

# Hazel Park School District Latchkey Program Parent or Guardian Handbook

2019-2020 School Year and 2020 Summer



*Dear GSRP or Elementary School Parent or Guardian,*

*Welcome to the HPS Latchkey Program. You are asked to carefully read the Latchkey Handbook and ask questions as needed. There have been additions and revisions to the previous handbook. **Please contact your Site Director directly for any concerns or questions.***

*Kind regards,*

*Andrea Bratton*  
*Webster Early Childhood Center Supervisor and*  
*Latchkey Site Director*  
*Office Phone*  
*248-658-5501*  
*Email [andrea.bratton@hazelparkschools.org](mailto:andrea.bratton@hazelparkschools.org)*

*Laura Mohamed*  
*Hoover, United Oaks, and Webb Latchkey Site Director*  
*Office Phone*  
*248-658-5501*  
*Email*  
*[laura.mohamed@hazelparkschools.org](mailto:laura.mohamed@hazelparkschools.org)*

Hazel Park School District Latchkey Programs are licensed by the Department of Human Services.  
DHHS can be contacted at: 248-975-5064 or [www.michigan.gov/dhs](http://www.michigan.gov/dhs)

## **Welcome to the Hazel Park School District Latchkey Program**

This handbook is provided to acquaint you with our program, policies, and philosophy.

### **Hazel Park Mission Statement**

The Hazel Park School District, in collaboration with all stakeholders, prepares and supports students for the future through innovation and technology.

### **Our Vision**

Inspiring and empowering all learners to achieve excellence

### **Latchkey Mission Statement**

The mission of the Hazel Park School District Latchkey Program is to provide a safe, affordable, nurturing environment for all Hazel Park children who are in need of out-of-school-time care.

### **Latchkey Philosophy**

Children thrive in an atmosphere of acceptance and support where they are allowed free exploration of their unique talents and interests. Our latchkey program strives to provide children with opportunities to explore and develop the skills necessary to lead happy and productive lives. Social, emotional, physical and cognitive activities are integrated into each day's routine.

### **Goals**

- To provide a safe, stimulating environment in which children can acquire and practice physical, social and cognitive skills.
- To provide an atmosphere which supports the development of a positive self-image in preparation for a happy and productive life among peers, colleagues and loved ones.
- To support each child's growing independence at an individual level by allowing children to make choices and carry out tasks and activities with adult support and assistance when needed.
- To support all families through open communication and respect.

## **About the Latchkey Program**

### **School-Year Latchkey**

**School-Year Latchkey registration is available at**

[https://schoolcareworks.com/registration/hazelparkschools/start\\_registration.jsp](https://schoolcareworks.com/registration/hazelparkschools/start_registration.jsp)

#### **Child Care Contacts, Locations and Hours of Operation:**

Preschool Aged Children at Webster ECC

After School Care Monday-Thursday dismissal-6:00pm

Phone 248-658-5501 (Main Office) or 248-658-5553 (Latchkey Room)

Latchkey Staff: Laurie Biber

Webster ECC Site Director: Andrea Bratton

Elementary Aged Children at Hoover, United Oaks and Webb

Before and After School Care Monday-Friday 6:30am-start of school and dismissal-6:00pm

Hoover Elementary School

Phone 248-658-5308 (Latchkey Room)

Latchkey Staff: Debra Napper and TBA

Webb Elementary School

Phone 248-658-5913 (Latchkey Room)

Latchkey Staff: Joan Rybinski and Lori Collier-Patterson

United Oaks

Phone 248-658-2418 (Latchkey Room)

Latchkey Staff: Lisa Houghton and Lucy Daccache

Elementary Schools Site Director: Laura Mohamed

**There will be NO School Year Latchkey offered on non-school days or school closing days.**

### **Latchkey Camps**

- **Latchkey Camp registration is available at**  
[https://schoolcareworks.com/registration/hazelparkschools/start\\_registration.jsp](https://schoolcareworks.com/registration/hazelparkschools/start_registration.jsp)
- Latchkey Camps are operated at one site only and is available from 6:30 A.M. to 6:00 P.M. except as noted in advance. The site will be announced at least one week before the start date.
- Program operation is dependent upon enrollment and on a first come, first serve basis.
- **2019-2020 Latchkey Camp Dates**  
Winter Break February 17-21, 2019  
Spring Break April 6-10, 2019  
Summer Break  
Preschool Aged Children May 25-TBA (The start of the Elementary School Year 2020/2021)  
Elementary Aged Children June 15 - (The start of the Elementary School Year 2020/2021)

## **Latchkey Program Daily Routine**

- Latchkey is intended to be a relaxed out of school time where children can develop friendships, play games, complete homework, and engage in interesting activities.
- There is time each day for outside or gym active play, snack, quiet time to complete homework with adult support or engage in other quiet activity, and engage in favorite hobbies or games alone or with others.
- Children are consulted when making plans for the program.

## **Adult Child Interaction**

Each of our latchkey programs is expected to reflect best practice standards for child care programs. The greatest indicator of a high quality program for children is the quality of adult/child interactions. In our programs, we expect to see adults showing respect for and having fun with the children in their care.

