



St. Lawrence
CATHOLIC SCHOOL

Latchkey Policy & Program



St. Lawrence
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Welcome to St. Lawrence Latchkey Program. Please read over the following information regarding our program. We look forward to a successful year with you and your child, by trying to meet all your childcare needs. If you have any questions at any time, please feel free to contact one of us. We look forward to a successful year.

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Ms. Penni Karam, Director
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Objectives

The St. Lawrence Latchkey Program, approved by the state of Michigan Department of social Services, strives to provide:

- A healthy, comfortable and safe environment for all children.
- An opportunity for children to participate in a variety of activities that is developmentally appropriate and allow for social, physical and intellectual stimulation.
- A well-equipped area with a variety of games, toys, and activities for the children to choose from.

Registration

A \$50.00 family non-refundable fee will be required for the school year at the time of registration. All forms must be filled out completely at the time of registration.

Hours of Operation

St. Lawrence Latchkey is open Monday through Friday from 7:00 am until the start of school, and after school until 6:00 pm. Please have an alternate person designated to pick up your child if you are unable to get to the site by 6:00pm. The person you designate must be on the "Child Information Form". A late fee will be assessed at a rate of \$15 per family per 15 minute interval.

Holidays and Breaks

Latchkey will be closed whenever the school is closed, morning latchkey will be available on all half days at 7:00am until the start of school, but not at the NOON hour.

Signing In and Signing Out

For your child's safety, we require that all children be brought to the latchkey room (cafeteria). Students will be logged in by a latchkey worker. Students cannot be dropped off in the parking lot or at the exterior entrance door; they must be accompanied into the building by a parent.

All children will remain in the latchkey area until 8:45 am, at which time they will be signed out and released to their classrooms.

Afternoon latchkey is from 4:00-6:00pm. Classroom teachers will release students to the latchkey area at 4:00 pm. Parents will pick up their children in the cafeteria, again entering at the parish office doors. Children are responsible for bringing their own snack, if they would like one. However, we will ask them not to share because of food allergies.

Children will be logged into latchkey when they arrive by the caregiver. Please provide the director with a current picture of the authorized person picking up your child for identification purposes.

If it is necessary to have someone other than those listed on the information form to pick up your child, you must notify the director with a written note.

BILLING FEES AND PAYMENTS

The fee for St. Lawrence is \$6.00 for the first hour per child. After the first hour, it will be \$1.50 every 15 minutes per child. There is a minimum charge of 1 hour per morning/afternoon charge when your child attends the program. Statements will be tabulated monthly.

The latchkey is self-supporting and relies solely on the revenue generated from the program to operate. Payments may be given directly to the director, mailed in, or dropped off at the school office. Please make payments on time. A \$25.00 charge will be issued for checks returned due to insufficient funds.

MEDICATION POLICY

Please administer necessary medications to your child prior to coming to school. If for some reason a child should need medication during the latchkey hours, the parent must provide the director a completed and signed medication authorization form signed by your physician. This applies to any prescription or over the counter medication. All medication must be in its original container and accompanied by the doctor's directions.

SERIOUS INJURY PROCEDURE

If a child is injured while at latchkey, a parent or emergency person listed on the child's information card will be contacted. In the event that the latchkey staff feels that the child requires immediate medical attention, an ambulance will be called.

Withdrawal

If it should become necessary for you to withdraw your child from the latchkey program, please contact the director one week in advance. All payments will be due by the time of withdrawal.

PERSONAL ITEMS

Students may bring their own toys or arts supplies to latchkey. Please label any item clearly. Please avoid sending any items of high value or that could not be easily replaced if lost or broken. St. Lawrence Latchkey assumes no responsibility for any lost and/or stolen items. Any items not allowed on school grounds will not be allowed in latchkey.

GUIDELINES

- If for any reason the child needs to leave the latchkey area, they must have permission from the caregiver, and they must have a partner go with them.
- Children must wait to be dismissed by the caregiver before leaving for their classrooms in the morning.

***If a child needs to be disciplined, the director of latchkey will follow the St. Lawrence Discipline Rubric.*

Health Care Plan

Hand Washing Procedures

The following procedures will be used for hand washing:

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, and jewelry, and back of hand.
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel.

Hands shall be washed with soap under running water. The following are not approved substitutes for soap and running water:

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes

Handling Bodily Fluids

The center will use precautions when handling bodily fluids as instructed in the blood borne pathogen training. Steps used will include:

- Staff will put on gloves
- Clean up bodily fluid/diaper
- Wash area with soap and water, rinse, and sanitize area
- Wash hands of child
- Take off gloves and wash hands

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

- Wash area/surface with warm water and soap/detergent

- Rinse area/surface with clean water
- Submerge, wipe, or spray the article or surface with a sanitizing solution
- Let area/surface air dry

Sanitizing Solution

- Water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon of bleach to one gallon of water
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions

Controlling Infections

- See universal precautions above.
- Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty.
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots/ mats will be washed daily if used by different children or daily if used by one child.
- Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note.
- Children who become ill will be moved away from the children until they are picked up.

Parent Notification of the Licensing Notebook Child Care Organizations Act, 1973 Public Act 116 Michigan Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at: www.michigan.gov/michildcare