

RULES AND REGULATIONS FOR LATCH KEY

PURPOSE: To provide a supervised program for children enrolled at St. Paul Lutheran School in the mornings (before school) and afternoons (after school).

ADMISSION:

- 1) Be enrolled at St. Paul Lutheran School.
- 2) A current physical on file.
- 3) An enrollment form on file.
- 4) A completed White Emergency Card

WITHDRAWAL/EXCLUSION:

- 1) Non-payment of fees.
- 2) Not a student at St. Paul Lutheran School.
- 3) Behavioral Problems.

DISCIPLINE:

- 1) All children will follow the rules for Latch Key.
- 2) If rules are broken, an adult will point out the infraction and discuss the problem.
- 3) Repeat problems will be addressed to the parents.
- 4) A child may be excluded if they are a threat to themselves or others in the school.
- 5) Children maybe separated from other children and placed near the adult if the children needs some quiet time by themselves before rejoining the group.

DAILY SCHEDULE:

- 1) Arrival in room: sign-in
- 2) Homework time /quiet time
- 3) Bathroom / Snack time
- 4) Outside Play – Gym – Inside Play
- 5) Pick-up

FEES: See separate fee sheet

REGISTRATION:

- 1) Fill out registration form
- 2) Pay yearly registration fee

YEARLY SCHEDULE:

The latch key program does not run on the first and last days of school. Also, there is no latch key on days the school is closed unless there are 10 children signed-up. There is latch key on early dismissals and ½ days.

EMERGENCY PROCEDURES:

For fire or tornado, the emergency procedures posted in the room will be followed. In case of no electricity, the director can be reached on her cell phone.

ILLNESS /ACCIDENT:

- 1) The child will be assessed.
- 2) The illness/accident will be addressed.
- 3) The parents, office and/ or emergency personnel will be contacted.
- 4) If a life threatening illness/accident should occur and the parents or other authorized adults cannot be reached, the written authorization on the white card will be used to seek medical care for the child.