

## Harper Woods Schools Latchkey Policy & Contract

### PURPOSE:

To provide supervised care before and after school for the Harper Woods elementary students in a comfortable, safe and stimulating environment.

### TIME:

Latchkey will be open from 7:00 a.m. to the start of each school day and after school until 6:00 p.m. This program will be operated on days school is in full or a half day session. Half day sessions will require prior registration.

### FEES:

Each child will be charged a non-refundable registration fee of \$25.00 per year. The hourly charge for Latchkey is \$4.00 an hour. There is no discount for partial hours. Time is kept on the clock in the Latchkey room.

### PAYMENT OF FEES:

Payment must be made by the due date. Failure to do so can result in the student being excluded from the program until payment is made in full with a Security Deposit of \$100 to reinstate the child in the program. Payments should be made by check, money order, or cash payable to the Harper Woods School District. Cash payments are accepted, and any overpayments will result in a credit carried over to the following week. Lack of a payment will result in a \$5.00 daily late fee.

### LATE FEES:

Starting a 6:01 P.M. a \$10 late fee will be charged after 6:12pm and additional \$10 will be added for whatever reason. To remind you again, the time is kept on the clock in the Latchkey room. You will be provided with the Latchkey cell phone number the first week of school or upon registration. Please call that number if you will be late in picking up your child. This will reassure your child and the latchkey supervisor knows when to expect you. At 6:30pm we will call the police

to pick up your child. This is another reason to keep the numbers on your emergency card up to date.

**REGISTRATION:**

All completed forms **MUST** be turned in to the Latchkey supervisor, along with the \$25.00 non-refundable registration fee before a child will be allowed to participate in the program.

Registration will continue throughout the school year providing enrollment does not exceed the limit established by the State of Michigan licensing regulation. Once maximum enrollment is reached, interested families will be placed on a waiting list and accommodated on a first come first served basis.

**PHYSICALS:**

All children attending childcare programs that are licensed by the State of Michigan must have a current school physical of file that has been administered within two years of enrollment. A child who does not meet this requirement will not be allowed to attend until his/her physical has been brought up to date.

**EMERGENCY INFORMATION:**

There will be a card on file in the Latchkey room for each child enrolled in the program. The cards will include the following information:

- Child's name, address and phone number
- Parent's name, address and phone number(s) home and work
- Doctor's name, address and phone number
- Names and phone numbers of all persons authorized to pick up the child in an emergency situation. Please let them know we **WILL** ask for picture identification for your child's safety and our protection. These can be added throughout the year.
- Any medical conditions that need to be brought to our attention.
- The family's medical insurance information.

Parents are required to keep the childcare supervisors informed of any changes on the emergency cards. (See attached)

**ATTENDANCE:**

Weekly attendance records will be kept for each child. PARENTS WILL INITIAL THE ATTENDANCE RECORD SHEET EACH TIME THEIR CHILD ARRIVES (MORNING) OR IS RELEASED (AFTERNOON) TO THEM AFTER CARE. FAILURE TO DO SO WILL RESULT IN AN ADDITIONAL ONE HOUR CHARGE. A parent or designated person must be with the child upon arrival (AM) and departure (PM).

A child may attend one of the childcare programs on a day he or she is not regularly scheduled if the parent notifies one of the supervisors before the time of attendance.

If your child is expected on a regular day and will not be attending, please inform us by calling or sending a note to the office informing Latchkey of the change. This will avoid calling your home or place of employment. If it is a recurring problem, you may be charged a flat rate of \$12.00 per child for that day.

**TRANSPORTATION:**

No child will be dismissed from the Latchkey program without the parent or authorized person signing the child out. Court documentation must be on file with the school and latchkey in order to deny release to biological parents. It is up to the discretion of Latchkey personnel to withhold the release of a child to an authorized person if it is strongly suspected the said person is under the influence of a controlled substance such as alcohol or drugs. Parents are required to escort their child to and from the building.

**OUTDOOR POLICY:**

Weather permitting, students go outside. Please send appropriate outdoor wear.

**DISCIPLINE:**

Positive reinforcement will be used to reward good behavior. Parents will receive daily behavior reports for those students who struggle with unacceptable behavior.

**I/We have read and understand the above policies and procedures of Harper Woods Schools Latchkey program. Failure to abide by the policies and procedures above can result in my children(s) termination from the latchkey program.**

**Parent/Legal Guardian Printed Name:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Child (S) Printed Name**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_