

# Latchkey Policy Book



Dear Parent/Guardian,

The Lincoln County R-III School District Latchkey Program was developed in 2008 due to the new-tiered bus system and to answer the needs of our working parents.

The Latchkey program provides a safe, fun place with enriching and challenging activities to stimulate your child's social, emotional, physical, creative/intellectual development. Our goal is not to extend the school day, but to provide an environment with the opportunities to explore, be empowered, to learn something new, and to grow friendships.

We utilize the Computer Lab, Library, Gym, playground, and provide "centers" which also include art and science in the cafeteria. This allows for our children to be involved in child-directed activities, while staff encourage and monitor their "play."

Children learn through "hands on," child-centered, age appropriate activities that encourage them to investigate, problem solve, imagine and be creative. We also desire to model effective communication, decision making skills, confidence, respect for other people and their belongings, show responsibility and creativity, thus encouraging your child to gain invaluable life skills.

The role of you, the parent, is vital to our program. It is critical that the relationship between home and school/Latchkey is strong and "on the same page." We want to be consistent and have positive communication with you in regards to your child's time with us in Latchkey.

Sincerely,

The Latchkey Office  
(636) 462-5073  
(636) 462-5074 fax  
[evelandk@troy.k12.mo.us](mailto:evelandk@troy.k12.mo.us)

## **Enrollment Procedures**

There are four ways to enroll for the Latchkey program:

- Enroll in person at Central Office
- Mail in Enrollment Form to: Latchkey, 951 W College St., Troy, MO 63379
- Request an Enrollment form at your child's school, or print form from district website
- Online Enrollment form found on the website: [www.troy.k12.mo.us/latchkey](http://www.troy.k12.mo.us/latchkey)
- Email [evelandk@troy.k12.mo.us](mailto:evelandk@troy.k12.mo.us) for information

The Enrollment process is the same for all families. ***\*Please note- filling out an enrollment form does not guarantee enrollment in Latchkey***. A waiting list will be maintained if necessary. Enrollment forms must be completely filled out; including monthly schedule, enrollment fees and monthly tuition must be paid in full. ***The enrollment procedure is not complete until you have received a notification of acceptance from the Latchkey office.***

## **Notification of Acceptance**

You will receive an email confirmation when your child has been fully enrolled in Latchkey, and in the notification it will state when your child can attend their first session date.

## **Latchkey Expectations**

We realize you are the expert of your child. Here are the expectations you may have of the Latchkey program, Latchkey's expectations of the parent, children expectations and Latchkey's expectations of your child:

### **Parent Expectations**

- Your child is safe, being care for, encouraged and challenged
- Latchkey has an "open door policy" meaning you can visit our program anytime (once enrolled)
- Communication is crucial in keeping one another informed! You will be notified of activities, requests, information (etc.) that is happening in Latchkey
- Should a concern or situation arise regarding your child, we welcome any and all feedback, visits, calls, email. We want to support you, your child and your family

### **Latchkey Expectations of Parents**

- Pay Monthly Tuition on time –*tuition is due on the first of each month, on the 11<sup>th</sup> a late fee is added*
- Pick your child up on time –*\$1 per minute, per child after 6:00pm (5:00pm ECEC)*
- Support Latchkey staff with Policies of program, and children's behavior expectation
- Communicate concerns, requests, and overall cooperation to staff and Latchkey Office.
- Sign your child in and out each session
- Keep child's file up-to-date and follow school health policy to protect all students/adults

### **Children's Expectations**

- To be safe, have fun, be challenged, motivated and encouraged to try new things
- To be treated fair, with kindness, with respect, to be heard, to be welcomed, and to have Latchkey Leaders help and play with them
- To have input on activities and games thus having a sense of ownership in the program
- To receive fair and respectful treatment from adults/children, and have discipline that is fair

