



# Huron Academy

ACADEMIC EXCELLENCE • CHARACTER • INTEGRITY

## LATCHKEY PROGRAM



# HANDBOOK

# Welcome

Welcome to the Latchkey program for Huron Academy (a School of Choice). Our program is designed to care for children from Preschool through eighth grade. We look forward to having your child with us during the school year.

In the Latchkey program, we provide a supervised environment filled with a variety of appropriate activities designed to promote student development and self-esteem. The Latchkey program strives to provide consistency and continuity to provide childcare between home and school while offering a wide range of growth producing opportunities.

This handbook is provided to acquaint you with the program and its policies, which are designed for your child's well-being.

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## Latchkey Program Objectives

The Latchkey program will provide the following:

1. A nurturing environment for all children.
2. An opportunity for children to participate in a variety of activities that are developmentally appropriate and allow for social, physical, and intellectual stimulation.
3. A safe and friendly place where children can feel comfortable and can socialize with their peers.
4. A well-equipped area with a competent and caring staff that are there to offer many choices to meet each child's needs.

## Days and Hours of Operation

The Latchkey program is open Monday through Friday on school days only.

-Metropolitan Parkway location 6:30 a.m. - 8:00 a.m., and from 3:45 p.m.-6:00 p.m.

-Utica Rd. location 6:30 a.m. – 8:30 a.m., and 4:15 p.m. – 6:00 p.m.

Please have an alternate person designated to pick up your child if you are unable to get to the site by 6:00 p.m. The person you designate must be on the child's emergency card. Please be mindful that in Michigan we can have some harsh weather and during those times we expect that you will plan ahead and give extra time so that your children can be picked up by 6:00 p.m. as late fees will be incurred.

If your child is in a club, sport, or tutoring and they are not picked up at the time that club, sport, or tutoring is let out, then, your child will be checked into Latchkey. If this occurs, you will be charged from the time the school Latchkey opens. This will depend on which building your child is at.

**A LATE FEE WILL BE ASSESSED AT A RATE OF \$1.00 PER MINUTE FOR EVERY MINUTE AFTER 6:00 P.M. THERE WILL BE NO EXCEPTIONS GIVEN.**

## Licensing Notebook Summary Sheet

The Latchkey program maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation

reports from the past two years are available on Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare) .

## Registration

Please complete the following forms, sign them, and return them to the Latchkey program Director:

1. Physical Health/Immunizations Parental Acknowledgement
2. Lunch/Snack Agreement Form
3. Receipt of School Age Latchkey Program Parent Handbook
4. Huron Academy Parent Contract

## Withdrawal

If it should become necessary for you to withdraw your child from the Latchkey program, we ask that you notify us one week in advance. All payments including late fees will be due by the time of withdrawal. If money is owed to the family we will immediately submit a reimbursement form to our home office, and payment will be mailed to your home within three (3) weeks.

## Signing In and Out

1. For your child's safety, the State of Michigan requires that a person or persons listed on the Child Information Emergency Form sign children in and out of the program. You must sign out a child FIRST before retrieving your child and a station will be set up to do this. Please make sure a staff person sees you when you drop off or pick up your child.
2. If a child is not signed in or out, you will be charged until the end of Latchkey for the day, regardless of the amount of time your child attended the program that day.
3. If an emergency occurs that makes it necessary to have someone other than those persons listed on the Child Information Emergency Form pick up your child, you must notify the Latchkey program Director in writing.
4. Unless custody has been established by a court action, one parent may not limit the other parent from picking the child up from our care. A copy of the court order must be on file.
5. Identification will be checked for those persons with whom the staff is unfamiliar.

## Standard Fees and Payments

1. The fee for the Latchkey program will be \$4.00 per hour. There will not be a discount on more than one child.
2. **Fees will be collected in advance of Latchkey services, in \$60.00 increments per child. These fees must be paid prior to accessing Latchkey services. Services will not be rendered to families that do not pre-pay for services.**
3. We charge in 15-minute increments whether the full 15 minutes are used or not.

## Dismissal from Program

The following circumstances may result in your child being dismissed from the Latchkey program:

1. Failure to pay for services in a timely manner or failure to repay returned checks
2. Failure to sign a child in and/or out of the program.
3. Dropping off a child prior to the building's designated starting time, resulting in an unsupervised situation.
4. Disregard for the 6:00 p.m. closing time.
5. Any behavior that causes injury to a child or staff member.
6. Any behavior that is not consistent with behavioral expectations set forth during the regular school day.

