



**Maple Heights City Schools**  
**Latchkey Childcare Program**  
**2018-2019 School Year**

**PARTICIPANT INFORMATION**

Please check all that apply

BEFORE SCHOOL

AFTER SCHOOL

Please print all information.

CHILD'S NAME \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Boy \_\_\_\_\_ Girl      Birthday: \_\_\_\_\_ School \_\_\_\_\_

PARENT/GUARDIAN'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

IN AN EMERGENCY NOTIFY \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

**CHILD MAY BE PICKED UP BY ANY ONE OF THE FOLLOWING PERSONS (include mother, father, grandparents, neighbor, etc. ANYONE WHO HAS PERMISSION):** Pick up person is required to show a photo ID before the child is released!

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

**ENROLLMENT PROCEDURES**

**MONTHLY FEES:** \$150.00 per child AM; \$200.00 per child PM; \$300.00 per child for both AM/PM care. Fees are due, in full, the last day of each month the program is in session for the following month. December due to the

**NON-PAYMENT OF FEES:** Payment must be by cash, money order, credit card or cashier's check. A late fee of \$5.00 per day will be charged and a notice of "Non-payment" sent home with the child if payment is not received by the monthly due date. Nonpayment for the program will extend to 5 school days where then after the student can be dismissed from the program.

**LATE PICKUP FEE:** \$5.00 PER FAMILY for the first five minutes (6:30-6:35 p.m.), according to the school clock. \$1.00 per minute per child after 6:35 p.m., according to the school clock. Late Pickup fees are due with the next month's payment.

**SCHEDULE:** The Program will follow the current school calendar and will not be in session during calamity days.

**SIGN IN & OUT:** Each child must be signed in and out. The only person(s) authorized to pick up the child are listed on this form. **Authorized persons will be required to show a photo ID before the child is released.**

**EMERGENCY MEDICAL AUTHORIZATION:** Form must be completed and returned for **EACH** child.

**PARENT INFORMATION FORMS:** Parents will receive two copies of the form. Sign both copies. One copy should be returned to school with this packet. One copy is for parents to keep.

**OTHER IMPORTANT INFO:** Each site has a limited number of space available. No special education services will be provided. **Transportation is not provided to or from the program.**

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Maple Heights City Schools*  
**Latchkey Childcare Program**



# **PARENT HANDBOOK**

**Dr. Charles T. Keenan, Superintendent**  
**Mr. Bob Applebaum, Treasurer**

**Maple Heights Board of Education**  
5740 Lawn Avenue, Maple Heights, Ohio 44137 (216) 587-6100  
**Michael A. White, President**  
**Rosalind Moore, Vice President**  
**Pamela D. Crews**  
**Wendall C. Garth**  
**Connie Rosmond**

*2018-2019*  
*School Year*



# *Maple Heights City Schools*

## **Latchkey School Age Childcare Program**

### **2018-2019 School Year**

---

### **Parent Information**

All forms must be completed before a student may attend the *Latchkey School Age Childcare Program*. The *Latchkey Program* is designed to meet the childcare needs of children before (*beginning at 6:30 a.m.*) and/or after (*until 6:30 p.m.*) school during the school year. While attending the program, your child will be supervised in a comfortable and safe environment and have the opportunity to play and interact with other children.

#### **WELCOME!**

Welcome to the *Maple Heights City Schools' School Latchkey Childcare Program*. We are excited about the opportunity to provide before and/or after-school care for your child and are pleased to have you as a part of the Maple Heights family. We will do our best to make your child's experience as productive and successful as possible. Please review this handbook and ask questions of the staff if the need should arise.

#### **PHILOSOPHY**

The Maple Heights City Schools' *Latchkey School Age Childcare Program* is designed to provide developmentally age-appropriate experiences in a safe and nurturing environment. We believe the work we provide to the children should be challenging and engaging to meet each child's needs. We believe that these experiences promote physical, emotional, social, and/or cognitive development within the curricular activities of children. Our program seeks to enable children to reach their potential regardless of their abilities.

The *Maple Heights City Schools' Latchkey School Age Childcare Program* reserves the right to exercise decisions regarding acceptance into the program. This program is non-discriminating and accepting of children of all races, religions, and ethnic backgrounds.

#### **DAYS/HOURS OF OPERATION**

- Beginning Wednesday, August 22nd ▪ 6:30-8:30 a.m. to 4:30-6:30 p.m. at Lincoln Elementary School

The program will follow the 2018-2019 school year calendar.

*The program will be operational on Early Release Days.*

#### **COSTS**

6:30AM-8:30AM: \$150 per month AM ONLY

4:30PM-6:30PM: \$200 per month PM ONLY

\$300 for both AM/PM per month

#### **BEFORE AND AFTER-CARE SITES**

Abraham Lincoln Elementary School

6009 Dunham Road

Maple Heights OH, 44137

## ENROLLMENT

In order for your child to attend the *Maple Heights City Schools' Latchkey School Age Childcare Program*, the enclosed forms must be completed. Forms must be completed for **EACH** child enrolled in the program. Once completed, please return them to the main office of your child's school. The student must be enrolled in Maple Heights City Schools in grades PreK-5 and in good standing with the district. Currently, enrollment is capped at 50 students for the district and will be served on a first come first serve basis with a rolling wait list.

