

Welcome to Summer Latchkey!
June 7-August 19 (closed July 4); 6:30 am-6 pm

We are pleased to offer school-age childcare at **Challenger Elementary School** for your family this summer. You are expected to read through this parent handbook, read through the rules with your child, and **keep it for further reference!** The registration forms are included at the back of the handbook. ***Please fill them out and return them with your fees to Latchkey or to the Community Education office located at the District Service Center on or before May 27th.*** Enrollment forms accepted are on a first come first serve basis AND SPACE IS LIMITED. ***Your child will not be able to attend Latchkey until all the required paperwork and fees have been paid, including outstanding balances.***

There is a \$25 dollar **per child** (\$50 family max) non refundable registration fee when you enroll your child(ren) in Latchkey.

We are very excited for this summer as we have lots of fun activities being planned! We strive each day to provide your child(ren) with the best care possible. If you have any concerns or questions, please don't hesitate to call!

Janaka Erickson: 218-686-2445

Rachel Kloety: 218-686-2933

Kylee Little: 218-689-6444

Latchkey: 681-2362

Latchkey email: latchkeykidstrf@gmail.com

Community Education: 681-8711 x 5243

www.trfcommunityed.com

Thanks for sharing your children with us this summer.
Sincerely,

Janaka Erickson
Latchkey Program Coordinator

What is Latchkey?

Latchkey is a school age childcare program designed to provide quality care and program activities for children in grades K-5. The program provides educational, recreational, and social activities to promote learning and development with a minimum of formal structure. We try to be as flexible as possible with our programming to meet the needs of all children participating.

All personal belongings, including stuffed animals, should be kept at home. Blankets used for rest time should be taken home weekly and washed thoroughly.

Children should bring a labeled refillable water bottle each day.

What does Latchkey Offer?

At Latchkey, children may choose fun activities such as playing a variety of board and card games, reading, art projects, coloring, making bracelets, iron beads, playing with Legos, playing house, trucks and indoor gym activities. Outdoor activities include: baseball, kickball, flag football, foursquare, soccer, tennis, basketball, chalk, and nature walks.

Please use the north/bus, door #8, for entrance this summer at Challenger Elementary School. Please come into the building for drop off/pick up. It is important to have daily communication with staff.

Fees

Latchkey fees are based on a full-time rate of \$30/day per child (5 days a week) or part-time rate of \$40/day per child. Each full-time child will be allowed to use 2 weeks (*10 days*) of vacation time/time off/sick days throughout the summer. **Families will be charged for days not attended each week.** Please notify staff when you will be using your time so you do not get charged for these days. The part-time option is a drop off option with no set number of days required. Latchkey bills can now be paid with a credit/debit card, as well as cash or check. A convenience fee of 5% will be applied to your next months invoice when paying with a credit/debit card.

Payment Policy

Invoices will be mailed out every two weeks with alternate Fridays as the cut-off date. YOUR BILL MUST BE PAID WITHIN 10 DAYS OF RECEIPT OF STATEMENT.

If you have questions in regards to your account balance, call Angie Dahlen at
Community Education Office at 681-8711x5243.

If Latchkey balances are not paid on a regular basis throughout the summer, your child(ren) may be suspended from Latchkey until balances are paid in full.

Enrollment Policy

The program is designed to serve children in grades K-5. Registration is not complete until all forms and fees have been received in our office. **No child(ren) will be accepted without forms and all previous balances have been paid in full.**

Attendance Policy

The Latchkey Program assumes responsibility for children **registered to attend**. **The program must be notified when your child will be absent for any reason (email is best)**. **No child should be picked up later 6:00 pm. A late charge of \$5.00 per child (for each 15 minutes) will be assessed in case of a late pick up.** We understand that conditions are sometimes beyond the control of the parent (inclement weather, accidents, etc.). If these conditions arise, it is imperative that you notify the staff as soon as possible. **Child(ren) may not arrive at Latchkey before 6:30 am.** Your child(ren) would be unsupervised and unable to get help if needed.