## Parent Responsibilities

All parents should:

1. Fill out all registration forms completely, and sign them
2. Keep all information on the registration forms current
3. Pay all fees on time.
4. Read all communications on the parent board
5. Make alternate arrangements if your child is ill. We do not have the facilities to care for sick children.
6. Keep the staff informed of any changes or incidents in the home that may result in a change in your child's behavior or attitude.

7. Listen to the concerns of the staff regarding your child and work with the staff on an agreeable solution.
8. Feel free to discuss any concerns with the School Leader or the Latchkey Director.
9. Label all of your child's clothes and property.

Also:

1. Parents must sign their children in and out of the program.
2. Parents and children are responsible for all personal property.
3. Parents are responsible to check all school work that was completed in the Latchkey setting.

## Children's Conduct

In order to ensure a safe and pleasurable experience for all students in the program, please review the following expectations for students during Latchkey.

1. Children must remain in the designated areas
2. Children are to respect the rights and property of others.
3. Children are to act courteously and appropriately, be cooperative and follow the instructions of the caregivers.
4. Appropriate and acceptable language is expected.
5. Children are expected to be responsible for their actions.
6. Children are to work on their homework or be quiet during homework time.
7. Materials and equipment are to be treated properly and returned to the proper place when done.
8. Any child having a problem with another child, a staff member, a visitor, or another parent should inform the caregivers immediately.
9. Complete discipline policy can be found in the Huron Academy Parent/Student Handbook.

**ANY CHILD EXHIBITING POOR BEHAVIOR OR BREAKING HURON ACADEMY RULES WILL NOT BE PERMITTED IN THE LATCHKEY PROGRAM.**

## **Homework**

Each Latchkey classroom will have scheduled homework time each and every day. In some cases additional time will be provided but this is not a guarantee that all homework will be completed during Latchkey hours. It is the student's responsibility to work on their homework during the scheduled times and assistance will be provided whenever possible. If a student chooses not to do their homework during the scheduled time they must be quiet and engage in an activity that is not disruptive (read a book, draw, put their head down, etc...). It is the parent's responsibility to check all school work that was completed in the Latchkey setting.

## **Student Valuables**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, collectible/trading cards, and the like are tempting targets for theft. Any items brought to school by students are brought at their own risk. Huron Academy cannot be responsible for their safe keeping and will not be liable for loss or damage to personal valuables. No electronic media of any type is permitted at the Academy or at Academy-related activities.

## **Cell Phones in Latchkey**

Students may not possess or use a cell phone without advance written permission from their parents or guardians by signing the Parent Consent Form that is available in the school office. Students who obtain the necessary permission to possess a cell phone before and after school can only use them in the case of an emergency. Phones must be stowed in a locker or backpack. Parents may call students and students may call parents, with supervisor permission only. If a student receives a call during Latchkey from their parents, they are to inform the caregiver that an emergency call is coming in and they will be allowed to answer it. Possession of a cell phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege. In addition, the student who possesses a cell phone shall assume responsibility for its care. At no time shall the Academy be responsible for preventing theft, loss, or damage to cell phones brought onto its property. Also, by bringing a cell phone to school the parents and student volunteer to allow the school to search the contents of the phone for any reason as determined by the administration.



## Outdoor Play

Students need fresh air and sunshine. Weather permitting, we will always take children outside so PLEASE dress your children accordingly. The Latchkey Director will determine if a child is underdressed for outdoor play and may restrict that child from going outside so please send sweaters, jackets, gloves, etc...

## Movie List

Later in the scheduled hours for Latchkey some of the classrooms will run a movie for the students to enjoy. A movie list is available to view from the Latchkey Director. If a movie has been rated G by the Motion Picture Association of America, we will show it to any audience. We have identified a small group of PG rated films that we show to students 3<sup>rd</sup> grade and up. If you are concerned by this, then please request a list from the director. If a movie concerns you, we can restrict access to that film for your child.

## Snacks

1. If your child would like to have a nutritious snack after school, you may send one from home or purchase one from the snack cart at school, if available. However, you must advise the students that this snack is only for them; they are not allowed to share snacks with other children.
2. Often children will save a part of their lunch to be eaten as an additional snack after school. Please advise your child on what they should eat for lunch, and what would be safe for them to save for later.
3. Parents are required to sign a Lunch/Snack agreement Form to show they are in agreement that snacks and lunch will be allowed when your child is in Latchkey.

