

# Tri County Latchkey Parent Handbook 2011-2012



(Revisions September 2011)

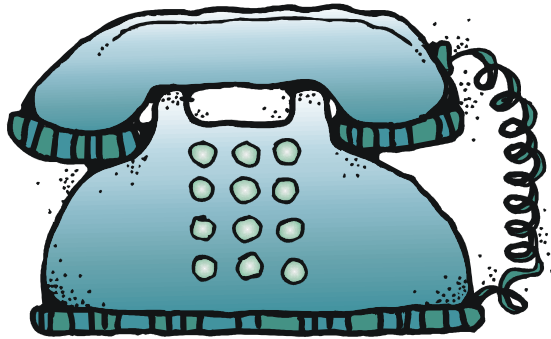
## Contact Information

*Latchkey Director*

Jeanette Birdsell

[jbirdsell@tricountyschools.com](mailto:jbirdsell@tricountyschools.com)

231.937.4380 ext 233



### **MacNaughton Elementary**

231.937.4380

*AM Caregiver*

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*PM Caregiver*

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### **Sand Lake Elementary**

616.636.5669

*AM Caregiver*

Abby Kuklo

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(c) 231.519.2858

*PM Caregiver*

Jenny Barrett

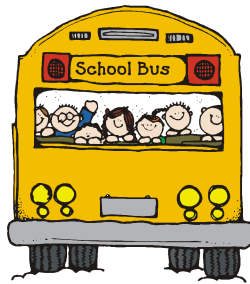
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(c) 616.284.7386

## Program Information

Tri County Latchkey provides before and after school childcare services for Tri County students at an affordable rate. Latchkey services are available in the morning from 6:00 AM until the first bell. In the afternoon, latchkey services are available from the dismissal of students until 6:30 PM.

## Transportation Policy



Tri County Area Schools are offering bus transportation to the various buildings within the district both in the morning and the afternoon: MacNaughten K-2, Sand Lake 3-5 and Tri County Middle School. This will allow children to attend the Latchkey Services from their hometown area for easier drop off and pick up for parents. **Sand Lake - 7:08 AM Pickup & 3:52 PM Drop Off MacNaughton - 7:29 AM Pickup & 3:38 PM Drop Off.** Your child will wait in a designated area for the bus to transport them. If you have any concerns, please contact the bus garage at 231.937.4386.

## Philosophy

Latchkey provides a safe, nurturing environment for school age children and is dedicated to a high standard of excellence in providing opportunities for the physical, mental, social and emotional growth of each child. Meaningful play is extremely encouraged since it is an important form of learning.

We encourage you to be familiar with the program and the staff. We value communication with parents, as it helps us meet the individual needs of each family. We appreciate hearing your concerns and compliments.

## Student Admission

The following Latchkey Enrollment forms (4) must be fully completed and accompanied with your child **on or before their first day of attending** Latchkey:

1. Child Information Record Form
2. Health Records Form
3. Latchkey Schedule
4. Signed Handbook Form

Your child will not be able to able to attend Latchkey without these completed forms. These documents can be obtained by the Latchkey Caregivers, the school's secretaries, or the Latchkey Director.

## Payment Information



\*Prices are subject to change\*

**\$5.00** per AM session (2 hours)

**\$7.00** per PM session (3.5 hours)

**\$3 (am) \$5 (pm) for each additional child in the family**

Our program stays home until 6:30 for your convenience and safety while driving home from work. Please do not be late. Our workers expect to leave at 6:30. This means parents need to have their child signed out, clothed and packed to leave by that time.

Late Pick Up Fees: **\$5.00 for 1-5 minutes late, \$10.00 6-10 minutes late, etc.**

**Payments are due weekly.** It is the parent's responsibility to pay for services rendered in a timely manner. *If your payment is not received within 10 days from the last day your child has attended, then there will be a \$10 late payment fee. Your child/children will not be allowed to attend Latchkey until full payment has been received.*

## **Student Withdrawal**

The Director, on behalf of the Tri County Latchkey Program, reserves the right to ask for a student's withdrawal if:

- \*Latchkey staff is not able to attend to the behavioral or physical issues of the child in our childcare environment/setting, although every reasonable effort will be made to accommodate those with behavioral or physical issues.
- \*Lack of parental support when dealing with challenging situations.
- \*Arrears in accounts past 10 days.
- \*Tardiness in picking up your child on 3 occasions.

## **Snack**

Since Tri County Area Schools provides free breakfast daily to all students, we will no longer provide am snacks. If you believe your child will be hungry before the 8:10 breakfast time, we encourage parents to feed their child a nutritious morning snack at home.

