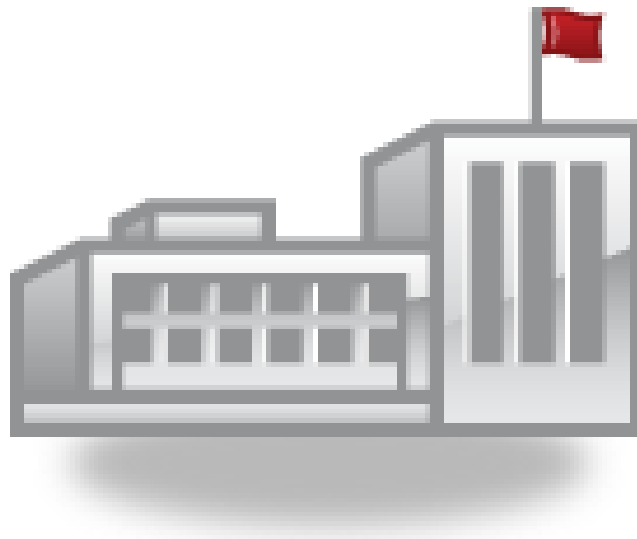


# **MADISON-GRANT UNITED SCHOOL CORPORATION**



**LATCH KEY CHILD CARE  
PROGRAM  
2014-15 SCHOOL YEAR**



## **Madison-Grant United School Corporation** **Latch Key Daycare Program**

Madison-Grant United School Corporation has designed a quality, low cost Latch Key daycare program. This program is designed to provide child care services to the children, the families, and the community in a safe, challenging, and nurturing environment.

The program in connection with the Latch Key daycare program is located at Park Elementary School.

This program will be available as long as there is a sufficient interest by parents and as long as space is available. Each child enrolled in the Latch Key daycare program must be enrolled and attend regular classes in a Madison-Grant Elementary School.

### **Activities**

Children may participate in a variety of activities offered at the school site. Both indoor and outdoor activities will be provided. There will be time for active play as well as time to relax, to read, do homework, and participate in quiet activities.

### **Fees**

There will be a registration fee of \$15.00 a year per child to enroll in the Latch Key daycare program. These dollars will be used to help pay for supplies such as paper, paints, glue, pencils, books, and other needed materials. This initial registration is paid once each year and is not refundable.

Families that choose to participate in the Latch Key program will be charged \$2.00 per hour, or any portion of an hour, per child. No family will be charged more than \$5.00 per hour for more than three children. For example, two children would be \$4.00 per hour, while three or more would be \$5.00 per hour.

All fees should be paid by Monday following the week of service. Payment should be on time. If fees are not paid on a weekly basis, it could result in termination of services.

## Admission Policies

- **General Policies**

1. Enrollment shall be open to any child, provided the program can meet the needs of that child.
2. The child must be attending the regular Madison-Grant school program. The program is only open to students in Pre K – 6 grades.
3. The school discipline policies adopted by the Madison-Grant School Board will remain in effect, as the Latch Key program is an extension of the school day.

- **Admission Procedures**

1. A completed application/registration form shall be submitted to the office accompanied by a registration fee.
2. A registration fee shall be paid upon the enrollment of each new child, and upon the re-enrollment for each new school year.
3. The Emergency Information Form will be completed at the time of registration.

- **Statement of Nondiscrimination**

1. Enrollment in the program shall be granted without regard to sex, race, color, creed, or political belief.

## Arrival and Pick-Up

1. Students enrolled in the Latch Key program will go to the designated area immediately upon dismissal of regular classes.
2. The only people allowed to pick up a child are those whose names are indicated on the child's records. A name may be added to the record by sending a note with such request signed by the parent/guardian.
3. Pick up is at door #3 – located behind the school; use driveway between basketball court and baseball diamond.

## Operating Procedures

1. The Latch Key daycare program will operate between the hours of 3:15 p.m. through 5:45 p.m., Monday through Friday, on days school is in session.
2. Nutritional snacks will be provided.
3. Latch Key is in operation on scheduled early release days (the second Wednesday of each month).
4. Closing time is 5:45 p.m. promptly. There will be a late charge when a child is picked up after closing time in the amount of \$2.50 for every fifteen minutes thereafter, payable to the supervisor upon pick up of the child. Failure to do so may mean the child will be

dropped from the program.

