

LATCHKEY 2024-2025 PARENT HANDBOOK



HAYSVILLE
K A N S A S

HAYSVILLE RECREATION

ADMINISTRATION

The Latchkey program and staff are directly supervised by Jill Ward, Program Supervisor. The Supervisor will meet frequently with the staff to discuss safety procedures, behavior and group management techniques, KDHE guidelines, weekly schedules, etc.

SCHOOL	PHONE
Freeman	655-9867
Nelson	655-9868
Ruth Clark	655-9869
Oatville	655-9870
Rex	655-9871
Prairie	558-1045

STAFF QUALIFICATIONS

HRD's employment policy is non-discriminatory based on age, sex, gender or ethnicity, therefore latchkey staff members can include those who are paraprofessionals, college students, parents and high school students. The staff will undergo training before the latchkey program begins that includes, but is not limited to, CPR, first aid, blood borne pathogens training, KDHE standards & procedures, group management techniques and safety procedures. The Recreation Department will maintain records of education and experience, date of employment, a record of scheduled hours and in-service training, a health record, work references, KBI/SRS child abuse registry and criminal history information.

ADMISSION POLICY

Our admission policy is non-discriminatory in regard to race, color, religion, nation origin, ancestry, physical handicap, or sex, in accordance with K.S.A. 44-1009. All parents are informed of the services offered.

HOURS OF OPERATION

Before School (AM)	6:30 - 8:15 am
After School (PM)	4:00 - 6:00 pm

SCHEDULE - DAILY (Schedules May Vary)

Before School:	6:30 - 7:15 am	Hello Friends!/Quiet Time (Books, Board/Card Games, Coloring)
	7:15 - 8:15 am	Organized Activity (Group Games)
	8:15 am	Breakfast (Provided by USD 261 - MUST sign up with School)
	8:35 am	School Starts

After School:	4:00 - 4:10 pm	Welcome Friends!/Snack Time (Homework, Reading, Coloring)
	4:00 - 5:45 pm	Organized Group Games (Indoor/Outdoor)
	5:45 - 6:00 pm	Clean Up/Good-Bye Friends!

NON-SCHOOL DAYS (SOS DAYS)

Latchkey will NOT operate on days when school is NOT in session. On most scheduled, non-school days, Haysville Recreation will offer an all-day program at the HAC for an additional charge. This does not include snow days! A calendar for non-school day activities is available at the HAC.

SCHOOL EARLY DISMISSAL

The following is a review of our snow/inclement weather or early dismissal policy:

- If school is cancelled for the entire day, our program is also cancelled.
- If school is dismissed earlier than 2:50 pm, our program is CANCELLED.
- If school is dismissed after 2:50 pm, our program will run from dismissal until 6:00 pm.

AGE

The latchkey program is for children of school age (in grades kindergarten through fifth grade).

ACTIVITIES

Latchkey will include opportunities for both active and quiet times, along with self-directed and group facilitated activities. It will also include activities such as crafts, story time and physical activities indoors and outdoors.

All children will spend time playing outdoors each day (weather permitting). Only long-term restrictions indicated in the health form with written instructions from a physician will be allowed as exceptions to these guidelines.

ENROLLMENT

At the time of initial enrollment, a \$35 registration fee must be paid. Future weekly payments are made in advance of the service provided. If you would like to auto draft your weekly payment, you MUST contact Jenny Sohm at the office to get that setup before August 9th. The enrollment forms must be completed online before your child(ren) can attend. The registration fee is non-refundable; registration is on a first-come, first-serve basis. Space is limited. Enrollment must be weekly. You will be required to pay for the days you have enrolled for, even if you do not use them, until you drop from the program at the Activity Center.

FEES/PAYMENT/LATE FEES/LATE PICK UP FOR CHILD CARE SERVICES

Please note that fees are based on enrollment and not attendance. This means that no matter if your child attends or not, your fee stays the same.

	<u>Weekly Fees</u>
AM or PM ONLY	\$40
Both AM and PM	\$50

PAYMENTS

Weekly fees are due by 6:00pm on the Friday PRIOR to the next week; payments are made in advance of the service provided. Payments received after Friday will be charged a \$10 Late Fee. If payment & late fee ARE not received by the following Wednesday (the week of attendance) your child will not be able to attend again until payment is made in full. Unpaid fees will be turned over to collections.

