

MARLINGTON LOCAL SCHOOLS Latchkey Program

ELEMENTARY SCHOOL LATCHKEY PROGRAM HANDBOOK

Program Director/Marlboro Principal: Kitty Mort (330) 935-2469

- Lexington Location Contact: (330) 823-7310
- Washington Location Contact: (330) 823-7586 ext. 5

Welcome: We offer you and your child(ren) the **Marlington Local District Latchkey Program**. The primary purpose of this program is to provide quality care and a safe environment for children before and after school. Within the framework, the program seeks to provide a recreational/educational alternative to parents for before and after school care. The program is for children in grades K-5. Students may participate in a variety of activities such as crafts, selected movies, sports, outdoor/indoor play and games. Time is also provided for the children to complete homework assignments, listen to stories and have a light snack.

Location: The Latchkey Program is located at each of the elementary buildings within the district. At times, the gym and outdoor playground (weather permitting) are areas utilized by the program.

Time: The Latchkey Program is available each school day from **6:30-8:25 A.M.** and **3:00-5:30 P.M.** There is NO Latchkey on days when the schools are closed, including emergency or snow days. **There is no Latchkey in the mornings only on DELAYED start days.** Children may attend on a full or part time basis depending on the parents' need for childcare. **Costs are computed to the nearest half hour of the child's attendance.** It is the responsibility of the parents to transport their child to and from the program. In all cases, the parent or individual picking the child up after school must come inside and sign their child out. Children will only be released to those adults that are specifically identified on the registration form unless the Latchkey supervisor has **written** permission from the parent. We may request that any person who is unfamiliar with our supervisor be able to present identification.

Fees: The hourly rate for the program has been established to meet the costs of the program and not generate excess funds. The fee is **\$5.00 per hour** for each student who is participating in the program. In addition, a **registration fee of \$25.00 for one student and \$40.00 per family is due on the first day of the child's attendance in the program.** All checks should be made payable to the elementary school where the child attends latchkey (Marlboro, Lexington or Washington Latchkey)



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The Marlinton Local Latchkey Program is designed to ONLY operate within the stated hours. In this way, we are able to keep the costs of the program as low as possible. Parents who need child care for longer hours are encouraged to find other alternatives. For this reason, Latchkey supervisors are required to charge parents who arrive **after 5:30 P.M. or before 6:30 A.M.**

The following:

\$5.00 for each 15 minutes (or part of 15 minutes) that the child remains after 5:30 P.M. or arrives before 6:30 A.M.

The Latchkey supervisor will provide each family with a balance for their services bi-weekly. Families are expected to pay their balances in a timely manner. **Students who have a balance of over \$100 will not be permitted to attend the Latchkey program, until a payment is received.** Any unpaid balances will continue to roll-over into future school years.

Emergencies: Latchkey registration forms will be kept on file in the Latchkey room. Parents or other responsible adults who are listed on the forms will be contacted in the case of an emergency. Please note that Latchkey has a direct phone line into it. During operating hours, please call the Latchkey number directly and not the school office at:

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Student Safety: For the safety of our students **ALL CHANGES** in the child's schedule to attend Latchkey must be made in **WRITING**. Changes that are called in cannot be honored, as it is impossible to verify the identity of the caller. It is the district's policy and practice that whenever there is uncertainty about a child's destination after school or he/she was unable to be dropped off by the school bus, he/she will be placed in the Latchkey Program and the parent is required to make arrangements to pick him/her up.

Schedule Changes Due to Weather:

Cancellation: If Marlinton Local Schools close for any reason; the Latchkey program will not operate that day. **If a 2 hour-delay is announced, the Latchkey Program for that morning is canceled.** Please DO NOT bring students to Latchkey. **IN NO CASE should a student be dropped off at school without the parent making visual contact with the Latchkey Supervisor.** The school building may be locked and the child forced to wait outside. **Early Dismissal:** In the event that severe weather causes school officials to dismiss the children early, Latchkey may operate on its regular schedule.



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Snacks: Snacks are NOT provided. Parents are encouraged to send a snack to school with their child if they wish to enjoy a treat during a scheduled snack time. In the morning, parents may send food for morning consumption. The supervisor will arrange for a place where it can be eaten. Eating during play or other activity times is not permitted.

Student Expectations: Our Latchkey program follows the same school expectations that are used during a school day. These expectations are taught and explained to the participating children by the Latchkey supervisor. A student who is having a difficult time meeting these expectations may be removed from the group until he/she can return and deal with the situation in an appropriate manner. For recurring problems, the parent(s) and building principal will be notified. Students who consistently misbehave, fail to follow the directions of the Latchkey staff or follow the program expectations can be excluded from participating in the Latchkey Program for a period of time at the discretion of the building principal. Attached is a sheet explaining our school expectations.

We will be happy to work with you and your child(ren) this year. It is our desire that your child(ren) be happy and well cared for during this time away from home. Please feel free to contact us with any problems concerning this program and/or special needs that your child(ren) may have. We are looking forward to a successful and enjoyable year.

If you foresee that you will need to use the Latchkey services this year, please fill out the attached registration form and return it with the registration fee to the school: **\$25.00 for one student or \$40.00 for a family**. If you have any questions, you may stop in to see the Latchkey Program in operation and talk with the supervisor, or you may call the school.

August 13, 2020