## **Food**

### **School-Year Latchkey Food: Snacks and Lunches**

- The Latchkey Program provides a healthy snack during the school year that includes a serving of whole grain and a serving of fruit. Snacks will be posted at each Latchkey site.
- The Latchkey students have the option of choosing a free school lunch on the half days. If your child prefers they may bring one from home. If your child normally brings from home and comes to Latchkey without one they will be given a school lunch.

### **Latchkey Camps Food: Snacks and Lunches**

- [During the Winter and Spring Break Camps](#), parents are required to provide their child with a lunch and snack.
- During the [summer program ONLY](#), the option for a free breakfast and free lunch will be available for a scheduled number of days. The schedule of lunch choices and days, will be provided by the kitchen staff at the end of the school year.

### **HPS Latchkey Staff Care Responsibilities**

Hazel Park Latchkey Program does not encourage nor accept responsibility for employees who care for children outside of our programs while they are not at work.

## **HPS Latchkey Policies**

Please read the following carefully **before you enroll your children** in Hazel Park Schools Latchkey Program. These policies are set by the School District and may not be changed at individual Latchkey sites. Latchkey staff does not have the authority to deviate from these written policies.

### **Required for Enrollment**

#### **Records**

To start Latchkey, every child must be fully registered and approved on the online registration system.

Registration Link : [https://schoolcareworks.com/registration/hazelparkschools/start\\_registration.jsp](https://schoolcareworks.com/registration/hazelparkschools/start_registration.jsp)

If applicable...

- Payment Agreement for Families Receiving DHHS Daycare Assistance  
[It is the parent or guardian's responsibility to ensure this and all other paperwork is completed well in advance.](#)

### **Child Information Records (Emergency Cards)**

- We must have current and operable phone numbers for your home and workplace.
- We must have two current and operable numbers of persons authorized to pick up your child (other than child's parents) in the event of an emergency. We will always attempt to contact the child's parent or guardian first.
- Failure to notify the Latchkey center of changes in emergency numbers may result in exclusion of your child or children from the program.

### **To Remain In Good Standing**

**Latchkey is self-supporting through fees. The payment policies set forth in this handbook must be enforced in order to maintain our Latchkey program.**

If your family participated in the School-Year Latchkey Program, all fees are expected to be paid prior to enrolling in the Camps to remain in good standing.

If your family participated in the 2019 Summer Latchkey Program, all fees are expected to be paid prior to enrolling in the School-Year Latchkey Program to remain in good standing.

**If you are not in good standing with your previous fees, you will be contacted by the Latchkey Site Director for a final decision on continued use of this service and future registration.**

**Fees Structure**

**\*All fees are NON-REFUNDABLE**

**Latchkey Registration Fees**

**All Families for School - Year Latchkey**

**1st child \$40 non-refundable registration fee. All children after that \$10.00 registration fee.**

**School-Year Latchkey Activity Fees**

The first activity fee will be paid at registration.

The second activity fee will be billed for each child at the end of February.

School-Year activity fees cover pizza parties, arts and craft materials and other resources.

**School-Year Latchkey Weekly Fees**

<b>Elementary Aged Children</b> Hoover, United Oaks, Webb	<b>Preschool Aged Children</b> Webster Early Childhood Center
<p><b>Weekly</b>                      Morning and Afternoon Sessions                      \$50/week each child paid weekly</p> <p>Morning Sessions Only                      \$20/week each child paid weekly</p> <p>Afternoon Sessions Only                      \$35/week each child paid weekly</p>	<p><b>Weekly *Monday-Thursday only</b></p> <p>Afternoon Sessions Only                      \$60/week each child paid weekly</p> <p>*There is no Preschool Latchkey on Fridays.</p>

**Camp Fees**

<p><b>Preschool and Elementary Aged Children</b>                      Camp locations will be communicated in advance.</p> <p><b>Winter and Spring Break Camps</b>                      \$100.00 fee per week per child</p> <p><b>Summer Camp</b>                      \$50.00 Registration fee per child to cover field trips and other activities.                      \$100.00 fee per week per child</p>
<p><b>Weekly</b>                      \$100/child each week paid weekly based upon the weeks parents or guardians choose.</p>

**Late Pick-Up Fee**

**There is a \$10 per child fee for every five minutes, or portion thereof, you are late picking up your child or children.** This will be added to your next week's fee. (ex.: pick-up at 6:06 = \$20 per child late pick-up fee).

**Late Payment Fee**

**Failure to pay on time will result in a late payment fee of \$15 per child per week. Payments are due by no later than MONDAY of the same week.**

## **Payment Policy**

- Your weekly child care payment is based on the number of days and times stated on the Child Enrollment Form regardless of the days and times that your child attends each week.
- Latchkey is a prepayment service. Payments are to be made no later than the Monday of the same week.
- **There is a \$10 per child fee for every five minutes, or portion thereof, you are late picking up your child or children.** This will be added to your next week's fee. (ex.: pick-up at 6:06 = \$20 per child late pick-up fee).
- Failure to pay on time will result in a late payment fee of \$15 per child.
- **Any change to your current schedule must be made with the Latchkey Site Director via written notice. You will be billed up to the date the written notice is received.**
- You will receive a receipt for each payment made through the online system. If you are unsure as to how to access it, it is your responsibility to contact your Site Director.
- Two sick days from September to January and two sick days from February to June are allowed. **Sick days do not accumulate if you do not use them. It is the parent or guardian's responsibility to contact the Site Director for this credit via email with the child's name and the date absent. This 'sick day' credit must be requested within 48 hours or you will not receive the credit.**
- **There will be no sick day credits issued during any of the Latchkey CAMPS.**
- **Your email address must be accessible and up-to-date to receive statements and billing. This is the full responsibility of the parent or guardian.**
- **Latchkey does not issue credit for any days paid for but not used. NO REFUNDS**