## Discipline

Huron Academy's Student Code of Conduct is always in effect during the Latchkey program.

The foundation of our discipline policy is a climate of mutual caring and respect. Our goal is to provide a safe and nurturing environment for children by planning many experiences and activities. When a problem occurs, the

staff uses positive methods of discipline, which encourages self-control, self-direction, self-esteem, and cooperation. Redirection, discussion of feelings regarding the specific problem that occurred, and having the child move away from the group are some of the methods that are used.

Most disruptive behavior can be handled with a “quiet time” in order for the child to calm down and think about their actions. However, if a child’s behavior causes chronic disruption, the following four-step plan is in place to handle the situation:

1. The parent is notified verbally and/or in writing about the behavior or incident causing the disruption.
2. If negative behaviors continue, the caregivers have the right to assign sentences, take away recess privileges, assign detentions, etc.
3. If the behavior is still apparent, the caregivers will set up a meeting between the parents and the administration.
4. After ample time has been given for corrections, and the behaviors continue your child will be suspended from the program.

## **Health and Injury Procedures**

If your child has any of the following conditions, the parents will be notified to pick up their child immediately: contagious disease, vomiting, fever, or diarrhea. If your child receives a minor cut, scrape, or bruising while in our care, a staff member will clean the wound with water and apply a bandage and/or ice if necessary. If your child is injured while at the Latchkey program, a parent or emergency contact (listed on the Child Information Card) will be contacted either by phone or at pickup. Our staff is trained in CPR and First Aid. If immediate medical attention is necessary, an ambulance will be called.

## **Medication**

The parent must complete and sign a medication authorization form provided by the school for any prescription or over the counter medicine. All medication must be in its original container and accompanied by the doctor’s directions. The child’s physician must fill out the form for injectable medication, aspirin, or an inhaler. These medications can only be distributed in the front office during school hours. No medications will be given in the Latchkey room at all.

Prior to the beginning of the school year, parents/guardians are responsible for informing the Academy in writing of any medical issues that may require intervention during the school year. Examples of medical issues may include, but are not limited to, life-threatening allergies (i.e., the need for an epinephrine injector, Epi-Pen®), diabetes, epilepsy, asthma, seizures or any condition of a serious nature affecting the health of the student. The Academy, parents/guardians and the student's physician will participate in developing a medical action plan.

## **Holidays and Breaks**

1. The Latchkey program services will be closed whenever Huron Academy is closed for a vacation, break or inclement weather.
2. Latchkey may or may not be provided on days that school is in session for half days. See school calendar for details.
3. It is pertinent that you send a lunch for your child on half-days (if service is available) in order for your child to be able to attend Latchkey. Microwave ovens are not available so please do not send items that need to be heated.
4. If your child does not have a lunch, one will be provided and you will be billed accordingly. If you are planning to pick up your child and do not want them to eat lunch with the others you must communicate that with the Latchkey Director. The hot lunch program does not operate on half-days so your child may receive a cold lunch.

## **Volunteer Policy**

All volunteers must complete the MEP Services provide volunteer form that will give permission to conduct a background check through the Internet Criminal History Access Tool (ICHAT). Former students who wish to volunteer for their secondary level community service requirement may do so with the approval of the school administration. Guidelines for this program are available through the school office.

## Child Protection Law

Huron Academy staff abides by the Michigan Child Protection Law (Public Act 238 of 1975, as amended: MCL 722.621 et seq.) mandates that certain professionals report their suspicions of child abuse or neglect to Children's Protective Services at the Dept. of Human Services.

### CHILD PROTECTION LAW

The Michigan Child Protection Law (Public Act 238 of 1975, as amended: MCL 722.621 et seq.) mandates that certain professionals report their suspicions of child abuse or neglect to Children's Protective Services (CPS) at the Department of Humans Services (DHS).

Mandated reporters in schools include:

- a. Psychologists
- b. Social workers
- c. School administrators
- d. School counselors
- e. Teachers

Mandated reporters are required to make an immediate oral report to CPS. The oral report can be made by calling (855) 444-3911. The individual who had contact with the child must complete the call and provide as much information regarding the following:

- a. name of the child
- b. age of child
- c. description of abuse or neglect
- d. names and address of child's parents/guardians
- e. the person with whom the child resides
- f. other information available to the reporting person that might establish the cause of the abuse or neglect, and the manner in which the abuse or neglect occurred

The reporting person is also required to file a written report within 72 hours. The written report form is DSS-3200.

