

Latchkey Alternative

Center



Parent Handbook

2022

Our hearts and minds are committed to the creativity of each individual child.

We will provide a secure, nurturing environment where every child can use their imagination in creative ways. Diversity will be celebrated so that self-esteem can flourish and social development will grow. Our emphasis will be on physical as well as the cognitive progress of each child, so that it will enhance gross and fine motor skills leading to educational success.

We pledge to have open-ended activities that will give children the freedom of choice to foster and motivate creativity, good self-esteem, respect and mutual understanding for oneself and others.

Interested Families

Families that are interested in enrollment of the Latchkey Alternative Center programs will have the chance to tour the facility. We ask that the child/ren be present during the tour. At which time an interview and question time will be provided to assess your child's needs. This process will help us to determine if our facility is the right program to assist in your child's growth. Latchkey will provide all further required materials needed to meet our registration process at that time. Enrollment can only be processed and accepted when the above criteria is met.

The Latchkey Alternative Center is open year-round Monday-Friday from 6:30am-6pm.

Excluding 13 holidays.

Holidays: New Years Day, Martin Luther King Jr, Presidents Day, Memorial Day, 4th of July, 1 Inservice in Aug., Labor Day, Veterans Day, Thanksgiving and Day after, Christmas Eve, Christmas Day, and 26th day after.

Preschool: Typical schedule: 6:30-8:45 free time/outdoor play, 8:45-12 snack time curriculum, 12-2 lunch and nap, 2-5 snack, free time, outdoor play and 5-6, quiet activity time.

Schoolage: Typical school day: 6:30-8:30 free activity 1:50-5 after school homework assistance, snack, outdoor play and 5-6pm quiet activities.

Typical non-school day: 6:30-9am snack, free activities, 9-4 field trip or outdoor curriculum/art 4-6 quiet activities

Parent Policy/Procedure Handbook

The following information is the policy and procedures of the Latchkey Alternative Center. It is the sole responsibility of the parent/guardian to read in full, request additional information and adhere to all of the following:

- The Latchkey Alternative Center has part-time and full-time programs for ages 2-5 years, in a preschool setting and a separate schoolage-program from ages 5-13 years old, year round, excluding 10-13 holidays.
- The Latchkey Alternative Center offers before and after school care during the elementary calendar days and full day vacation camps for all schoolage students, ages 5-13. Field trips are included with vacation camp days, transportation will be by school bus contracts, public transportation and or caravanning. A full calendar of all trips will be provided.
- There is no home-school or school to school transportation provided by Latchkey. All students must arrive to our program from a caregiver or from on campus here at Franklin D. Roosevelt School.
- Field trips are offered on a limited basis for our preschool students with contracted school bus transportation. Usually, 2-3 trips planned a year. 30-day notice is given for any trips.
- All Preschool students must be signed in and out by a full parent/guardian signature daily. Schoolage students should be signed in and out of facility by parent/guardian. However, written permission can be given by parent/legal guardian to have the student sign themselves in and out. Staff member on site will signature each student out to release them in the morning to attend Franklin D. Roosevelt classes and sign them in, upon their return from FDR.
- The Latchkey Alternative Center offers a morning snack, hot lunch, an afternoon snack for our preschool students. An afternoon snack is provided for our schoolage students. Fruit is always available for all students that may be hungry outside of our snack and meal times.
- Tuition is due on the first of each month. You are given a six-day grace period along with a discount if complete tuition is paid by the seventh of each month. There is a higher tuition fee for all partial or full payment made after the seventh of each month. Childcare will cease as of the 10th of the month with non payment. All fees discounted and full are posted online and on the tuition rate sheet.
- There is a \$25 fee for all returned checks. Bounced check will need to be paid in cash within 48 hours of the return check date. Bounced checks are not eligible for re-deposit. Immediate suspension of the student/s will be imposed without payment within 48 hours.
- There is a \$12 fee imposed for every hour used beyond time slots. All time is in one-hour increments. All time is rounded to the nearest hour used.
- Withdrawing your child requires a two-week written notice along with full payment of the current month's tuition. A \$200 additional tuition amount will be due for all student withdrawals less than 2 weeks.