**Failure to follow the Payment Policy may result in withdrawal from the HPS Latchkey Program. The following steps will be taken when the first instance of noncompliance occurs for Late Payment or Late Pick-Up.**

### **1st Fees and Pick-Up Noncompliance Incident**

**1st Written Warning (received via email) and Phone Call (message left if no answer)  
ALL applicable fees applied (Late Payment Fee or Late Pick-Up Fee)**

### **2nd Fees and Pick-Up Noncompliance Incident**

**2nd Written Warning (received via email) and Phone Call (message left if no answer)  
ALL applicable fees applied (Late Payment Fee or Late Pick-Up Fee)**

### **3rd Fees and Pick-Up Noncompliance Incident**

**3rd Written Warning (received via email) and Phone Call (message left if no answer)  
ALL applicable fees applied (Late Payment Fee or Late Pick-Up Fee)  
A 1-1 meeting will be required with the Site Director within 1 week**

### **4th Fees and Pick-Up Noncompliance Incident**

**4th Written Warning (received via email) and Phone Call (message left if no answer)**

**ALL applicable fees applied (Late Payment Fee or Late Pick-Up Fee)  
Withdrawal of your child from the program will take place until ALL fees are  
up-to-date and/or Late Pick-Up fees will double.**

**DHHS Child Development and Care (CDC) Assistance**

**ALL FORM, UNDERSTANDING the DHHS CDC Handbook AND STAYING  
UP-TO-DATE ARE THE RESPONSIBILITY OF THE PARENT OR GUARDIAN.**

- **ALL DHHS CDC Parent-Guardians are required to contact the Site Director prior to registration to confirm DHHS CDC so that the registration fee is waived.**
- **DHHS CDC Handbook link**  
[https://www.michigan.gov/documents/mde/CDC\\_Handbook\\_7-2013\\_428431\\_7.pdf](https://www.michigan.gov/documents/mde/CDC_Handbook_7-2013_428431_7.pdf)
- **Written authorization is required** from the Department of Human Services before acceptance that a parent is eligible for child care assistance. Until **written** authorization is received, the family must pay the full fee. The following link is the document needed to be filled out and given to your worker 30 days prior to the start of Latchkey. If this is not done in advance, you are required to pay for Latchkey until it goes through.  
**CHILD DEVELOPMENT AND CARE (CDC) PROVIDER VERIFICATION**  
[https://www.michigan.gov/documents/dhs/DHS-4025\\_297108\\_7.pdf](https://www.michigan.gov/documents/dhs/DHS-4025_297108_7.pdf)
- Once authorization is received, a co-payment will be established and the family will pay the copayment weekly. Co-payments are subject to change based upon the actual time children are in attendance. DHHS CDC only pays for the actual hours that a child is scheduled to be in care.
- **Any fees paid by both the parent and DHHS CDC will be refunded to the parent. This will take up to one month.**
- **False reporting of children's hours of attendance to DHHS is a felony and can be prosecuted.** Families must enter times children are dropped off and picked up accurately. DHHS may require families to substantiate their need for care by providing documentation that they actually worked or attended approved classes during the times we billed for childcare.
- **Families are responsible for any fees accrued not paid by DHHS**  
*Note: DHS does not pay late pickup fees or late payment fees.*

**Attendance, Arrival and Departure**



### **Arrival and Departure Policy**

- **Arrival** - Children must be accompanied into the Latchkey room by a parent, parent designee or guardian. The child must be signed in by that person, noting the time the child arrived.
- **Departure** - Children must be picked up in the Latchkey room by a parent, parent designee or guardian. The child must be signed out by that person, indicating the time of departure.
- A parent designee must be at least 16 years old with a valid ID.
- Children will not be released to anyone not listed on the Child Information Record. **Picture ID will be required of anyone not immediately recognized by staff as authorized to pick up your child. ALL parents, guardians, and designees must have this on hand daily. There may be a substitute who will require this on any given day.**
- Parents must notify the Latchkey Site Director if he/she will not be attending. **We can never accept a child's word for a change in plans.**

### **Late Pick-up of Children**

- Latchkey closes promptly at **6:00 p.m.**
- Beginning at 6:01 p.m. **BY THE LATCHKEY CLOCK**, you will be charged \$10 per child for every five minutes, or portion thereof, you are late picking up your child or children. This will be added to your next week's fee. (ex.: pick-up at 6:06=\$20 per child late pick-up fee).
- **If we have not heard from you by 6:00, we will begin calling numbers on your child's emergency card in order to contact someone to pick up your child.**
- If no one has picked up your child by 6:30 p.m., staff has been unable to contact anyone to pick up your child, and you have not contacted the latchkey program, the Department of Human Services requires that the police department be contacted to handle the responsibility of caring for your child and locating you, the parent(s) or guardian(s).

### **Non-Attendance**

- The Latchkey Site Director reserves the right to disenroll your child from the program due to non-attendance after 10 days.