### **Latchkey Expectations of Children**

- To follow the expectations of school (same expectations for Latchkey)
- Be responsible for their words, actions and how they treat others/situations (good choices)
- Treat Latchkey staff with respect, listen and respond appropriately

## Hours

Program hours at our 7 **elementary** schools are from 6:00 am to beginning of our school day and end of our school day to 6:00 pm. **ECEC Building Latchkey** hours are from 6:30 am-9:00 am to beginning of preschool and the end of the preschool day to 5:15

## Inclement Weather

In case of inclement weather or any other emergency, Lincoln County R-III may decide to close school campuses early. Parents will be notified via Parent Link (call) and/or the District App.

- ***Latchkey services will be provided until parent/guardian arrives on early school closings***, and we will make every attempt to keep Latchkey open; however, we do not want to endanger our students or staff and ask you to pick your child up before 6:00 pm, so they can get home to their families
- Latchkey will be CLOSED when Lincoln County R-III is CLOSED
- Latchkey will be CLOSED in the event of a power failure until power is restored

You can find school closings on:

### **Internet:**

District App  
District Website  
District Facebook Page  
District Twitter  
Latchkey Twitter @LCR3Latchkey

### **Television:**

Channel 2-KTVI  
Channel 4- KMOV  
Channel 5- KSDK

### **Radio:**

1730 AM  
1120 AM

**Latchkey is only in session on days that school is in session.**  
**Please see the District Calendar for scheduled days off.**

## Monthly Schedules & Billing

Latchkey enrolls on a monthly schedule. Should you require a change in the schedule you provided on the Enrollment form, you are **required** to fill out a Change of Schedule form (available on the District website, at your child's Latchkey site or Latchkey office), and give a 2-week notice. The change will take effect **next billing cycle**. A credit will be carried over to be applied to the following month tuition if an overpayment has been made. We do not offer refunds. If you become **laid off**, provide a letter from your employer, and your Latchkey account will be "suspended" until further notice. Contact the Latchkey office when you wish to begin utilizing Latchkey services and restore the account.

## **Delayed Start**

When Lincoln County R-III School District has a Delayed Start, **Latchkey will open at 8:30am** You will not receive a Delayed Start Credit if your child is in not attendance on day of Delayed Start.

## **Payment Policy**

**\$20 Enrollment fee per child** AND first month tuition payment must be paid prior to receiving Latchkey services. You will receive a Notification of Acceptance email from the Latchkey office (see page 3) upon completion of enrollment process.

**ALL TUITION MUST BE PAID on the 1<sup>st</sup> of each month and is past due if not paid by the 10<sup>th</sup> of each month. Initial enrollment fee and first month tuition is due in full and does not qualify for the grace period. The remaining month's tuition is due on the 1<sup>st</sup> with a grace period until the 10<sup>th</sup>.** If the 10<sup>th</sup> falls on the weekend, payment must be paid by Friday in order to avoid a late fee. Late fee is \$15.

**Payments will be accepted by:**

- School's Latchkey Site Leaders
- Online – [www.myprocare.com](http://www.myprocare.com) ( the app does NOT support billing)
- Latchkey Office in Central Office
- Mail to: Latchkey, 951 West College Street Troy, MO 63379

**Methods of payment include:** Pay Pal, check, money order, or cash. Make checks payable to Lincoln County R-III School District and put your child's name in the memo. **If you are late on your payment for any two months**, you may be required to prepay each month thereafter-payment due before or on 1<sup>st</sup> (no exceptions).

