. Fridays are movie days. The movies vary from Friday to Friday, and the movies are always age appropriate.

Illness

Our staff is trained in first aid, hand washing, and communicable diseases. If a child shows signs of an illness, parents will be notified immediately. A child will be isolated that shows any of the following signs and discharged to the parent upon arrival:

- Diarrhea
- Severe coughing
- Difficult or rapid breathing

- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees or more
- Infected, untreated skin patches
- Stiff neck
- Unusually dark urine or grey/white stool

A child will be isolated immediately and may be excluded from the program until evaluated by a doctor if they show signs of:

- Unusual spots or rashes
- Elevated temperature
- Vomiting
- Evidence of lice, scabies, or other parasites
- Communicable disease

Children will be isolated and made comfortable in a room not being used by other children, but within sight and hearing of a staff member.

We ask our parents to please contact us immediately with any concerns or complaints at (513) 808-3161. We will address anything that may come up immediately and report back to the parents with our progress.