



Peace Lutheran School  
Latchkey Handbook  
2023-2024

6580 24 Mile Rd  
Shelby Twp., MI 48316  
(586)731-4120

## Preface

Thank you for your consideration of Peace's Latchkey Program this school year. We hope that the following collection of statements will help you to become better acquainted with the purpose, operation, and policies of our Latchkey program.

## Purpose

Latchkey will provide the parents and children of Peace Lutheran School with a childcare service BEFORE and AFTER the school day. Games, Craft Projects, Physical Activity, as well as Homework Assistance will give the children a positive experience in a healthy, comfortable, safe, and supervised environment. Qualified and experienced adults who have a genuine Christian love for your child will staff the program.

## Services Available / Hours of Operation

Childcare will be available from 7:30 a.m. until the school bell rings at 8:45 a.m. Childcare will be available from 3:45-6:00 p.m. every full school day. There will be no half-day latchkey provided, unless notified in writing in advance.

## Location

Morning Latchkey will be held in the Gymnasium, Afterschool program in the Gathering Room outside, or the gymnasium if available.

The entrance door at the gymnasium double doors will be used for the regular entrance and exit door in the morning. There may be occasions, however, that the children will be in a different location. If this is the case, a note will be posted on the gym entrance door to direct parents.

## Eligible Children

Latchkey will serve students enrolled in Peace Lutheran School age 5 years old enrolled in Kindergarten through Grade 8. Children must be in good health to attend latchkey and parents cannot have an outstanding balance, and all required forms must be complete and on file to attend latchkey.

## Health Requirements

A physical examination, indicating that your child is healthy enough to attend school/latchkey must be on file at Peace. A Health Appraisal and Immunization Record Form will be provided to you at the time of acceptance into the school. This form must be completed and signed by both a parent and your child's pediatrician and submitted to the school office prior to the first day of school.

### Illness

Please keep your child home if they are sick. If your child is vomiting, has vomited in the past 24 hours, has repeated diarrhea, is running a fever (100.00 or higher), needs medication to reduce a fever, has an unidentified rash, or is known to have a contagious condition please keep them home. Children must be fever free without medication for 24 hours prior to returning to school. If a child shows signs or symptoms of any communicable illness during the school day, the parent or emergency contact will be notified immediately and asked to pick the child up from school. For the well-being of the child and their classmates, the sick child will be placed in a separate area until the parents arrive. Children need to be healthy to attend latchkey.

Do not send your child to school if he/she exhibits signs of a communicable disease. Once the symptoms of the illness have disappeared or the child has been cleared by a physician, the child will be accepted back into latchkey. The director reserves the right to request a physician's note for re-admittance.

Children are required to be fever-free without medication for 24 hours before returning to school. If your child's physician prescribes an antibiotic, your child may return after 24 hours of the first dose. Staff follows this illness policy as well.

### Sign In / Sign Out Procedures

Morning: Latchkey opens its doors at 7:30 a.m. Peace Lutheran School requires, for the safety of the children, that parents sign in their child after dropping their child into the room each day. When it is time for school to begin, the Latchkey supervisor will sign out each child.

Afternoon: Latchkey begins when school is dismissed. As children arrive in the Latchkey room, the supervisor will sign them in. Parents (or registered person on the child's information card) are responsible to sign out their child at the time of departure. Children will only be released to a parent or person whose name appears on the child's information card. For the safety of your child, we may ask for photo identification card. Children need to be picked up no later than 6:00 p.m.

### Communications

All things are to be dealt with in Christian love and concern. It is important that the line of communication between parents and staff be kept open and that information flows both ways. A note, phone call, or brief

conversation typically can handle most situations with the Latchkey supervisor. Both parents and staff are encouraged to contact one another if a conference is felt necessary.

### Serious Injury Procedure

If a child is injured while in the Latchkey program, a parent or “emergency person” listed on the child’s information form will be contacted. In the event that the Latchkey staff feels the child needs immediate medical attention, 911 will be called.

### Registration

The parent is to complete (1) Latchkey policy agreement on behalf of the family listing all children in the school. Additionally, one Child Emergency Information Record card shall be completed on behalf of each enrolled child.

Please inform the Latchkey staff promptly if any information listed on the Child Emergency Information Record card changes during the school year.

