
*Richland-Bean Blossom Community School Corporation
Extended Day Care*



Latch-Key

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Introduction to Latch-Key

The Richland-Bean Blossom Community School Corporation's Extended Day Program goals are:

- To provide safe, affordable, high quality before and after school care for children (grades K-5) while parents work or attend school

The design of the program allows for a safe environment while actively involving our children in enriching experiences during those before and after school hours when parents are working or in school. Parents of children with special needs, please talk to the director so we can create the best possible environment for your child. These services are available to all elementary age children without regard to race, color, sex, religion, national origin, or handicap.

Section I: Enrollment, Hours, and Space

- The **Before School Component** will operate from **6:30 – 8:30 a.m.** following the RBBSSC calendar.
- The **After School Component** will operate from **3:45 – 6:00 p.m.** following the RBBSCC calendar.
- Extended Day Care will be available only on days that school is in session. On half days of school, only the before school component of the program will operate.
- A goal of the Latch-Key program is to maintain a ratio of one adult for every twelve children enrolled. The program will have access to space inside and outside of the school as availability and weather permits. These areas include our classroom, computer lab, and gym/playground.
- This program is open only to registered children who use the services as scheduled. We cannot serve "drop-in" children.
- This is a full time only program and you must pay the amount due for the entire month even if your child misses some days.

Section II: Program Activities

- Activities at each site will be designed for multi-age level involvement. A variety of activities will be available daily to provide opportunities for play and creative expression. The children will be free to choose from arts and crafts, games, and recreational sports, dramatic play, socializing with friends, or quiet time to do homework.

- All children will be encouraged to participate in group and individual projects. Enrichment activities involving students from Indiana University and/or community resource persons will be actively sought by the staff. Children have the right to choose those activities which are of interest. Further, children have the right to time alone if desired.

Section III: Staff/ Parent Communication

- Children enrolled in the AM program must be signed in by the parents on the attendance sheet.
- After school, the staff is responsible for dismissing children as parents come to pick them up. This allows parents and staff an opportunity to talk on a daily basis. **Parents must sign their child out on the attendance sheet** which will be posted in a designated area.
- Notes and information for parents will also be posted in this designated area. Parents are urged to check this area daily, as there are often important forms, receipts, and information you will need to have.
- Open communication between all staff and parents will be encouraged. Time for individual talks can be scheduled. Further, parent input with regard to program activities and community resources will be welcome.

Section IV: Discipline Policies and Procedures

- Participation in the Latch-Key program is a privilege. It is provided as a service to families.
- It is the policy of the RBBCSC Extended Day Program that any staff member has the right to give “time out” away from the group as a means of discipline for a child who is behaving in an unsafe, disrespectful, or inappropriate way.
- In case of extremely serious or dangerous behavior, the Director has the authority to immediately suspend a child from participation in Latch-Key.
- If behavior problems persist or are severe, a conference will be required, including: parents, staff, Director and child, if appropriate. The conference may result in the one of the following:
 - a) Suspension or expulsion of the child from Latch-Key. This may be temporary or permanent.
 - b) Adoption of a probation plan for child, with needed behavior changes specified and consequence spelled out.

- c) See list below. A disciplinary note must be signed by parent regarding unacceptable behavior. A child receiving three (3) such notices will be suspended for 3 days. All Extended Day Care fees shall be paid.
- The following list of behaviors may constitute reason for suspension or expulsion of a child from the Latch-Key program:
 - 1) Physical assaults on staff members or other children hitting, kicking, biting, etc.
 - 2) Possession of weapons or other dangerous articles
 - 3) Possession of controlled substances
 - 4) Foul, disrespectful, or abusive language
 - 5) Theft
 - 6) Blatant disregard of authority
 - 7) Any behavior that is deemed physically or emotionally harmful to other children.

Section V: Fees

(Current Fee schedule is on last page of this booklet and is subject to change.)

- Fees are established as monthly units, payable in full, regardless of the amount of time a child uses the services. If you have any questions regarding payments or fees, call 876-9600 ext. 2824.
- Fees may be paid by the Rapid Tuition automatic withdraw system. Rapid Tuition enrollment forms are found on the last pages of the handbook. RBBSCS charges \$20 for checks returned for Non-Sufficient Funds.
- A reduced fee is available for free and reduced lunch students.

