

Welcome to Summer Latchkey! June 2-August 21

We are pleased to offer school-age childcare at **Challenger Elementary School** for your family this summer. You are expected to read through this parent handbook, read through the rules with your child, and **keep it for further reference!** PLEASE NOTE THAT THERE HAS BEEN CHANGES MADE FROM LAST SUMMER. The registration forms are included at the back of the handbook. *Please fill them out and return them with your fees to Latchkey or to the Community Education office located at the District Service Center on or before May 29th.* Enrollment forms accepted are on a first come first serve basis AND SPACE IS LIMITED. *Your child will not be able to attend Latchkey until all the required paperwork and fees have been paid, including outstanding balances.*

There is a \$25 dollar **per child** (\$50 family max) nonrefundable registration fee when you enroll your child (ren) in Latchkey.

We are very excited for this summer as we have lots of fun activities being planned! We strive each day to provide your child (ren) with the best care possible. If you have any concerns or questions, please don't hesitate to call!

Josiah Westerman: 218-686-5955

Will Anderson: 218-689-0975

Sarah Linder: 218-688-3137

Latchkey: 681-2362

Latchkey email: latchkeykidstrf@gmail.com

Community Education: 681-8711 x 5243
trfcommunityed.com

Thanks for sharing your children with us this summer.
Sincerely,

Josiah Westerman
Latchkey Program Coordinator

PLEASE NOTE:

Community Education programs will be open in compliance with State and Federal guidelines during this global pandemic. Please be advised that participant compliance with programming expectations for health and safety must be followed. Community Education programs will take an abundance of care for all participants but acknowledge a potential risk for health and safety due to the COVID-19 pandemic.

What is Latchkey?

Latchkey is a school age childcare program designed to provide quality care and program activities for children in grades K-5. The program provides educational, recreational, and social activities to promote learning and development with a minimum of formal structure. We try to be as flexible as possible with our programming to meet the needs of all children participating.

PLEASE NOTE: To align with guidelines from the MN Dept. of Health and the CDC, the Latchkey program will teach and practice Social Distancing and Health skills, including frequent hand washing, activity rotations, and cleaning materials and equipment between uses. We will also maintain small groups of mixed age classrooms, assigning 9 children to one classroom/one Instructor, throughout the summer, with minimal interactions throughout the day with other children and adults. Children will be asked to keep some distance between each other throughout the day.

*All Field Trips have been cancelled throughout the Summer.

***All personal belongings, including stuffed animals, should be kept at home. Blankets used for rest time should be taken home weekly and washed thoroughly.**

*Children should bring a labeled refillable water bottle each day.

***Screening at Daily Drop-Off/COVID-19:** The parent and child will be asked if they have the following symptoms: Temperature of 100 or above, Cough, or Shortness of Breath. If the answer is YES to any symptom, the child must return home and monitored for further symptoms. If your child is experiencing any of these symptoms: cough, shortness of breath or fever, they will be sent home. Parents and other members of their household need to self-quarantine for 14 days at that point. MDH states parents are not to return to work and should stay home. Self-quarantine is 14 days in length. Self-quarantine takes place if you have no symptoms, but have been exposed to someone with symptoms.

What does Latchkey Offer?

At Latchkey, children may choose fun activities such as playing a variety of board and card games, reading, a daily art project, coloring, making bracelets, iron beads, playing with Legos, playing house, trucks and indoor gym activities. Outdoor activities include: baseball, kickball, flag football, foursquare, soccer, tennis, basketball, chalk, and nature walks

Please drop children off at the door.

**Please use the North #6 door for entrance this summer at
Challenger Elementary School.**

Fees

Latchkey fees are based on FULL-TIME ENROLLMENT ONLY at a rate of \$30/day per child (5 days a week). **Families will be charged for days not attended each week.** Each child will be allowed to use 2 weeks (10 days) of vacation time/time off/sick days throughout the summer. Please notify staff when you will be using your time so you do not get charged for these days. Latchkey bills can now be paid with a credit/debit card, as well as cash or check. A convenience fee of 5% will be applied to your next months invoice when paying with a credit/debit card.

Payment Policy

Invoices will be mailed out every two weeks with alternate Fridays as the cut-off date.

YOUR BILL MUST BE PAID WITHIN 10 DAYS OF RECEIPT OF STATEMENT.

If you have questions in regards to your account balance, call Julie Clark at
Community Education Office at 681-8711x5243.

If Latchkey balances are not paid on a regular basis throughout the summer, your child(ren) may be suspended from Latchkey until balances are paid in full.

Enrollment Policy

The program is designed to serve children in grades K-5. Registration is not complete until all forms and fees have been received in our office. **No child(ren) will be accepted without forms and all previous balances have been paid in full.**

Attendance Policy

The Latchkey Program assumes responsibility for children **registered to attend**. **The program must be notified when your child will be absent for any reason (email is best).** **No child should be picked up later 5:30 p.m. A late charge of \$5.00 per child (for each 15 minutes) will be assessed in case of a late pick up.** We understand that conditions are sometimes beyond the control of the parent (inclement weather, accidents, etc.). If these conditions arise, it is imperative that you notify the staff as soon as possible. **Child(ren) may not arrive at Latchkey before 7:00 a.m.** Your child(ren) would be unsupervised and unable to get help if needed.