Meals and Snacks (MEALS WILL NOT BE AVAILABLE UNTIL JUNE 13)

Breakfast will be available *free of charge* from 8:30-8:45 am. Children are welcome to bring their own lunch if they would like, but free lunch will be provided through, "The Summer Meal Program." The menu will be similar to the "Picnic in The Park" menu and is available in The Times and on KTRF Radio. Fast food is not allowed, as a microwave will not be available. Please do not send pop and candy with your children. Lunch will be served from 11:45 am-12:15 pm. A healthy snack is provided as part of your hourly rate. **Bring a sack lunch the weeks of June 7 and August 15.**

Policies Concerning Sick Children

A registration and emergency file will be kept for each child. Parents will be notified of any symptoms of impending illness (headaches, fever, vomiting, cramps). **Parents will be expected to pick up a child who appears to be ill.** **Your child(ren) should experience a 24-hour time period that is free of symptoms before they may return to Latchkey.** Parents will be called in the event of a child(ren) needing emergency care. If parents are unavailable, persons indicated on the emergency card will be notified. In the event that none of the above can be reached and it is an emergency situation, the child will be taken to Sanford Medical Center.

Medication Policy

When a child is to be given oral or surface medication, **written instructions by a physician or dentist must be provided.** Written authorization to administer the medication must also be given by a parent and/or guardian. Medication must be labeled and will be stored out of the reach of children.

Policy for Authorized Child Pickup

If an individual is not listed on your registration form, we will not release the child into their care. Therefore, if you need to have an individual that is not listed on your registration form pick up your child, please notify Latchkey. We will ask for identification if staff is not familiar with the individual. Please list the non-custodial parent as someone who has permission to pick up your child if this is the case. If visitation is limited, please indicate this on the form. In the event that a court order and/or restraining order exists, a copy of the legal document must be on file in our office.

Swimming Lessons

Swimming lessons are available through Thief River Falls Community Education for Latchkey families June 20-July 1 at 9:00 am or 10:00 am. Register online at www.trfcommunityed.com. Please register by May 27 to guarantee a spot in these sessions.

Personal Belongings

Children should be dressed adequately for both indoor and outdoor activities. The children will have a place to store all personal belongings. There is a lost and found so please check it regularly to make sure that none of your child(ren)s belongings are left at Latchkey. ***Please make sure that your child(ren) has a new water bottle each week, a pair of tennis shoes, a change of clothes, sunscreen, all with their name on it that can stay at Latchkey for the summer. They may bring a pillow and a blanket please bring this home and have this washed each week.***

Please have ALL personal belongings labeled!!!

Do not send toys, games, or electronics to Latchkey with your child as these items may get lost or damaged.

LATCHKEY IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!

ANNOUNCEMENT!

Please sign up for the Remind message alert by texting **@22summerlk to 81010**. We will send out messages and important reminders throughout the summer. Please also like our Facebook page (**@TRF Latchkey**) for updates and announcements.

Expectations:

While at Latchkey students are expected to show:

1. Respect for self and others.
2. Respect for the feelings and moods of others.
3. Respect for the personal belongings of others.
4. Respect for the property and equipment of Latchkey.
5. Respect for and willingness to follow the Latchkey Rules.

Rules:

Students will not:

1. Tease another student or call them names.
2. Push, kick, or hit another student or staff member.
3. Take the personal belongings of another student or staff member or the property of latchkey.
4. Use inappropriate language.
5. Yell, scream, or make inappropriate noises.
6. Leave the program area without the permission of the staff.
7. Have in their possession articles that are a nuisance, are illegal, or may cause harm to other persons or property.

Consequences:

Incident #1: Student will be warned. The incident will be documented.

Incident #2: Student will receive a written behavior slip. This incident will be documented and the parent will be notified.

Incident #3: The child will be suspended from the Latchkey program for one day and a meeting with the parent/student and the coordinator may be scheduled before the child returns.

Incident #4: Parents will be notified and will be expected to pick up their child **as soon as possible**.

Incident #5: The child will be expelled from the program for the duration of the season. (This would be the fourth written behavior slip). A new application may be filled out for the next season of Latchkey for consideration. In the event of a second expulsion, the child will no longer be eligible to attend the Latchkey program.

Latchkey reserves the right to consider whether or not continuing in Latchkey is beneficial to your child and/or the program.