

Guardian Angels Catholic School
521 East Fourteen Mile Road, Clawson, Michigan 48017
Telephone: (248) 588-5545 Fax: (248) 589-7356
Website: www.gaschool.com

LATCHKEY PARENT HANDBOOK

Latchkey

Latchkey is a program fully licensed to provide care for children before and after school.
LATCHKEY IS NOT AVAILABLE ON A DROP-IN BASIS.

Mission Statement

The mission of Guardian Angels Catholic School is to proclaim Jesus Christ through sacraments and prayer by teaching Christ-centered values while encouraging academic excellence and social justice within our Catholic community.

Philosophy

Our latchkey program provides a loving and safe environment to foster the social, emotional, and academic development of each child. Our professional staff specializes in education which promotes a love of learning that sets the stage for future academic success.

Governance

The pastor of Guardian Angels Catholic Church is responsible for the school. The responsibilities for the daily operations of the school are delegated to the Principal. The Preschool Director is responsible for the latchkey program.

Hours of Operation

Latchkey is available during the school year only on days school is in session.

Latchkey is available before and after school hours Monday through Friday for an additional fee per 1 hour. Morning sessions are from 6:45 am until the beginning of class and the afternoon program is from 3:00pm until 6:00pm.

Afternoon sessions are not for ½ day preschool programs.

Fee Schedule

\$20 FAMILY REGISTRATION DUE BEFORE ENROLLED IN LATCHKEY

Drop off Time	1 child	2 children	3 children	4 children
6:45am – 7:45am	\$5.00	\$10.00	\$15.00	\$20.00
Pick up Time	1 child	2 children	3 children	4 children
3:10pm – 3:30pm	\$1.00	\$2.00	\$3.00	\$4.00
3:10pm – 4:00pm	\$5.00	\$10.00	\$15.00	\$20.00
3:10pm – 5:00pm	\$10.00	\$20.00	\$30.00	\$40.00
3:10pm – 6:00pm	\$15.00	\$30.00	\$45.00	\$60.00

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.

Ratios

3 year old program

1 staff for every 10 children

As part of the Guardian Angels Catholic School Pest Management Program, pesticides are occasionally applied. The goal of this pest management policy is to provide a safe and healthy learning environment that is relatively pest-free with the least possible use of pesticides. Pests are controlled to protect the health and safety of students, staff and volunteers and to maintain a productive learning environment and maintain the integrity of school buildings and grounds. Routine pest inspection takes place by Accurid/Orkin on the fourth Tuesday of the month. Should a pesticide application be required, parents will be notified 24 hours in advance, both in writing and by email prior to the application. This notification will include information about the pesticide, including the target pest or purpose, approximate locations and the date the application will be made. Liquid spray or aerosol insecticide applications will not be performed in a room unless the room will be unoccupied by children for not less than 4 hours or longer if required by pesticide label use directions.

For questions regarding pesticide application notifications, please call the school office at 248-588-5545. In addition, the National Pesticide Information Center (NPIC) answers questions about pesticides from 9:30am – 7:30pm seven days a week except holidays at 1-800-858-7378.

Admission/Withdrawal Policy

Children may be admitted to the latchkey program by filling out a registration form and paying the appropriate non-refundable deposit to hold their spot for the upcoming school year. The family will specify times care is needed. It is expected that a child attends only on the contracted day. Should you choose to withdraw your child from the program, a written notice is required. Your deposit will not be refunded.

All children are expected to follow reasonable guidelines for behavior. Any issues will be discussed with parents as soon as possible.

Weather or Emergency Related Closings

If the school is closed due to inclement weather or other emergencies, latchkey will be closed.

Evacuation Policy

Should an evacuation become necessary, all planned emergency procedures will be followed. The school will notify parents with an automated call and email with directions on how to pick up their child. Emergency contacts will be notified if a parent fails to respond within an hour. Specific evacuation plans will be made for children with special needs.

Absence

If your child will not be attending latchkey on their scheduled day, please contact the office at **(248) 588-5545**. Absences not due to illnesses, such as doctor appointments, must also be reported. If your child will be absent due to vacation, please let the school office and the teacher know, so we can plan accordingly.