### **Program Withdrawal and Re-enrollment**

- Parents are required to notify the Latchkey Site Director of the child's final program date. Until the Latchkey Site Director is notified in writing of the child's last date, families will be required to pay for this service.
- To re-enroll for any reason, a new \$40.00 enrollment fee will be billed.

## **Persons Appearing to Be Impaired by Drugs/Alcohol at Departure**

Parents' rights of immediate access to their children do not permit Latchkey to deny a parent access to their child even if the parent is or appears to be impaired.

**If a parent who is picking up a child appears to be incapacitated due to the use of alcohol or drugs, immediate action will be taken by staff to assist the parent by offering to call someone else on the emergency card to pick up the child.**

If this fails, the police, the other parent and child protective services will be notified as soon as the incapacitated adult attempts to drive with the child in the car. Our foremost concern is the safety and wellbeing of our children.

Any other person authorized on the emergency card to pick up a child who appears to be under the influence of alcohol or drugs will be denied access to the child. Staff will contact the child's parents to inform them of the situation and, if necessary, will contact the local police.

## **Custody Conflicts**

- If both parents are on the emergency card, we will consider both parents able to pick up the child.
- Unless we have a **copy of a court order on file limiting one parent's right to a child**, children will be released to either parent. **State law prohibits us from restricting a parent's right to a child for any reason short of a court order.**
- **Please make an appointment with the Latchkey Site Director at your child's school if you wish to discuss custody or other issues regarding your child's other parent. Staff is prohibited from having these discussions when children are present.**

## **Health Services Plan**

*The following describes the measures our program takes to assure the health of children and staff:*

### **Cleaning**

In most cases, Latchkey is sharing a room that is used by others during the school day. It is the responsibility of all Latchkey staff to ensure that the room is ready for use by others.

- Any materials, which would distract children from the business of learning during the school day, are covered or are in enclosed shelving.
- All surfaces are cleaned and prepared for use by the next group.
- **Family records are placed in locked cabinets.**

### **Cleaning and Sanitizing Surfaces and Equipment**

- Surfaces, equipment, toys and tables will be sprayed with soapy water **and wiped clean with paper towels.**
- Surfaces, equipment, toys and tables will be sprayed with water and **wiped clean with paper towels.**

- Surfaces, equipment, toys and tables and will be sprayed with a solution of bleach water **and allowed to air dry**. (Note: bleach water must be tested daily to ensure that it is at foodservice strength).
- All door knobs, surfaces used by children, mats or cots, and play equipment will be cleaned and sanitized at least weekly using the above method. In the event of an outbreak of illness, sanitation will occur immediately.

### **Hand Washing Guidelines**

- Hands will be washed with soap and running water. Water basins, hand sanitizers and pre-moistened wipes may not be substituted.
- Have a clean paper towel available
- Turn on water to a temperature between 60 and 120 degrees F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel.
- Dispose of the paper towel in a lined trash container.

**Staff will use and actively teach children the above hand washing procedure in order to avoid spreading illness.**

### **Hygiene**

- Staff will wash hands before reporting to work and after using the bathroom, assisting children with toileting or changing soiled clothing and assisting children with wiping noses.
- Staff will wash hands before handling food.
- Staff will wear food service gloves when serving food.
- Children will wash hands before eating.
- Children will be taught and/or reminded to wash hands after using the bathroom, blowing their nose or sneezing into their hands or a tissue.
- Staff will wash hands after cleaning a scratch or minor wound.
- Tables will be washed before any food is placed on them using the three step process. No deviations from this procedure are permitted.
- **Nothing but food and serving utensils is permitted at tables where food is being consumed.** Allowing children to bring toys to the table with food undermines the cleanliness of the food surfaces and may cause food borne illnesses. Food will be consumed only at designated tables. Children are not to walk around the room with food.

### **Sick Children**

**Staff will remain alert to any unusual behavior in children that may signal illness. Children exhibiting signs of illness will be isolated from the group and kept comfortable until a parent arrives.**

*Whenever a child exhibits any of the following symptoms the parent will be called to pick up the child:*

- A child will be fever free for at least 24 hours before returning to school.
- Vomiting or diarrhea- the symptoms must have to be gone for a minimum of 24 hours before the child returns to school.
- Rashes- until a physician determines the cause of the rash, the child must be excluded. The physician will determine when it is acceptable for the child to return.
- Pinkeye- the child must be excluded until 24 hours after treatment begins and there is no eye drainage.
- Lice- A child must be treated and cleared by the Latchkey Site Director before returning to Latchkey.
- General appearance of being ill- a child who is not participating in activities, is very tired, has unusually pale or flushed skin or red, watery eyes and just appears too sick to be in school will be excluded until the child looks and feels well.
- Persistent cough- a child who is coughing so hard that they can not play will be excluded until the cough is not as persistent.

Parents will be notified of outbreaks of illness in individual programs. Sending notes home with children and/or posting notices outside classroom doors will accomplish this. In the event of illness in the program, staff will pay particular attention to disinfecting toys and surfaces used by children.

