

# ST. FRANCIS SCHOOL LATCHKEY PROGRAM



Latchkey is our before and after school care program at SFS. It is designed to aid working parents to provide a safe, Christian environment where kindness and respect take top priority. Students have time to grow friendships through unstructured play time. The program is offered to all St. Francis School students, from Preschool 3's through eighth grade.

Latchkey is staffed by one coordinator and many dedicated teachers and employees. All have been screened and have the appropriate clearances and mandated reporter trainings.

You do not have to "plan" to attend Latchkey. Services are always in place so that it is available when needed. Even if you don't expect to send your children to Latchkey, it is important that all families complete a Latchkey registration form. This way, contact information is on file in case unexpected circumstances prevent you from getting to school at dismissal time.

## CONTACT INFORMATION

**To contact someone in Latchkey during school hours, 7:30 AM until 3:30 PM:** Call the school office at 765-2618. Please note that the school phone system goes straight to voice mail outside of these hours.

**To contact Latchkey before 7:30 AM or after 3:30 PM:** Call Megan Fannin, Latchkey coordinator, at 814-761-1512.

For general questions about Latchkey, or billing questions, please contact our Latchkey Coordinator, Megan Fannin via the school phone or email at [sfsgrade3@atlanticbbs.net](mailto:sfsgrade3@atlanticbbs.net).

# ARRIVAL & DISMISSAL PROCEDURES

## **Arrival:**

All students, Preschool through 8<sup>th</sup> grade, may be dropped off as early as 7:00 AM. Please DO NOT arrive before 7:00 AM. When arriving at Latchkey, all students should sign in with the Latchkey teacher on duty in the cafeteria.

Students will stay in the cafeteria until 7:30. At that time, Preschool kids will be taken down to the Latchkey room. Kindergarten – 8<sup>th</sup> students will stay in the cafeteria, as one of the SFS teachers will be on morning duty at that time.

## **Departure:**

Latchkey is available until 5:30 PM. Please be sure that your child is picked up by that time. Penalty fees will be incurred if your child is picked up after 5:30.

When leaving Latchkey, an authorized pickup person must sign the student out. Latchkey must be notified of any changes regarding the person who will be picking up your child. This can be done with a note sent in with the student or by calling the school office at 765-2618. If the person picking up your child is unfamiliar to the Latchkey teacher, the person will be asked for photo identification. Please inform your pickup person, so they will have identification with them. If they don't have proper identification, a parent will be called.

**Please keep the school and Latchkey informed if there are any custody issues or anyone who is NOT permitted to pick up your child.**

For after school Latchkey, the students will have the opportunity to use the playground, school gym, Latchkey room, and the cafeteria. Students may also attend home basketball games. There will be a sign posted in the cafeteria notifying parents of the location of Latchkey students if they are not in the cafeteria.

Latchkey students will be given a snack each day at approximately 4:00. There is no charge for the snack, as it is covered in the Latchkey fee.

Please be sure to read the special policies for weather delays and dismissals in this handbook.

# LATCHKEY FEES

## **Fees:**

The charge is \$4.00 per hour, per child, and regular billing times are 7:00 – 7:30 AM and 3:00 – 5:30 PM. (Preschool students may also stay on Tuesdays and Thursdays during school hours at the same \$4 rate.) Our sign-in system will calculate the exact hours of Latchkey, and this will be multiplied by \$4 per hour. For example, if your child attended Latchkey for 5 hours and 15 minutes, your charge would be 5.25 hours times \$4 for a total bill of \$21.

## **Payments:**

Latchkey bills are sent home based on a two week billing period. Payment is expected at that time, unless other arrangements have been made with the latchkey coordinator. If payments fall more than one month behind, a service charge may be applied to your balance and you will be put on “prepay”. This means that you will need to pay for your Latchkey services before your child will be allowed to attend. All payments should be submitted to the school office in an envelope marked “Latchkey”. Latchkey charges can be monitored through your family’s Gradelink account. Checks should be made out to the St. Francis Latchkey Program. Please do not combine your Latchkey payment on the same check as other school payments, as they are kept in separate accounts.

