



**Delaware Community School Corporation
Latchkey Program Parent Handbook
2023-2024**



Striving to provide children of area families with a safe and nurturing environment while providing appropriate activities in a before and after school environment.

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Latchkey Program Description:

Delaware Community School Corporation's Latchkey Program has been specifically designed for students in grades kindergarten through fifth grade with an emphasis on tutoring, enrichment and recreational activities. Bearing in mind the developmental needs and interests in this age group, the Latchkey Program offers a wide variety of activities that enhance the social, emotional, cognitive and physical growth of children. At the same time, children's need for independent decision making is recognized, and free choice within the structured environment is encouraged.

We offer a small child-staff ratio of no more than 15/20 to 1 with an excellent teaching staff. The ultimate goal of our staff is to provide a warm, relaxing and accepting environment where your child's creativity and self-esteem can flourish in the safety of our elementary school setting.

Contact Information:

Albany Elementary School: 765-789-6102
Eaton Elementary School: 765-369-3301
Royerton Elementary School: 765-282-2044

Program Director:

Jennifer Gaddis: 765-744-4508 (texting welcome)
Email: jgaddis@delcomschools.org

Latchkey Main Office is located at Royerton Elementary School and may be reached at the Royerton Elementary School number or at 765-744-4508 (texting welcome).

Enrollment:

Parents will need to enroll their child in the Latchkey program each fall. Only those students who are registered may attend Latchkey. Prior to enrolling a child, parents should make sure the child's school records are complete and up-to-date, including emergency contacts and health care summary sheets. Only those students who are fully able to attend to their own bathroom needs will be able to enroll in the latchkey program. Please notify the Latchkey staff in writing of any changes in address, phone numbers, health matters, emergency contacts or other pertinent information. Upon enrollment, parents should complete an application and a general usage form to assist us in preparing the best possible program for your child. These forms are available at each elementary school in this district (Albany, Eaton, and Royerton Elementary Schools).

Parents must specify in writing those persons allowed to pick children up from the program. **ONLY THOSE PERSONS SPECIFIED ON THE APPROPRIATE FORM AND HAVING PROPER IDENTIFICATION WILL BE ALLOWED TO PICK UP A CHILD.**

Times of Operation:

The Latchkey Program will be in operation from the end of the school day to 6:00 p.m. on days school is in session. **Children must be picked up no later than 6:00 p.m.** A late fee of \$5.00 per 15 minutes will be charged for late pick up. When there is an emergency early dismissal, p.m. Latchkey services will NOT be provided. The Latchkey program will be closed when school is closed during the 2023-2024 school year with the exception of planned E-Learning days.

Fees:

The normal fee schedule is included on the last page of the latchkey application. All initial registration fees will be waived for the 2023-2024 school year. Daily rates must be paid each week by 6:00 p.m. on Friday of the week attending. Daily rates that remain unpaid for three (3) weeks will be assessed a \$10.00 late fee for each week the account remains unpaid. Weekly rates are offered as a benefit to those attending latchkey. If the weekly payment amount remains unpaid for three (3) weeks, late fees in the amount of \$10.00 per week will be added for each child's delinquent account and the weekly benefit amount will be unavailable until such time as that account is paid in full or payment arrangements have been agreed upon. The daily rates will be charged to all accounts three (3) or more weeks in arrears. Three (3) weeks of non-payment may result in removal from the program until payment is made in full or payment arrangements have been agreed upon. A registration fee of \$25.00 will apply for reinstatement to the program.

Checks may be written to Albany Latchkey, Eaton Latchkey, Royerton Latchkey or Delcom Latchkey. Please include child(ren)'s names in the memo line if possible.

Discipline:

The Latchkey program will follow all school disciplinary rules and regulations. We promote a positive system of child management based on praise, communication, gentle reminders and choices offered to children based on their needs and capabilities. When necessary, a child may be removed from a group for time to settle down or be re-directed to another activity. In some cases the Director may wish to meet with the parents and if the situation persists, the child may be removed from the program. A registration fee of \$25.00 will apply for reinstatement to the program.

Clothing:

The Latchkey program will follow dress codes as listed at each elementary school. Please make sure children have appropriate clothing for outdoor play including outerwear for cooler weather. Tennis shoes work best for active play. The program assumes no responsibility for lost, stolen or damaged items.

Health and Medicine Policies:

We ask that all medications be given during the school day when a nurse is present if at all possible. Should there be a need for medication to be given during Latchkey hours, it must be medication that is specifically prescribed and directed by the child's physician and must be in the original pharmacy bottle.

Children experiencing any of the following symptoms pose health risks to other children and staff, and should NOT attend the program:

- Inflammation or discharge from eyes, ears, nose, and throat
- Signs of fever (Temperature of 100.4 or higher)
- vomiting
- Skin rash or eruption
- General appearance of flush, pallor, listlessness, or irritability

If staff members note any of these symptoms, parents will be notified and asked to pick up the child immediately.