

Dear Latchkey Parent:

Thank you for trusting us with the care of your child. 2018-2019 is the final year of the current rate structure in the Delevan Elementary Latchkey Program. A new rate structure will take effect in 2019-2020. More details will be shared as we draw closer to next school year.

Have a great 2018-2019!

Delevan Elementary
Staff & Administration

**DELEVAN LATCHKEY PROGRAM
2018 - 2019
POLICY STATEMENT**

REGISTRATION INFORMATION:

1. This program does not discriminate on the basis of race, color, gender, religion, or national origin.
2. Admission to the program will be on a first-come, first-served basis.

FINANCIAL POLICIES:

Please review the financial statement before you sign. You will receive a copy for your records.

There have been changes made regarding payments. In some cases, pre-paying will be required.

When making a payment, make sure to get a receipt.

RESPONSIBILITIES OF DELEVAN LATCHKEY PROGRAM:

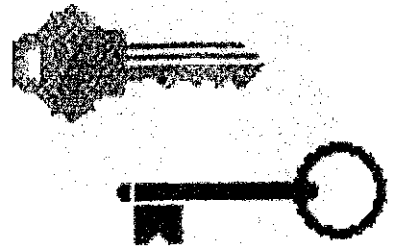
1. School age children at the building will be provided safe, low cost before/after school childcare at each session.
2. The Delevan Latchkey Program will run from 6:30 AM until 8:45 AM when the children go to breakfast.
3. The after school Delevan Latchkey Program will provide supervised outdoor activities (weather permitting): Activities will be available to the students, including: homework help, games, arts and crafts and a nutritional snack will be provided each day in the afternoon.

PARENT/GUARDIAN RESPONSIBILITIES:

1. **For security reasons, parents/guardians are required to sign their child in/out of the program each day the child is in attendance.**
2. Parent/Guardian agrees **to make arrangements for all early dismissal and emergency closings of the school**
3. **If after-school activities are cancelled, Latchkey will NOT BE available.** This also pertains to scheduled half days and emergency early closes.
4. Any changes of address, telephone number, or employment are to be sent to the Program Director of the school your child attends in writing.
5. Parent/Guardians are requested to notify the Delevan Latchkey Program in writing of any change in a child's attendance.
6. The Delevan Latchkey Program will NOT administer medication.
7. Children will be released only to those listed by the parent/guardian on the registration form. Persons coming to pick up children may be asked for picture identification (Driver's license) before the child will be released.
8. Parent/Guardians are requested to discuss difficulties with the Program Director.

DISCIPLINE POLICY:

1. The Staff of Delevan Latchkey Program will use positive methods of discipline, encouraging self-control, self-direction, and self-esteem.
2. Children will discuss appropriate behavior with staff members as needed. A behavior report will be filed with the office. No corporal punishment will be used. Children may be separated from the group for appropriate periods of time until ready to participate again. At all times children will be supervised.
3. Issues of behavior will be discussed with parents. Staff and parents will plan together to help the child behave in an appropriate way. If issues of behavior are not effectively resolved, **a child may be excluded from the program.**



Pioneer Central School at Delevan
Delevan Latchkey Program
2018 - 2019

Child's Name: _____ Teacher's Name: _____

Parent/Guardian Information

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Address: _____ Address: _____

Home Telephone: _____ Home Telephone: _____

Employer: _____ Employer: _____

Employer's Telephone: _____ Employer's Telephone: _____

Please indicate the drop-off and/or pick up time and day(s) your child will attend the Delevan Latchkey Program.

	Monday	Tuesday	Wednesday	Thursday	Friday
6:30 – 8:45					
7:00 – 8:45					
7:30 – 8:45					
8:00 – 8:45					
3:25- 4:00					
3:25 – 5:00					
3:25 – 6:00					

Please note:

Placement will be on a first-come basis

All information regarding income is confidential.

Any changes must be in writing.

Please send a written note detailing your request.

TEACHER FORM

DELEVAN LATCHKEY PROGRAM 2018-19

My child, _____ Grade, _____

Is enrolled in: _____
Teacher name room #

Before School Childcare beginning _____
Date

After School Childcare beginning _____
Date

My child will attend Latchkey on the following days.....

M, T, W, Th, F

Please circle the days you will need.

Early Dismissal information
Please send my child(ren) to

Pick-up _____ Walker _____
Bus Lane _____

Name: _____ Address _____
if there is an emergency closing /early dismissal day.

This will be in effect until further **written** notice.
Any change in your child's attendance must be made **in writing** to your child's teacher.

Signature of Parent/Guardian Date

Delevan Latchkey Program 2018-19
Emergency Information
Medical Release Form

PART I

All children registered for Delevan Childcare must return the medical release form with the registration form before they enter the program.

I give permission to send my child, _____ by car or ambulance to the hospital.

Physician's Name: _____ Phone Number: _____

If an emergency situation should occur while my child is at the program.

Signature of Parent/Guardian

PART II

List all medication your child is taking, (please note: NO medication will be given during the program).

List any physical limitations your child has:

PART III

In the event that the parent cannot be reached who should we call in an emergency during Latch-Key hours.

Name: _____ Relationship _____

Phone Number: _____

Address: _____

Or

Name: _____ Relationship _____

Phone Number: _____

Address: _____

My child is to be released only to:

Name: _____ Name: _____

Name: _____ Name: _____

**DELEVAN LATCHKEY PROGRAM
FINANCIAL STATEMENT 2018-19**

CHILD'S NAME: _____ DATE _____

FINANCIAL POLICIES:

1. A fee of \$2.00 per child per hour will be charged. Payment for service is due by Friday following the week services was provided. **When payment is made, please be sure and get a receipt.**

Please note:

If payment is not received on time, a telephone call will be placed requesting payment by a specific date. You will receive a letter requiring you to pre-pay for services. All future services will need to be pre-paid to continue in the program.

If your payment is not received and a pre-pay program arranged, a written letter will be sent asking for payment and informing the parent/guardian that childcare services will be terminated. Your unpaid balance will be turned over to a collection agency. There will be no exceptions.

2. A late fee of \$5 will be applied to overdue bills each week.
3. There will be a \$20.00 service charge for all checks returned for "insufficient funds".
4. If your child is picked up late, a fee of \$5.00 for every 15 minutes will be charged.
5. If you are receiving childcare services through your county, you must make Delevan Latchkey Program AND the Department of Social Services aware of this so that the necessary paperwork can be completed before latchkey can begin.

I have read and agree to follow procedures stated in the Delevan Latchkey Program Policy Statement.

Signature of Parent/Guardian

Date