

**SS. PETER AND PAUL LATCHKEY**

**PARENT HANDBOOK**

**2016 - 2017**

## **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. 226) to reach latchkey or by sending a message via Fast Direct.

## **ARRIVAL AND DEPARTURE PROCEDURES**

Students who attend Latchkey can be dropped off beginning at 6:30 a.m. at the Latchkey center. 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.

## **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 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. **Please see Page 33 of the Parent/Student handbook for illness guidelines.**

swelling/redness of throat	extreme fatigue
reddened eyes	skin rash
diarrhea (1 time)	head lice
vomiting	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 **may** be open on school holidays when there is a sufficient need and if enough students are registered. Your child must be registered one week prior to the holiday. The fee is \$40 per day.

### **Christmas Break**

Latchkey will close at 1 p.m. on Wednesday, December 21, 2016, so the staff can attend the Parish Christmas Party. Therefore, there will be NO afternoon Latchkey on Wednesday, December 21, 2016.

**Latchkey will be open Monday, Tuesday & Wednesday, December 19, 20, & 21 (until 1 p.m.).**

**Latchkey will be closed from Thursday, December 22 through Wednesday, January 4, 2017.**

**Latchkey will reopen on Thursday, January 5, 2017.**

## **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 Latchkey. 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.

## **SCHOOL SNOW DAYS**

For the safety of our staff, Latchkey will be closed when school is closed for inclement weather.

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## **SNACKS AND MEALS**

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

- Holidays – Snacks are included in the fees. Lunch is not provided.

## **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.). Should special instructions be needed, please send a written note.

## **SUMMER PROGRAM**

The summer program accepts children age 3 – children who have completed 5th 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.