**Latchkey staff will be responsible for ensuring that children do not return to the program until they are well enough as described above.**

***If a parent brings a child to latchkey in the morning and states that the child was exhibiting any of the above symptoms the night before, the child will not be accepted into care.***

***Latchkey staff will not accept a child into care who appears ill as described above.***

### **Preventing Respiratory Infections**

- Staff will have plenty of tissues where children can reach them for nose –wiping and catching sneezes. Have children place soiled tissues in covered, plastic lined containers.
- Staff will have children wash hands after wiping or blowing nose or sneezing.
- Staff will teach children to cough into their inner arm at the elbow or at their shoes or cover their mouth with a tissue when coughing or sneezing and wash hands after.
- Staff will encourage daily outdoor activities when weather permits.
- If children have rest time in the program, cots or mats will be placed at least 24 inches apart and children will be placed alternately, head to foot.
- Children will be assigned a specific cot or mat and use it every day or cots or mats will be sanitized daily.

### **Handling Bodily Fluids/Universal Precautions**

All staff will receive Bloodborne Pathogens Training. Universal Precautions will be observed when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling potentially infectious fluids.

- Staff will avoid skin or mucous membrane exposure to bodily fluids. If your skin or eyes are exposed to bodily fluids that could contain blood, wash or flush immediately and report the incident to your immediate supervisor.
- Staff will cover cuts on their skin and on children's skin.
- Staff will use latex or vinyl gloves to clean open cuts or clean bodily fluids.
- Staff will immediately clean any soiled surfaces. Use disposable rags or paper towels to mop or wipe up excess fluids. Then wash surface with soap, rinse and apply sanitizer. Allow surface to air dry.
- Staff will dispose of all fluid soaked materials and gloves in plastic bags. Seal plastic bags and place in covered garbage container.
- Staff will wash hands immediately with soap and water after removing gloves.

### **Child Injuries/Accidents**

- All child injuries, no matter how minor, will be reported to parents.
- If another child has injured a child, we will protect each child's confidentiality. Minor injuries require an informal written report with a copy going to the parent and a copy to the latchkey coordinator. An additional copy will be kept in the child's file. A separate report will be written for each child.
- Injuries, which require medical attention, will necessitate an official incident report. These can be obtained from the school office. A copy will be sent to Jeanette Johnson in the business office and a copy will be sent to the latchkey coordinator. Staff will fill these out as accurately as possible noting times, exactly what happened and the course of action. A follow-up phone call will be made to parents to determine the child's condition.
- If an injury is serious enough to warrant calling parents to pick up the child, the latchkey coordinator will be informed immediately.
- In the event that an injury is serious enough to warrant immediate medical attention, staff will notify the parents and give first aid. **Staff will not attempt to move a child who may have sustained a serious head or neck injury.**

**See emergency procedures elsewhere in the parent handbook regarding more severe injuries and illnesses.**

### **Children's Medication**

The program complies with the medication policies adopted by the Hazel Park School District for individual schools. The policy is as follows:

- A Medication Authorization Forms, must be on file before medication is dispensed at school. This authorization, signed by a physician is necessary for prescriptive and non-prescriptive medications and is valid only for the current school year.  
[Medication Authorization Form links \(2 are required\)](#)  
[https://www.michigan.gov/documents/lara/BCAL-1243\\_8\\_15\\_fillable\\_2\\_498629\\_7.pdf](https://www.michigan.gov/documents/lara/BCAL-1243_8_15_fillable_2_498629_7.pdf)  
<https://docs.google.com/document/d/1X6OxuU3QcnzZSVjbomxqnlURNolk8BjE1Z0EagPI2as/edit?usp=sharing> (This document is the same as in the HPS Student Handbook.)
- Prescriptive and non-prescriptive medications must be labeled and in the original container to be administered. Directions from the physician must be clearly marked on the container of prescription medications.

- All medications needed during Latchkey will be kept in a secure place in the Latchkey room. If your child has Asthma, you are required to have the needed for him/her on site daily.
- A medication log will be kept for all medications administered to children. Each child and each medication given to a child requires a separate log. Changes in behavior will be logged and reported to parents. Logs and authorization forms should be kept in a binder in the office.
- Injections will not be given. (Exception: Documented insect sting allergy or hypersensitivity or anaphylactic reaction due to exposure to or ingestion of a food to which the child is known to be allergic).
- Staff will not administer medication the first time it is given. The parent/guardian must administer the first dose to monitor that the prescriptive drug does not pose allergic reaction problems. **\*\*Latchkey staff does not administer medications except during times that the program is in session for the full day.\*\***

### **Immunizations**

Children's immunization records are kept on file in the school office. Office staff will inform parents of any immunizations, which are not up to date. Parents will complete a health form upon school enrollment.

### **Child Abuse and Neglect Reporting**

**All employees and volunteers in the Latchkey program are mandated reporters of suspected child abuse and neglect.** If we have reasonable suspicion to believe that a child is being abused or neglected, we are required by law to report our suspicions to the Department of Human Services Child Protective Services Division. The program will comply with the Hazel Park School District policy on reporting suspicion of child abuse or neglect.

## **Natural and Man-Made Disaster Plans**

### **Fire Emergency**

Fire alarm will sound.

#### **Leader Responsibilities:**

- Gather the Child Information Records (Emergency Cards) and attendance sheet
- Lead the children from the building, following the posted fire evacuation route, to the designated meeting place.
- Verify that all children are present and accounted for, using the attendance sheet.
- If children are missing, notify fire department personnel
- When all clear is given, lead children back into the building
- If necessary, lead children to designated shelter
- Upon arrival at the designated shelter, begin calling children's families for pick-up.
- Verify that anyone picking up a child is authorized to do so.