### Fees

The 2023-2024 rate structures are as follows:

Annual Latchkey Registration Fee:

\$40.00 per child or \$55.00 per family

Hourly Rate:

- Morning latchkey flat rate of \$6.00
- After School latchkey \$6.00 per hour, per child billed in 30 minute increments.

### Late/Penalty Charges

The Latchkey program closes at 6:00pm. If a child is not picked up by the established closing time, a late charge will be assessed at a rate of \$2/minute. If, after 6:15 pm, the child has not been picked up, Peace staff will contact the designated person on the emergency form to arrange for pick up. If you know that you will be late, please make prior arrangements to have your child picked up, and contact the office/Latchkey Supervisor.

### Payments/Billings

Latchkey is self-supporting and relies solely on revenues generated from the program to operate. Attendance records will be kept and will be available for your information. The business office will bill parents on a

monthly basis to your Fast Direct account monthly. (August and September will be billed together). Billing is per hour. We will bill in increments of one hour.

Monthly balances must be paid in full each month. If an account becomes delinquent for more than 30 days, Latchkey Services will be suspended until the account is brought current.

Failure to follow these important procedures will result in suspension from the program.

### Attendance

Latchkey is not responsible for your child until he/she is officially signed in. If your child is found unsupervised on the school premises prior to 8:50 a.m. or 3:45pm, he/she will be directed to the Latchkey. Parents will be charged accordingly, including the \$40.00/\$55.00 annual Latchkey Registration Fee.

Children are not allowed to wait unsupervised outside, in the gym, church, foyer, classrooms, office, or school hallways, before or after school. Siblings of students that are involved in sports, music, or extra-curricular activities are not permitted to attend any practices, games, or extra-curricular events without adult supervision. Siblings of athletes who are not with an adult will be sent to Latchkey and billed accordingly.

If a child attends Latchkey on a regular basis, the Latchkey staff should be informed of any significant schedule change in writing by the parent.

### Discipline

The safety and welfare of all children and staff is a priority.

As in the regular school setting, positive Christian principles will be used in discipline to encourage self-control, self-direction, and cooperation.

The rules of Latchkey are as follows:

1. Show your love for God in everything you do
2. Respect each other
3. Keep your hands and feet to yourself
4. Talk in a gentle voice when indoors
5. Put toys/games and crafts away when you are done playing before pulling out another toy
6. No running or horseplay in the classroom or halls

Children will be expected to observe all rules of safety and be exemplary in conduct. Latchkey staff is in complete charge of the

structure and order in the program as it relates to items such as courtesy, quietness, cleanliness, safety, eating and use of equipment.

Any student may be denied the privilege of using the Latchkey program for flagrant or repeated violation of established guidelines or policies. Latchkey staff may issue unsatisfactory conduct reports for an infraction.

A student who is issued a written unsatisfactory conduct report in the Latchkey program will face the following loss of privileges.

First offense	Suspension for 3 days
Second Offense	Suspension for 5 days
Third Offense	Suspension from the Latchkey program for the remainder of the school year.

### Snacks

Children are encouraged to bring healthy nut-free snacks from home to the morning and afternoon program. Latchkey will not provide snacks or meals on a regular basis. Snacks are often provided as a courtesy. Please be aware that PLCS is a "NUT-FREE" campus. No peanuts or tree nuts permitted on campus at any time.

Children with food allergies need to have an Allergy Action Plan on file, Epi Pen and medication in the original packaging with child's name listed on the pharmacy label, and given to the Latchkey Supervisor.

### Withdrawal

If it should become necessary for you to withdraw your child from the program, we ask that you contact a Latchkey staff member 2 weeks in advance in writing.

Peace Lutheran School reserves the right to deny Latchkey service to those parents who:

1. Neglect the normal "sign-in" or "sign-out" procedures.
2. Have an outstanding balance/overdue balance of \$25 or more.
3. Leaving children at Latchkey past 6:00pm.
4. Have children who the Latchkey staff cannot provide quality care for due to a particular disciplinary concern.

### Administration

The affairs of the Latchkey program are administered by the Board of Education. The Principal, Mrs. Susan Klauer and the Early Childhood Director, Mrs. Suzette Quail.

We look forward to serving you and your child during the school year.

### Kid's Care Corner Staff:

Mrs. Susan Klauer- Principal

Mrs. Suzette-Director

Mrs. Dena Galovich, AM Latchkey MWF

Mrs. Bailey Winget, PM Latchkey

Mrs. Erin Olsen, PM Latchkey Supervisor