



Our Lady of Good Counsel Parish School Before and After School Program (Latchkey)

Mission Statement

The primary goal of Our Lady of Good Counsel before and after school program is to provide a loving and faith-filled environment that fosters each child's development and reinforces our school mission.

Philosophy

Together parents and staff can make this Mission Statement a reality. This is accomplished through:

- Instructing and nurturing our children in their faith journey by establishing a Christian atmosphere of love, respect, personal responsibility, and social concern.
- Providing a sound foundation of academic excellence through a learning process that encourages intellectual inquiry for future achievement in all areas of life.
- Recognizing that each child is different and has unique God-given talents and gifts.

Admissions Policy

Every child must register to enter the OLGCB Before and After School Program (Latchkey). The nonrefundable registration fee is \$50.00/1 child or \$90/family. This fee covers the current school year and is not applied toward the monthly payment. Registration can be done online at: <https://forms.gle/LV1VrTm2tXwi2cjs5>. Upon receipt of registration, the forms listed below will be sent to you to complete and return to the director. Once all forms are completed and received, your child may attend the program.

1. Agreement contract/Health Assessment
2. Emergency card
3. Licensing Statement

All families will be charged for the schedule they have committed to, not attendance. All fees pay for the program and employees. If there is a special circumstance that must be considered, please contact the Latchkey Director and/or School Principal to discuss.

Latchkey Program Handbook & Information



Withdrawals must be in the form of written notification addressed to the Director of the program. There is a no refund policy if the withdrawal happens during the already paid schedule, unless the withdrawal is a recommendation of the Director or School principal.

The OLGC Latchkey directors may refuse admission on continued enrollment in the program due to filled quotas, past history of behavior problems, truant payments, parents repeatedly late in picking up a child, or with any reason deemed to be in the interest of the program.

Each school year registration priority will be given to those currently enrolled in the OLGC Latchkey Program. These families will be notified of impending enrollment, and must register on or before the registration deadline date. Any registration application turned in after the deadline will be treated as a new family application and will be considered on a first come, first serve basis. Other families not currently enrolled in the program will be considered, as applications are received. As openings occur, these people will be notified.

2020-2021 Latchkey Program FEES

PAYMENTS

Morning Program

Hours available: 7:00am- 8:00am Monday-Friday

Daily Rate: \$7.00 per child

Afternoon Program

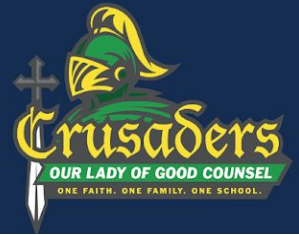
Hours Available: 3:10pm -6:00pm Monday-Friday

Daily Rate: \$15 per child

**Family Discount:* If you have more than one child enrolled in the OLGC Latchkey program, you will receive a 10% discount for additional siblings.

Half Days & School Closures

Latchkey Program Handbook & Information



The OLGC Latchkey program follows the school's calendar. On half days, morning Latchkey service will be offered, however, there will be no afternoon services on these days. If the school closes because of weather or building problems, OLGC Latchkey will also be closed for safety. Refunds are not given in these circumstances. In case of an emergency, OLGC Latchkey will follow the emergency plans developed by the school.

Late Fee

There will be a \$1.00 late fee (per child) for every minute past 6:00pm. This fee will be added to your billing statement. Although phone calls make us aware of your delay, this does not eliminate the late fee, as the staff of OLGC Latchkey, is still caring for your child. Please let us know if you are anticipating being late since this helps relieve your child's anxiety when the other children have been picked up. If late pick-ups become frequent, the Latchkey director, school principal, and parent will need to have a conference to discuss your child(ren)'s continued enrollment in the program.

OLGC Latchkey Program Procedures

Checking in and Signing Out

It is important that children check in the afternoon session. This procedure is imperative for the safety of your child. If your child will not be attending a regularly scheduled day, Latchkey Staff must be notified by phone before 2:00pm at 734-453-3053.

It is equally important that parents assume the serious obligation of checking their child in for the morning sessions and signing out their child before leaving the building for the afternoon session. (Specific sign in/out information will be sent to each registered family.)

