

# Fairport Harbor Schools Lake County Educational Service Center

## McKinley Elementary School Latchkey Program Parent Handbook 2017-2018

Dear Parents:

Welcome to the Fairport Harbor/Lake ESC Latchkey Program. The Fairport Harbor/Lake ESC Board of Education, staff and administration are very proud of our Latchkey Program. Our plan is that the practices and innovations of our program can be seen throughout the State as people initiating Latchkey programs look to us for guidance and direction.

We invite you to become an active participant in the Fairport Harbor/Lake ESC Latchkey Program's continued growth and improvement. Your comments, suggestions and questions are always welcome. We hope to offer your child a safe, healthy atmosphere where he or she can relax with friends and enjoy those hours between school and home.

Sincerely,

Mrs. Julie O'Neil  
Director of Special Education  
Lake County Educational Service Center  
440-350-2563 x746

PROGRAM STAFF - phone 440-759-2173

Ms. Crystal Cicconetti

Ms. Katie Johnston

All complaints and reports concerning the operation of programs licensed by the Ohio Department of Education may be reported to the Ohio Department of Education Ombudsman at (614) 466-0224 or the Office of Early Childhood Education Licensing at (330) 343-8518. The Ohio Department of Education inspection report for the Fairport Harbor/Lake ESC Latchkey Program is posted in the school office.

8/08

## STATEMENT OF PHILOSOPHY

The Fairport Harbor/Lake ESC District Latchkey Program is supportive to the lives of parents and their children. A parent's decision to place a child in the program is viewed as a loving choice to give the child opportunities for play and social experiences during transitional times between school and home. It is hoped that this bridge between school and home life will help family times to be relaxed and positive.

The Fairport Harbor/Lake ESC District Latchkey Program is complementary to school-age children's home and school experiences, and effective in meeting their individual, developmental, and time-of-day needs. Self-esteem and self-confidence are carefully fostered in Latchkey as part of the Fairport Harbor/Lake ESC District commitment to helping children say "no" to drugs and alcohol.

Adults in the program provide ample time, space and materials for play, access to a variety of playmates, and permission to play within the limits of safety and courtesy. Children choose freely among activities that they can do successfully and independently. Many opportunities for learning exist, free from the pressures of performance requirements. Adults are completely available to children for playing, meeting needs, and addressing issues that are important for the children. The atmosphere of the program is caring, relaxed, and comfortable.

## PROGRAM GOALS

1. To provide a quality school-age child care program which operates throughout the year, including school vacation days.
2. To offer a variety of developmentally appropriate activities which includes recreation and games, arts and crafts, reading, music, time to work on homework, and free time for the children to pursue their own interests in a safe, friendly environment.
3. To establish staff development practices that ensure staff at all levels have the knowledge, skills, and abilities necessary in working with school-age children and their families.
4. To establish a program evaluation process that will regularly assess the performance of the program, staff, and students, as a basis for expanding the successes and making improvements.
5. To establish a process for regular, sustained communication between the home and school.
6. To develop and implement a plan for collaboration with other child-centered agencies and organizations to expand the resources available for providing a comprehensive school-age child care program.

## **Fairport Harbor/Lake ESC POLICIES**

## ENROLLMENT

Enrollment in the Fairport Harbor/Lake ESC Latchkey Program is open to any child in grades kindergarten through fifth attending any school in the Fairport Harbor School District.

Registration for Latchkey is on-going throughout the year. Priority will be given to children currently enrolled. After the re-enrollment period has ended, enrollment will then be open to the general population.

Fairport Harbor/Lake ESC District employees not living in the District will also be permitted to enroll their children in the Latchkey program.

The program enrollment shall not exceed eighteen children per adult (18:1).

Parents are required to pay in advance and provide a weekly schedule. Please note, Latchkey is not a drop-in program and does require parents to communicate with the school and pay in advance whether or not their child is in attendance to maintain enrollment.

## DAYS IN SESSION

Latchkey is in session on all the days Fairport Harbor Schools are in session (180). Latchkey is not open on days the district does not have students.

## HOURS AND LOCATION

The program is located at McKinley Elementary School. The program is in operation from 6:30am-the start of school and from school dismissal until 6:00 p.m.