## **Charges**

**For appropriate staffing purposes, a family must commit to a certain number of days a week that Latchkey services are needed and pay for those days whether or not they attend. Monthly charges are based on the committed amount of days denoted on the enrollment form.** Refunds are not offered, if an overpayment occurs, the credit will be applied to the following month's tuition. Fees for scheduled sessions will not be deducted for any type of absence including inclement weather, illness or vacation. Missed days cannot be substituted for additional attendance days. Monthly Rates are based on the total number of days in attendance during the school year (174). Families are NOT charged for holidays, or breaks. **Tuition is based only on the actual scheduled attendance days.**

## **Withdrawals / Drops**

If your child is absent for more than two weeks, without any notification or communication, he/she will be dropped. In order to re-enroll, you will need to pay the Re-enrollment fee, any past due amount, plus the current monthly tuition before your child can start. For any reason you withdraw your child from the Latchkey Program, you must give a **two weeks written notice** and submit a Change of Schedule form. The change will take effect the next billing cycle.

### **Late Payments, Returned Checks, Late Pick-Up**

**Late Payments:** A late payment fee will be added on the 11<sup>th</sup> if tuition is not paid in full. **Children will not be allowed to attend Latchkey if tuition is NOT paid by the 15<sup>th</sup> of each month.** Once the monthly tuition is paid, including the \$15 late fee, then your child can attend. Any unpaid balances will be entered into your child's *Fines and Fees in SISK12*, and will remain until paid in full

**Returned Checks:** All returned checks must be paid at the **Latchkey Office** located at 951 W. College St., lower level (2<sup>nd</sup> door on right) by cash, cashier's check or money order. There is an additional \$20 charge for each returned check. **NOTE:** All returned check notices must be paid to the Latchkey Office (cash, cashier's check, money order) within 2 days of notice. Latchkey Office will call family upon bank notification. Families that fail to comply with the returned check notice will not be eligible to continue with Latchkey, and if not paid by 5<sup>th</sup> day of notice, collection procedures begin. A family with **two** returned checks per school year will be required to pay Latchkey tuition with cash, money order or cashier's checks for the remainder of year.

**Late Pick-Up:** **The Late pick up fee (\$1 per minute, per child) must be paid IN FULL same day** (any parent who is late, will be required to sign a *Late Pick-up Form*). Children must be picked up at the site no later than 6:00 pm. (5:15 pm at ECEC). A \$1.00 late fee per child will be charged to your account for every minute after 6:00 pm. Continued abuse (3 or more times) of late pick-up will result in conference with the Latchkey Office to discuss continuation of Latchkey services. If you know you will be late due to traffic or other incidents you cannot prevent, please contact staff (see page 13).

If you have not contacted Latchkey staff by 6:00 pm, the following will take place;

- I. At 6:15 pm emergency contacts will be called if parent contact has not been made
- II. At 6:30 pm police authorities and/or Department of Family Services may be contacted

Please keep in mind that Latchkey opens at 6:00 am and closes at 6:00 pm each day and we ask you kindly keep in consideration our hours of operation.

### **Changes in Personal Information**

Please inform the Latchkey staff with any changes in personal information (address, work phone, cell) etc. **Communicate all Enrollment Form changes to Latchkey Leader, verify and initial changes.**

### **Receipts**

You may request a receipt in one of the following ways: By **email** to [evelandk@troy.k12.mo.us](mailto:evelandk@troy.k12.mo.us) , by fax 636.462.5074, in **person**: either at the Latchkey office or your child's Latchkey site by speaking to a Leader, or by **mail**: Latchkey, 951 W. College St., Troy, MO 63379. Please give detailed information: Parent name, Child name, school, and dates of service needed for receipt.

### **Tax Statement**

Tax statements will be mailed no later than January 30<sup>th</sup> to the address provided in SIS. We cannot send separate tax statements to more than one address; it will be up to the primary parent to give the statement to the other parent. EIN number for Latchkey is 43-6004414.

## **Daily Sign-In & Sign-Out**

ALL parents/guardians are **required and expected** to accompany their child into the school in the morning and sign them in, and come into the building and sign your child out in the afternoon. *Please give us the opportunity to greet you and your child each morning and afternoon!*

Latchkey children **cannot** be signed out while the school is loading children on the bus. Only after the buses have left school property, and there are no longer moving vehicles in the loading zone, can children be released from Latchkey. This is for the safety of all our children. Latchkey doors will remain locked until all busses have left the school property.