## GUIDELINES

For each child's protection and the safety of others in the program, the following guidelines have been established:

- Children may not choose activities that are harmful to themselves or others.
- Children must respect the equipment and space provided by the program.
- Children must respect the personal space and property of others.
- Children must stay within the designated program space, both indoors and outdoors.
- Children will be responsible for cleaning their space after snacks, meals, and play.
- Staff act as limit-setters: listening, clarifying, and supporting choice making.
- An environment structured to help children remember limits is provided.
- Children are recognized for respecting limits.
- Positive language and manners are used to communicate limits and provide simple, consistent explanations.

## GUIDANCE AND CONSEQUENCES

The *Maple Heights City Schools' Latchkey School Age Childcare Program* rules regarding safety, health, and respect for individuals, toys, equipment and facility will be discussed with the children. They are simple and similar to "day school" rules so as not to confuse the children. This reminder often helps children to control their behavior before they react unacceptably.

- A child who is having problems playing within the guidelines of the program is removed from the group to a designated "time-out" area until he/she is able to act in an appropriate manner.
- For severe or continuous problems, such as physical violence or deliberate violation of rules, or if a child has been placed in "time-out" more than twice in one day, a "behavior notice" will be issued to the parent.
- After three "behavior notices" have been issued, the parent will be called in for a conference which will result in either an in-program suspension (child attends, but is isolated and does not participate in any special activities) or an out-of-program suspension for a specified period of time.
- If, upon return to the program following a suspension, the child's behavior does not improve (one behavior notice is given), the child will be removed from the program.
- Students/parents will be charged for any materials or equipment intentionally damaged.
- Parents will be given notice at least 24 hours in advance before a child is dismissed from the *Maple Heights City Schools' Latchkey School Age Childcare Program*.
- **Immediate dismissal could occur for serious student misconduct that is in violation of the Maple Heights City Schools Student Code of Conduct.**

## FAMILY INVOLVEMENT

We welcome and encourage families to become involved. There are many ways to become involved! The list is endless, and you can be creative in how you are involved within your busy schedule.

## TRANSPORTATION

Parents ***MUST*** provide transportation to and/or from the *Maple Heights City Schools' Latchkey School Age Childcare Program*.

### DROP OFF / PICK UP PROCEDURE, AUTHORIZED PEOPLE, SIGNING IN / SIGNING OUT

Parents are required to escort their children to and from the Before/After School Room. Please make sure that a staff member is aware that your child has arrived or departed from our program. Children are never to be dropped off at the door or in the parking lot. ***Students must be signed in and out daily by a parent/guardian and/or an adult who is authorized by the parent/guardian.*** Students will **not** be released unless an authorized adult is present. Authorized adults must be listed on the Participant Information Form and Emergency Form. Authorized persons will be required to show a photo I.D. before the child is released. A parent may send a written note authorizing someone else to pick up their child.

### AUTHORIZED PEOPLE MUST SHOW IDENTIFICATION

It is important that you inform anyone you authorize to pick up your child to bring along a photo ID when picking up your child from our program. We will not release a child to anyone not having proper identification even if you have authorized them.

### REPORTING ABSENCES OR CHANGES IN PICK-UP

Absences or changes in pick up must be reported. Failure to do so may result in your child's withdrawal or suspension from the Program. If your child:

- will not be attending the program for any reason (appointment, etc.), please notify the main office.
- will be picked up by someone other than an authorized person, please notify the main office.
- is absent from school, he/she is not permitted to attend the program during that period.
- is suspended from school, he/she is not permitted to attend the program during that time.

### COMMUNICATE IN WRITING

It is best to hand deliver a written note to the staff making sure you have indicated the day(s) your child will be absent and/or any changes in who will be picking up your child on which date(s).

### ACCIDENTS AND INCIDENTS

It is our primary goal and concern to keep all our children safe. However, should an incident occur, our staff will notify the parents. An incident/accident report will be completed (written) if your child is distressed, seeks comfort, and/or was given first aid treatment.

**PLEASE MAKE SURE THE PROGRAM ALWAYS HAS CURRENT PHONE NUMBERS ON FILE.**

### IF MEDICATION NEEDS TO BE ADMINISTERED

If medication needs to be administered when your child is in the Before/After Childcare Program, the same procedures will be followed that are required by the schools. You will need to acquire the appropriate forms from the school secretary. After you and your child's doctor have completed the necessary forms, return them to the main office.

### HOMWORK TIME / HOMEWORK HELP

The After-School Childcare Program will include a quiet homework period. During this time, we will require that children do either their homework or select something to do from the quieter activities provided. Our staff will maintain a quiet atmosphere, encourage children to complete their homework.

### MEALS AND SNACKS

Breakfast is available at Abraham Lincoln. Students enrolled in the Before-School Childcare Program can either bring a breakfast item from home or purchase breakfast.

