

# North Gibson School Corporation

## *Latchkey Childcare Program*

### *Policies and Procedures*



#### **Hours of Operation**

Before School: 6:00-7:30 AM

After School: Until 6:00 PM

**In the event of a delayed opening for school, the Latchkey Childcare Program will NOT be in session. This is a change from previous practice, however, we feel it is a necessary change to protect the safety of our employees. In the event of an early dismissal from school, there will be no childcare service available for that afternoon session.**

#### **Enrollment**

Parents who wish to enroll their children in the childcare program must complete the enrollment information before the child begins in the childcare program. The childcare director or his/her staff should be notified immediately of any changes related to home address, phone numbers, or individuals who are authorized to pick-up the child.

#### **Fees**

A fee schedule has been established for the school year and it is available at each school office or at the location of the childcare facilities, and on the school district website. ***Fees must be paid Monday of each week. If parents fall two weeks behind in fee payments, the child may be dismissed from the childcare program.*** Any unpaid childcare fees will be forwarded to the school district office and referred for collection. In the past, the childcare program qualified to accept voucher assistance, however, beginning in the 2014-2015 school year, we will no longer accept vouchers.

Beginning the 2014-2015 school year, parents will no longer be charged on a daily rate, but will be charged by session per week, regardless of how many days your child attends. This procedure of payments allows us to predict the revenue generated from the program. It will also allow us to know how many students will be attending on a regular basis. To accommodate those parents who need the service in the event of an emergency, a DROP IN fee has been created.

#### **Drop-In Service**

In order to accommodate the use of the childcare program in the event of an emergency for a parent, or in the event that a parent fails to pick up a child from school, a drop-in rate has been created. Parents who wish to use the childcare program on a drop-in basis must complete the registration form and return it to the center before the child can participate in the program. **PAYMENT IS EXPECTED ON THE DAY OF SERVICES.** The drop in rate is the following:

*AM Only: \$10.00 per occurrence*

*PM Only: \$10.00 per occurrence*

*Both AM and PM: \$20.00 per occurrence*

#### **Arrival and Departure**

The childcare program opens at 6:00 AM each morning. Children are not to arrive before that time unless approved with the childcare director. When dropping off a child, parents are to be sure that staff members are present before leaving the child.

Parents of afternoon childcare children must pick up their child by 6:00 PM. Children MUST be signed out each day by the parent or other individual who is authorized to pick up the child. If a child has not been picked-up by 6:10 PM, a \$10 late fee per child will be

charged to the parents who are late picking up their child/children. Parents who consistently arrive late to pick up their child are at risk of having their child removed from the program.

Children will only be released to a parent/guardian or an adult who is named on the registration form. Childcare staff will ask for identification from persons who are not known to them and who usually do not pick up the child. In the event that there is a court order related to a particular adult and his/her interaction with a child who attend the program, a copy of that order must be on file in the childcare office.

## **Guidance and Discipline**

Childcare staff will use a positive approach to encourage appropriate behavior. Childcare staff members should not be expected to provide discipline for issues related to the classroom or the home. Persistent behavior problems will be discussed with the parent. In the case of serious behavior problems that threaten the safety of the child or others, it may be necessary to suspend or remove the child from the program. This decision would be made at the discretion of the school principal and/or childcare director.

## **Illness**

If a child becomes ill during childcare hours, the parent will be notified. During the hours that the childcare program is in session, there is no nurse in the building. Childcare staff will take appropriate measures to care for the child until the parent can pick the child up. Children must leave the childcare center if they have a temperature above 99 Degrees, if they are vomiting or have diarrhea, or have a communicable disease. Children may return when they are free of fever, vomiting, and diarrhea for at least 24 hours.

In the case of medication that needs to be administered in childcare, a separate prescription container must be given to the childcare director that includes appropriate instructions. In addition, parents must sign a permission form to allow for the administration of the medication. Over the counter medications can be given only with a signed physician's statement.

## **Medical Emergency**

In the case of a minor emergency, the childcare staff will administer appropriate first aid and the parent will be notified either by a phone call or when the parent picks up the child.