No minor (under the age of 16 years of age) may sign out for a parent without a letter in our file stating that the parents assume full responsibility for the safety of their child. If someone other than the parents or legal guardians will be picking up the child, prior to authorization, a note in writing must be provided to the director of OLGC Latchkey. The parents or legal guardians are the only people who can authorize us to release your child to another individual.

Custody and Visitation

We ask that you provide any legal documents supporting restrictions. We will follow the instructions provided in the documents. Please provide updates as necessary.

Letters to Parents/Regulations

It is important that all communications from OLGC Latchkey, be read thoroughly as this is our main avenue of alerting you to policies and changes.

Latchkey Program Handbook & Information



Personal Belongings

Please use some visible identification to mark all apparel as well as lunchboxes and backpacks. Before leaving the school grounds with your child, check to see that he/she has all the items that belong to him/her. Check the lost and found items regularly. We cannot assume responsibility for loss or damage to any personal belongings brought by the children. Personal belongings such as toys, games, etc should be left at home.

Snacks

Snacks are provided by OLGC Latchkey, unless otherwise instructed by the family. Please notify OLGC Latchkey of any food allergies your child has. Please feel free to send your child with an additional snack, as you deem necessary.

PG Movie Agreement:

The school allows all children to view G rated movies without a permission slip. I understand that my child may be viewing appropriate PG rated movies in Latchkey on inclement weather days.

Medication

Medication cannot be administered to any child unless written permission has been given by the parent and signed by the child's physician. Please alert the OLGC Latchkey director if this is needed and appropriate paperwork will be provided to you to complete.

Discipline Policy

OLGC Latchkey will provide an environment that will allow children to explore their settings with age appropriate limits. By doing this, many behavioral issues will be prevented. We are here to help children learn values, problem solving skills, and to help them take responsibility for their choices and actions.

If behavioral issues to occur, they will be handled using the following methods:

1. Redirection will be used when a child is involved in a negative behavior. A staff member will involve the child in another activity.
2. A staff member will talk with the child about the behavior and educate him/her on more appropriate ways to handle the situation.
3. A staff member will remove the child from the negative situation to help/her understand the consequences of a behavior.
4. The child will be separated from the group to allow him/her time to relax. Once the behavior has ceased, the child may return to the group. If this is repeated, or becomes a frequent problem, the parents will be notified by an OLGC Latchkey employee.
5. As necessary, the school's discipline policy will be followed.

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** Any child, who poses a risk of harm to the health and safety of any child or OLGC staff member, will be permanently excluded from the program at the direction of the staff and school principal.

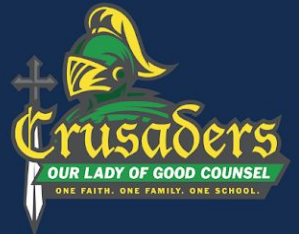
The OLGC rules and discipline policy have been created to ensure the safety and well-being of every child enrolled in the program.

Parent and/or Legal Guarding Responsibilities

1. Parents must notify the center of any changes of address, employment, family status, or home business or emergency telephone numbers.
2. Parents must notify the staff of any changes needed to the emergency card. Remember, staff WILL NOT release your child to anyone not listed on the emergency card.
3. Parents must pick up their child immediately if their child becomes ill. A child MUST BE FEVER FREE FOR 24 HOURS BEFORE RETURNING TO LATCHKEY **or as the current health and safety regulations require.**
4. Parents are encouraged to talk with a staff member if they have any concerns.
5. After 6 pm, a fee of \$1.00 per minute, per child will be charged.
6. Parents must notify the center if your child will be absent. A \$10.00 fee may be charged if not notified by phone by 2pm.
7. While we want all of our students to be a part of the OLGC Latchkey Program, parents must understand that the center has the right to disenroll a family per the guidelines outlined in the handbook.

Latchkey Program Agreement Contract, Child Information Form, Licensing Statement, and Child Health Assessment forms will be sent to each family once they have completed the registration [form online](#). The forms are fillable PDFs and should be completed and signed digitally and then emailed to the OLGC Latchkey Director at latchkey@olgcparish.net.

Latchkey Program Handbook & Information



WE EXIST TO OFFER A LIFE-CHANGING ENCOUNTER WITH JESUS AND EQUIP LEADERS TO TRANSFORM THE CULTURE.

Our Lady of Good Counsel Parish School • 1151 William Street, Plymouth, MI 48170 • IAMOLGC.com