

Ubly Community Schools Latchkey Program



Parent Handbook 2023-2024

The parent handbook has been designed to provide you with information about our latchkey programs. We welcome your comments and suggestions. We want your child's experience to be positive. We will be happy to answer any questions you may have.

GENERAL INFORMATION

The Ubly Community Schools latchkey programs service children 3-14 years of age. The program is designed to provide a safe, healthy, caring and fun-filled atmosphere for the children while promoting educational, literacy, social and emotional growth.

PHILOSOPHY

It is the philosophy of the latchkey program that each child is a unique person with an individual rate of development. The program is play-based allowing children the opportunity to develop skills while engaging in organized and free play opportunities. Independence and socialization are encouraged. The latchkey program is licensed by the Michigan Department of Licensing and Regulatory Affairs. Our licensing book is available during regular business hours for parents to review and contains all licensing inspection reports, special investigation reports, and all related corrective action plans.

PROGRAMS

- All latchkey services are now held at the Ubly Pre-School Center. There are district buses that transport children from the Ubly Pre-School Center to Ubly Schools in the morning and from Ubly Schools back to the Ubly Pre-School Center at the end of the school day.
- Extended day latchkey may be available on many of the days that school is closed.

ENROLLMENT POLICY

The latchkey program operates on a non-discriminatory basis affording equal treatment and access to services without regard to race, color, religion, national origin or ancestry.

Pre-registration is necessary for all programs. All registration forms, emergency card and physical form (if necessary) must be completed prior to attendance. For elementary school-age students, registration forms must be received **at least one full day before the student attends** to accommodate bussing needs. A non-refundable registration fee of \$20 must be paid before child signs up for latchkey. A new registration packet must be completed prior to a child's enrollment for each new program (school year care, summer latchkey) Parents are required to keep children's records up to date with changes in phone numbers, addresses, employer, etc.

Children enrolled in latchkey must be **completely Potty Trained** and able to take care of their own bathroom needs.

A parent may withdraw their child from the Latchkey Program at any time. However, if a parent decides to withdraw their child from the Latchkey Program they will not receive their resignation fee back.

HOURS OF OPERATION

Latchkey is open daily from 3:00 p.m. to 5:30 p.m. at the Ubly Pre-School Center.

The Ubly Latchkey Center is open from 3:00 PM to 5:30 PM. On half days of school, latchkey will be open from 12:00 PM to 5:30 PM. Children ride district buses to and from latchkey.

All programs will be closed on holidays and when school is closed due to inclement weather or utility emergencies. The local radio stations (WLEW 102.1 FM) and local television stations (WEYI-25, WJRT-12, WNEM-5, and WSMI-FOX 66) will carry the announcement. The district also uses a direct message line to one primary phone number. Please be aware that there are some days that latchkey will remain open. It will be noted both on the TV channels as well as the message service the district provides. (Please see our Extended Day Calendar for days that latchkey will be open when school is closed.)

STAFF

All applicants must be fingerprinted and submit to a background check before employment. No staff will be approved for employment that has been convicted of child abuse or neglect or convicted of a felony involving harm or threatened harm.

STAFFING RATIO

3-4 years of age 1 adult to every 10 children

4-5 years of age 1 adult to every 12 children

5-12 years of age 1 adult to every 18 children

This is in accordance with the State of Michigan Department of Licensing and Regulatory Affairs licensing procedure.

ARRIVAL AND DEPARTURE

Children must be escorted into the classroom. Child care students must be signed in by their parent (or designee). The parent (or designee) must sign the child out when they are picked up. Children arriving or departing from class to latchkey will be signed in/out by staff. Children will be released **Only** to those persons whose names are listed on the medical card. Parents must advise latchkey if another person is to pick up their child. All the people picking up children should be prepared to show picture ID at all times. Staff who are not familiar with the parent or designee are required to ask for ID.

SNACKS

Snacks will be served as a part of your child's latchkey program. For the students who attend Ubly Latchkey Center please note that latchkey is a "peanut free" classrooms due to allergies. Please look at labels and avoid any food that contains trace peanuts, peanut oil, etc. If your child has any food allergies, please notify the latchkey supervisor as soon as possible. Breakfast will be served at the Pre-School if you have a student attend either pre-school program. All other children will have the opportunity to eat breakfast in the morning at Ubly Community Schools. School transportation will pick your child and transport them over to Ubly Schools for breakfast.

LUNCH ON HALF DAYS OF SCHOOL AND EXTENDED DAYS

* A cold lunch may be required.

