

ST. HILARY SCHOOL
LATCHKEY

*Before and after school
care program*

**FAMILY
HANDBOOK**

Latchkey Office
Phone: 330-873-1282
Email: latchkey@st-hilary.org

HOURS OF OPERATION & DAILY SCHEDULE

The program will be provided on scheduled school days, other than the last afternoon of school.

We will not operate if there is a snow day, scheduled holiday, or scheduled day off. If there is a day with early dismissal, afternoon latchkey will not be provided.

A calendar, on the school website, is provided for your reference.

BEFORE SCHOOL:

6:50 a.m. - 8:00 a.m.

Open to students in Grades K-8

AFTER SCHOOL:

2:50 p.m. - 6 p.m.

Open to students in Grades K-6*

Late Pick Up Fee:

Our program ends at 6:00 p.m. We ask that your child is picked up by that time. **If your child is not picked up by 6:00 p.m., a late fee of \$1.00 per minute will be charged to compensate for your child's supervision.** If you are unable to pick up your child by 6:00 p.m., please have someone on your emergency contact list do so.

**Please contact the Latchkey office for arrangements for older students.*

MORNING:

6:50 a.m. - 8:00 a.m.

- Breakfast (cereal, milk, juice) available every morning.
- Quiet activities (puzzles, board games, coloring) are permitted.
- Students may work on homework.

AFTERNOON:

2:50 p.m. - 6:00 p.m.

2:50 p.m. - 3:30 p.m.

- Dismissal bell rings + students proceed to the Multi-purpose room. Supervisor checks all students in.
 - Homework for grades 1-8
 - Story-time / quiet activities for K

3:30 p.m. - 4:30 p.m.*

- Restroom
- Playtime outside (weather permitting) or in the gym until program ends for the evening

~4:30 p.m. - 5 p.m.

- Restroom + Snack

5 p.m. - 6 p.m.

- Free time until program ends for the evening.

*Fridays are movie days since children have no homework. We will watch a movie or go to the Computer Lab after check-in.

FEES & COMMUNICATION

	REGISTRATION FEE	AM CARE	PM CARE
One Child	\$25	\$7/DAY \$30/WK	\$10/DAY \$45/WK
Two Children	\$45	\$10/DAY \$50/WK	\$16/DAY \$70/WK
Three Children	\$55	\$13/DAY \$65/WK	\$18/DAY \$80/WK
Four (or more) Children	\$60	\$17/DAY \$86/WK	\$20/DAY \$90/WK

Registration Forms and Fees are due prior to attending the program.

Balances may be paid by cash, check (made out to Latchkey) or through the Digital Academy Portal once you receive your invoice.

Invoices will be sent via Digital Academy email on the first of the month and due at the end of the month. The last invoice will be due the end of June.

All invoices must be paid in order to return to the program the following year.

If your family is having financial hardship, please contact the Business Manager at the Parish Offices.

The Latchkey staff will make sure all your children are accounted. **However, it is your responsibility to call the Latchkey office and inform us if your child will not be coming on a scheduled day, including days in which your child is absent from school or leaves early from school for any reason.**

It is also your responsibility to update your child's Latchkey form if your schedule changes.

When you call to report your child absent from school, when you pick up your child early from school, or when there is a deviation from the usual routine, please call the Latchkey office at 330-873-1282. **It is imperative that we know where each and every child is.**

The Latchkey office phone number is the only number you may use to leave messages for Latchkey. There is a Latchkey voicemail where you can leave a message; a staff member will be in the office every day by 2:30 p.m.

PLEASE DO NOT CALL THE SCHOOL OFFICE WITH LATCHKEY MESSAGES,. THE LATCHKEY PHONE NUMBER IS 330-873-1282.

BEHAVIOR POLICY

The Latchkey Program is structured to provide a safe and enjoyable environment for all children. With our program being an extension of the school day, **all school rules must be followed.**

If a child's behavior is not appropriate or invites an unsafe environment during our Latchkey program, parent or guardian will be notified and they will receive a MIN from Latchkey. If a student receives 3 Mins, they are no longer allowed to join our program for the remainder of the year.

AFTER SCHOOL ACTIVITIES

With permission and notification from the parent or guardian, Latchkey Supervisors can walk students to after school activities on campus. The only time we ask a parent /coach / group leader to pick up from Latchkey and bring to the event is during CYO Picture Day. Due to the chaos of this event, an email will be sent in the Fall and Spring to notify of this change.