One snack with a drink is provided during the afternoon childcare session only. **Some children are still hungry after they have had their one snack and we are only provided with enough snacks for each student to get one serving.** **Please pack an extra snack or two for your child.** If your child has any food allergies please note this on your child's emergency card.

## **Outdoor Play**

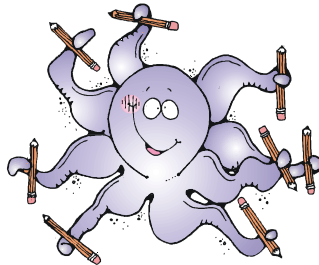


All children attending the Latchkey Program will be using the equipment owned and operated by Tri County Area Schools on the school playgrounds for all outdoor play. Note: We have not had an independent playground safety inspection (per MI DHS childcare licensing regulations) therefore the equipment may not be in compliance with the playground safety act.

### Clothing

Please send your child to Latchkey dressed to play. Latchkey students do go outside on a daily basis so please dress your child appropriately so that they are comfortable when outside. **Healies (or other shoes with wheels) are not allowed to be worn with the wheels in at Latchkey.**

### Sign In/Out



**Parents/Guardians need to sign their child in and out each time they attend Latchkey.** For the safety of your child, *please* be sure to let a staff person know that you are dropping off or picking up your child. Please inform us in writing if someone other than those originally authorized (on the child's emergency card) will be picking up your child. If the staff has not been informed of any different arrangements, we will not have the authority to release your child and will dismiss him/her per their normal routine. **It is our policy that children are only to be released to adults (18 and older).**

### Health Care Policies

- \*Children and staff members will wash their hands before snack time and after using the bathroom.
- \*Staff members will wear rubber gloves any time they are required to handle children's bodily fluids.
- \*Cleaning and sanitizing of all equipment and toys will be done on a bi-weekly basis.
- \*Tables will be cleaned and sanitized throughout each Latchkey session.
- \*If any children are sick with a communicable disease, the health department will be notified and a note will be sent home with your child.

### Confidentiality

Your child's file will be kept confidential. We are required to keep your child's file for seven years. After that time, everything in their file will be destroyed. Any other personal matters that are shared with the staff will also be kept confidential.

### Child Abuse and Neglect

Tri County Latchkey is required by law to report any suspected child abuse and/or neglect. The staff member that views or hears about any possible child abuse/neglect will be required to contact the Department of Human Services to report the suspicion immediately.

### Volunteering



Any person wishing to volunteer or participate in special activities etc. must complete the Tri County Volunteer criminal background check and the Family Independence Agency Request for Central Registry Clearance Criminal Background Check. This information can be obtained at the main office. The Latchkey director must have the results from this background check on file before you will be able to participate. All volunteers will be supervised by Tri County Latchkey staff. Thank you for your cooperation.

## **Accident and Emergency Procedures**



If your child is involved in a serious accident at Latchkey, you will be called immediately. The staff will use your emergency card to follow your directions for order of contact. The staff will also notify the Department of Human Services to report the accident. If there was a minor mishap, you will be notified in writing by the caregiver to let you know what happened.

Emergency procedures for fire and tornado are posted in each Latchkey room by the door. Latchkey students will participate in fire and tornado drills throughout the year.

## **Medication Policy**

Please indicate on your child's Tri County enrollment paperwork of any medical conditions or food allergies that your child may have. This form is required to complete your child's Latchkey enrollment paperwork.

It is the policy of the Tri County Area Schools to have written authorization for a student taking prescribed oral medication while attending Latchkey. If your child needs to take medication, there is an "Authorization for Medication" form that you will need to have your doctor fill out before medication can be given at school. This information will be handled in a confidential manner. Please contact the Latchkey director or the main office to receive a copy of this form.

If your child has Asthma, Tri County Area Schools has a form that the parents and doctor will need to complete. Please contact the Latchkey director or the main office to receive a copy of this form.

### Discipline Policy

In order to maintain a happy, healthy, disciplined environment, Tri County Latchkey stresses the importance of safety, care of property, good habits, rules of conduct, and consideration and respect for others. Constructive methods of discipline such as giving alternative choices, positive reinforcement, and redirection are used to maintain group control and handle individual behavior. Our main focus on discipline is preventative in nature, as we aim to build self-discipline in the students. The 1-2-3 Magic technique is also another approach that is used to redirect students when their behavior needs to be modified. Students are introduced to this technique on their first day of Latchkey. The following are the steps that occur each time this technique is used:

1. If a student is acting inappropriately the staff member holds up 1 finger.
2. If the behavior continues, the staff member holds up 2 fingers.
3. If the behavior continues, the staff member holds up 3 fingers then the student needs to "take 5".
4. The student will take a five minute break in a designated area.
5. After the student takes a break, then he/she needs to apologize to whomever he/she was acting inappropriate to before engaging in further activities.