## ATTENDANCE

Attendance is taken daily for safety and security purposes. Parents are responsible for notifying Latchkey leaders when their children will not be in the program by calling the latchkey phone at 440-759-2173 or McKinley Elementary 440-354-4982 before 2:00 pm. Be sure to ask the secretary to place a note in the Latchkey mailbox. McKinley Elementary building phone number: 440-354-4982

## SNOW DAYS

There is **no Latchkey when Fairport Harbor Schools cancels school before the start of the school day.** There will be Latchkey if **school** is dismissed early due to weather conditions.

For closure information, tune to TV stations: 3, 5, 8, or radio stations: FM - 96.5, 97.1, 99.5, 100.7, 102.5, 104.7, 105.7, 106.5, or 1100; AM – 970 or visit the local news websites.

## RELEASE OF STUDENTS

Parents or guardians must enter the building to sign their child out each afternoon. As a safety requirement, children will not be permitted to exit the building alone. Parents may designate another responsible adult to pick up a child if previous **written authorization** has been supplied to the program Leader. Staff **will require positive photo identification** (i.e., driver's license) before releasing a child to a new pick-up person. Please communicate this policy to the designated pick-up person. **No exceptions will be made to this policy.**

## CUSTODY

Parents who have sole custody or a restraining order in effect **must supply Latchkey with copies of the legal court documents.** Please note: Latchkey has no way of contacting a child's elementary building for verification after their office closes for the day.

### TUITION AND FEES

The tuition charge for the Latchkey Program shall reflect the estimated cost incurred by the school district for personnel, equipment, supplies, food, and facility rental. The Board of Education does not seek to make a profit or incur a loss from the general fund in its operation of the Latchkey Program. Monies received from tuition payments from Latchkey or donations to the program shall be deposited into a special fund.

The current fee schedule is \$7.00 per day for the p.m. and \$4.00 per day for the a.m. There is a one-time \$50.00 non-refundable registration fee per child for the program. Any balance at the end of the school year (excluding the deposit) may be carried over to the next school year.

**Parents will receive a dated receipt for all tuition and fee payments. If paying by credit card, the receipt can be sent to an email address. Please be sure to save these receipts for your tax records.**

All program tuition and fees must be paid in advance of services. The following is an easy to read summary of the Latchkey tuition system:

- Parents must **prepay** for ten (10) days of Latchkey (school-year and summer programs).
- A payment is requested when the child's balance is down to two days of usage remaining
- Credit is not given for absences.
- Parents must give the Leader their child's **schedule no later than Monday of each week.**
- Extended **absences (two weeks) without notification will be viewed as a withdrawal** from the program. Unpaid tuition incurred during this absence must be paid prior to restarting the program.
- Delinquent accounts are grounds for dismissal.
- Please remember to keep your receipts for tax purposes. **Latchkey will provide a participation letter at the end of the year for tax purposes.**
- **Latchkey services end promptly at 6:00 p.m.**
  - Children get anxious and upset when they are not picked up on time.
  - **When a parent/guardian is late (any time past 6:00 pm.) to pick up a child from latchkey more than one time, there will be an additional fee of \$7.00 charged to the account.**
  - Individuals who are chronically late to pick up their child from Latchkey will need to have a meeting with the Director.

### JOBS AND FAMILY SERVICES FEE POLICY FOR PUBLICLY FUNDED CHILD CARE

Eligibility and payment is determined by the Department of Jobs and Family Services. These predetermined fees must be paid once each week to the Latchkey Leader. Receipts will be given for each payment. **These are the only receipts issued by the program.** Delinquent payments are grounds for dismissal.

### TAX CREDIT NUMBER

The Lake ESC Tax I.D. number is 34-1150069. Enter this number on the Credit for Dependent Care Expense line on the Federal income tax form. **Remember to keep your receipts. Latchkey will issue end of the year participation letters for tax purposes.**

### PARENT INVOLVEMENT

An important goal of our program is to promote parental participation as much as possible. Your involvement and input is essential. You are encouraged to:

- Read all communications sent home to you with your child each day.
- Check the sign-out area each day. We provide or post important information there regarding events in the program.
- Visit the program at any time.
- Speak with the Latchkey leaders at any time.