Section VI: Emergency Closings

- When school is ***delayed or closed** due to weather or emergency conditions, Latch-Key will not operate. Information about school closing will be available on local radio stations and TV stations, on the school website (www.rbbcsk.k12.in.us) or call **RBBSCS Weather Information Line at 876-9020**. In case of early dismissal, child/children must be picked-up one-half hour after school is dismissed. *** If school is delayed for two hours then Latch-Key is delayed, also. (Example: Normally Latch-Key is open at 6:30a.m., but if there is a two hour delay, Latch-Key is open at 8:30a.m.)**

Section VII: Reporting Absences

- Please remind your child that he/she must report to Latch-Key immediately after school. If your child has other commitments, **the parent must inform Latch-Key staff members in writing.**
- **Parents must notify their elementary school office before 3:00p.m. if their child is not going to the after school program.**

Section VIII: Program Closing Time

- Children must be picked up no later than 6:00p.m. Any child who has not been picked up by then will automatically be billed an additional \$10.00. Parents should make arrangements for emergency situations.
- Children will be release only to those persons listed on the emergency contact information form.

Section IX: Illness/Medication

- If a child appears to be ill, complains of illness, or has an apparent fever, parents will be contact by staff person and will be requested to pick up the child. Any child with a fever or possible contagious condition will be isolated in a supervised area until a parent arrives.
- All medication has to be in the Health Office with an authorization form filled out by parents. Latch-Key is not supposed to give out any medications. If the child has medication to take, the parent has to come to the Health Office to fill out the authorization form. The medication must be in the original prescription bottle and then the Health Aide would send a Physician form to the prescribing doctor. If it is an EPS student, the medication and forms are kept in the Primary School Health Office, but if it is an EIS student, the Intermediate School Health Office keeps the forms and medication.

Section X: Other Information – Withdrawing from program

- **Dropping out of the program:** If you find that you will no longer require Extended Day Care services, a minimum of two (2) weeks' notice is required in writing. Refund of prepaid fees will be made, if the two (2) week notice is given.

- **Lost and Found.** Personal belongings are the responsibility of the children. We will have a designated area for the children to keep their belongings. A lost and found area will be maintained.

Section XI: Staff, Parent, Child Responsibilities

- **Latch-Key Staff Responsibilities**
 - ✓ To provide an environment that offers choices from a variety of activities.
 - ✓ To provide a caring environment where discipline is fair, equal, and respectful of children.
 - ✓ To be responsive to family needs, and to be open to communication from parents.
- **Children's Responsibilities**
 - ✓ To come immediately to Latch-Key after school is dismissed.
 - ✓ To remain with the program staff at all times and to notify staff if they need to go to another area.
- **Parent's Responsibilities**
 - ✓ To participate with the staff and other children in creating rules for behavior in the Extended Day Care program and to abide by these group rules.
 - ✓ To treat other gently physically and emotionally.
 - ✓ Observe rules as set forth in this handbook:
 - Pick up children on time
 - Sign children out each day
 - Inform staff of absence
 - ✓ To be open to communication from staff about child's behavior, and to work with staff to an agreeable solution to any problems that might occur.
 - ✓ **To pay fees on time**
 - ✓ **To keep staff informed of phone numbers and location where parent can be reached in emergency situation.**

⇒ **It is the parent's responsibility to update all information as needed throughout the school year.**

Section XII: Emergency Evacuation Procedures

Edgewood Primary & Intermediate School Fire Drill Plan

It is essential that fire drill procedure be developed and practiced regularly to assure the safety of all students and staff at Edgewood Primary and Intermediate Schools. To accomplish this task the following procedure will be followed:

- 1) Each teacher will have a current floor plan of the building with their room and the escape route plainly marked in **RED**. This floor plan will be displayed near the exit door in each teacher's room.
- 2) All teachers will go over the fire exit route before the end of the fire week of school with students. This include teachers in the special areas.
- 3) **INSIDE at the sound of the fire alarm:**
 - a. Pupils, teachers, and staff members will leave the building immediately in an orderly manner.
 - b. There should be no stopping or talking while leaving the building.
 - c. Everyone should leave the building by designated route unless that exit is blocked. In the event that an exit is blocked, use the least congested and nearest exit to leave the building.
 - d. All doors and windows will be closed before leaving the building.
 - e. All electrical equipment should be turned off.
 - f. All teachers in transit will leave the building by the nearest exit.
 - g. All children in the cafeteria will be under the supervision of the duty personnel in the cafeteria and they will organize the students and leave by the nearest exit.
 - h. Once outside each teacher will be able to account for all children under his/her supervision.
- 4) **OUTSIDE at the sound of the fire alarm:**
 - a. Teachers will move students to their designated areas and wait for the all-clear signal. The all-clear signal will be given over the intercom.
 - b. Each teacher will be able to account for all children under his/her supervision.