* We may make arrangements to provide an alternative lunch. An additional charge may be required, and the cost will be posted at the latchkey desk. On these days you will not be able to use any money that you may have on your lunch account with the food service program. Please contact program supervisors if you have any questions.

Conversation and independence are encouraged among the children at meal times

PHOTOGRAPHS

Photographs of the children are taken from time to time and may appear in publicity materials. Parent's permission for photographs is part of the enrollment process.

FEES

2023-2024:

Registration Fee: **\$20.00**

Latchkey Hourly Rate: **\$3.25**

Weekly Late Payment Charge: **\$15.00**

Late Pickup Charge per Minute: **\$1.00**

Returned Check Fee: **\$25.00**

Juice: **\$.50**

Milk: **\$.75**

Water: **\$.60**

Brightwheel AP ACH Fee: **\$1.50**

All latchkey programs close at 5:30 PM. A late charge of \$1.00 per minute will be charged after that time.

The latchkey program will bill by the ½ hour, after 15 minutes (example pickup at 4:15 p.m. would be billed to 4:30 p.m. or \$1.63) anything after the ½ hour will be billed the full hour.

BILLING POLICIES

Bills will be calculated from Monday through Friday and are due on Monday or the child's next day in attendance if within a week of the billing date. We will be emailing statements so please make sure we have a valid email address on file. It is the parent's responsibility to pay the balance on a weekly basis. Late payments may result in a late charge of \$15.00 per week or removal from the program.

Personal checks and money orders may be made payable to "Ugly Community Schools". Cash is also accepted. You will be notified if a check is returned to us by the bank. Should we receive an NSF check, the replacement payment must be made in cash. There will be a \$25.00 charge for the returned check. We reserve the right to request cash payments only.

If you would like a print out of your family's account, please contact the supervisor for the latchkey program your child attends.

A TYPICAL SCHEDULE MIGHT INCLUDE . . .

Preschool Latchkey

Free Play in Centers/ Breakfast Clean Up/ Circle Time Gym / Outside Play/ Snacks/ Rest and Read Time
Circle Time/ Music Story Time/Daily Group Art Project/ Lunch /Small Group Time

SCHOOL AGE PROGRAMS

Activities are planned around the special interests of the children involved such as arts and crafts, board games, puzzles, and sports. Outside and/or gym time are offered daily. Before and after school snacks are also offered.

HEALTH POLICY

All children attending latchkey must have a completed physical form on record with the school district or provide a Health Appraisal signed by your child's doctor. This is a part of our enrollment process. Children who are ill should not come to latchkey. If your child becomes ill while in our care, we will contact you to arrange to pick the child up. If parents cannot be reached, an emergency contact will be called to come and get the child. Parents will be contacted in the event your child has a fever of 100 degrees or more and is accompanied by other symptoms (such as nausea or lethargy), vomits, or has diarrhea.

STAFF SCREENING POLICY

All staff employed by the Ugly Community Schools preschool programs have had criminal background checks (State Police and FIA).

REFERRALS TO PROTECTIVE SERVICES

Child abuse and neglect are against the law. As mandated reporters, we are required by state law to report any and all cases of suspected child abuse or neglect within 24 hours to the Department of Health and Human Services (Center employees and volunteers must contact Children's Protective Services (CPS) **immediately** when they suspect child abuse and/or neglect. The immediate verbal report must be made to Centralized Intake by calling (855) 444-3911. The verbal report must be followed by a written report. The written report must be submitted within 72 hours. DHHS encourages the use of the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law).

COMMUNICABLE AND INFECTIOUS DISEASES

Please notify your latchkey if your child has contracted a communicable or infectious disease. The following guidelines may be used as a guide for re-admission to the program after communicable and infectious diseases have been diagnosed:

Chicken Pox: Doctor's note confirming the diagnosis and return date. Lesions should be crusted over.

Conjunctivitis (Pink Eye): Twenty-four hours after treatment has begun.

Impetigo: Twenty-four hours after antibiotics started, with a band-aid covering the area.

Measles: Four days after the appearance of the rash and a note from the doctor to return.

Mumps: When swelling and fever are gone and a note from the doctor.

Pertussis (Whooping Cough): After being on antibiotics for five days and a note to return to school from the doctor.

Ringworm: After twenty-four hours of treatment or as directed by a physician with skin covered.

Strep Infection: Including Scarletina, Scarlet Fever, Strep, Strep Throat, and Rheumatic Fever - after twenty-four hours of being on an antibiotic and no fever or a physician's statement saying the child may be in school.

