

LATCHKEY HANDBOOK

Updated 10/22/20



Dear Parents,

We are pleased to make available our Latchkey services 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 after-school care. The teacher's purpose in Latchkey is but an extension of our Christian school ministry and philosophy, which is to disciple each student to know Christ, love Christ and live Christ out in the realm of the church and the world. 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 1/1/19

Table of Contents

Admissions/Enrollment Requirements	2
Hours of Operation	2
Child Pick-Up/Late Fees.....	3
Monthly Fees	4
Snacks.....	4
Supply Fee	4
Policies	4
Attire	4
Discipline	4
Medication.....	5
Accidents/Emergencies:.....	5
Latchkey Schedule	6
Latchkey registration form.....	7

Admissions/Enrollment Requirements

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

The following must be completed and turned in for the child to be enrolled 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

Hours of Operation: AM 7:30 – 8:15

PM 3:15 – 6:00 (5:30 on Wednesday)

Morning Latchkey will be in the gymnasium. Students will enter through the main (gym) lobby.

All Preschool students (K4 and K5) will be picked up for latchkey from their nap location at 3:15 pm.

There is no Latchkey charge for students arriving between 7:30 am - 8:15 am.

After-school Latchkey will be held in the 4th grade room (Room 128) of the Deubner Center.

If there is an unplanned early dismissal, there will be no extra charge to you. If there is a scheduled early dismissal, afternoon Latchkey will not meet. Latchkey will be closed anytime school is closed. If there is a school delay, there will be no morning Latchkey services.

Child Pick-Up/Late Fees

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

As fellow believers, we understand family emergencies, car problems, and traffic problems, and will give grace and will care for children until the parent arrives. 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. There will be 1 grace day given each semester for each family.

For safety, anyone picking up a child from Latchkey must be listed on the Latchkey application. 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. The only doors that will be unlocked for pick-up will be the main gym lobby doors of the Deubner Center. There will be signs directing you to where the students will be.

Latchkey teachers' cell phone numbers will be given to families who enroll in the Latchkey program.

Monthly Fees

Payments should 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 the next day.

Number of Days	1 st Child	2 nd Child	Additional Children
4 or 5 Days, Full-time	\$230/month	\$200/month	\$130/month
3 Days – PM	\$155/month	\$120/month	\$70/month
2 Days – PM	\$115/month	\$80/month	\$40/month
Drop-In	\$15/day	\$15/day	\$15/day

Snacks

Parents should provide daily snacks. Extra snacks will be available for students needing a snack.

Supply Fee

There is a one-time supply fee of \$15 for full-time students and \$10 for part-time students – due the first day of attendance.

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.

Discipline

Discipline will be handled the same as during normal school hours. This will not change from what is stated in the Student Handbook. Parents will be contacted about any discipline concerns and will be informed if their child has received any discipline during Latchkey. Major problems or repeat offenses in which teacher issued discipline have not been effective may result in the child being suspended from Latchkey from 1 to 5 days or withdrawn from the Latchkey program.

Medication

Medication will only be administered if the Student Medication Authorization Form is on file AND the Student Prescription/Personal Medication Authorization is on file (as needed).

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, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. 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.

Latchkey Schedule

Monday – Friday

3:15 – 6:00pm (5:30 on Wednesdays)

3:15 – Free Play Time

4:00 – Snack & Read-Aloud

4:30 – Snack Clean up

4:35 – Bible Activity/Game

5:00 – Free Play Time

5:50 – Pack Up

6:00 – Pick-up

Latchkey registration form

Last name of child _____ First name of child _____

Father's Name _____ Mother's Name _____

Address _____

Phone _____ Grade _____

Work Information:

Father's Work _____ Mother's Work _____

Work Address _____ Work Address _____

Work Phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

E-Mail Address _____ E-mail _____

Marital Status _____ Marital Status _____

My child will be attending latchkey: (Please indicate below)

	Monday	Tuesday	Wednesday	Thursday	Friday
P.M. Full-time					
A.M. & P.M Full-time					
P.M. Part-time					
A.M. Part-time					
Occasional					

Does the applicant have any emotional, physical, or social challenges we should be aware of?

Explain:

Names of ALL those who may pick up your child from Latchkey and their relationship to the child:

Name

Relationship to child

We have read and agree to abide by the standards in the latchkey handbook. I understand that non-compliance to the above stated policies, major discipline problems, or failure to pay will result in my child being removed from the latchkey program.

 (Parent's Signature)

 (Date)