

Odem-Edroy I.S.D. Latchkey Program 2019-2020 Parent Handbook

Welcome to the OEISD Latchkey Program! Latchkey has been organized to provide after school care for OEISD students in Pre-K4 –5th grade for our working parents. The program is designed to be self-supporting with a fee paid by each participant. We are excited about the prospect of caring for your child(ren).

Policies and Procedures

Enrollment in the Latchkey Program constitutes an understanding that you and your child will abide by the policies listed as follows:

Start Date: Monday, August 26, 2019

Hours of Operation: Monday through Friday 3:45 pm – 5:55 pm

Tentative Program Schedule:

3:45-3:55 Arrive in Cafeteria (arrangements TBA for PreK)

3:55-4:15 Snack Time

4:00-5:00 Homework/Reading

5:00-5:55 Enrichment Activities

5:55 Pick up time

Registration & Monthly Fees:

Registration Fee \$25.00

Monthly Rate \$120.00 (1st Child)

Monthly Rate \$100.00 (2nd Child)

Late Fee \$1.00/minute (due the following day)

Fees paid monthly in advance – payment schedule will be issued

*Due at registration: \$185.00 (registration fee, monthly rate, and one week in August)

Pickup Safety Procedures and Polices:

1. To ensure the safety and security of your child only authorized persons may pick up a student from the Latchkey Program. Keep your child's registration form current, you may add and delete authorized persons at any time. No exceptions will be made.
2. Early Pickup: An authorized person or parent must call the Latchkey Program coordinator and a Latchkey staff member will walk the child out to the designated pick up area. The authorized adult will be required to sign student pickup log.
3. Students who need to walk home on certain days will need a written notice from an authorized person. The notice must be presented at least one day in advance, so site coordinator or campus staff can verify the permission granted.

Holidays:

Latchkey services will not be available on early dismissal days, school holidays, teacher in-service days and flex-days. If school is canceled due to weather, Latchkey will also be canceled for the day.

Pre-K4 & Kindergarten Students:

Students in Pre-K4 and Kindergarten must keep an extra set of clothes/underwear at Latchkey. (There will be a designated area for these items.)

Absences:

Please notify staff in advance of planned absences. Children involved in extracurricular activities such as cheerleading, football, swim etc. must notify the site coordinator in writing if the student will be leaving early with another parent or if they will be walking. No child will be dismissed from the program without written permission from a parent (or prior arrangements made with the site coordinator).

Discipline:

Students must always follow OEISD and program rules. If your student participates in inappropriate behavior, they will meet with Latchkey site coordinator. Parents will be notified by a phone call, verbal or written notice of their child's behavior. Consequences may include, but not limited to timeout, reassignment to another group and/ or office referral. For safety reason, certain behaviors cannot and will not be tolerated. These behaviors may result in immediate suspension. If the behavior continues after reinstatement, your student may be removed from the program.

Emergency

In case of accidental injury we will make every attempt to contact parents. If we are unable to reach a parent, we will call an ambulance if necessary. A Latchkey staff member will stay with the student until the parent arrives. Please make sure that you inform Latchkey staff of any changes in phone numbers, emergency contacts and/or any other important information.