Any child left after 6:00 p.m. will necessitate appropriate measures be taken to insure the child's care and safety. After 6:00 p.m., if we have had no contact from either parent, a responsible party from your emergency list will be contacted to come to the school and pick up your child. If no one is available from your emergency list by 6:30 p.m., the Fairmount police will be called and your child will be taken into protective custody until a parent can be located.

**Parents should then:**

- a. Contact the people on your emergency list first to verify whether any of them have your child.
  - b. Call the appropriate law enforcement agency (local police) if you cannot locate your child.
5. All holiday and vacation periods will coincide with the Madison-Grant School Corporation calendar. Day care services will be offered for all days in which school is open and students are in attendance.
  6. The Latch Key daycare program will be closed when school is not in session due to inclement weather conditions. In case of an early school closing due to inclement weather, the Latch Key program will not operate. In case of early weather dismissal, the child needs to know where he/she should go. During poor weather, listen to the following radio/tv stations for weather related information:
    - 99.3 FM WCJC – Marion
    - 104.1 FM WLBC – Muncie
    - 1400 AM WBAT – Marion
    - Channel 6 – RTV
    - Channel 8 – WISHTV
    - Channel 13 – WTHR

**Parent Communication**

Parents of new student will receive an information packet containing:

- A. Parent Handbook
- B. School Calendar
- C. Current activity description lists
- D. General Information
- E. An invitation to become actively involved in the programs at school.

## Health Requirements

The extended day program will be sensitive to the physical and emotional well-being of each child on a regular basis. For each child's protection the following regulations will be required:

1. The Latch Key supervisor has the authority to refuse any child that shows sign of illness. In such cases, the Latch Key supervisor's judgment is final.
2. It is the parent's responsibility to verify that their child's daily health is adequate for his participation in the program. A child who is fatigued or shows signs of illness should be kept at home for his own protection as well as for the protection of others.
3. If a child becomes seriously ill or seriously injured, while at school, the parent/guardian will be notified promptly. The school will follow the directions stated on the Emergency Information Card concerning your physicians and others who are to be notified if a parent/guardian is unavailable.
4. If your child is exposed to a communicable disease, you must notify the school immediately so that incubation dates may be verified and the health of all children may be protected.
5. Medication: The Madison-Grant United School Corporation Policy will be enforced.

## Student Discipline

Discipline is based on the worth and dignity of each individual. The supervisor's role is one of a strong leader helping students grow toward self-discipline and self-direction.

According to the policies of the governing board, the supervisor should administer such discipline within the program as would be exercised by a kind, firm, judicious parent in the home. Continued unacceptable behavior by any student will result in the removal from the extended day program.

## Personal Articles

Students are not allowed to bring toys or sporting equipment unless prior permission has been given. Children are discouraged from bringing large sums of money or valuable items to school, including iPods, cell phones, electronic games, etc., which might be damaged. All items must be clearly labeled. **The Latch Key Supervisor and the Latch Key Program cannot be responsible for any item that is lost or broken.**

## Clothing

All children should wear play clothes and sturdy shoes suitable for the variety of activities they will be involved in during the day.

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**PLEASE COMPLETE THE FOLLOWING INFORMATION FOR LATCH KEY PROGRAM**


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<i>Last Name</i>	<i>First Name</i>	<i>Grade</i>	<i>School</i>
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<i>Address</i>	<i>City</i>	<i>Date of Birth</i>
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<i>Parent/Guardian's Name</i>	<i>Phone</i>
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**Three (3) Additional Emergency Phone Numbers:**

<i>Name</i>	<i>Relation to Student</i>	<i>Phone</i>
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**Parent Contact Information**


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<i>Father's Name</i>	<i>Place of Employment</i>	<i>Phone</i>
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<i>Mother's Name</i>	<i>Place of Employment</i>	<i>Phone</i>
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**NOTE:** The School Board is not legally responsible for injuries of children at school and cannot pay doctor bills or hospital bills.

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<i>Physician</i>	<i>Phone</i>
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<i>Hospital</i>	<i>Phone</i>
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**Medical Information**

Allergies \_\_\_\_\_

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Other Physical Information \_\_\_\_\_

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I hereby give my permission for the school to obtain the services of the indicated physician or hospital in case the named student suffers illness or accident.

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**Parent Signature****Date**

**PLEASE LIST THE NAME OF ANY PERSON THAT YOU AUTHORIZE TO PICK UP YOUR  
CHILD(REN) FROM THE LATCH KEY PROGRAM.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_