

Welcome to summer latchkey! June 4-August 16

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 20th.*** Enrollment forms that come in after that date will be accepted on a first come first serve basis when space is available. **Your child will not be able to attend Latch Key until all the required paperwork and fees have been paid, including outstanding balances.**

There is a \$50 dollar **per child** (\$100 family max) nonrefundable registration fee when you enroll your child (ren) in Latchkey that will include the cost of a Latchkey t-shirt. We request your child (ren) wear this when we go on special Latchkey field trips so our group is easier to identify. Please mark appropriate size(s) for t-shirts for your child (ren) on the enrollment form: S (4-6); M (8-10); L (12-14); Adult S, M, L. Early registration will enable us to also plan for staffing needs.

We are very excited for this summer as we have lots of fun activities and field trips 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!

Josiah Westerman: 218-686-5955

Will Anderson: 218-689-0975

BreAnnene Willson: 218-416-2221

Latchkey: 681-2362

Latchkey email: latchkeykidstrf@gmail.com

Community Education: 681-8711 x 5243

trfcommunityed.com

Thanks for sharing your children with us this summer.

Sincerely,

Josiah Westerman
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.

What does Latchkey Offer?

At Latchkey, children may choose fun activities such as playing a variety of board and card games, reading, a daily art project, coloring, making bracelets, iron beads, playing with Legos and Playstix, dress up, playing house, trucks and indoor gym activities. Outdoor activities include: baseball, kickball, flag football, foursquare, soccer, tennis, basketball, chalk, nature walks, and visits to Lions and Hartz park. We are in the planning stages for field trips, and hope to be able to visit several places in our area. We will try our best to keep field trips affordable for everyone, so we are able to explore our community for fun and reasonably priced trips. We will post all field trips and other information on our Facebook page. We encourage you to sign up for our Remind messages and “like” us on Facebook for field trip updates. (see page 8).

Fees

Latchkey fees are based on full-time or part-time enrollment. Summer full-time enrollment (\$3.00/hr.) is for students attending at least 25 hours each week for a minimum of 8 weeks. **Families will be charged for hours not attended if this minimum is not met each week.** Summer part-time enrollment (\$3.50/hr.) would be for students attending less than 25 hours per week. 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.

Parent(s), you must log your child (ren) into the computer when DROPPING OFF and PICKING up your child (ren)!!

Failure to do so will mean that your child will be signed in at 6:30 a.m. and signed out at 6:00 p.m.

Please do not drop children off at the door.

Please use the North #6 door for entrance this summer at Challenger Elementary School.

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 Julie Clark 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. Students may attend Latchkey on a full-time or part-time basis. 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

A parent must sign the sports/activities register when **dropping off their child(ren) and picking them up.** This enables us to have contact with parents as well as provides us with more accurate records. 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 than 6:00 p.m.** 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 a.m.** Your child(ren) would be unsupervised and unable to get help if needed.

Meals and Snacks(MEALS WILL NOT BE AVAILABLE UNTIL JUNE 10)

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 12:00-12:30 pm. A healthy snack is provided as part of your hourly rate. **Bring a sack lunch the week of June 4 and August 12.**

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.***

Transportation

Transportation to and from summer activities including tennis, baseball, golf, etc. is provided for a fee of **\$175.00/child** for the entire summer. A weekly rate is also available for **\$35/week/child**. This amount will be added to your invoice each week when used. **This is the only option that Latchkey will be responsible for unless you plan on picking up your child and bringing them to their scheduled activities.**

Swimming Lessons

The scheduled dates for Latchkey children are July 8-July 19 from 9:00-9:45 am or 10:00-10:45 am. **If your child is planning on taking swimming lessons, please make every effort to register for this time.** Please register online at www.trfcommintyed.com. *A bus will transport children to lessons free of charge for these dates only.*

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 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 **@latchke to 81010**. We will send out messages as to where we are during the day, field trips plans and other important messages. This is VERY helpful so you know where to pick up your child if we are not at CES at the time. Please also like our Facebook page (**@TRF Latchkey**) for updates and announcements.

Discipline Policy

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.