## **Authorization to Pick Up Child – Photo ID Required**

Only authorized individuals may pick-up your child (those listed on enrollment form). The staff will ask for photo identification from anyone who is unfamiliar to them. No one without proper authorization or identification will be allowed to sign-out the child. If someone new is to pick-up your child, please notify the Site Leaders or Latchkey Office prior to pick-up time. Children (non-drivers) will NOT be authorized to pick up a child from our care. It must be someone with a picture ID. Be sure to tell the adult picking up your child to bring photo identification and tell them which doors to use for Latchkey. It is recommended to always have your photo ID readily available since we have new staff and substitutes who will ID parents at pick up.

## **Snacks / Food from Home / Parties**

Latchkey provides an after school snack for each child. Children that require a special snack diet must provide the items from home. On occasions, the Latchkey staff will plan holiday parties. Families who are interested in providing special treats for the children MUST provide store bought items. No homemade baked goods are allowed (due to allergies). **If your child has an allergy, please make staff aware.**

## **Homework**

Latchkey incorporates a Homework Help Time during our Activity Centers, with the help of TBHS A+ Tutors. During this time, the children will have an opportunity to work on their homework or receive extra studying or reading time. If you would rather your child work on homework at home, please make sure you make our staff aware. Latchkey is not responsible for ensuring that your child completes homework each day. We offer a set time in the schedule, but do not force or require completion.

## **Toys and Belongings from Home**

Since our program provides a variety of toys, games and activities, **we discourage children from bringing personal belongings to Latchkey.** If items are brought in, Latchkey is not responsible for lost or stolen items. If we see that items brought from home are becoming a distraction, then we will hold on to them until your child is picked up and return the item to the parent.

## **General Safety Policy**

1. No child will be left unsupervised during indoor or outdoor play
2. No child will be released to anyone other than the parent/guardian unless prior arrangements have been made with staff
3. There is immediate access at all times to a working telephone
4. All Latchkey staff are **Mandated Reporters** and required by law to immediately notify the local Department of Family Services when child abuse or neglect is suspected. **The Hotline number is 800.392.3738**
5. Intruder, fire, tornado, and earthquake drills/procedures will be followed and practiced
6. All staff is CPR and First Aid certified. First Aid kits are available for use
7. An Accident/Incident Report will be completed when an injury occurs and parents are required to sign the form. A copy can be sent home; the original is place with your child's enrollment forms in the Latchkey Office
8. A Behavior Report will be written and will need to be signed if your child had a difficult time following the Safety guidelines and procedures and/or following the expectations in Latchkey. The school day and Latchkey have the same expectations
9. Recess- we go outside each day, weather permitting. Make sure your child is dressed appropriately. We will be mindful of wind chill (15-20 degrees) and of the Heat Index (95-100 degrees), as we want all children to be safe

## **Injury / Accidents**

If your child is involved in a severe injury, or a life threatening situation, our staff will take the necessary procedures to obtain emergency medical care, and will stay with your child at all times. These procedures include;

1. Call 911
2. Parent/guardian will be contacted
3. If parent is unable to be reached, authorized emergency contacts will be called.

If child is transported to the hospital by ambulance, staff will stay with your child and take whatever steps necessary to insure their safety. If the building is non-habitable, children will be moved to a predetermined designated location, and will be released to authorized contacts on enrollment form.