Fifth Disease: Until no fever is present and a note from the physician.

NUISANCE DISEASES:

Scabies: After seen and treated by a physician.

Lice: The Ugly latchkey policy excludes children that have nits or live lice in their hair. When head lice are suspected, parents will be called to take their child home. Children may return to the classroom when they have been treated and no nits or lice remain in their hair.

Our school nurse may check the child before they may return to class.

MEDICATION

The administration of medication policy may only be put into effect if ALL of the following procedures have been accomplished:

- * Parent must request a form for the giving of medication.
- * Medication is to be in the original prescription container with student's name, prescribing doctor, and medication and dosage are displayed on the container.
- * Medication authorization form must be completed by doctor and parent.
- * Non-prescription, medication, such as aspirin, cough drops, etc. may be given only with written authorization by the prescribing physician. Check our current school policy
- * All medications are to be given to an adult staff member with the proper forms. No medication is to be carried by the children in purses, backpacks, etc.

The staff will maintain a record as to the time and amount of medication given. The medication will be dispensed in the presence of two adults. The medication will be stored out of the reach of children.

ACCIDENT POLICY

Accidents can happen at school. If your child is injured at school, you will be contacted and the staff may have to complete a student injury report. If available, the school nurse will assess the injury and administer first aid and determine if further follow up is needed.

If it is determined that a child cannot remain in school because of illness or injury, it is imperative that someone is available to pick them up. We strongly suggest that you establish a network of people who could care for your sick/injured child if we are unable to reach you. This information should be included on the emergency information and authorization form which must be completed and on file.

The importance of updated, accurate information on the emergency form cannot be overemphasized. It is the parent's responsibility to inform the school of any changes (telephone number, contact person, etc.).

If a child is injured, we cannot start treatment without a signed emergency treatment form. If a child has a medical emergency and parents or emergency contact person cannot be reached, the school will call 911.

Parents will be contacted by phone for the following reasons:

An incident includes, but is not limited to, the following:

- A child is lost or left unsupervised.
- Alleged sexual contact between children or a child and a staff member or volunteer.
- Any kind of discipline of a child by a staff member or volunteer.

A written injury report will be given to the parent, within 24 hours of the incident regardless of injury. The director will fill out the report and provide it to the parent.

CLOTHING AND PERSONAL POSSESSIONS

Please try to have your children dress in simple, washable, sturdy clothing that is appropriate for active indoor and outdoor play. Please try to label all clothing and personal possessions whenever possible. Please try to have a change of clothes for our younger children.

DISCIPLINE POLICY

It is the policy of the Ugly Latchkey Program to promote the development of children's consciences and self-control through positive guidance techniques. Such methods include modeling and encouraging expected behavior, redirecting children to an acceptable activity, anticipation, and elimination of potential problems, setting clear and consistent limits, involving children in establishing rules and in problem-solving of misbehavior, and meeting with a child who is having problems. As children's capabilities increase, they are guided to become responsible for their own actions and grow in respect for the rights and feelings of other people and property. Conflicts are viewed as learning opportunities for children to develop skills such as cooperation, negotiation, and communication with the person involved. The following steps may be taken for unresolved conflicts:

- A child may not be allowed to participate in a particular activity for a period of time.
- A conference with parents will be requested to discuss further action.
- Suspended from Latch Key privilege/unable to attend.

WEATHER EMERGENCIES

Tornado Alert – In the event of tornadoes or other severe weather conditions, children will be moved to designated safety areas.

Fire and Tornado Drills – Fire and tornado drills are practiced in each of our schools so that children know how and when to leave the building and what to do in the case of an emergency. Anyone in the building during that time will be expected to participate in the drills. Are posted in the classroom and building.

Non-Weather emergencies – Emergency procedures are in place for non-weather emergencies. In the event of an evacuation, all children will be taken to a safe area. Parents will then be notified.

DISCHARGE OF CHILDREN BY THE UBLY LATCHKEY PROGRAM

Children may be terminated/suspended from the program for the following reasons:

- Past due account: Your account must remain current for your child to attend.
- Inappropriate or disruptive behavior:
Every effort will be made to modify inappropriate behavior using the procedures outlined in the discipline policy. In the event that these methods are no longer effective, the supervisor maintains the right to suspend any student who exhibits inappropriate or disruptive behavior which interferes with other children's safety or the quality of the childcare program.
- Habitual late pick up (after 5:30 PM).