A daily afternoon snack will be provided for those children in the After-School Childcare Program. If your child is allergic to any food, please notify the main office. **If your child is on a special diet prescribed by your child's physician, it will be necessary for you to provide a packed after-school snack.** No adjustments will be made in the tuition fee.

### HEALTH REGULATIONS

Children who show signs of illness, such as a sore throat, earache, fever, vomiting, diarrhea, or coughs, must be kept at home. **A child must be fever free, without the use of fever-reducing medication, for 24 hours before returning to school.** Children must remain at home for at least 24 hours after medication begins for strep throat, scarlet fever, conjunctivitis, or other communicable diseases. If a child becomes ill during program hours, a parent will be contacted. It is the parent's responsibility to have current phone numbers on file in the event of illness or emergency. A child who becomes ill during the program with any of the following symptoms will be kept comfortable until the parent arrives.

- Stiff neck
- Severe coughing
- Yellow or green nasal discharge
- Vomiting
- Skin rash
- Evidence of lice
- Difficult/rapid breathing
- Fever over 100°
- Diarrhea
- Yellowish skin/eyes
- Sore throat or difficult swallowing

Please notify the office and they will notify staff members if your child will not be attending the program for any reason. All illnesses and communicable diseases (such as chicken pox, strep throat, scarlet fever, etc.) must be reported to the school immediately. Parents will be notified of a communicable disease that occurs in their child's class. A standard form will be sent home with your child. A child may return to the program when he/she is free of the disease.

### LATE PICKUP POLICY

The *Maple Heights City Schools' Latchkey School Age Childcare Program* closes at 6:30 p.m., according to the school clock. **Staff is not required to stay beyond that time. In cases of late pickup, parents will be charged \$5.00 per family for any part of the first five minutes after 6:30 p.m. After 6:35 p.m., parents will be charged \$1.00 per minute per child, according to the school clock. Late Pickup fees are due with the next month's payment.**

### NON-PAYMENT OF FEES

Fees are due the last day the program is in session per month for the forthcoming month. Payment for August must be made on or before August 18. You will be charged a prorated fee for August and December due to shortened months. Payment must be by cash, money order, or cashier's check. A late fee of \$5.00 per day will be charged for the first week of nonpayment and a notice of "Non-payment" sent home with the child if payment is not received by the monthly due date. If one-week lapses and payment is not made, dismissal from the program can occur.



# Maple Heights City Schools

Maple Heights City Schools' Latchkey School Age Childcare Program  
2018-2019 School Year

## Parent Information Form

***Emergency Medical Authorization Form and Application must be completed before students may enroll in the Maple Heights City Schools' Latchkey School Age Childcare Program.***

The Maple Heights City Schools' Latchkey School Age Childcare Program is designed to meet the childcare needs of children during the school year. While attending the program, your child will be supervised in a comfortable and safe environment, and have the opportunity to play and interact with other children. ***The cost of the program is \$150.00 per child for AM CARE ONLY; \$200.00 per child for PM CARE ONLY; \$300.00 per child for AM and PM care.***

### GUIDELINES

For each child's protection and the safety of others in the program, the following guidelines have been established:

- Children may not choose activities that are harmful to themselves or others.
- Children must respect the equipment and space provided by the program.
- Children must respect the personal space and property of others.
- Children must stay within the designated program space, both indoors and outdoors.
- Children will be responsible for cleaning their space after snacks, meals, and play.
- Staff act as limit-setters: listening, clarifying, and supporting choice making.
- An environment structured to help children remember limits is provided.
- Children are recognized for respecting limits.
- Positive language and manners are used to communicate limits and provide simple, consistent explanations.

### CONSEQUENCES

- A child who is having problems playing within the guidelines of the program is removed from the group to a designated "time-out" area until he/she is able to act in an appropriate manner.
- For severe or continuous problems, such as physical violence or deliberate violation of rules, or if a child has been placed in "time-out" more than twice in one day, a "behavior notice" will be issued to the parent.
- After three "behavior notices" have been issued, the parent will be called in for a conference which will result in either an in-program suspension (child attends, but is isolated and does not participate in any special activities) or an out-of-program suspension for a specified period of time.
- If, upon return to the program following a suspension, the child's behavior does not improve (one behavior notice is given), the child will be removed from the program.
- Students/parents will be charged for any materials or equipment intentionally damaged.
- Parents will be given notice at least 24 hours in advance before a child is dismissed from the program.
- **Immediate dismissal could occur for serious student misconduct in direct violation of the Maple Heights City Schools Student Code of Conduct.**

### LATE PICKUP POLICY

The Maple Heights City Schools' Latchkey School Age Childcare Program closes at 6:30 p.m., according to the school clock. The staff is not required to stay beyond that time. In cases of late pickup, parents will be charged \$5.00 per family for any part of the first five minutes after 6:30 p.m. **After 6:35 p.m., parents will be charged \$1.00 per minute per child, according to the school clock.** Late Pickup fees are due with the next month's payment. **There will be no exceptions!** If late pickups become a habit, parents will be asked to withdraw from the program. **This policy will be strictly enforced.**

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please sign both copies of this form. Keep one for your records and return the other one to your child's Program site.***