

Holgate Local Schools

Latchkey Handbook

2023-2024

www.holgateschools.org



INTRODUCTION

Dear Parents,

Welcome to Holgate Local Schools Latchkey Program! We are very excited to be able to continue the Latchkey Program for the 2023-2024 school year. We plan to continue to make the program a safe, pleasant, caring, and enriching environment for our students.

If you have any questions or concerns, please feel free to contact the Elementary office at 419-264-5231.

Sincerely,

Laura Young
Elementary Principal
419-264-5231

Savannah Rothman
Latchkey Supervisor
419-906-5334

What are the rates and how is payment handled?

It is the expectation that Latchkey fees are paid in a timely manner; weekly is preferred. Should Latchkey fees become delinquent, your child(ren) may be excluded from the Latchkey Program until full payment is received. Thank you for your cooperation and understanding.

The rates are as follows:

Annual registration fee - \$25.00 per family

Hourly rate - \$3.00 per student

Overtime fees:

6:01-6:15 pm - \$5.00 per child
6:16-6:30 pm - \$10.00 per child
6:31-6:45 pm - \$15.00 per child

You will be billed for overtime charges. The overtime charge must be paid before your child attends the next week's program. If you are late three times, your child(ren) can no longer attend the Latchkey Program.

All Latchkey fees can be paid in the Elementary office by check or cash. Please make checks payable to: Holgate Local Schools. Please do not give Latchkey fee payments to Latchkey workers.

POLICIES AND PROCEDURES

Which students are eligible for latchkey?

Students enrolled at Holgate Local Schools in preschool through grade six.

Where is the Latchkey Program held?

The program is held in the multi-use room (115 and 117) in the Elementary hallway. Students wait by the bench outside the Elementary office with the Latchkey Supervisor(s) after school is dismissed and then proceed to the multi-use room. If there is a change in location of the Latchkey Program, parents will be notified.

Do I need to sign my child(ren) out?

When you pick up your child(ren), you can enter the doors at the end of the Elementary wing that face Joe E. Brown Avenue (northwest doors). Please call or text Savannah Rothman (419-906-5334) to let her know you are here to pick up your child(ren). Your child(ren) will need to be signed out before leaving the school.

Who is authorized to pick up my child(ren)?

Only persons listed on the Emergency Medical Form that the school has on file from the One View Parent Portal will be allowed to pick up your child(ren)). If someone else is picking up your child(ren), please notify the school office in writing or with a phone call. The individual picking up your child(ren) then must show their ID to a Latchkey Supervisor. The staff will question those who are unfamiliar and check their authorization. The registration form also has a section to list authorized individuals to pick up your child(ren).

What happens if my child becomes ill at the Latchkey program?

One of the Latchkey Supervisors will contact the parent. If the parent cannot be reached, an authorized alternate person will be notified to come and pick up the child(ren). If the Supervisor cannot reach either a parent or an alternate person, your child(ren) will be made as comfortable as possible until you arrive to pick them up. Please make sure all phone numbers are updated in the One View parent portal and on the registration form in case you need to be contacted.

What are the hours of operation of the Latchkey Program?

The program operates from 2:56 until 6:00 pm, each day school is in session. The program will follow the school calendar. On days when the school is closed, there will be no Latchkey Program. There is no Latchkey Program on the last day of school in May. Families will be charged overtime fees for pick-ups that occur after 6:00 pm.

What happens if school is dismissed early?

If school is dismissed early due to bad weather or some other circumstance, there will not be Latchkey. Please have an alternate plan for your child(ren) for these circumstances.

Will my child(ren) have a snack?

There will be a snack for students during Latchkey. If your child has a food allergy of any type, please note it on your child's registration form.

What kinds of activities are provided for my child(ren)?

Students are given time to complete homework assignments each afternoon. Students may also go outside or to a gym depending upon the weather and the availability of the gyms. Playground and school rules will still be in effect during the Latchkey Program. Other activities may include: games, puzzles, drawing, and play. Electronic devices from home are not allowed at Latchkey. Students have access to school devices during the Latchkey Program.

LATCHKEY BEHAVIOR EXPECTATIONS**Daily Routines and Expectations**

1. Eating will only take place at the tables.
2. Place your things in an area away from other activities.
3. All students are expected to follow the directions of the Latchkey Supervisor and Latchkey Aides.
4. Students are expected to keep their hands and feet to themselves.
5. When moving to different areas of the school, students need to walk. While indoors, students will use appropriate inside voice levels.
6. Keep hallway areas clear so that the staff members and guests can walk through these areas safely.
7. Students are to remain in the area with the Supervisor or Aide. Students must have permission to leave the area. It is essential that the Supervisor or Aide knows where the students are at all times.
8. School playground rules are in effect during Latchkey.
9. Students must abide by the Latchkey rules and Code of Conduct listed in the Student Handbook while at Latchkey.

Latchkey Registration Agreement
Holgate Elementary School

1. The Latchkey Program will assume responsibility for my child(ren) from the time they arrive at the program until the child(ren) is picked up by me or an authorized person.
2. I understand that when school is not in session (breaks, bad weather), there will be no Latchkey Program. I also understand that there is no Latchkey on the last day of school in May.
3. I agree to pay an annual family registration fee of \$25.00 plus the hourly rate of \$3.00.
4. If my child(ren) has behavior concerns while in the program, the parent will be informed by the Latchkey Supervisor, Latchkey Aide, or the Elementary Principal. Habitual behavior concerns will be addressed by the Elementary Principal and may result in my child(ren) no longer attending the Latchkey Program.
5. If a medical emergency arises, the staff will first attempt to contact me. If I cannot be reached and my child needs medical attention, the staff may call 911 for an ambulance.
6. In the case of shared parenting, the parents of the student(s) will be responsible for working out a payment plan.
7. The program will close at 6:00 pm each day. If my child(ren) is not picked up by 6:00 pm, the following overtime fees will apply:

1-15 minutes - \$5.00 per child
16-30 minutes - \$10.00 per child
31-45 minutes - \$20.00 per child

Note: You will be billed for overtime charges after 6:00 pm. The fee must be paid before your child(ren) attends the next week's program. If you are late three times, your child(ren) can no longer attend Latchkey.

I agree to adhere to the Latchkey Program policies as listed in the Latchkey Handbook and have reviewed the Latchkey Behavior Expectations with my child(ren).

Child(ren)'s Name(s): _____

Parent/Guardian Signature: _____

Date: _____

**Holgate Elementary School
Latchkey Program Enrollment Form**

First Date of Attendance: _____

As needed with a written note from a parent/guardian

Child's Name: _____ Birth date: ___/___/___

Grade: ___ Teacher's Name: _____

Child's Name: _____ Birth date: ___/___/___

Grade: ___ Teacher's Name: _____

Child's Name: _____ Birth date: ___/___/___

Grade: ___ Teacher's Name: _____

Child's Name: _____ Birth date: ___/___/___

Grade: ___ Teacher's Name: _____

Child's Name: _____ Birth date: ___/___/___

Grade: ___ Teacher's Name: _____

Child's Name: _____ Birth date: ___/___/___

Grade: ___ Teacher's Name: _____

Parent(s)/Guardian(s) with whom the child(ren) resides:

Name: _____

Address: _____

Phone: _____

Email: _____

Name of Employer: _____

Work Phone: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Name of Employer: _____

Work Phone: _____

List below the authorized individuals who may pick up your child/children:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

In the case of an emergency and you are unable to be reached, contact:

Name: _____ Phone: _____

Name: _____ Phone: _____

*Any changes in this list must be received in writing and be signed by the parent/guardian.