Summer 2019 Latchkey Program Enrollment Form

Phone: 681-2362Messages taken 24 hours a day

FULL TIME (\$3.00/HR; MUST ATTEND 25 hrs./WK;8 WEEK MIN) PART-TIME (\$3.50/HR)

Non-Refundable Registration Fee-\$50/per child(\$100 family max)-includes LK T-shirt; Amount paid _____

Transportation-\$175/summer/per child(include payment now); \$35/week/per child(fee will be added to invoice)

First Date of Attendance _____ Name of School Attending _____

1. Child's Name _____ Grade _____ Sex _____ DOB _____
(2018-19)

Days attending: M T W TH F (please circle) T-shirt size _____ S (4-6); M (8-10); L (12-14)
Or Adult: Small; Medium; Large

Approximate drop off time: _____ Approximate pick up time: _____

2. Child's Name _____ Grade _____ Sex _____ DOB _____

Days attending: M T W TH F (please circle) T-shirt size _____ S (4-6); M (8-10); L (12-14)
Or Adult: Small; Medium; Large

Approximate drop off time: _____ Approximate pick up time: _____

3. Child's Name _____ Grade _____ Sex _____ DOB _____

Days attending: M T W TH F (please circle) T-shirt size _____ S (4-6); M (8-10); L (12-14)
Or Adult: Small; Medium; Large

Approximate drop off time: _____ Approximate pick up time: _____

Ethnic information: (check one) These are the ethnic origins recognized by the state. If left unchecked, the state automatically lists the child as white. _____ American Indian or Alaskan Native _____ Asian or Pacific Islander _____ Hispanic
_____ White, not of Hispanic origin _____ Black/African American, not of Hispanic origin

Parent(s) or Guardian(s) with whom child resides:

Name _____ Address _____

Parents Work Place: _____

Phone: _____ (w) _____ (h) _____ (cell)

(2 PHONE NUMBERS REQUIRED)

Person responsible for payment:

Name _____ Address: _____

Soc.Sec# _____ (required) DOB _____ (required)

Phone: _____ (w) _____ (c) **Signature:** _____

Persons authorized to pick up your child (other than parents/guardian): Any changes must be received in writing

Name _____ Phone _____

Name _____ Phone _____

Persons **NOT** authorized to pickup your child _____

Please list the current method of discipline at home _____

Special Needs:

Physical: _____

Medication: _____

Food allergies or diet restrictions: _____

Special services from the district: _____

Should accommodations be needed for your child an interview with the Latchkey Program Coordinator will be arranged to screen and discuss these needs prior to enrollment.

Authorization for Emergency Medical Care

Date _____

I hereby authorize emergency medical care for my child(ren) _____ during attendance at the SACC program if, in the judgment of the staff, treatment is required for any injury or illness. I hereby also authorize the administering of anesthetics and recourse to other procedures deemed necessary by the attending physician. I understand that I am financially responsible for any expenses for medical care or transportation incurred on my child's behalf. Also, whenever possible, I will be notified prior to medical treatment of my child or at the earliest possible time, should prior notice prove impossible.

Child(ren)'s Physician _____ Phone _____

My child is allergic to the following medications and anesthetics _____

Emergency Numbers: Please give the name, address and phone number of two people that may be notified in case of emergency or illness, when parents or guardian are not available. These people should live in Thief River Falls. Please provide a telephone number where these people may be reached during program hours.

Name _____ Phone _____

Name _____ Phone _____

If emergency medical care is deemed necessary and I cannot be contacted, I authorize the Latchkey staff to act in my behalf in granting permission for my child to receive emergency treatment.

Signature of parent or guardian _____

Field Trip Permission Slip

_____ has my permission to go on the scheduled field trips.
Child(s) name

(Parent/Guardian Signature)

(Date)

Permission to give child Tylenol/Ibuprofen

I give Latchkey staff permission to administer Ibuprofen to my child(ren).

(Parent/Guardian Signature)

(Date)

Photography Permission Slip



Latchkey has my permission to use photos of my child(ren) in the promotion of the Latchkey Program, including but not limited to the activity guides, local newspaper, Facebook page, blog and registration forms.

(Parent/Guardian Signature)

(Date)