

# LATCHKEY HANDBOOK 2020-2021

A Safe Place  
Before and After School



WHEELERSBURG ELEMENTARY  
WHEELERSBURG MIDDLE SCHOOL  
GRADES K - 8

## MISSION STATEMENT

To provide a safe, clean environment for children and caregivers. We strive to provide for parents a before and after school childcare service. The Wheelersburg Latchkey staff will have high morals and will always provide a good atmosphere for the child to grow emotionally and socially. We will always encourage the child to be the very best they can be.

## LATCHKEY PHILOSOPHY

All parents deserve the peace of mind that the Wheelersburg Latchkey Program can provide. By maintaining a safe, well-supervised place for children, parents can be assured that their children will be comfortable and well cared for. A Latchkey staff member will prepare for children, activities that are both fun and appropriate for the time of day. Outdoor recreation activity is encouraged, as well as indoor activities that promote cooperation and independent problem solving. Children are given the opportunity to complete their homework.

## ENROLLMENT

- Registration is to be done through the office.
- It is necessary for the Latchkey enrollment form to be on file with the Latchkey caregiver at the school for each child. Telephone numbers must be accurate and constantly updated for home, work, and another emergency contact in case the parent cannot be reached.
- Applications are accepted on first come, first served basis.
- Any overdue fee balance from the previous year must be paid in full before children can return to the Latchkey program.
- **A child may be dismissed from the Latchkey program due to non-payment of fees.**
- Latchkey is available for K-8 students.

## ATTENDANCE

- Attendance is based on the Wheelersburg School calendar.
- Morning program hours are from 6:00 a.m. to 8:30 a.m. Parents should not bring their child before 6:00 a.m. Children must be accompanied into the building by their parent/guardian, who must sign in the child. You may enter through the K-1 hallway door between 6:00 a.m. -7:30 a.m., after 7:30 a.m. Latchkey students must enter through the Elementary and Middle School main entrance.
- Afternoon program hours are from 2:45 p.m. to 6:00 p.m. The child must sign in immediately after school. A parent/guardian must sign out the child each evening. Pick up children by using the sidewalk near the K-1 playground, come to the rear exterior door at the elementary gym and press the intercom button, identify yourself, and a Latchkey worker will unlock the door for you.

## SAFETY

- If a child is injured and we deem necessary, an emergency squad will be called for treatment and/or transport to the hospital. We will make every effort to notify the parent/guardian as quickly as possible, but the immediate care of the child is our primary concern.

## TUITION

- The tuition for each individual session is \$5.00 per session. The cost of the first child is full price. The cost for a second or third sibling will be \$3.00. (This charge is subject to change.)
- In the event of a school cancellation or an emergency early dismissal, the parent will be called and asked to pick up their child as soon as possible.
- **Tuition payment is to be given to the caregiver no later than Friday of the week of attendance. The child will not be allowed to attend if the balance is not kept up to date.**
- A fee of \$1.00 will be charged for every 1 minute late the child is picked up after 6:00 pm. Additional siblings will be charged \$.50 for every minute after 6:00 pm that they are not picked up. Persistent late pick up may result in dismissal from the program.
- All checks are to be made payable to **Wheelersburg Local Schools.**

**ILLNESS**

- Children who are ill and/or running a temperature cannot be left at our Latchkey site. Parents will be called and requested to pick up their sick child as soon as possible.
- An “Administering Medication Form” must be completed before medication can be dispensed.

**BEHAVIOR GUIDELINES**

- Children are expected to follow the directions of the staff.
- They are to show respect for others and not fight, kick, pinch, bite, or do anything, which would hurt, frighten, or humiliate another child.
- Children are to use a normal tone of voice indoors and use acceptable language at all times.
- Children are to use furnishings and materials properly, and carefully, and return all items to their designated place when they finish using them.
- If a child is deemed a chronic behavior problem by the caregiver, the parents will be advised by way of a discipline slip that must be signed by the parent/guardian. Three discipline slips will result in a conference being held with the caregiver and the parent/guardian. Suspension from the program would be the next step before a final decision of dismissal would be considered.
- If an extreme behavior incident would occur the Latchkey Coordinator and the Principal would dismiss the student from the program.
- All Wheelersburg Schools behavior expectations apply to Latchkey.

**PROGRAMMING**

- Latchkey staff strives to provide an environment that is as close to home care as possible. Children are offered a variety of activities to participate in each day, but are encouraged to make their own choices as to what they want to do.
- We will observe the Wheelersburg Local School calendar and be closed on the same days.

**OTHER**

- Movies shown in Latchkey will have a G rating. The movies have been previewed and are approved by the Latchkey Coordinator. To see a list or if you do not want your child to see these movies, please make a note on your application.
- If a weather related delay should become a “school closing”, the child is to be picked up as soon as possible.
- Latchkey is not responsible for any lost items.
- Preschoolers MAY NOT attend Latchkey.

**DELAYS, CLOSINGS and EARLY RELEASE**

- If a weather related delay should become a school closing, the child is to be picked up as soon as possible. If there is an early dismissal due to weather, latchkey will be cancelled and the child is to be picked up at the grade level pickup doors.

**Please direct any questions and or concerns to the Principal’s office:**

**Janeen Spradlin, Principal K-3, 574-8130**

**Dave Rucker, Principal 4-8, 574-2515**