

Parents will be notified of **emergency school closings** and will be responsible for having students picked up as soon as possible.

### **Requirements for Admission**

Registration and child information **MUST BE COMPLETED** before any child may attend Latchkey.

Children who are ill are not allowed in Latchkey. If your child becomes ill at latchkey, you will be called and the child will be removed from the group while waiting for you. If your child is well enough to be in school, he/she is well enough to go outside. All children go outside every day, weather permitting! We are normally outside at least 30 minutes.

### **Accident and Safety Policy**

In case of an accident, parents will be notified immediately. An evacuation plan, in case of fire, is posted in every room. The children have periodic drills during the school year. The staff will instruct students regarding tornado, severe weather, and lockdown safety.

### **Description of the Program**

Latchkey is a child care program designed to accommodate school children, grades kindergarten through grade eight, before and after normal school hours.

The program includes homework help, study time, arts and crafts, games, puzzles, indoor and outdoor play, DVDs, and snacks in a warm and nurturing atmosphere.

### **Schedule of Operations**

Latchkey will follow the St. Hugo School calendar for **holiday recess, inclement weather closings, and no-school days.**

**ST. HUGO OF THE HILLS CATHOLIC SCHOOL  
LATCHKEY PROGRAM  
2018-2019 SCHOOL YEAR**  
Location: ST. HUGO CAFETERIA  
(248) 642-6131



LATCHKEY PROGRAM DIRECTOR: CATHERINE  
WINOWIECKI

**Latchkey begins on Monday, August 27, 2018.**

**No Latchkey on the following days: the First day of school, Friday, August 24 and in the afternoon of the Last day of school on Friday, June 7, 2019**

**ST. HUGO LATCHKEY**

**Admissions and Withdrawal Policy**

Morning Latchkey is available for kindergarten through 8<sup>th</sup> grade, beginning at 7:00 a.m. See the schedule on the front cover for days that latchkey is NOT in session. It is NOT open on days that school is not in session. Only those

who register for the year and use the service on a consistent basis will be accepted. **THIS IS NOT A DROP-IN PROGRAM AND MAY NOT BE USED AS A BABYSITTING SERVICE!**

After School Latchkey is available to St. Hugo students from kindergarten through 8<sup>th</sup> grade. Space is limited and due to the high demand, should be utilized by working parents. This service will be open from 3:30 until 6 p.m. on school days and on half days in the morning only.

No child will be denied admission because of race, creed or national origin. The staff will make every effort to help all children adjust to the program, but the staff reserves the right of removal in the case of a child who fails to adjust to the program.

### **Fee Policy**

There is a \$35.00 non-refundable registration fee per family.

Fee per child: Before School Program: \$8 per child per hour.

After School Program: \$7 per child per hour. Latchkey payment is due every other **Monday** by check, payable to St. Hugo Latchkey, or cash. Parents may also pay online through the Kinderlime app.

A \$5.00 late fee will be charged for each 1/4 hour, or portion thereof, after 6:00 p.m. The staff may request that a child be removed from the program if the parent is frequently tardy. \$15.00 will be charged for checks returned for insufficient funds.

### **Typical Daily Schedule for Afterschool Latchkey:**

Circle Prayer, Snack, outdoor play, games, DVDs, and study time.

### **Snacks**

On morning sessions, the children are to provide their own breakfast snack. Students in the afternoon sessions will be provided with a light snack and beverage.

Any/all food allergies need to be brought to the attention of the staff and indicated on the emergency card. The staff will insure sufficient quantity and nutritional quality of the snack. The staff will consult a posted allergy list before serving snacks to the children. Parents may be asked to provide a snack for a child with multiple allergies. No child will be deprived a snack as a method of discipline.

### **Discipline Policy**

Students whose behavior interferes with the safe and orderly operation of the program will be given a "Reflection Form" dependent upon the type of misbehavior. Continuous behavior difficulties may result in removal from the program.

The staff will be prohibited from using any form of corporal punishment. St. Hugo staff will work to develop positive self-esteem in the children.

### **Arrivals and Departures with Kinderlime (Web-based Program)**

Students will be checked in upon arrival. Absentees will be checked against the school roll. The staff should be notified if a child who is NOT absent from school will not attend on his/her scheduled day. This is important for the safety of your child. Parents and/or guardians are asked to come into the Cafeteria to pick up children and sign them out using the I-Pad. A personal PIN number will be issued via email to each registered and authorized parent/caregiver to sign in and sign out your child.

Children **WILL NOT** be released to persons whose names are not on the child information card.