

ST. MARY SCHOOL
LATCHKEY – LICENSE
CHILD CARE INFORMATION



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St. Mary School Latchkey
105 Market Street
Mt. Clemens, MI 48403
(586) 468-4369
Tax ID# 38-138-7152

Our latchkey program is licensed by the Michigan Department of Social Services. We are licensed to service the children of full-time working parents. We are not licensed as a drop-off center. You must register your children and complete the required paperwork to attend the latchkey program. The latchkey center is located in the **lower level Father Welch Hall** (entrance is on the east side of the Church within the small courtyard).

ENROLLMENT

Enrollment is limited and will be filled on a first come, first serve basis. If the program is fully enrolled, we will accept names on our waiting list, again on a first come, first serve basis.

St. Mary School Latchkey is designed to serve children in Kindergarten through Grade Eight. Preschoolers are not admitted to the program.

A child enrollment card must be completed at the time of registration. No child may attend latchkey unless this card is completely filled out. Restrictions on your child's activities or medical conditions must be fully stated. This includes allergies and any medication your child may be taking.

WITHDRAWAL

When it becomes time to withdraw your child from St. Mary School Latchkey, please notify the school office at (586) 468-4570 or inform the Latchkey Director and state the last day your child will be attending to ensure that your account will be closed. If you withdraw from the program, you will need to re-enroll before your child will be able to attend latchkey.

HOURS

Monday through Friday: 7:00 A.M. to 7:45 A.M. (In the Computer Lab)
Monday through Friday: 2:55 P.M. to 6:00 P.M.

Note: No P.M. latchkey will be available on the days St. Mary School has an early dismissal or on days when school is not in session.

Promptness in picking up your child is important. St. Mary School Latchkey closes at 6:00 P.M.

In the event that you will not arrive by 6:00 P.M., please make other arrangements to pick up your child. Arrange to contact an “emergency person” to pick up your child in a special situation. Supply them with a map to the school and the latchkey telephone number. Make sure that this “emergency” person’s name appears on your child’s information card as a person that your child may be released to.

HOLIDAYS AND BREAKS

Latchkey is closed whenever St. Mary School is closed. It is closed whenever there is an early dismissal (the A.M. program is available on these days), and it is closed on “snow days” or when school is cancelled due to weather conditions.

SCHEDULE CHANGES/ABSENCES

Please notify the Latchkey Director or St. Mary School in advance of any schedule changes or absences due to illness or vacations.

SIGNING IN AND SIGNING OUT

All P.M. children are automatically signed in at 2:55 P.M. The parent (or person designated to pick up your child) is responsible for signing/punching out on the time clock for your child.

A child will not be released to anyone except a parent with custody or a person whose name appears on the child’s information card.

The sign out sheets will be kept on file and will be made available upon request.

BILLING

Latchkey Fees

The **registration fee of \$20** per family is due upon enrollment in the program.

A.M. Session \$2.00 per Child

P.M. Session 1 Child - \$4.00/hr 2 Children - \$7.00/hr 3 Children or more \$9.00/hr

3:00—3:30	\$ 2.00	\$ 3.50	\$ 4.50
3:30—4:00	\$ 4.00	\$ 7.00	\$ 9.00
4:00—4:30	\$ 6.00	\$10.50	\$13.50
4:30—5:00	\$ 8.00	\$14.00	\$18.00
5:00—5:30	\$10.00	\$17.50	\$22.50
5:30—6:00	\$12.00	\$21.00	\$27.00

Bills for childcare are tabulated from the daily sign in/sign out sheets. Bills will be sent home bi-weekly on Mondays and are due on Thursday of that week. In the event school is not in session on Monday, the bills will be issued on the first day of attendance. We are a self-supporting program and rely solely on the revenues collected from child care costs to run the program.

There will be a \$25.00 charge for checks that are written with insufficient funds in the bank.

RULES OF CONDUCT

Children must observe the following rules, which are posted in the latchkey room.

1. Be kind to each other.
2. Clean up after yourself.
3. Respect other people's property.
4. Leave the latchkey room only with permission.
5. Your hands belong to yourself.

DISCIPLINE

The latchkey staff shall use a positive method of discipline which encourages self-control, self-direction, self-esteem, and cooperation. These steps shall be followed:

1. A verbal warning is given to a child exhibiting inappropriate behavior.
2. The child will be required to sit down in time out for five minutes and/or write the rules of conduct five times.
3. A conduct note will be sent home to notify parents of inappropriate behavior. This note must be signed and returned to the latchkey director. Parents shall receive a copy and a copy will be filed with Mrs. Forsythe.
4. At such time as three conduct notes for inappropriate behavior have been sent home, the child will no longer be able to attend the St. Mary School Latchkey program.
5. Severe Clause: In the event that a child has exhibited extreme behavior or is uncontrollable, parents will be notified immediately and a decision on how to handle the situation will be discussed with Mrs. Forsythe. In this event, St. Mary School Latchkey may request that the child be removed from the latchkey program.
6. "Inappropriate behavior" will be determined by the Latchkey Director and the school administration.

UN-ENROLLMENT

St. Mary School Latchkey reserves the right to un-enroll a child in the following situations:

1. In the event that the needs of the child are unable to be met with the child/staff ratio of 18:1 due to any particular situation.
2. In the event of 2 or more delinquent payments.
3. In the event that a child has been repeatedly left at the center past 6:00 P.M.
4. In the event that a child has received three conduct notes to parents or has exhibited extreme behavior as stated above in the “severe clause” statement (item number five under Discipline).

FOOD SERVICE AND NUTRITION

Any allergies your child may have to certain foods must be stated at the time of enrollment so the staff can be alerted to the allergy.

Juice will be provided in the P.M. session. Children may bring a healthy snack with them from home, which they may consume during this period. Parents, please keep in mind the nutritional needs of your children in the preparation and choice of your child’s snack.

HEALTH

For the protection of all children, your child should be kept home if he/she shows any signs of fever, diarrhea, vomiting, undiagnosed rash or discharge from the eyes, ears, or nose. If the child has been exposed to or develops any contagious diseases, latchkey must be notified as soon as possible.

SERIOUS INJURY PROCEDURES

If a child is injured while at St. Mary School Latchkey, a parent or “emergency person” listed on the child’s information card will be contacted. In the event that the latchkey staff feels the child needs immediate medical attention, an ambulance will be called.

MEDICATION

Parents must fill out a medication form which states the following:

- Times and dates that the medication is to be administered
- Amount of medication to be administered
- Name of illness and medication

- The center must be given the medication in its original container with the pharmacy label on it which indicates:
 1. Name of child
 2. Name of physician
 3. Strength of medication
 4. Application instructions
- Parents must take the medications home with them every night.

The latchkey staff will do its very best to see that your child(ren) receives his/her medication, but the latchkey personnel is not responsible for repercussions resulting from a situation where medication was neglected to be given or was not given according to application instructions.

Notation will be logged on individual medication forms as to when medication was administered. For verification, parents may refer to those forms.

Revised: May 2009