***Please keep us informed of any concerns so we can be aware of your child's needs. The staff would like to work as a team with parents to provide the best care for your child.***

## **Medication**

Parents of children who require the use of medication are encouraged to give it prior to attending Latchkey. Each building's Nurse is available during school hours only. There is no access to the Nurse's office during Latchkey hours. Parents must speak with the school Nurse to coordinate medication. Up-to-date medical forms must be signed by your pediatrician that will need to accompany all medication. If your child has a medical situation that requires use of an EpiPen, inhaler, or any other special medication, the parent is required to discuss procedures with Site Leaders and/or nurse. Any equipment needed to assist a child's medical condition is to be provided by the parent/guardian. Latchkey is not responsible for purchasing special medical equipment for children. Medication must be provided in the original container labeled with instructions listed. Medication must be presented to the Site Leader. Do NOT send medication with your child. All medication is stored in a locked box.



## **Illness**

Any known medical condition must be reported to the Leaders in writing with information on caring for your child should a medical emergency occur. To help prevent children from contracting or spreading an illness while at school/Latchkey, we ask that you adhere to Lincoln County R-III Health and Wellness guidelines. If your child has any of the symptoms listed in this policy, you will be contacted, and will need to pick up your child from Latchkey immediately. If you are unable to leave work, you must arrange for another person to pick-up your child. If you cannot be reached, we will contact someone on your authorization list.

***If a child was sent home by the building nurse due to a fever, they should NOT return to school for at least 24 hours.***

## **Non-discrimination Lincoln County R-III School District Policy**

Lincoln County RIII School District does not discriminate on the basis of handicap, race or sex in admission or access to treatment in its programs and activities. The district does comply with section 504 and Title IX and Title VI regulations.

If a child has a disability or is suspected of having a disability, the school will make reasonable accommodations to meet the needs of all children. The Latchkey program is a self-sustaining tuition based program not required to follow all guidelines and goals outlined in a child's Individualized Education Program/Plan. We will certainly take into consideration goals that are in line with our program philosophy. Our first and foremost priority is to ensure the safety and welfare of all children in our program. We strive to meet the needs of every child enrolled in Latchkey.

If your child has a disability that requires us to make reasonable accommodations, contact the Latchkey Office at (636) 462-5073. Parents will be asked to share current information on how to best meet the needs of their child. Each situation will be evaluated on an individual basis, which may require documentation from the medical community, a health history, or current IEP. This information is needed to make the determination of your child's best interest within our program guidelines.

## **Respecting One Another**

Realizing that staff and each child communicate in various ways, it is imperative that the atmosphere that we provide is one that makes us all feel **safe and respected**. Our staff want to partner with parents to ensure that each of the children know and understand how important respect is. Any staff, child or parent who continuously shows a lack of respect for others, whether in word or deed, may be removed from Latchkey. Excessive shouting-yelling-screaming, inappropriate discussion, hitting, kicking, pushing-shoving (etc.), are all unacceptable (and disrespectful) behaviors. Any child who physically or emotionally harms another person will be reported and subject to disciplinary action. Repeated incidents could result in suspension or dismissal from Latchkey. **Our expectations for all children is for them to follow school rules, be respectful, listen and follow instructions, and be safe at all times.**

## **Additional Information:**

Latchkey will adhere to all District policies and procedures. If a District policy changes or updates, that will also change or update our policy.

## **Behavior Management**

Children are **expected** to respect the adults in the program and to follow their directions. All rules are directed towards avoiding injury to children, staff, administrators and property. ***The same rules and procedures are in effect as in regular school hours.*** The goal for managing behaviors, is to have each child collaboratively problem solve, or work out their own problem/issue. With staff working to establish an environment of positive discipline by actively supervising to help solve problems/ issues before they even arise. Children need to understand the root of the behavior /issue and work together to help solve and diminish concerns. ***Discipline is the guiding and teaching children to help them make wise decisions about their own behavior. This helps them to understand they are to accept responsibility for their choices and their actions.***

The Latchkey rules are:

- Treat other students/adults with courtesy (The Golden Rule)
- Follow directions of adults respectfully
- Keep hands and feet to self
- Use appropriate language (no profanity)
- Settle disagreements by discussing them /take responsibility for actions
- Use equipment properly
- Regulate own behavior

