

Dear Parents,

We are pleased to make our Latchkey services available for you and your child. We have included pertinent information in this Handbook / Registration Form that you will need to verify that you have read.

Our Latchkey program offers a safe, nurturing, Christ-centered environment for your child's care after the school day has ended. The staff's purpose in Latchkey is but an extension of our Christian school ministry and philosophy, which is to disciple each student to learn Christ, love Christ and live Christ. To that end, we desire to serve you and glorify our Lord and Savior.

Sincerely,

NCS Administration

Jesse Stout – Principal

Jeff Peterson – Executive Director

Revised 8/2023

Admissions/Enrollment Requirements

Full-time students in grades K4 – 5th may enroll in the NCS Latchkey program.

The following must be completed and be up to date as part of a child's enrollment/re-enrollment packet for the child to be enrolled in the Latchkey Program and before their first day of attendance:

- ❖ NCS Database Form
- ❖ NCS Emergency Medical Form
- ❖ NCS Medicine Permission/Allergy Information Form

- ❖ NCS Emergency Pickup/Transportation Form

Because of the staff/child ratio, we may limit the number of students who may attend Latchkey on any given day. Parents of those students who do not attend Latchkey regularly, but need supervision periodically, are requested to contact the office as soon as possible. If this is an emergency or last-minute need, please contact the office by 3:00.

Hours of Operation

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3:45 – 6:00 p.m. M, T, TR, F 3:45-5:30 p.m. on Wednesday

After-school Latchkey will be held in the Cafetorium. If there is an unplanned early dismissal, there will be no extra charge to you. If there is a scheduled early dismissal, P.M. Latchkey will not meet. Latchkey will be closed anytime school is closed.

Child Pick-Up/Late Fees

Parents may pick up children anytime from the end of the school day until 6:00 p.m., or, on Wednesdays, 5:30 p.m.

We understand family emergencies, car problems, and traffic problems, and will give grace and will care for children until the parent arrives. In an effort to eliminate recurring late pick-ups, ensure that our employees can leave on time, and to balance our budget, we have instituted a late fee. The charge for each minute late after the Latchkey closing time of 6:00 pm (5:30 on Wednesday) is \$1.00 per minute. The Latchkey teacher will be sure to inform the family of how many minutes late were recorded for the day. The fee will be added to the student's school bill using FACTS.

For safety, anyone picking up a child from Latchkey must be listed on the Emergency Pick-Up list on FACTS. Anyone who comes to pick up a child and is not listed on the child's list of approved people will not be allowed to pick up the child! Please avoid late fees due to failing to list someone that is expected to pick up your child. Parents must come into the building to pick up their child(ren) from afternoon Latchkey. There will be signs on the Cafetorium doors directing you to where the students will be.

The following procedures will be followed with late pick-ups:

- 1st offense (30 minutes or less) – Family will be charged the late fee of \$1.00/minute late.
- 2nd offense/1st offense more than 30 minutes/uncommunicated by the family – Family will be charged the late fee of \$1.00/minute late and will schedule a time to discuss the recurrence with NCS Administration
- 3rd offense – Family may be suspended from the latchkey program for a designated amount of time, determined by NCS administration.

NCS Administration reserves the right to withhold student attendance from the latchkey program for recurring tardiness or lack of communication from families.

If parents need to get a hold a latchkey attendant, they can call the NCS office (614-882- 1493) and follow the prompts to be connected to the latchkey supervisor.

Monthly Fees

Payments shall be made August 22nd through April 30th. If payments are not made by the last day of the month, the child may not be accepted in Latchkey for the following month.

To sign up for the Monthly Plan, which is a discounted rate, families must email Business Manager Mary Conant at mconant@ncslions.org by FRIDAY, Sept. 1st to enroll in the plan. Otherwise, families will be billed for the Drop-In rate.

Monthly Plan (unlimited usage)	Drop in
\$250/mo*	\$25/day**

*Per student, must commit to billing for at least 5 months.

**Billed regularly based on usage.

Must be paid by the due date or access to service may be restricted.

Policies

Attire:

Students will remain in the clothes that they wear to school. On days that the students have physical education (PE), they may stay in their PE clothes.

Snacks:

NCS will NOT provide students with snacks during their time in our latchkey program. Parents should send snacks with their child if they desire for them to have a snack during that time. The latchkey attendant will permit students to eat snacks that they were sent from home.

Discipline:

Any discipline issues at latchkey will be reported to NCS Administration immediately. Discipline philosophy and procedures will be followed per the NCS student handbook. Due to the more unstructured nature of our latchkey program, discipline issues will be dealt with promptly. Ongoing behavior issues may result in suspension from afternoon latchkey or a student/family's inability to participate in this program altogether. These consequences would be communicated and enforced by NCS administration.

Accidents/Emergencies:

We have devised several procedures to follow in the event that an emergency would occur while a child is in Latchkey. In the event of a fire or tornado, the staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the school does conduct the state-required fire drills and tornado drills. Should we need to evacuate due to fire or weather conditions or the loss of power, heat, or water to the school our emergency destination will be Westerville Bible Church. Communication will be sent out indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on the child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will:

- Secure the children in the safest location possible.

- Contact and follow the directions given by the proper authorities.
- Contact the parents as soon as the situation allows. There is always one staff

member present that has received training in First Aid and CPR. In the case of a minor accident or injury a staff member will administer basic first aid. If the injury or illness would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, and parents will be notified. It is likely that an NCS staff member will not be able to accompany the child to the hospital due to staffing availability. Staff members may not transport children in their vehicles; only parents or EMS may transport a child.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.