Payments can be made through the internet, on site at each school or in person at the HAC. Credit card payments can only be taken in person or over the phone at the HAC. Checks are to be made payable to the Haysville Recreation. A driver's license number, current address and phone number is required for every check payment. If a check comes back as non-sufficient, the parent will have two business days to get the account balance up to date. If the balance is not taken care of the child will not be able to attend until the balance is paid in full. Any child(ren) that has an unpaid balance at the end of December or end of May will not be able to attend latchkey or any other latchkey program until the balance is Paid in Full.

FEE ADJUSTMENTS

Fee adjustments will NOT be made due to sick/absent days, early school dismissals, school cancellations for weather and/or no school days. Parents are responsible for payment even if your child(ren) does not attend. No credits are given for days of school that are missed or not used.

DROPPING FROM THE PROGRAM

To drop from the program you are required to contact Jenny at the HAC by calling 529-5922. You will continue to incur fees until you have made contact and officially dropped.

FINANCIAL ASSISTANCE

Financial assistance is available to those who qualify through DCF. For more information contact DCF office at 337-7070. Confirmation of DCF assistance must be received before child(ren) will be accepted into the program. Parents/guardians are responsible for payment of services prior to receipt of monies from DCF; payments will not be refunded. Late fees will be applied to DCF accounts.

DROP-OFF/PICK-UP

Children must be signed in and signed out by an authorized person listed on the enrollment form. Children can be dropped off starting at 6:30am, not any time before, even if HRD staff is here setting up. All children must be picked up from latchkey no later than 6:00pm. Any parent arriving late for pickup will be charged \$1 per minute per child that he/she is late. If parents are late more than three times, their child will be dismissed from the program. Official time will be kept by the site's cell phone. CHILDREN WILL NOT BE ALLOWED TO RETURN TO LATCHKEY UNTIL THE FEE IS PAID. If no contact is made with a responsible party after 30 minutes, the Haysville Police Department will be contacted.

PARENTAL ACCESS/SPECIAL CUSTODY SITUATIONS

Each parent or guardian of a child enrolled in the latchkey program shall have access to the premises and child during hours of operation, unless otherwise noted via court documentation. Children whose parents have special custody situations are required to have court documents on file in order for HRD to enforce special agreements. Please note that HRD will release a child at any time to anyone that is listed on the enrollment form as parents or additional persons authorized to pick up. If anyone who is

not listed as additional person authorized for pickup arrives at the facility to pick up a child, HRD will contact the parent/guardian immediately. If the parent/guardian cannot be reached, the person will not be permitted to take the child until contact is made and authorization has been received.

TRANSPORTATION

Transportation to and from latchkey is the responsibility of the parents, guardians or additional authorized persons.

SICKNESS/ACCIDENTS & EMERGENCIES

Haysville Recreation understands that sometimes sickness can arise. During this time it is important that we, as a childcare facility, place guidelines for parents to adhere to, in order to keep other children from getting sick or becoming infected. Parents are required to provide emergency information including physician's name & phone number. Phone numbers for home, work place & designated adult who is authorized to accept responsibility in case of sudden illness/injury will be in child's file.

1. If a child is vomiting, they must remain home for 24 hours after the last upheaval.
2. **If a child is running a fever of 99.9 or higher they will be sent home from latchkey. They must be fever free for 72 hours after the last upheaval before returning to latchkey.**
3. All children will spend time playing outdoors each day (weather permitting). Only long-term restrictions indicated in the health form with written instructions from a physician will be allowed as exceptions to these guidelines.
4. If an injury occurs while at latchkey, first aid will be administered as needed. An accident report will be filled out and copies of the report will be kept on file at the Haysville Activity Center and the parent will be notified. Parents can receive copy of injury report upon request.

The child's parent will be notified as soon as possible in the case of any emergency. If the child is transported to the emergency room via ambulance, the Program Supervisor or Latchkey Director will accompany the child.