#### **Paraprofessional Responsibilities:**

- Check the room and restroom to verify that all children have evacuated,
- Close the door to the classroom,
- Join the teacher with the children at the designated meeting place.
- Assist the teacher with the children at the designated meeting place.
- Follow the children at the end of the line when the all clear is given to return to the building.

- Walk at the end of the line to the designated shelter, ensuring all children remain with the group
- Calmly entertain the children while the teacher calls families for pick-up
- Verify that anyone picking up a child is authorized to do so.

\*No less than six documented fire drills will be conducted per year. Children will not be released to parents during a fire drill. Parents are welcomed to wait with children at the designated meeting place and to return to the building to sign children out.

### **Designated Evacuation Shelter**

All staff will be informed annually of the location of the designated evacuation shelter.

### **Tornado Watch**

A Tornado Watch is an indication by the National Weather Service that conditions are such that a tornado could occur. The school office or the custodian will notify staff of any changes in weather conditions. No further action need be taken during a tornado watch.

### **Tornado Warning**

Upon notification by office or custodian

#### **Leader Responsibilities**

- Take the emergency bag with Child Information Records (Emergency Cards) and attendance sheet and lead all children immediately to the designated Tornado Shelter for the room.
- Verify that all children are present and accounted for, using the attendance sheet
- Remain in the designated tornado shelter area until notified by the school office that the Warning has been lifted.
- In the event of damage to the building, lead children to the designated shelter/notify families upon arrival
- In the event of injury, perform first aid as trained

#### **Paraprofessional Responsibilities:**

- Check bathrooms and all areas of the classroom to ensure all children have left the room  
Join the teacher and the children in the designated shelter..
- Remain in the shelter with the children until the all clear has been given.
- In the event of damage to the building, lead children to the designated shelter/notify families upon arrival
- In the event of injury, perform first aid as trained

\*No less that two documented Tornado Drills will be conducted each year.

\*Upon request, children will be released to their respective parents/guardians during a tornado watch or tornado warning.

### **Snow Emergencies Causing School Closings**

The program is closed when the school district cancels school due to inclement weather or snow.

### **Hazardous Material Spill**

Upon notification by office or custodian

#### **Leader Responsibility:**

- Close all windows and doors

- Block gaps at windows and doors with fabric or paper (use dress-up clothes, carpet, jackets, paper toweling, etc.)
- Notify parents of sheltering in place.
- Continue teaching

**Paraprofessional Responsibility:**

- Assist teacher in blocking gaps
- Care for children while teacher makes phone calls
- Continue teaching

**Natural Gas Leak**

Upon notification by office or custodian

**Leader Responsibilities:**

- Gather the emergency cards and attendance sheet
- Lead the children from the building, following the posted fire evacuation route, to the designated meeting place.
- Verify that all children are present and accounted for, using the attendance sheet.
- If children are missing, notify fire department personnel
- When all clear is given, lead children back into the building
- If necessary, lead children to designated shelter
- Upon arrival at the designated shelter, begin calling children's families for pick-up.
- Verify that anyone picking up a child is authorized to do so.

**Paraprofessional Responsibilities:**

- Check the room and restroom to verify that all children have evacuated,
- Close the door to the classroom,
- Join the teacher with the children at the designated meeting place.
- Assist the teacher with the children at the designated meeting place.
- Follow the children at the end of the line when the all clear is given to return to the building
- Walk at the end of the line to the designated shelter, ensuring all children remain with the group
- Calmly entertain the children while the teacher calls families for pick-up
- Verify that anyone picking up a child is authorized to do so.

**Water Main Break**

Upon notification by office or custodian

**Leader Responsibilities:**

- Notify families to pick up children
- Verify that anyone picking up a child is authorized to do so

**Paraprofessional responsibilities**

- Work with children while teacher is making calls
- Verify that anyone picking up a child is authorized to do so

**Minor Medical Emergencies**

In all non-emergencies, personnel are to follow First Aid procedures and then call the parents. Staff is not to make a medical determination but may suggest that a doctor look at a child based on the type of illness or injury. If a child becomes ill while in our care, we will isolate him/her from the group and call the parents for immediate pick-up. If the parent does not come within 30 minutes, emergency contacts will be called.

**Serious Medical Emergencies**

**Lead Responsibilities:**



- Notify the office to call 911 or call 911 yourself and have EMS dispatched.
- Ask the office or custodian to send someone to help with the class
- Call the child's parents
- In the event you are unable to get in touch with a parent, call all emergency contacts, leaving a message that the child has been taken to whatever hospital EMS designates as the destination. Give accurate and assuring information.

**Paraprofessional Responsibilities:**

- Administer first aid as trained until EMS arrives
- Assist with the other children while teacher is making calls

\*\*\*One staff member must accompany the child, taking the Child Information Records (Emergency Cards) with them. When the parents arrive, the accompanying staff member may leave.

**Crisis Plan**

Each building has a crisis plan in place to deal with the threat of intruders, bomb threats, etc. It is the responsibility of all staff to become familiar with their building's crisis plan and to follow procedures in the event of a crisis situation.