## **Additional Notes:**

- Every student dropped off by private vehicle before 7:30 AM is required to sign into latchkey. However, students who ride the early buses will not be charged.
- There is a “window” from 3:00 – 3:15 to pick up your child at dismissal time. After 3:15, the students will be put into Latchkey to wait for their ride. Students may not simply wait in the cafeteria after 3:15. They must sign into Latchkey.
- If you pick up your student at dismissal time, you are not permitted to bring your student back to Latchkey for that day. All students staying after school **MUST** be signed into Latchkey. Students are not permitted to simply “hang out” until a basketball game or activity with no supervision. They must be signed into Latchkey and remain with the Latchkey group.

## **School Activities:**

Any student staying after school to participate in a school activity (basketball, music lessons, etc..) will not be charged for Latchkey. All students involved in an after school activity must sign into Latchkey until they are signed out by a coach, teacher, etc. You may send in a snack with your child if needed. (Students who are simply *attending* an activity but *not participating* will be charged. (ex: staying to watch a basketball game vs. playing on the team)

Parents who are volunteering at an after school activity, such as festival set up, may send their children to Latchkey at no cost while they are volunteering.

# BREAKFAST & LUNCH

Latchkey students are offered breakfast and lunch, following the same prices and ordering procedures as the rest of the school students. Breakfast begins at 7:30 AM. Preschool 3 students will take their breakfasts to the Latchkey room to eat. Students in Preschool 4 through eighth grade will eat in the cafeteria under the supervision of the teacher on morning duty.

# DELAYS & EARLY DISMISSALS

We understand that weather delays can be problematic for working parents. For this reason, Latchkey is still available during snow delays, starting at 7:00 AM as usual.

## Two-Hour Delayed Starts:

- Preschool 4 through Eighth Grade: Latchkey available from 7:00 AM until 9:30 AM. Normal fees apply.
- Preschool 3: When school is on a delayed start, the morning Preschool class for three year olds is canceled. These students may still attend Latchkey for the entire day. Normal fees of \$4 per hour apply.

## Early Dismissals:

- **Scheduled**: If an early dismissal is scheduled, (as in before Christmas break, etc.) there will be normal latchkey hours and normal fees apply.
- **Unscheduled**- If the school is dismissed unexpectedly due to weather or other emergencies, there will be latchkey services for **one hour only** after the dismissal. Students must be picked up within that hour. Normal fees apply.
- **School Cancellations:**  
If school is canceled, there are NO Latchkey services available. If school is canceled after Latchkey starts at 7:00 AM, students who are already at the school must be picked up **within one hour** after the cancellation is announced.



# BEHAVIORAL POLICY

Latchkey students are expected to follow the same rules and guidelines set by St. Francis School. Students must treat their Latchkey teachers and other students with respect at all times.

All school rules still apply during Latchkey hours. This includes the cell phone policy. Students are not permitted to have cell phones or other electronic devices during Latchkey. If a student needs to call or text his/her parents during Latchkey, the student must ask the Latchkey teacher for permission to do so. The cell phone must be put away immediately after the contact.

## **Incident Reports:**

While at Latchkey, if a student gets sick, has an accident (physical injury, restroom related, etc...), loss of item(s) or if there is an ongoing discipline problem, a discipline report will be filed through Gradelink. A copy of the report will be given to the Latchkey Coordinator and the Principal. Further action will be taken if it is warranted. Continued or extreme discipline problems may lead to the student being suspended from or banned from attending Latchkey. This is at the discretion of the Latchkey coordinator and the school administration.

## PLEASE NOTE

Once you sign your child out of Latchkey, they are not permitted to come back, even if you are still at the school. For example, you can't sign them out to attend the basketball game and then send them back to Latchkey.

Also, if your child is at the school after regular hours, they **MUST** be signed into Latchkey. Students are not permitted to simply "wait around" for basketball games, rides, etc. This is a liability to the school and will not be permitted.

## QUESTIONS & CONCERNS

If you have a question about Latchkey or a Latchkey billing question, please contact our Latchkey coordinator, Megan Fannin at the school at 765-2618) or via email at [sfsgrade3@atlanticbnn.net](mailto:sfsgrade3@atlanticbnn.net).