### VOLUNTEERS

Volunteers are always welcome in the Latchkey Program. If you have a hobby or a collection, please contact a leader to schedule a time to share your interest with the children.

### DAILY SCHEDULE

- Attendance is taken.
- Share our day
- Snack time provided by parents.
- Group orientation to discuss daily activity choices.

Activity choices may include: arts and craft activity, gym time, outdoor playground, movie, reading/resting, homework, games, puzzles, housekeeping, computer, cooking, dance, quiet play.

### CURRICULUM

The Latchkey staff plan curriculum as a team. Long and short term goals and activities are created. Time is allotted for children to pursue their own interests and no activities are mandatory. The curriculum includes personal discipline, social development and emotional well being, recreational skills, and health and safety skills.

Adequate equipment, materials and furnishings are available for the number of children enrolled. Equipment and materials support the curriculum goals, objectives and activities. Activities, equipment and materials that are chosen for use in the program are developmentally and age appropriate and reflect the racial, gender and cultural attributes of the children in attendance. Modifications in the curriculum are made to support the needs of all children.

### TOYS FROM HOME

The program has ample equipment for the children's enjoyment, including several computers that are loaded with popular games. It is important that all toys, including electronic games, remain at home.

### HOMEWORK

The Latchkey staff understands the burdens of working families and how precious those few hours together in the evening can be. Children are, therefore, encouraged to complete their homework during Latchkey hours and homework assistance is provided when necessary. However, children are not forced or required to complete homework while at Latchkey. Some children are simply not ready to sit down and continue academics right after school, they need time to relax and play.

## SUPERVISION OF CHILDREN

Children fourth grade and higher, in groups of two or more, may be without direct adult supervision as long as the children are within sight or hearing of a staff member in adjoining space that is designated for program use. Staff members know where children are at all times and check on them at least every fifteen minutes. Children may run errands or use the restroom without direct adult supervision. When playing outdoors, there is always an adult with children. In case of an emergency, a child fourth grade or older may leave the group to summon another adult. A staff member with current first aid certification is on site at all times when children are in attendance.

## Behavior Management / Discipline

Behavior management / discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.

The Center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and development ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the latchkey program.

Fairport Harbor's McKinley Elementary School is implementing **Positive Behavior Interventions and Supports (PBIS)** and the Latchkey Program will take guidance from the elementary school staff and administration to implement PBIS during the Latchkey hours.

## DISCIPLINE AND GUIDANCE POLICY

Leaders act as limit setters, listening, clarifying and supporting choice making. Positive language and manners are used to communicate limits and provide simple, consistent explanations. An environment structured to help children remember limits is provided. Children are recognized with praise for respecting limits. Children entering the program are given a two week probationary adjustment period.

A child who is having problems functioning within the guidelines of the program is removed from the activity may experience a loss of a privilege or a time out. A time out is when a child is removed from the activity to a designated area until s/he is able to rejoin the group and deal with the situation in an appropriate manner. The time out period is brief and appropriate for the child's age and developmental level and circumstances of the problem. During the time out the child is within the sight and hearing of a staff member. The child is always in a safe, lighted, unlocked and well-ventilated area. Parents are notified immediately of a recurrent problem in an effort to develop a strategy to resolve the problem situation. In the event that efforts to resolve the problem are ineffective, the child may be suspended from the program for up to five (5) days. If upon return to the program the child's behavior continues to be inappropriate, enrollment will be terminated.

In accordance with the Zero Tolerance Policy of the Board of Education, a student who possesses handles, conceals, transmits, or uses a firearm or knife shall be subject to expulsion from the program for a calendar year.

#### HEALTH AND COMMUNICABLE DISEASE POLICY

In our effort to create a happy and healthy experience for your child, we follow the guidelines outlined by the licensing regulations of the Ohio Department of Education. Children who are ill will be more comfortable at home. Children who exhibit one or more of the following signs of illness, or who are unable to participate in activities, should be kept home:

- Temperature at or above 100 degrees Fahrenheit
- Sudden skin rash
- Conjunctivitis (pink eye)
- Diarrhea and/or vomiting two or more times in the same day.
- Evidence of lice infestation, scabies, or other parasitic infestation
- Severe cough
- Difficulty breathing
- Yellowing of skin or eyes
- Dark urine/gray stool
- Stiff neck
- Untreated or infected skin patches

A staff member trained to recognize the common signs of communicable disease or other disease or other illness will observe each child daily. A child with any of the following signs or symptoms of illness or infestation will be isolated immediately:

- elevated temperature
- sore throat or difficulty swallowing
- vomiting
- evidence of lice\*, scabies or other parasitic infestation.