**Program Security**

- **The doors to all latchkey rooms will be locked at all times that children are in the room.**
- **Children and families are not to open locked doors for others.** This is a latchkey staff responsibility as staff recognizes family members who are authorized to pick up children.
- In the event that someone not recognized by staff is at the latchkey door, staff will ask for I.D. If the person at the door is not on the child's emergency card, they will be asked to leave the building. If building administration is still in the building, they will be notified by phone immediately.
- If a person not authorized to pick up a child in the latchkey program refuses to leave and building administration has left for the day, the latchkey leader will call the Hazel Park police and report an intruder in the building. Our primary responsibility is the safety and well being of our children.
- **Please make absolutely certain that all people authorized to pick up your child are listed on the emergency card and carry their photo ID.**

**Latchkey Rules For Children**

Rules are developed with children and revised as necessary. Making rules is part of a group problem-solving process.

**Discipline Policy**

- 1) Staff shall use positive forms of discipline that encourage self-control, self-direction, self-esteem, and cooperation. This includes but is not limited to:
  - a) Following and posting predictable routines.
  - b) Providing clear expectations.
  - c) Problem-solving with the group and posting group solutions to problems.
  - d) Arranging the physical environment to avoid problem behaviors.
  - e) Modeling respect and social skills.
  - f) Involving children in conflict-resolution.
  - g) Offering choices and decision-making opportunities.
  - h) Providing a quiet, soothing, somewhat private place where children can go voluntarily or at the teacher/caregiver's request to regain control of their emotions.

- 2) **Staff shall be strictly prohibited from using any form of physical discipline. Please the Child Care Licensing book for details.**
- 3) If it becomes necessary to restrain a child, for his or other's protection, holding the child as gently as possible is acceptable. **Children shall not be physically restrained longer than necessary to control the situation. Staff may not:**
  - a) Hold a child with undue physical force.
  - b) Hold a child down on a sleep surface
  - c) Sit on a child.

**At times, we may not be able to meet the behavior needs of a child, this will result in the following procedure.**

**NOT Physically Aggressive or Threatening**

**1st Behavior Incident NOT Physically Aggressive or Threatening**

**1st Written Warning (received via email) and Phone Call (message left if no answer)**

**2nd Behavior Incident NOT Physically Aggressive or Threatening**

**2nd Written Warning (received via email) and Phone Call (message left if no answer)**

**3rd Behavior Incident NOT Physically Aggressive or Threatening**

**3rd Written Warning (received via email) and Phone Call (message left if no answer)**

**A 1-1 meeting will be required with the Site Director, staff, and parents BEFORE the child is allowed to return to Latchkey.**

**4th Behavior Incident NOT Physically Aggressive or Threatening**

**4th Written Warning (received via email) and Phone Call (message left if no answer)**

**A 1-1 meeting will be required with the Site Director and staff BEFORE the child is allowed to return to Latchkey. The Site Director at this meeting will determine if your child is able to continue in the Latchkey Program. This will be based on the severity of the incidents.**

**Physically Aggressive or Threatening**

**1st Behavior Incident Physically Aggressive or Threatening**

**1st Written Warning (received via email) and Phone Call (message left if no answer)**

**2nd Behavior Incident Physically Aggressive or Threatening**

**2nd Written Warning (received via email) and Phone Call (message left if no answer)**

**1 day (The next day.) suspension from Latchkey (NO refund)**

**A 1-1 meeting will be required with the Site Director and staff BEFORE the child is allowed to return to Latchkey.**

**3rd Behavior Incident Physically Aggressive or Threatening**

**Withdrawal from the Latchkey Program.**

**Toys from Home**

**Children will NOT be allowed to bring toys or any other devices to latchkey.**

## **Communication/Conflict Resolution Procedure**

Parents and the community are encouraged to use the following procedure when attempting to communicate to resolve a complaint or concern regarding the Latchkey program.

1. First, discuss the complaint or concern with the Latchkey staff member involved. **Most problems can be clarified and resolved at this level.**
2. If the particular complaint or concern is not resolved as a result of the discussion with the Latchkey staff member, an appointment is to be made with the Latchkey Site Director to discuss the matter.
3. If the Latchkey Site Director does not resolve the complaint or concern, the concerned party should contact the Latchkey Site Director's direct superior.
4. If the complaint is not resolved by the Latchkey Site Director's direct superior, the next contact should be the Hazel Park School District's Superintendent of Schools. All appeals to the Superintendent **must be in writing.**
5. If the Superintendent's review does not resolve the problem, **then the final appeal in writing** may be made to the School Board of Education

## Payment Agreement for Families Receiving DHS Daycare Assistance

Name of Parent or Guardian: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Latchkey Site: \_\_\_\_\_ Case # \_\_\_\_\_

By signing this Payment Agreement for Families Receiving DHS Daycare Assistance I am indicating that I fully understand the following.