In case of a more serious injury, the parent or other emergency contact will be notified. If the parent/guardian or other individuals listed on the registration form cannot be reached, the childcare staff will take appropriate steps to provide emergency care for the child. If determined to be necessary, emergency medical personnel will be called to care for the child.

## **Homework**

Homework time is offered in the childcare program on most days. Parents may request that their child participate in homework time; however homework is done on the honor system. While efforts will be made to see that the child completes homework, the final responsibility for completion of homework rests with the child. Parents are encouraged to stay involved in the homework process and check any and all homework completed at the childcare program.

## **Snacks**

Snacks are provided each day for children in the childcare program. There is no additional charge for these snacks. If the child has allergies to certain foods, or requires a special diet, a doctor's statement must be on file with the childcare office. If special foods are required for the child, parents will be asked to provide these items.

## 2014-2015 North Gibson Latchkey/Childcare Fee Schedule

| <u>Week Beginning</u> | <u># of Days</u> | <u>AM Only Cost</u> | <u>PM Only Cost</u> | <u>AM and PM Cost</u> |
|-----------------------|------------------|---------------------|---------------------|-----------------------|
| 8-Aug                 | 1                | \$4.00              | \$4.00              | \$8.00                |
| 11-Aug                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 18-Aug                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 25-Aug                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 2-Sep                 | 4                | \$16.00             | \$16.00             | \$32.00               |
| 8-Sep                 | 5                | \$20.00             | \$20.00             | \$40.00               |
| 15-Sep                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 22-Sep                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 29-Sep                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 6-Oct                 | 5                | \$20.00             | \$20.00             | \$40.00               |
| 13-Oct                | 4                | \$16.00             | \$16.00             | \$32.00               |
| 21-Oct                | 4                | \$16.00             | \$16.00             | \$32.00               |
| 27-Oct                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 3-Nov                 | 5                | \$20.00             | \$20.00             | \$40.00               |
| 10-Nov                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 17-Nov                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 24-Nov                | 2                | \$8.00              | \$8.00              | \$16.00               |
| 1-Dec                 | 5                | \$20.00             | \$20.00             | \$40.00               |
| 8-Dec                 | 5                | \$20.00             | \$20.00             | \$40.00               |
| 15-Dec                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 5-Jan                 | 5                | \$20.00             | \$20.00             | \$40.00               |
| 12-Jan                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 20-Jan                | 4                | \$16.00             | \$16.00             | \$32.00               |
| 26-Jan                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 2-Feb                 | 5                | \$20.00             | \$20.00             | \$40.00               |
| 9-Feb                 | 5                | \$20.00             | \$20.00             | \$40.00               |
| 17-Feb                | 4                | \$16.00             | \$16.00             | \$32.00               |
| 23-Feb                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 2-Mar                 | 5                | \$20.00             | \$20.00             | \$40.00               |
| 9-Mar                 | 5                | \$20.00             | \$20.00             | \$40.00               |
| 16-Mar                | 4                | \$16.00             | \$16.00             | \$32.00               |
| 30-Mar                | 4                | \$16.00             | \$16.00             | \$32.00               |
| 6-Apr                 | 5                | \$20.00             | \$20.00             | \$40.00               |
| 13-Apr                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 20-Apr                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 27-Apr                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 4-May                 | 5                | \$20.00             | \$20.00             | \$40.00               |
| 11-May                | 5                | \$20.00             | \$20.00             | \$40.00               |
| 18-May                | 4                | \$16.00             | \$16.00             | \$32.00               |

**North Gibson School Corporation  
Before/After School Care  
Authorization and Emergency Information Form**

**Please Print:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_

Employer: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Father/Guardian: \_\_\_\_\_

Employer: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**Other Emergency Contact(s):**

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone: \_\_\_\_\_

**ONLY THE FOLLOWING ARE AUTHORIZED TO PICK UP THIS CHILD:**

1.) Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

2.) Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

3.) Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Health Concerns/Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_

I have read, understand, and fully accept all the outline policies and procedures of the before and afterschool latchkey program with North Gibson School Coporation.

Parent Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