**Parent will be called to pick up child from Latchkey. Child must be picked up by parent or emergency contact person within one (1) hour.**

\*Following treatment for lice, the child will be examined to ensure that no further evidence of infestation exists. If there is evidence of lice, the parent will be called to pick up their child from

Latchkey. Decisions regarding exclusion from the program either immediately or at some later time in the day will be determined by the Leader. A child suspected of having a communicable disease will be:

- Isolated in room or portion of a room not being used by the program.
- Within sight or hearing of a staff member
- Made comfortable in a warm, safe environment (all cots, linens, blankets used by ill children are cleaned and laundered before being used by another child).
- Observed carefully for worsening condition.

If a child becomes ill or is injured at Latchkey, parents or another adult authorized by the parent on the child's records will be notified immediately and the child will then be sent home with the responding adult.

### EMERGENCY INFORMATION

It is **imperative** that the Latchkey Program has current emergency information. Please make sure the alternate person with authorization to pick up your child lives locally. When a child is ill or injured he/she must be picked up within one (1) hour. In the event of a serious injury, a child may be transported by ambulance to the nearest (or designated) hospital. A staff member will accompany the child.

### MEDICATION

Medication, prescription or non-prescription, is administered in accordance with Fairport Harbor/Lake ESC District Policy. The child's physician must fill out the "Physician's Request for the Administration of Medication" form before any medication can be given. These forms are available in each school building or can be obtained from the Latchkey Leaders. All medication must come in the original container.

**Only Latchkey staff will administer medication. Children are not permitted to self medicate.**

### STAFF TRAINING AND INSURANCE

Staff members are trained in first aid, management of communicable disease, and child abuse prevention and recognition, within one year of employment. Staff members are recruited, employed, assigned, evaluated and provided professional development in accordance with Ohio Department of Education School-Age Childcare Guidelines. Staff members annually complete fifteen (15) hours of training. Staff must complete a criminal background check and a physical by a licensed physician. The Fairport Harbor/Lake ESC carries general legal liability insurance for the staff of the Latchkey Program. (Children's medical coverage should be under parent's insurance policies.)

### SAFETY AND INSPECTION REPORTS

There are regularly scheduled and documented fire and weather drills. Plans are posted explaining action to be taken in case of emergencies, fire, or severe weather alerts. Records of these drills are kept on file in the school office. Accident reports are kept in each child's file. All inspection reports are available in the office at McKinley Elementary and may be reviewed between the hours of 8:00 am and 4:00 pm.

### SNACKS

Snacks are provided by parent donations per child. Drinking water is always available to children during program hours. A list of children's allergies is posted on the Latchkey cabinets in the kitchen. **Parents**

**must provide their children's allergy information and/or special dietary information to Latchkey staff.**

#### CLOTHING

Children are expected to relax and play while at Latchkey. Parents should send extra clothing and shoes for after school time since many activities are out-of-doors. Appropriate clothing for outside wear is necessary throughout the year. We are an active program that enjoys the outdoor play regardless of the season! Safety note: No "heelies" are permitted to be worn at Latchkey.

#### NON-DISCRIMINATION

The Fairport Harbor/Lake ESC does not discriminate on the basis of sex, race, or handicap in education, program activities and employment practices as required by Title IX of the Education Amendment of 1972 and Sec. 504 Rehabilitation Act of 1973. Inquiries concerning the application of Title IX and/or Sec. 504 may be directed to the Director of the Office of Civil Rights of the Department of Health, Education and Welfare.

#### LICENSURE

The Fairport Harbor/Lake ESC Latchkey Program is licensed by the Ohio Department of Education and operates under the Rules for School Child Care Programs Operated by Public Schools, County Boards of Mental Retardation and Developmental Disabilities and Eligible Chartered Nonpublic Schools.