Methods to help the children follow Latchkey rules:

- Redirection and positive statements
- Problem solving by child verbalizing concerns and guiding child to find acceptable solutions
- Give acceptable alternative choices
- Give Leadership duties for demonstrating positive behavior
- Have children make the rules within program policy
- Provide a place where the child can calm him/herself down and think about the situation

Staff will inform parents of behavior and what has been done to guide their child towards a solution. If the above methods do not accomplish the self-control necessary for your child to understand and abide by the Latchkey rules, the staff will request a conference with parents to discuss the incident(s) and/or concern(s). In addition, if your child's behavior becomes a continuous concern, parents will be notified to pick up their child. If it is decided that your child is unable to function within the structure of the program, your child will be removed from Latchkey.

### **Immediate Suspension may result from:**

- Child physically confronting another child or adult
- Child running away from group, leaving Latchkey facility without authorization
- Damage to property. Parents will be held financially responsible for the damage to any property
- Repeated unwillingness to cooperate or comply with program rules/expectations on the part of either child or parent/guardian, and can result to dismissal from Latchkey

### **Discipline Action Consequences:**

- Suspension from program (1-10 days)
- Dismissed for the program (for semester or year, depending upon severity)

### **Grounds for Immediate Dismissal:**

- Act of physical/verbal violence or threat thereof from either parent/guardian or child
- Weapons of any type are prohibited

# Latchkey

## Important Contact Information

**Kim Eveland, Latchkey Coordinator**

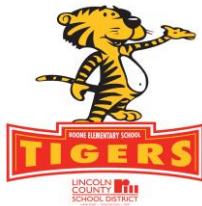
951 West College Street

Troy, MO 63379

636-462-5073

636-462-5074-Fax

All buildings have the same after hours' main number: **636-462-6098** then direct extensions.



### **Boone Elementary**

636-528-1560

Cafeteria: ext. 72805

Computer Lab: ext. 72220



### **Hawk Point Elementary**

636-338-4366

Cafeteria: ext. 74805

Computer Lab: ext. 74101



### **Claude Brown Elementary**

636-462-5078

Classroom: ext. 78122



### **Lincoln Elementary**

636-528-1990

Cafeteria: ext. 73805

Computer Lab: ext. 73224



### **Cuivre Park Elementary**

636-462-5218

Computer Lab: ext. 77136



### **Main Street Elementary**

636-528-4809

Cafeteria: ext. 75805

Computer Lab: ext. 75135



### **Early Childhood**

636-462-3020

Classroom: ext. 71110



### **William Cappel Elementary**

636-356-4246

Cafeteria: ext. 76805

Computer Lab: 76301



Mark S. Penny, Ed. D.  
Superintendent of Schools  
Lincoln County R-III School District

Kim Eveland  
Latchkey Coordinator  
Lincoln County R-III School District

### Parent/Guardian Acknowledge Statement

I \_\_\_\_\_ have received a copy of  
The 2020-2021 Lincoln County R-III Latchkey Policy Book. I have read and fully  
understand the policies, procedures, and expectations of the Latchkey Program. I  
understand payment is due on the first business day of the month. Failure to make  
tuition payments on time may result in late fees and withdraw from the Latchkey  
program. I understand that continued abuse of the policies that have been  
established will result in a conference with the Latchkey Office to discuss  
continuation of Latchkey services.

_____ Parent/Guardian Signature	_____ Date
_____ Latchkey Office Signature	_____ Date

Children Name(s): \_\_\_\_\_

Building(s) \_\_\_\_\_

**I give permission for my child to be featured in a photograph or video for materials produced by my child's Latchkey site (i.e. newsletters, brochures, website, etc.) \_\_\_\_\_ (initial)**

*Each Latchkey site adheres to the policies and procedures as explained in your child's school Handbook and as outlined by the District. Please refer to the school Handbook for additional information.*