

## **GUARDIAN ANGELS CATHOLIC SCHOOL**

521 East Fourteen Mile Road, Clawson, MI 48017

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# **GUARDIAN ANGELS LATCHKEY PROGRAM 2018 - 2019**

### **WHAT IS THE LATCHKEY PROGRAM?**

The Latchkey Program is a program fully licensed to provide care for one hundred (100) children. It is provided for families having children enrolled in Preschool through 8<sup>th</sup> grade in Guardian Angels Catholic School. It is a service for parents to assist them in the before-school and after-school care for their children. **THE LATCHKEY PROGRAM IS NOT AVAILABLE ON A DROP-IN BASIS.**

### **WHEN IS THE LATCHKEY PROGRAM CONDUCTED?**

The Latchkey Program is conducted for the 2018-2019 school year from Tuesday, August 28, 2018 through Friday AM, June 7, 2019.

### **WHEN IS REGISTRATION FOR THE LATCHKEY PROGRAM?**

The family registration form and a **non-refundable \$20.00 Registration Fee (cash or check)** must be submitted to the School Office before your child begins the latchkey program. Any future schedule changes must be submitted to [latchkey@gaschool.com](mailto:latchkey@gaschool.com).

### **WHO CARES FOR THE CHILDREN?**

The Preschool Director is the Director of the Latchkey Program. A Latchkey Coordinator along with other adult staff members provide supervision for students. Guidelines for staff to student ratios are followed.

### **MAY A FAMILY HAVE PARTIAL SERVICES FROM THE LATCHKEY PROGRAM?**

Yes. It may happen that a family needs the Latchkey Program services only on certain days of the week or at certain times each day – mornings and/or afternoons. In registering for the Program, the family contracts for the specific care time needed. It is expected in the Program planning that a child attends only on the contracted days. It is critical in personnel planning that the contracted services are followed.

### **IS THERE THE LATCHKEY PROGRAM ON HALF DAY SESSIONS?**

No. The school has made effort to minimize the number of scheduled half days. Therefore, the Latchkey Program will not be conducted on half day sessions.

### **IS THE LATCHKEY PROGRAM ON DAYS WHEN SCHOOL IS NOT IN SESSION, SUCH AS FREE DAYS OR HOLIDAY RECESS?**

No. The Latchkey Program is conducted only when school is in session. Families should plan ahead by consulting the annual school calendar to make other child care arrangements.

### **IN WHAT ACTIVITIES ARE THE CHILDREN INVOLVED?**

Children are involved in structured and relaxed activities after school. The amount of a child's involvement is in relation to the length of time that the child is in the Program. As a rule of thumb, the

children involved in the program from 3:10 PM until 6:00 PM have the opportunity for snack as well as play time. Students in grades 3-8 have the opportunity for study/homework time also.

**IS THERE A SPECIAL ROOM FOR THE LATCHKEY PROGRAM?**

Areas in the school are designated as the Latchkey Program areas. These have been approved by the state licensing agency.

**WHAT ARE THE BEHAVIORAL EXPECTATIONS OF THE CHILDREN?**

Each child in the Latchkey Program is a Preschool to 8<sup>th</sup> grade student of Guardian Angels Catholic School. The same "Student Expectations and Discipline Policy" guidelines as outlined in the **Parent/Student Handbook** will be adhered to and enforced.

**WHAT IS THE MINIMAL TIME THAT A CHILD MAY BE REGISTERED IN THE PROGRAM?**

The rate of the Latchkey Program fees is based on hour-long intervals, even if a family needs only a fraction of an hour.

**WHAT IS THE PROCEDURE FOR RELEASING A CHILD AFTER SCHOOL?**

Parents report to the School Office and request the release of their child. All students must be "signed out" by the authorized responsible parent or adult (as noted on their emergency card). This includes coaches who sign students out for sports activities.

\*Students who are signed out of Latchkey that choose to continue to play on the playground after school must be supervised by the parent/guardian who signed them out.

**WHAT HAPPENS WHEN THE WEATHER IS INCLEMENT?**

During the regular after-school sessions students are involved in activities in the building.

**HOW ARE SNACKS OR BREAKFAST PROVIDED FOR THE CHILDREN?**

Realizing that the children are hungry breakfast and/or snacks are to be provided by the family for their child. The food should be nutritious and an appropriate beverage (drink box, etc.) may be included.

**HOW DOES THE LATCHKEY PROGRAM DEAL WITH EMERGENCY SITUATIONS?**

As a rule, the procedures that govern emergency action with the school are followed by the Latchkey Program. This is for inclement weather (such as a tornado warning) or in the case of an accident or sudden illness.

**HOW IS THE LATCHKEY PROGRAM BILLED?**

The Latchkey Program is billed on a monthly basis in order to reduce the bookkeeping expenses for the Program. All billing will be done using the FACTS tuition program. The cost of this program is minimal and commitment for attendance is the only manner in which the program may function.

**WHERE SHOULD LATCHKEY PROGRAM PAYMENTS BE MADE?**

Latchkey Program payments will be made through FACTS the same way your tuition is paid. If you have an ACH for tuition, you will have an ACH for latchkey. If you pay by invoice for tuition, you will pay by invoice for latchkey. Checks returned for Non-Sufficient Funds (NSF) or accounts that are past due will be assessed a \$30.00 Fee.

**HOW IS BILLING DONE?**

Billing will be done at the beginning of the month, all bills are due by the posted due date.

**PUNCTUALITY**

The Latchkey Program ends promptly at 6:00 PM. Due to the length of the school day for both the staff and students, tardiness cannot be permitted. **A serious late fee is assessed for pick up after 6:00 PM. Each ten minute interval after 6:00 PM is billed an additional \$10.00 per child.**

**OTHER QUESTIONS OR CONCERNS**

If parents have questions or concerns, please direct them to the Latchkey Program Coordinator. The Coordinator may be reached through the main office in the school at (248) 588-5545 or via email at [latchkey@gaschool.com](mailto:latchkey@gaschool.com).

**LATCHKEY PROGRAM FEE SCHEDULE 2018 -- 2019**

<b>Drop-off Time</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>	<b>4 Children</b>
6:45 – 7:45	\$ 5.00	\$ 10.00	\$ 15.00	\$ 20.00
<b>Pick-up Time</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>	<b>4 Children</b>
3:10 – 3:30	\$ 1.00	\$ 2.00	\$ 3.00	\$ 4.00
3:10- 4:00	\$ 5.00	\$ 10.00	\$ 15.00	\$ 20.00
3:10 – 5:00	\$10.00	\$ 20.00	\$ 30.00	\$ 40.00
3:10 – 6:00	\$15.00	\$ 30.00	\$ 45.00	\$ 60.00