The Academy is not required to determine whether abuse or neglect has actually occurred. Investigation and appropriate action are the responsibility of Children's Protective Services.

The following procedure should be followed when reporting child abuse or neglect:

- a. Staff who suspects child abuse or neglect of a student will contact the School Leader or his or her designee regarding their concerns, either prior to or after their reporting the suspected abuse. If administration is not available, proceed with filing the report.
- b. A DSS 3200 form is available in the School Office.
- c. The staff member who suspects abuse can request assistance in filing the oral or written report. However, just reporting your suspicions to another staff member or a member of the administration does not relieve your responsibility to report the suspected abuse/neglect. All reports should be a first-hand account of the suspicions.
- d. A copy of the written DSS 3200 report should be kept on file at the Academy with the School Leader or his/her designee to support and document your filing. Having a copy of the report will also assist the school when, or if, a school visit is made by a DSS worker.

An abuse/neglect report is confidential. The identity of the reporter should be kept confidential as well, subject to disclosure only by court order or consent. No one can or should interfere with an effort to file a report of abuse/neglect filed by a mandatory reporter. There is no liability for making a legitimate report if later proven unsubstantiated as long as made in good faith.

For additional resources, including potential indicators of child abuse and/or neglect, visit [http://www.michigan.gov/dhs/0,4562,7-124-7119\\_50648\\_44443---,00.html](http://www.michigan.gov/dhs/0,4562,7-124-7119_50648_44443---,00.html).

## Latchkey Daily Schedule

### **Metro. Pkwy.**

6:30 a.m. Open doors, puzzles,

### **Utica Rd.**

6:30 a.m. Open doors, puzzles,

games, toys, homework  
7:45 a.m. Clean-up time  
7:55 a.m. Grades K, 1, & 2 are  
walked to their classes  
3:30 p.m. Snack/homework/  
Reading/quiet time  
4:00 p.m. Outdoor play (weather  
permitting) or indoor toys,  
puzzles, games  
5:00 p.m. Movies, activities,  
clean-up  
6:00 p.m. Close doors

games, toys, homework  
8:15 a.m. Clean-up time  
8:25 a.m. Grades 3,4,5,6,& 7 are  
walked to their classes  
4:00p.m. Snack/homework/Reading/  
quiet time  
4:30 p.m. Outdoor play (weather  
permitting) or indoor toys  
puzzles, games, computer  
5:30 p.m. Movies, activities, clean-up  
6:00 p.m. Close doors



# Lunch/Snack Agreement Form

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Please read and sign the following:

- I hereby agree to provide my child with snacks and/or lunch while he/she attends the Huron Academy Latchkey program.
- I understand that snacks and lunch are not provided by Huron Academy during the Latchkey Program.
- I agree that I will send ample snacks as well as a well-balanced, nutritional lunch for my child when they are in Latchkey and a lunch is required.

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(Parent Signature)

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(Date)



# Receipt of Huron Academy Latchkey Program Handbook

By signing below, I am stating that I have read and agree with the following statements:

- I have received and have read the Huron Academy Latchkey program Handbook.
- I agree to abide by the policies and procedures contained therein.
- I understand and will adhere to the fee and payment structure and will keep my account current at all times.
- I understand that the policies contained in the Latchkey Program Handbook may be added to, deleted, or changed at any time.
- I understand that all updates to the Handbook will be sent home with my child.

List all children attending Huron Academy:

_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____

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

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

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Huron Academy Parent Contract

1. I understand that I must walk my child to Latchkey and **sign in** and that I must walk in for Latchkey to **sign out**. No exceptions can be made. If I refuse to sign my child in or out, my child will no longer be allowed in Latchkey.
2. I understand and agree to my obligation to pay all amounts owed for these services and I understand that I will be billed at the regular charge of \$4.00 per hour per child. I understand my failure to pay any amounts due in a timely manner will result in my child no longer having access to the Latchkey program.
3. I also understand the terms of dismissal from this program.
4. I understand that the Latchkey program maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare) .

Parent/Guardian Signature:

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