- **I understand that Written authorization is required** from the Department of Human Services before acceptance that a parent is eligible for child care assistance. Until **written** authorization is received, the family must pay the full fee.
- I understand that there may be a co-payment which will be my responsibility to pay on a weekly basis before services are rendered and according to the terms outlined in the Parent Handbook. The co-payment is subject to change based on a child's actual hours of attendance. I understand that I will be responsible to pay all fees in full until the Hazel Park School District receives written notification that I am eligible for day care assistance, the percentage DHS will pay and the date that eligibility began.
- **I understand that DHS only pays for the actual hours that a child is in care. I understand that I am not eligible for day care reimbursement on days that I am not working, seeking employment or in an approved education program and agree to either pay in full for days that I am not engaged in an approved activity or to refrain from using services on these days. Hazel Park School District Latchkey Program will not knowingly bill DHS for any unauthorized time that my child is in care.**
- **False reporting of children's hours of attendance to DHS is a felony and can be prosecuted.** I understand that families must enter times children are dropped off and picked up accurately. DHS may require families to substantiate their need for care by providing documentation that they actually worked or attended approved classes during the times we billed for childcare.
- I understand that DHS does **not** cover the cost of registration, activity fees, late payment fees or late pickup fees. I agree to pay these fees in full at the time they become due.
- **Any fees paid by both the parent and DHS will be refunded to the parent.** I understand that *any overpayment as a result of these terms will be credited to my account or refunded to me. Any underpayment as a result of these terms will be immediately due the school district and is my responsibility. I agree to pay all fees due to Hazel Park School District that are not reimbursed by DHS.*

*I wish to enroll my child in the program at the above site and agree to all terms and conditions outlined above.*

Parent or Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Permission for After School Activities

### Permission for Latchkey Child to Participate in Other After-School Activities

\_\_\_\_\_ has my permission to participate in the

(Child's Name)

following after school activity with the understanding that the person in charge of that activity is supervising my child during the activity and is responsible for returning my child to the Latchkey room when the activity is completed, unless I specify otherwise. I will advise the person responsible for the activity of my desire to have my child returned to the latchkey room.

- Service Squad \_\_\_\_\_  
(Position/Teacher)
- Teacher Helper \_\_\_\_\_  
(Teacher)
- Brownies/Scouts \_\_\_\_\_  
(Leader)
- Athletic Program \_\_\_\_\_  
(Coach)
- Other \_\_\_\_\_  
(Responsible party)

Please indicate below your specifications regarding return of your child to the Latchkey program:

\_\_\_\_\_ **I expect my child to be returned to the latchkey program at approximately**

\_\_\_\_\_ by \_\_\_\_\_, who  
(time) (responsible party)

**will sign my child into the program. I have made these arrangements with the responsible party.**

\_\_\_\_\_ **I do not expect my child to be returned to the latchkey program.**

**Parent or Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Confidentiality Agreement**

**We expect that parents involved in the program refrain from discussing other children or their families with other parents, friends or staff.** What is seen or heard in the program is not something for one to talk about to others. No one appreciates being the topic of others' conversation; it is up to each of us to treat all families with the same respect we desire for ourselves.

**Within latchkey, confidential and sensitive information will only be shared with Latchkey Staff who have a need to know in order to most appropriately and safely care for your child.** The exception to this rule is in the event of suspected child abuse or neglect; information will be shared with Child Protective Services. In order to protect everyone's privacy and maintain trust, confidential information about staff, parents, or children other than your own will not be shared. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, or other health related information and behavior of anyone associated with latchkey.

You may observe children at our program who are disabled or who exhibit behavior that may appear inappropriate. You may be curious or concerned about the other child. **Our confidentiality policy protects every child and family's privacy. Latchkey Staff are strictly prohibited from discussing anything about a child other than your own with you.**

**Parent or Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_**

### **Withdrawal Policy**

#### **Parent Decision**

**Parents are required to notify the Latchkey Site Director of the child's final program date. Until the Latchkey Site Director is notified in writing of the child's last date, families will be required to pay for this service.**

#### **Latchkey Site Director Decision**

##### **Unable to Meet Child's Needs**

It is our responsibility and desire to provide care for every child enrolled in our program.

Sometimes, however, the Latchkey program is unable to meet the needs of a child and feels it is not in the best interests of the child, program and/or other children enrolled to have the child in attendance. If this occurs, the program may require the parents to attend a conference with the Latchkey Coordinator and needed Staff regarding the matters that potentially warrant termination. Every effort will be expended to come to a satisfactory solution for all involved, including identification of the needs of the child, development and implementation of behavior plans, changes to routines, and, as a last resort, referrals to other, more appropriate programs.

##### **Overdue Fees**

The Latchkey Coordinator reserves the right to withdraw your child from the program if payments are not up-to-date. This is to ensure the program is able to sustain itself.

##### **Latchkey Family Consequences**

In all circumstances, adult behavior, which is perceived as threatening or disruptive to the emotional or physical safety of children, will result in immediate and possibly permanent exclusion of the adult(s) involved from our program.

Parents have the right to appeal all dismissals with school district administration.

**Parent or Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Statement for Licensing Notebook/Binder**

1. I have been informed that as required by the Child Care Organizations Act, 1973 PA 116, as amended, Hazel Park Latchkey, CARS, Head Start, Tuition Child Care and Kindergarten Annex are required to maintain a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
2. The notebook will be available to parents for review during regular business hours. The notebook is in the Latchkey Coordinator's office at Webster Elementary School, 431 W. Jarvis, phone number 248-658-5508.
3. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at **www. michigan.gov/michildcare**.

**Parent or Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Latchkey Handbook Agreement of Understanding**

**I have read and understand the contents of the HPS Latchkey Handbook.**

I understand that failure to abide by the policies and guidelines set forth in this handbook could result in exclusion from the HPS Latchkey program.

**Parent or Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_