

**2016-2017“Latch Key” - School Age Child Care (SACC)  
Challenger Elementary and Preschool • 601 County Road 61  
Phone: 681-2362 • Messages taken 24 hours a day.**

[latchkeykidstrf@gmail.com](mailto:latchkeykidstrf@gmail.com)  
[www.trfcommunityed.com](http://www.trfcommunityed.com)

Community Education offers a childcare program during the school year at Challenger Elementary School for children who are enrolled in grades K - 5. The Latch Key program is available beginning **Tuesday, September 6, 2016** and ending **Friday, June 2, 2017** from **6:30 a.m. - 8:15 a.m.** (availability of morning hours subject to change based on enrollment) and from **2:50 p.m. to 6:00 p.m. on school days and from 6:30 a.m. to 6:00 p.m. on no school days Monday through Friday.**

**The Latch Key Program will be in session all day on the following no school days:**

Oct. 20, 21; Nov. 3, 4; Jan. 16, January 23; Feb. 17, 20 and March 2, 3 from 6:30 a.m. to 6:00 p.m.

**The Latch Key Program will be in session for the following Early Outs:**

Early Outs December 22.

**The Latch Key Program will NOT be in session on the following days:**

November 24, 25; December 23 – January 2; April 14, 17; May 29 and June 5.

If you have any questions regarding these dates and times, please do not hesitate to call.

#### **ATTENDANCE INFORMATION**

A parent must register their child on the computer 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 Latch Key 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 Latch Key before 6:30 a.m.** Your child(ren) would be unsupervised and unable to get help if needed.

#### **FEE STRUCTURE**

***A fifty-dollar (\$50) down payment fee is due at the time of registration.  
This fee is applied to the last billing in June 2017.***

\$2.75 per hour for each child. Fees are charged for each child from 2:50 p.m. until parents sign them out. The minimum fee for Latch Key is one hour or \$2.75. After the first hour the fee will be based on a quarter hour rate. **Statements will be mailed out bi-monthly 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 681-8711 x 5243.

**Please mail your payment to:**

Community Education Department  
230 LaBree Avenue South  
Thief River Falls, MN 56701

**“An Equal Opportunity Employer”**

## POLICY GUIDE

### **PROGRAM PURPOSE**

The primary purpose of the Latch Key Program is to provide high quality after school care for children. Within this framework, the program seeks to provide an educational, recreational, and social environment conducive to learning and development with a minimum of formal structure.

To fit the developmental requirements, cultural background and characteristics of each child, Latch Key makes provisions and plans for a caring, compassionate, and challenging environment, positive group experiences, curriculum and behavioral expectations, freedom for individual choice, and a program that helps meet the health, safety and nutritional needs of each child.

### **ENROLLMENT**

Children served in the program during the school year must be enrolled in elementary school (Grades K-5). *Should accommodations be needed for your child an interview with the Latch Key Coordinator and the Community Education Director will be arranged to insure that Latch Key is the appropriate environment for your child.* PLEASE inform staff of any changes in procedures. All forms (registration, release, emergency, etc.) must be returned to the Community Education Office **2 days BEFORE** a child can attend.

### **RELEASE OF CHILDREN**

Upon registration the name or names of the persons authorized to pick up a child or children must be clearly written on the registration form. If anyone other than the authorized person/s will be picking up a child, the Program Coordinator must be notified. We **WILL NOT** release children to persons who are not listed on the registration forms as “authorized to pick up child”. It is your responsibility to let us know in advance if someone other than those listed on the registration form will be picking up your child/children.

### **MEALS AND SNACKS**

**Morning:** Latch Key participants may purchase breakfast through the school meal program. Rates will be the same as the 2016-2017 school year (determined when you filled out the free and reduced food program application). Full price rate for breakfast is \$1.50. The breakfast is served from 8:00 a.m. - 8:25 a.m.

**Afternoon:** A nutritious snack is available to children. The cost of this snack is included in the cost of the program. Should a child wish to share treats with the children in the program, please be aware that it is required by State law that all treats be individually wrapped and not homemade. Items not meeting these specifications will not be distributed.

**All Day-No School Days:** Breakfast will not be served on these days. All children are also asked to bring a sack lunch to school on no school days. A beverage will be served with the noon lunch and an afternoon snack will be provided. ***Please do not send pop and candy to school with your child on these no school days.***

### **POLICIES CONCERNING SICK CHILDREN**

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

## **MEDICATION POLICY**

When a child is to be given oral or surface medication, written instructions by the physician or dentist must be provided. Written authorization to administer the medication must also be given by a parent (see attached form). Medication must be labeled and stored out of the reach of the children.

## **PERSONAL BELONGINGS**

Children should be dressed adequately for both inside and outside activities. The children will have a place in which to keep belongings. **Do not send toys, games, or electronics to Latch Key with your child as these items may get lost or damaged.**

# **Discipline Policy**

### **Expectations:**

#### ***While at Latch Key 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 Latch Key.
5. Respect for and willingness to follow the Latch Key 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 Latch Key.
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: Parents will be notified and will be expected to pick up their child **as soon as possible.**

Incident #4: The child will be suspended from the Latch Key program for one day and a meeting with the parent/student and the coordinator may be scheduled before the child returns.

Incident #5: The child will be expelled from the program for the duration of the season. (This would be the fourth written behavior slip).


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

## WEATHER CANCELLATIONS

In the event that School District #564 cancels school, the Latch Key Program at Challenger for that day, including the morning and the afternoon sessions, will be canceled. **Should School District #564 call off school at any time during the day the Latch Key program will also be canceled.** Closings will be announced on **KTRF (1230), KKAQ (1460), School Reach, and will be placed on the carousel and Channel 3.** A parents' decision to keep a child home, based on weather conditions will be respected. If you choose to keep your child home because of the weather, please notify the Latch Key office.


