

St. Francis/Holy Ghost Catholic School



Latch Key Program Handbook (Hours 6:30 a.m.- 7:45 a.m. & 2:15 p.m. - 5:30 p.m.) 2020-2021

St. Francis/Holy Ghost Catholic School Latchkey Program

STAFF

Mrs. Cynthia Hampton	Supervisor
Mrs. Casey Masey	Supervisor
Ms. Madelynn Gilman	Assistant
Ms. Kenyan Turner	Assistant
Dr. Dennis Cramsey	Principal

Phone Number: 498-4910

Hours of operation: 6:30 a.m. - 7:45 a.m. and 2:15 p.m. - 5:30 p.m.

Philosophy

The St. Francis/Holy Ghost Latch Key program follows the school's philosophy as stated in the St. Francis/Holy Ghost handbook. The SF/HG Latch Key program also strives to construct an enjoyable and safe atmosphere with varying activities, including play, art activities, homework time, indoor games and outdoor games, (weather permitting).

Admission Policies

Only children enrolled in St. Francis/Holy Ghost Catholic School will be admitted into the Latch Key program.

The charges are as follows: \$3.00 an hour for one child. \$4.00 an hour for two children, etc. **A \$25.00 fee will be added to your bill if your child is picked up after 5:30 and no later than 6:00. If your child is here past 6:00 p.m., your Latch Key privileges may be revoked.** You will be charged for the first full hour, then for every 15 minutes after that. An invoice will be sent to you through email. Please make sure you have a current email on file in School Speak.. We ask that you pay as soon as you receive your invoice. If your account gets one month behind, then you will not be allowed to send your child/ren to Latch Key. This goes for A.M. and P.M. only also. SF/HG Latch Key program will incorporate service fees for any returned checks. **Also, please note that if your child arrives at school at 7:45 a.m. or before, you will be charged for Latch Key services. Make sure your clocks are in sync with the schools.**

The Latch Key Program follows the school calendar. When school is not in session, Latch Key will not be available. Latch Key will not be available in the afternoon if there is an early release from school such as bad weather, early dismissal days, etc.

Daily Release

The child/ren will be released only to parents or to an individual who has been authorized by the parents/guardians to pick up the child/ren. We would prefer that a change in the pick up of the child/ren be in writing. If this is not possible, the parents/guardians may call the Holy Ghost site to inform of the change.

The procedures for arrival and release are as follows:

- Upon arrival in the morning, your child will have their temperature taken before entering the building with the Latch Key attendant.
- When picking up the child/ren, the person designated to pick up must call 498-4910 and your child will be brought out to you.

Discipline

The use of Latch Key is a privilege, not a right. Every child is expected to: abide by the rules of the program, respect staff members, other students, and all property. If a child violates these standards, we will first take action by a warning, followed by removing the child from the group and seating him/her in time out for a period of 5 – 30 minutes. If the child does not respond to this and the problem behavior persists, the parent will be notified. If this fails, then the parent will be called in for a conference. Should there continue to be problems, a second conference with the principal will be arranged and at that time, the child may be dismissed from the program.

Rules:

- Each child is expected to participate in all activities to the best of his/her abilities.
- No child is to leave the supervision of his/her teacher without expressed permission.
- No foul language or profanity will be tolerated.
- Any child who consistently misbehaves, is non-cooperative, or fails to comply with stated rules will have consequences and parents notified.
- No biting, pinching, hitting, kicking, or bodily harm to another individual will be tolerated.
- Running in the building cannot be permitted.
- Each child will be expected to help clean up his/hers toys, craft supplies, and to generally straighten the room. Latch Key attendants will clean and sterilize toys.
- Each child is unique and valuable, therefore, we will expect every child to be treated with respect, love, and concern.
- Each child must remain quietly seated at all times that a bus or car is in motion.
- Each child must listen to the supervisor and staff.

Communication

The staff will be available to the parents for concerns or conferences through prior arrangements. The staff cannot be expected to have conferences when the children are present. If there is a need for communication with a parent, Mrs. Hampton will send a note home with the child or make contact via the telephone. Examples of some concerns would be behavior, illness, homework or praises.

Health and Safety

The SF/HG Latch Key program has access to all health information which the school has on file. The Latch Key program follows the school's regulations for health and safety. Procedures for contacting parents/guardians in case of illness or emergencies are as follows:

- An emergency form will be on file.
- The staff will contact the names on the form.
- The staff will insure that the child is safe and comfortable until the designated person arrives to pick up the child.
- We prefer not to dispense any medication during Latch Key.

In case of evacuation, your child/ren will be taken to the Holy Ghost Church and you will be able to contact Father Hyland Smith at 498-3416/498-3518.

Transportation

The children that attend Latch Key will be transported to the respected sites by a school employee. In the mornings, your child/ren will be taken to the St. Francis site. In the afternoon, transportation from St. Francis to Holy Ghost will also be provided by a staff member. A permission slip must be signed and on file. We do not allow the children attending Latch Key to walk from site to site.

Single Parent/Other Relative Considerations

The Latch Key program needs to be advised of any special considerations in this area. For example, if a parent has custody of the child/ren and the non-custodial parent will be picking up the child/ren, Latch Key needs to be notified in writing; otherwise the child/ren will not be released. ***The custodial parent is responsible for all Latch Key billing.*** Also, only parents and their designees will be allowed to discuss the child/ren with the staff members. Relatives (caring) sometimes wish to give information, and/or if a possible divorce or other problem is present, to obtain information. All of these will be referred to the principal, which will listen to comments but will not provide any information to relatives without the consent of the parent.

The SF/HG Latch Key program reserves the right to amend the handbook for just cause. Parents/guardians will be notified in writing if changes are made.

Transportation Permission Form

I/We, the parent(s)/guardian(s) of _____
request that St. Francis/Holy Ghost Catholic School allow
my/our son/daughter to be transported from Holy Ghost site to
St. Francis site in the mornings and from St. Francis site to Holy
Ghost site in the afternoons for the 2020-2021 school year.
I/We hereby release and save harmless the school of St.
Francis/Holy Ghost and any and all of its employees from any
and all liability for any and all harm arising to my/our
son/daughter as a result of transporting.

Parent(s)/Guardian(s)

Date

Permission Form

I/We, the parent(s)/guardian(s) of _____
give permission for our child to walk to area businesses, the
park, the Jerseyville Public Library, and around the block close
to school with the St. Francis/Holy Ghost School Latch Key
Program for the 2020-2021 school year.

Parent(s)/Guardian(s)

Date

2020-2021
Latch Key Program Handbook

I have read the St. Francis/Holy Ghost Catholic School Latch Key Program Handbook and have discussed the policies with my child/ren.

Father/Guardian

Date

Mother/Guardian

Date

Please sign and return when your child/ren starts Latch Key.

STUDENT EMERGENCY DATA
GRADE _____ YEAR _____

Student's Last Name	First	Date of Birth
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Mother or Guardian	Home Address	Telephone # _____ Cell Phone #
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Place of Work	Work Address	Work Phone #
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Father or Guardian	Home Address	Telephone # _____ Cell Phone #
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Place of Work	Work Address	Work Phone #
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If none of the above can be reached, what do you wish the school to do if your child is sick or injured?

Name: _____
Address: _____ Telephone # _____

Special Health Conditions of Child, if any: _____

In case of accident or serious injury, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his instructions. If it is impossible to contact this physician, the school may make whatever arrangements seem necessary.

Local Physician's Name: _____
Address: _____
Office Telephone #: _____ Home Telephone # _____