If a student continues to act inappropriately then he/she needs to fill out a "Latchkey Behavior Report" with the staff member who is supervising. If a child

receives more than three reports in a three month time span or the incident was a major incident with concerns over safety of the child, than he/she will not be allowed to attend Latchkey.

To obtain an example of a "Latchkey Behavior Report" please contact a Latchkey caregiver or the Program Director.

### Yearly Schedule and Snow Closings

We will follow the same schedule as Tri County Area Schools including any half days or school closings due to teacher-in-service days, holidays, or weather closings. Any additional days will be sent to you through a letter sent home.

If there is a weather related delay, there will not be morning Latchkey. Please watch the television and listen to the radio for school delay and closing information. If school is dismissed early for any reason, there will not be afternoon Latchkey.

### Severe Weather Policy

The following is the general procedure that will be followed by Tri County Area Schools and the Latchkey program. **It is the parent's responsibility to provide a place for their child to go in the event that school is closed early.**

Severe Thunderstorm Warning: The program will remain unchanged. We will be on the alert for any further developments.

Tornado Watch: Students will remain in Latchkey unless parents choose to come and pick up their child.

Tornado Warning: All safety precautions stated on the crisis plan (located in our Latchkey room) will be followed to insure the safety of all students and staff.

Severe Winter Warnings: If the school cancels evening activities due to inclement weather, latchkey will close immediately following a phone call from the

Superintendent of Schools. Parents will be called and required to pick up their child within 30 minutes.

## **Grievance Policy**

All families are encouraged to express their concerns or problems about the program to the caregiver at any time. If you feel that the problem or concern has not been addressed, please contact the Latchkey director. If the issue continues, then a meeting will be scheduled for all parties involved to solve the problem and/or concern.

## **Health Care Resources**

### ***Catholic Social Services - 989-831-8306 or 800-589-8184***

PO Box 480, 212 West Main St. Suite B, Stanton, MI 48888

\*Offers: Parent and Family Support Services, Behavioral Health and Counseling, Family Preservation Services, Child Welfare

### ***Department of Human Services - 989-831-8400***

609 North State Street, PO Box 278, Stanton, MI 48888

\*Offers: Food Stamps, medical assistance, FIM (formerly AFCD), child day care funding, State Emergency Relief for shelter and utilities, crisis prevention services, delinquency services, child foster home licensing, foster care placement, employment services, and volunteer services. Protective Services deals with child/adult abuse and neglect.

### ***EightCap, INC - 616-754-9315***

904 Oak Drive-Turk Lake, PO Box 268, Greenville, MI 48838

\*Offers: Heat/utility assistance, shelter assistance, home weatherization, USDA commodity cards, Mid-Michigan Community Action distribution cards, referrals to food banks, legal services, etc..., income tax preparation, Salvation Army funds, Medicaid and DHS assistance applications available, and others.

### ***MiChild/Healthy Kids - 888-988-6300***

\*Provides health insurance for uninsured children of Michigan's working families. Covers regular check-ups, shots, emergency dental care, pharmacy, hospital care, prenatal care and delivery, vision, hearing, mental health and substance abuse services for a \$5.00 monthly fee. Call for an application.

### ***Mid-Michigan District Health Department - 989-831-5237***

615 North State Road, Stanton, MI 48888

\*Offers: Community Health and Education, Environmental Health Division, Family Planning, Immunization Clinics, Hearing and Vision Screening Clinics, Free and Low-Cost Health Insurance Programs for Children and Pregnant Women, WIC).

### ***Montcalm Center for Behavioral Health - 989-831-7520 or 800-377-0974***

611 North State Road, Stanton, MI 48888

\*Serves children, adolescents, mentally disabled adults and families. 24-hour treatment services are available. Services are available for runaways, infant mental health, family counseling, and a variety of support groups.

**Pine Rest Clinic - Greenville - 616-364-1500 or 800-678-5500**

126 Cass Street, Greenville, MI 48838

\*Areas of interest/expertise include but are not limited to: marriage and family therapy, stress management, work-related issues, religious concerns, substance abuse, depression, anxiety, low self-esteem, women's mid-life issues, loss and grief, other aging issues, family dynamics, and issues of caregivers of special needs children.

## Handbook Form

Please detach this page from the Parent Handbook and sign and return the form on (or before) your child's first day of attending Latchkey.

I \_\_\_\_\_, the parent/guardian of  
\_\_\_\_\_, have read and agreed to the terms stated  
in the Tri County Latchkey Parent Handbook including weekly rates and payment  
expectations.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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