**Please sign up for the Remind 101 message alert below. We will send out messages from time to time with news and information regarding Latch Key.**

Josiah Westerman and Mrs. Kolden would like you to join Latch Key!



To receive messages via text, text @latchke to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @latchke'.

Trouble using 81010? Try texting @latchke to (651) 315-7417 instead.




Enter this number

Text this message

\*Standard text message rates apply.

Or to receive messages via email, send an email to [latchke@mail.remind.com](mailto:latchke@mail.remind.com). To unsubscribe, reply with 'unsubscribe' in the subject line.



**WHAT IS REMIND AND WHY IS IT SAFE?**

Remind is a free, safe, and simple messaging tool that helps teachers share important updates and reminders with students & parents. Subscribe by text, email or using the Remind app. All personal information is kept private. Teachers will never see your phone number, nor will you see theirs.

Visit [remind.com](http://remind.com) to learn more.

**Latch Key Program 2016-2017 Enrollment Form**  
**Due September 2 to guarantee start date of September 6**  
**PHONE: 681-2362 • MESSAGES TAKEN 24 HOURS A DAY**

*Please fill out the following schedule/s to the best of your knowledge, as we need to plan for staff.  
When you know of schedule changes, please try and give staff advance notice.*

**First Date of Attendance:** \_\_\_\_\_ **Prepayment Deposit (\$50/per family)** \_\_\_\_\_

**1. Child's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Sex** \_\_\_\_\_ **DOB** \_\_\_\_\_  
Will your child be attending morning Latch Key (6:30 - 8:15 a.m.)? \_\_\_\_\_yes \_\_\_\_\_no  
**Days attending:** M T W TH F (please circle)  
Will your child be attending afternoon Latch Key (2:50-6:00 p.m.)? \_\_\_\_\_yes \_\_\_\_\_no  
**Days attending:** M T W TH F (please circle) **Approximate pick up time:** \_\_\_\_\_

**2. Child's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Sex** \_\_\_\_\_ **DOB** \_\_\_\_\_  
Will your child be attending morning Latch Key (6:30 - 8:15 a.m.)? \_\_\_\_\_yes \_\_\_\_\_no  
**Days attending:** M T W TH F (please circle)  
Will your child be attending afternoon Latch Key (2:50-6:00 p.m.)? \_\_\_\_\_yes \_\_\_\_\_no  
**Days attending:** M T W TH F (please circle) **Approximate pick up time:** \_\_\_\_\_

**3. Child's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Sex** \_\_\_\_\_ **DOB** \_\_\_\_\_  
Will your child be attending morning Latch Key (6:30 - 8:15 a.m.)? \_\_\_\_\_yes \_\_\_\_\_no  
**Days attending:** M T W TH F (please circle)  
Will your child be attending afternoon Latch Key(2:50-6:00 p.m.)? \_\_\_\_\_yes \_\_\_\_\_no  
**Days attending:** M T W TH F (please circle) **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 & City \_\_\_\_\_

Phone: \_\_\_\_\_ (h) \_\_\_\_\_ (w) Name of workplace \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Person responsible for payment** Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

If there is a noncustodial parent with visitation who will be picking up your child/children, please list them as an authorized person to pick up your child/children. If there are other issues, please contact the program coordinator.

Person/s **not** authorized to pickup your child \_\_\_\_\_

**Special Needs:**

Physical: \_\_\_\_\_

Medication/s: \_\_\_\_\_

**Food allergies or diet restrictions:** \_\_\_\_\_

**Special Education services from the district:** \_\_\_\_\_

**Is your child receiving Child Care Assistance?**  YES  NO (If so, please provide proof with enrollment forms.)

**Should accommodations be needed for your child an interview with the Latch Key Coordinator and the Community Education Director will be arranged to ensure that Latch Key is the appropriate environment for your child.**

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## **Authorization for Emergency Medical Care**

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

I hereby authorize emergency medical care for my child \_\_\_\_\_

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 an emergency or illness, when parents or guardian are not available. These people should live in Thief River Falls. Please provide a telephone number and cell phone number where these people may be reached during program hours.

Name \_\_\_\_\_ Phone \_\_\_\_\_

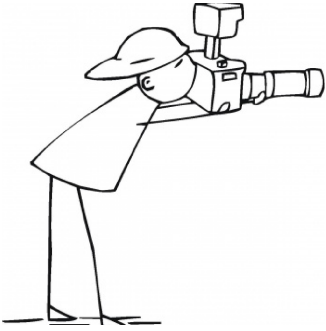
Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

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

**Signature of parent/guardian:** \_\_\_\_\_



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

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(Parent/Guardian Signature)

(Date)

**Permission to give child Tylenol/Ibuprofen**

I give Latchkey staff permission to administer Acetaminophen to my child.

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(Parent/Guardian Signature)

(Date)





## **\*For Returning Participants\***

Parents/Guardians,

As the Latchkey Coordinator, my staff and I strive to continue to make Latchkey a safe and fun environment for your child(ren). For this to happen we need your help! Please spend some time filling out this survey, so we as a staff can identify our strengths and also our weaknesses. You, as parents, play a vital role in making Latchkey not only successful, but a safe environment for the kids in this community. Latchkey continues to improve, but we know there is always room for improvement.

Josiah Westerman  
Latchkey Coordinator

List three (3) things Latchkey is doing well.

1.

2.

3.

List three (3) things Latchkey could improve on.

1.

2.

3.