

Tecumseh Local School District
9760 West National Rd.
New Carlisle, Oh. 45344

TECUMSEH LOCAL LATCHKEY PROGRAM

I. GOALS

- A. To provide proper care for children in grades K-8 before and after school.
- B. To provide worthwhile activities and socialization time for children in grades K-8.
- C. To provide time for studying and self care instruction to children in grades K-8.

II. ELIGIBLE CHILDREN & REQUIREMENTS

- A. Any Tecumseh Local student in grades K-8 **who meets all other requirements.**
- B. **Any school-age child of a Tecumseh Local staff member who meets all other requirements.**
- C. **A child must maintain appropriate behavior in a large group setting in order to participate in the TLS Latchkey Program.**
- D. Students participating in the Latchkey Program will follow the school's behavior policy. One severe or multiple behavioral issues may disqualify a student from continuing in the TLS Latchkey Program.
- E. **A student must be able to independently attend to their own restroom needs and/or be able to self address their personal hygiene needs to participate in the TLS Latchkey Program.**
- F. **A student must be capable of feeding themselves independently to participate in the TLS Latchkey Program.**

III. COSTS

- A. A \$10.00 registration fee will be assessed for each family, plus \$1.00 for each additional child. (A family with 3 children would pay \$12.00 in registration fees.)
- B. Latchkey Rates are based on the time each child is in attendance:
0 to 30 minutes = \$1.75; 31 to 60 minutes = \$3.50; 1 ½ Hr. = \$1.75 + \$3.50 = \$5.25
- C. Anytime a student is at Latchkey, there will be a charge assessed.
- D. A 10% discount will be given to families with additional children attending Latchkey in the same school building. The discount applies to the total family bill.
- E. If a child is picked up after the Latchkey closing time, the following late fees will be charged per student: 0 to 15 minutes = \$10.00; 16 to 30 minutes = \$20.00; 31 to 45 minutes = \$30.00; 46 to 60 minutes = \$40.00
- F. Parent, guardian, or others listed on the Latchkey Enrollment Form, must sign the child out and list the departure time. (Photo ID is required to sign the student out)

IV. HOURS

- A. Park Layne Elementary and Donnelsonville Elementary: **Opens:** 6:30am & **Closes:** 6:00pm
- B. New Carlisle Elementary: **Opens:** 7:00am & **Closes:** 5:30pm
- C. During scheduled 2 Hour Delayed starts for Teacher Inservice, Latchkey at all locations will open at the normal start times.
- D. During weather related delays, Latchkey will open based upon the length of delay. (7:30am for a 1 hour delay and 8:30am for a 2 hour delay.)
- E. TLS Latchkey will not open if the district is closed for training, weather related or calamity cancellation, etc.

V. PAYMENT

- A. Parent/Guardian will be given a bill on Friday or Monday for the previous week's service. Payment is due in full the following week.
- B. Unpaid bills of two weeks or longer may warrant the removal of the child from the Latchkey program unless appropriate plans have been made with the Latchkey Supervisor. If this is not done, the bill will be turned over to the building principal and then the district treasurer.
- C. Appropriate records, receipts, and expenditures will be maintained in accordance with the Uniform School Accounting System.

VI. STAFFING

- A. Students will be supervised by a latchkey aide hired by the Board of Education.
- B. Administration of the program will be handled by the building principal.
- C. The latchkey aides will be in charge of the day-to-day operations of the program.

VII. REGISTRATION FORMS

- A. The Registration Form and Emergency Medical Form must be completed and on file in the appropriate building for each child in latchkey.
- B. One Latchkey Enrollment Form is required for each family whose children attend latchkey.
- C. Parents may register students at the school building's office.

VIII. MATERIALS / SUPPLIES / SNACKS

- A. All materials, supplies and snacks will be purchased with the registration and hourly fees.

IX. CALENDAR

- A. Latchkey is conducted **ONLY** on days when school is in session.
- B. When the start of school is delayed due to an unscheduled issue, latchkey will also be on a delayed start.
- C. When school is dismissed early for an emergency, P.M. Latchkey will be cancelled.

LATCHKEY ENROLLMENT FORM

_____ Donnelsville

_____ New Carlisle

_____ Park Layne

Student's Name: _____

Grade: _____ Room #: _____

Student's Name: _____

Grade: _____ Room #: _____

Student's Name: _____

Grade: _____ Room #: _____

Student's Name: _____

Grade: _____ Room #: _____

.....
Home Address: _____

Phone #: _____

.....
E-Mail Address: _____

.....
Primary Adult's Name: _____

Primary Contact #: _____ Primary Contact #: _____

Secondary Adult's Name: _____

Primary Contact #: _____ Primary Contact #: _____

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What days and times will the student(s) be in Latchkey?

What will be the student's first day?

Special Instructions (i.e. homework, etc.):

Medical Alerts (allergies, etc.):

Names / contact numbers of people who are permitted to pick up your child (ren):

Name: _____ Phone #: _____

Name: _____ Phone #: _____