Meals and Snacks(MEALS WILL NOT BE AVAILABLE UNTIL JUNE 8)

Breakfast will be available *free of charge* from 8:30-8:45 am. Children are welcome to bring their own lunch if they would like, but free lunch will be provided through, "The Summer Meal Program." The menu will be similar to the "Picnic in The Park" menu and is available in The Times and on KTRF Radio. Fast food is not allowed, as a microwave will not be available. Please do not send pop and candy with your children. Lunch will be served from 11:45 am-12:15 pm. A healthy snack is provided as part of your hourly rate. **Bring a sack lunch the week of June 2 and August 17.**

Policies Concerning Sick Children

A registration and emergency file will be kept for each child. Parents will be notified of any symptoms of impending illness (headaches, fever, vomiting, cramps). Parents will be expected to pick up a child who appears to be ill. **Your child(ren) should experience a 24-hour time period that is free of symptoms before they may return to Latchkey.** Parents will be called in the event of a child(ren) needing emergency care. If parents are unavailable, persons indicated on the emergency card will be notified. In the event that none of the above can be reached and it is an emergency situation, the child will be taken to Sanford Medical Center. Please also see the section regarding Drop-off screening and COVID-19.

Medication Policy

When a child is to be given oral or surface medication, written instructions by a physician or dentist must be provided. Written authorization to administer the medication must also be given by a parent and/or guardian. Medication must be labeled and will be stored out of the

reach of children.

Policy for Authorized Child Pickup

If an individual is not listed on your registration form we will not release the child into their care. Therefore, if you need to have an individual that is not listed on your registration form pick up your child please notify latchkey. We will ask for identification if staff is not familiar with the individual. Please list the non-custodial parent as someone who has permission to pick up your child if this is the case. If visitation is limited, please indicate this on the form. ***In the event that a court order and/or restraining order exists, a copy of the legal document must be on file in our office.***

Swimming Lessons

Swimming lessons through Thief River Falls Community Education are on hold until we receive more guidance from the state and some of the restrictions are lifted.

Personal Belongings

Children should be dressed adequately for both indoor and outdoor activities. The children will have a place to store all personal belongings. There is a lost and found so please check it regularly to make sure that none of your child(ren)s belongings are left at Latchkey. ***Please make sure that your child(ren) has a new water bottle each week, a pair of tennis shoes, a change of clothes, sunscreen, all with their name on it that can stay at Latchkey for the summer. They may bring a pillow and a blanket please bring this home and have this washed each week.***

Please have ALL personal belongings labeled!!!

Do not send toys, games, or electronics to Latchkey with your child as these items may get lost or damaged.

LATCHKEY IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!

ANNOUNCEMENT!

Please sign up for the Remind message alert by texting @Summerlk20 to 81010. We will send out messages and important reminders throughout the summer. Please also like our Facebook page (@TRF Latchkey) for updates and announcements.

Discipline Policy

Expectations:

While at Latchkey students are expected to show:

1. Respect for self and others.
2. Respect for the feelings and moods of others.
3. Respect for the personal belongings of others.
4. Respect for the property and equipment of Latchkey.
5. Respect for and willingness to follow the Latchkey Rules.

Rules:

Students will not:

1. Tease another student or call them names.
2. Push, kick, or hit another student or staff member.
3. Take the personal belongings of another student or staff member or the property of Latchkey.
4. Use inappropriate language.
5. Yell, scream, or make inappropriate noises.
6. Leave the program area without the permission of the staff.
7. Have in their possession articles that are a nuisance, are illegal, or may cause harm to other persons or property.

Consequences:

Incident #1: Student will be warned. The incident will be documented.

Incident #2: Student will receive a written behavior slip. This incident will be documented and the parent will be notified.

Incident #3: The child will be suspended from the Latchkey program for one day and a meeting with the parent/student and the coordinator may be scheduled before the child returns.

Incident #4: Parents will be notified and will be expected to pick up their child **as soon as possible**.

Incident #5: The child will be expelled from the program for the duration of the season. (This would be the fourth written behavior slip). A new application may be filled out for the next season of Latchkey for consideration. In the event of a second expulsion, the child will no longer be eligible to attend the Latchkey program.

Recommended Addition for Behavior Protocols for Students:

In light of the current public health crisis, additional behaviors that directly or indirectly threaten the safety of others will not be permitted.

- Spitting
- Inability to follow to social distancing rules
- Intentional actions that cause a health and/or sanitary risk to others

Latchkey reserves the right to consider whether or not continuing in Latchkey is beneficial to your child and/or the program.