Parent Policy/Procedure Handbook continuation

- All arrivals after 6pm are subject to a \$1 per minute per student. This amount should be paid directly to the staff on duty at the time of arrival.
- Sick Policy: Any student that has had diarrhea or fever in the past 10 hours are not allowed to attend Latchkey program. Any student that has any communicable disease are not allowed to attend until they are no longer infectious. Doctors release form may be requested. Students that are not able to participate in outdoor activities or indoor activities should not attend school until they have no limitations. Ill students will be separated from other students, into one of the staff rooms or office with an administrative staff member in attendance. Latchkey does not offer any ill student care. Ill students need to be picked up immediately.
- Medication Policy(IMS): If your child will need prescribed medication each bottle must be in their original container with a label attached with the child's name with instructions. (LIC 9221) must be filled out and signed by parent/legal guardian prior to any administering of medications. If a nebulizer will be needed by a student, consent form (LIC 9166) must be filled out by parent/legal guardian. Prescribed Epi-pens must be labeled with students name and physicians name. Epi-Pens are to be used in emergencies only and immediate calling of parent and 911 to follow administering of the medication. All non-prescription medications will also need a completed consent form (LIC 9221). All medications will be kept in the kitchen area. Latchkey will keep written records and will log all times and amounts of any and all medications administered. All medications and equipment will be taken home each evening by parent/legal guardian, and returned cleaned and ready for usage the following day until administered date is complete. Any medical emergency will be handled with staff onsite. 911 will be called in any emergency that is imminent danger for the student. Cal poison number of (415) 345-0820 will be called for any digestion of foreign items. See The Latchkey Alternative Center IMS form, for further information. IMS form must be read and signed by parent/guardian prior to administering any medications.
- Dental Emergencies are handled on a case by case basis. Under the event of a dental medical emergency we will contact parent/legal guardian to proceed as needed. If imminent medical attention is needed 911 will be called.
- All preschool children must be on campus by 9am. If your child has an appointment that will delay your arrival time, you must phone the center. No arrivals will be allowed for any reason past 10:30am.
- No month is PRO-RATED. All months are due in full regardless of attendance. Only exception is the first month of enrollment. If your student starts from the 1st-15th of each month, a full month's tuition is due. If the student starts from the 16th-31st half the months tuition is due. Vacation can be taken, however, full tuition is required.
- Toys are not allowed in our preschool classroom, except on assigned sharing days. Any toys in the schoolage program can be brought with staff permission. The items brought to the schoolage program are the sole responsibility of the student. Latchkey is not responsible for any loss, or broken items.
- Appropriate clothing needs to be worn at all times. No high top tie shoes allowed in the preschool classroom. Closed toed shoes are required. All personal clothing items including jackets should be labeled with student names. Schoolage clothing must be safe and appropriate for the daily activities. Staff discretion is allowed. No Flip-Flops at anytime.

Parent Policy/Procedure Handbook continuation

- Food brought to school must be nutritious. No fruit snacks, roll-ups, chips, cookies, etc. in our preschool program. Schoolage items brought in are at the discretion of the staff.
- Naptime: A two-hour quiet time is offered for all preschool students. From 12-2pm cots and clean sheets are provided for each student. Bedding items will be brought in from parents. All bedding items, and sheets will be removed once a week, taken home, washed and returned by parent. Latchkey will wash and replace clean sheets once a week. Any student not utilizing a nap cot will be given a quiet area in back of the classroom at a table or rug area to have quiet activities.
- Discipline policy: The staff will always begin with redirection of activities and areas for students having trivial conflicts. Secondary discipline may include sitting at a table/area to reflect their actions. At the end of the allotted time at a table/area a teacher will talk about different ways the student can handle the situation for possible future conflicts. In the event a student needs to be removed from the classroom they will be brought to the staff room or office to sit and speak with an administrative staff member. Parent conference can be requested directly by parent or immediate lead staff member. Conferences will be conducted with managing staff, administration, and at least one parent. No student's personal rights will be infringed upon at Latchkey. There will be no corporal punishment at anytime.
- Students with violent behavior towards themselves, staff or other students will be suspended immediately. Physically hurting themselves or others will not be allowed. A student will be asked to leave the facility permanently if administration feels our daily discipline policy will not change help correct the behavior.
- If a schoolage student has been suspended from their elementary school they are not allowed to attend the Latchkey Alternative Center for the same period of time.
- Birthday celebrations are allowed with the student's perspective class. No items that have any types of nuts are allowed. (Candy, cake or otherwise) Please speak with a staff member on the ideas you have. The events must not interfere with the days activities and may fluctuate according to the day. The staff may use their discretion. Please speak to your lead staff of your child's class.
- Latchkey has no supplemental services at this time. However, if your child is receiving services outside of Latchkey we will work with the family and the program to provide space for interviews, observations, assessments, etc. Any aides being provided by an outside agency for a particular student will have a full fingerprint clearance on file.
- You have been given a copy of the
 - Admission Agreement
 - Personal Rights LIC 613A
 - Consent for Emergency Medical Treatment LIC 627
 - Parent Handbook
 - * Parents Rights LIC 995E
 - * Pre-Admission History LIC702
 - * Pricing sheet
- In consideration for value received, receipt whereof is acknowledged, I hereby give The Latchkey Alternative Center the absolute right and permission to publish, copyright and use pictures of me or my child/ren which may be included in whole or part, composite or retouched in character of form, in conjunction with the name Latchkey Alternative Center.