Illness

Our first priority is providing a healthy, safe learning environment for all children. A child or staff member who becomes ill while at school must be removed from the classroom in order to limit the exposure of other children to a communicable disease. An ill child will be sent to the office to wait for a parent or guardian to arrive.

Children/staff will be sent home as soon as possible if any of the following is experienced:

- **Fever** of 100 or greater; student must be fever free for 24 hours without fever reducing medication.
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.
- **Diarrhea** not associated with diet changes or medication; child may not return until diarrhea episodes stop for 24 hours or the continued diarrhea is deemed not to be infectious by a licensed healthcare professional.

- **Vomiting:** The student may not return until the vomiting has resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the individual is not in danger of dehydration.
- Persistent abdominal pain that continues more than 2 hours.
- **Pinkeye (conjunctivitis):** The student may return after treatment has been initiated for 24 hours and the eye does not weep.
- **Head lice:** The student may return after treatment and elimination of eggs and/or bugs.
- **Scabies:** the student may return after treatment has been completed.
- **Tuberculosis:** The student may return after health care provider states that the individual is on appropriate therapy and can attend school.
- **Impetigo:** The student may return 24 hours after treatment has been initiated.
- **Hand foot and mouth:** The student may return once sores have dried and crusted and the child is fever free.
- **Strep throat:** The student may return after 24 hours of antibiotic treatment and the child is fever free.
- **Chicken pox:** The student may return when all sores have dried and crusted (usually 6 days).
- **Pertussis:** The student may return 5 days after appropriate antibiotic treatment has been completed.
- **Mumps:** The student may return 9 days after the onset of symptoms and the child is fever free.
- **Measles:** The student may return 4 days after the onset of the rash.
- **Rubella:** The student may return 6 days after the onset of the rash.
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion.

Guardian Angels reserve the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating that the child is not contagious.

Health Appraisal

A current Health Appraisal form is on file at the office. If my child is not in good health I will inform the office.

Notice of Exposure and Reporting Disease

If a child or staff member is found to have a communicable disease, a written and/or an electronic notice will be sent home to all affected classrooms.

Injuries

If a child becomes injured while at school, the school will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the emergency card will be called.

Children who are seriously injured will be sent to the office and remain under the supervision of administration until a parent arrives. Additionally, a Child Care Injury/Incident Report will be provided to the parent for their signature and a copy will be retained in the student's file.

Immediate medical attention: Should a child require immediate medical attention, the staff member who witnessed the emergency situation will remain with the injured child and instruct the nearest adult to call 911 and notify administration. They will accompany the child to the hospital, bringing the child's emergency card.
Staff may not transport an ill and/or injured child in a personal vehicle.

Immunization

Guardian Angels Catholic School, in unity with the Oakland County Health Department, requires all students to be properly immunized. Students not immunized will be excluded from school until either immunization is acquired or a physician submits a waiver to the Health Department on behalf of the child.

Medication Authorizations/Special Healthcare Needs

Children who require medications must have a Release for Dispensing of Medications form completed and signed by a parent and their healthcare provider. This form will be kept on file in the office where medication is held and administered. All medications must be in their original container with the prescription label attached with the child's first and last name, physicians name and dates to administer.

Parents/guardians must notify the administration, main office, and teachers of any special health care needed for their child. Special equipment, if needed, will be kept in the main office.

If you choose to send in sunscreen, please refer to the Written Information Packet Documentation form.

Allergies

Parents need to make all staff (including latchkey) know if their child has an allergy. An Allergy Action Plan, signed by a professional healthcare provider, must be posted in the classroom. If your child has an Epi-Pen, it must have the prescription label on the pen itself and the box. Copies of action plans will be given to the main office and other appropriate staff. ***Due to possible nut allergies in the classroom, do not send snack/lunch items that have peanuts, tree nuts, or peanut butter in them.**

Confidentiality

All information given on forms and in discussions will be treated as confidential. Information in children's files, including health, family needs, and behavior will only be made available to appropriate staff and the child's parents.