

SS. PETER AND PAUL LATCHKEY

PARENT HANDBOOK

2011 - 2012

STATUS

SS. Peter and Paul Latchkey is a program for grades K-6. It is an official extension of the SS. Peter and Paul (SSPP) Catholic School and is under the administrative and supervisory control of the school Principal.

ELIGIBILITY

Only students who are enrolled in SSPP School are eligible to be enrolled in SSPP Latchkey.

CONTACTING LATCHKEY

You may call 344-5450 (ext. 351) to reach latchkey or (ext. 341) to reach daycare.

ARRIVAL AND DEPARTURE PROCEDURES

Children must be signed in each day upon arrival at the center and signed-out upon departure from the center. This is the responsibility of the parent or authorized person. Likewise children must be taken in and recognized by a staff member before the parent or authorized person departs. This is done for the safety of the child. The doors will remain locked at all times for safety. Please make sure doors close completely. Do not open the doors to anyone you do not know.

ATTENDANCE

SSPP Latchkey will be open from 6:30 – 7:45 a.m. and 2:25 – 6:00 p.m. Monday through Friday with the exception of the stated holidays (see HOLIDAYS). In order to staff the Latchkey accordingly, please give the Latchkey staff one week notice if your child's schedule is to change. Emergencies can and will happen – we understand this, but it is important for the Latchkey to be able to plan ahead with staffing when possible.

BEHAVIOR EXPECTATIONS

Children will be expected to behave as responsible, self-disciplined members of a caring Christian community. That is, children will be expected to respect the Latchkey staff, each other, and the materials and environment provided. They must never leave the building or grounds without the explicit permission of the Latchkey staff or in the company of their parent(s)/guardian. Each child is unique and valuable; therefore, we will expect every child to be treated with respect, love and concern.

EMERGENCY CLOSINGS

Call the daycare/latchkey in the morning for information (344-5450 – ext 341).

DAYCARE/LATCHKEY WILL MAKE EVERY EFFORT TO STAY OPEN IN WINTER WEATHER. Daycare/Latchkey will open at 7:00 a.m. when school is closed due to inclement weather. Call the Day Care by 8:00 a.m. if your child will need care. Depending on the condition of the parking lot entry will be through the library.

LATE PICK-UP FEES

A late fee of \$5.00 for each five minutes or part there of after 6:00 p.m. This is a per child charge even if the children are from the same family. Late pick-up fees are due at the time of the late pick-up or before your child is dropped off the next morning. Should a child still be at SSPP Latchkey after 6:30 p.m., the local police will be notified.

RETURN CHECK FEE

A return check fee of \$20.00 will be added to any returned check.

DISCIPLINE

We believe praise and encouragement are much more effective in promoting appropriate behavior than are negative techniques. Therefore, the discipline techniques used at the latchkey center are positive reinforcement, redirection and time-out. Physical punishment is never used. Each child is expected to abide by the rules of SSPP and respect staff members, other students, and all property.

- 1.) Behaviors will be documented
- 2.) Note home after repeated or serious offenses
- 3.) Referral to Principal of SS. Peter and Paul School

HEALTH AND MEDICATION

The health and well being of each child at the center is of the greatest importance. Therefore, if any of the following signs of illness appear in your child, he/she will need to be promptly picked-up from the center. One hour after you are phoned, late fees will apply.

swelling/redness of throat
reddened eyes
diarrhea (1 time)
vomiting

extreme fatigue
skin rash
head lice
constant cough

HOLIDAYS

The center will be closed in observance of the following holidays: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving, and the Friday after Thanksgiving. If the holiday should fall on a Saturday we will be closed the Friday before and if the holiday should fall on a Sunday we will be closed the Monday after.

Latchkey will be open on school holidays when daycare is open. Your child must be registered one week prior to the holiday. The fee is \$25 per day. If your child is not registered one week prior, the drop-off rate of \$40 a day will apply.

Christmas Break

In the past there has not been a need for us to be open the week between Christmas and New Years. We have decided this year we will close and use this time for cleaning. You will not be charged for the time we are closed.

- Daycare/Latchkey will close at 12:00 noon on Wednesday, December 21 so the staff can attend the Parish Christmas party.
- Daycare/Latchkey will be open on Thursday, December 22, regular hours.
- Latchkey will be closed from Friday, December 23 through Monday, January 2.
- Daycare/Latchkey will re-open on Tuesday, January 3.
- **There will be no afternoon Latchkey on Wednesday, December 21.**

HOMEWORK

The children will have scheduled homework/reading time daily. Please let the staff know if you want your child to work on something specific. Children will be required to work on homework unless a parent request in writing is made for the child to do it at home.

OUTDOOR PLAY

We do go outside daily; weather permitting. Please remember to dress your child accordingly. We are out for 30 minute time periods. These are cut shorter in extreme hot or cold weather. We will not go out if the temperature or wind chill is below 32 degrees or if the temperature or heat index is 100 degrees or above.

PARENTAL INVOLVEMENT

We invite all parents to become involved at the Day Care. You are welcome to visit or volunteer at any time. Please be advised that we must follow Diocesan Policy and all volunteers/visitors must have attended a “Protecting God’s Children” session.

SNACKS AND MEALS

An after school snack will be provided. Children may not bring their own snack.

- Early dismissal days – lunch will be available. Students may also choose to bring lunch.
- Holidays – Breakfast, lunch and snacks are included in the fees. Children do not bring food on these days.

SPECIAL INSTRUCTIONS

The children are involved in many activities and it is very difficult for the latchkey staff to remember everyone’s special instructions (change for soccer, dance, etc.). Please fill out a special instruction form and post it on the bulletin board by the phone in the latchkey room.

SUMMER PROGRAM

The summer program accepts children age 3 – children who have completed 1st grade. More ages will be added as we have space.

RIGHT TO AMEND

SSPP Latchkey retains the right to amend these policies and procedures for just cause. Revised copies will be provided to parents.

CLOSING THOUGHT

We hope your experience at SS. Peter and Paul Latchkey is a positive one and we look forward to serving your family's needs.