MEDICATION

Before any medication can be administered, an authorization form must be filled out and signed by the parent or guardian. Prescription medication may be administered by one designated staff member per session per unit from a pharmacy container labeled with the child's name, the name of the medication, dosage, dosage intervals, the name of the physician, and the date the prescription was filled. Non-prescription medication will not be administered to any child except on written order (medical form) of the parent or guardian.

INSURANCE

The City of Haysville's liability insurance covers all of the Haysville Recreation Department programs. The latchkey program is a HRD program; therefore, any questions should be referred to the Recreation Director.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

We believe in a positive form of guidance and behavior management. Our role in guidance is to teach children how to make good choices and help them develop self-discipline, a sense of caring and fair play and maturity. We encourage individuality and independence, but each child must be able to interact within the group's limits with some redirection from HRD staff. We have frequent discussions involving the children in creating the standards of behavior in the program so the children are aware of the following basic rules. **Clear limits will be outlined that encourages the child's ability to become self-disciplined.**

Unfortunately, there are times when children display inappropriate behavior. When they do, the following procedures will take place:

Step 1. Warning: We will let the child know specifically what he/she is doing that we want to stop and we will let them know what action we will take if this behavior continues. Note: When children break rules they know and understand, they do NOT get warnings.

Step 2. Follow Through on Warning:

Receive a Logical Consequence: A child who is vandalizing will correct the damage and be given community service such as washing tabletops. A child who throws trash on the ground will have to pick up that trash plus extra trash.

Removal of Privileges: A child who is abusing equipment will lose his/her privilege to use that equipment that day. Children who are arguing will lose the privilege of playing together that day.

Reparations: A child who insults another child will be asked to think of a number of things that are good about that child. A child who causes another child to be injured will be asked to help administer first aid if appropriate.

Parent Notification: Parents will be notified of the problem by a discipline form or phone call and be asked to speak to the child. If the problem occurs again or is severe enough they will be asked to pick up the child immediately. A parent conference will then be scheduled if needed.

Step 3. Suspension: In the event the child's behavior does not improve, a suspension will be invoked. The Program Supervisor will determine the suspension time. If a child causes bodily harm to another child or leaves group and refused to rejoin, they could be **SUSPENDED** from latchkey indefinitely.

Step 4. Dismissal: If upon return from suspension, the child's behavior has not improved, he/she will be dismissed from the program. The HRD takes every effort to work positively with children and families, but the fact remains that our environment is not conducive to every child. The Program Supervisor will determine if actions or behaviors are grounds for dismissal.

NOTE: Children may be dismissed or suspended from the program with no warning for major infractions where the safety of the staff or other children are compromised. No refunds due to expulsion will be given for the current week.

The HRD will NOT use the following disciplinary practices:

- Physical punishment of any type: including shaking, biting, hitting, or putting anything on or over a child's mouth
- Punishment which is humiliating, frightening or physically harmful to a child

- Binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle
- Withdrawal of food, rest or bathroom access
- Verbal abuse, threats or derogatory remarks about a child or a child's family
- Any form of public or private humiliation with the intent to embarrass not redirect
- Unsupervised separation.

PERSONAL ARTICLES

Personal articles brought to the program should be marked with the child's name. Portable game consoles (i.e., Nintendo DS/tablets), along with cell phones, will only be allowed at certain times. The HRD staff will not be responsible for anything lost, stolen and/or broken.

ANIMAL POLICY

Animals are not allowed in the facilities. Exceptions are made for the physically handicapped and guest speakers using animals. When these exceptions are made, animals must be kept on a leash and are not allowed in the kitchen area. Animals must be up to date on all vaccinations. If participants are allergic to animals of any kind then provisions will be made to keep them away.

SNACK

Children will receive an afternoon snack which is included in the weekly fee. Snacks will be placed on napkins, plates or paper towels, not directly on the tables. Garbage shall be placed in trash containers and shall be removed from the kitchen area daily. Parents will need to provide snacks for participants with special diets. Children with food allergies will be given an alternate snack.

BREAKFAST

Children attending morning latchkey will not receive breakfast. Breakfast is available in the school cafeterias; this meal is NOT included in the fees. A breakfast meal ticket will need to be purchased through the school.