

# OUR LADY OF GOOD COUNSEL PARISH SCHOOL

## ***Latchkey Program Handbook & Information Before and After School Program***

### **Mission**

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

### **Philosophy**

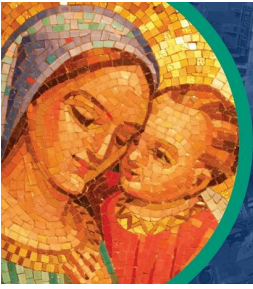
Together parents and staff can make this Mission Statement a reality. This is accomplished through:

- 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 talents and skills.

### **Admissions Policy**

Every child must register to enter the OLGC Latchkey Program. 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 by filling out the Latchkey form: [Latchkey form](#). Upon receipt of registration, the forms listed below will be sent to you to complete and return to the Latchkey Supervisor. Once all forms are completed and received, your child may attend the program.

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



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## **Withdrawals**

Withdrawals must be in the form of written notification addressed to the Supervisor 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 Supervisor or School Principal.

The OLGC Latchkey Supervisor 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 not 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. Any registration turned in after the deadline will be treated as a new family registration 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 and will be notified of availability.

## **Latchkey Program Fees**

### Morning Session Only

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

Daily Rate: \$11.00 per child

### Afternoon Session Only

Hours Available: 3:10 pm - 5:30 pm Monday-Friday

Daily Rate: \$18 per child

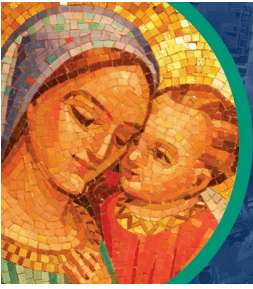
### Morning & Afternoon Sessions

Daily Rate: \$22.50 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.

**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



# OUR LADY OF GOOD COUNSEL PARISH SCHOOL

## **Half Days & School Closures**

The OLG 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, OLG Latchkey will also be closed for safety. Refunds are not given in these circumstances. In case of an emergency, OLG Latchkey will follow the emergency plans developed by the school.

## **Pick up Policy and Late Fee**

Please pick up your child no later than 5:30 PM. If you anticipate being late to pick up your child, let the Latchkey staff know by using the App, ClassDojo. This helps relieve your child's anxiety when the other children have been picked up.

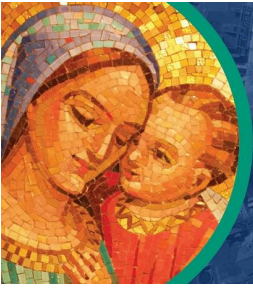
There will be a \$1.00 late fee (per child) for every minute past 5:30 PM if late pick-ups continuously recur. The fee will be added to your monthly billing statement. Although notification through the App ClassDojo makes us aware of your delay, this does not eliminate the late fee, as the staff of OLG Latchkey is still caring for your child.

## **OLGC Latchkey Program Procedures**

### **Checking in and Signing Out**

It is important that children check in with the Latchkey staff for 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 can be notified through the App, ClassDojo, or by calling the front office at 734-453-3053 by 3:00 PM.

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.)



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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 Supervisor 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.

### **Personal Belongings**

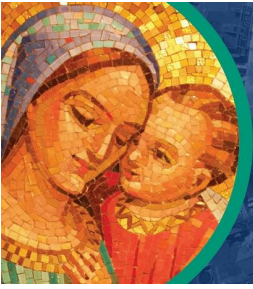
Please use some visible identification to mark all apparel as well as lunchboxes and backpacks. Before leaving the school grounds with your child, check to see that he/she has all the items that belong to him/her. Check the lost and found items regularly. We cannot assume responsibility for loss or damage 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.



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## **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 OLG C Latchkey Supervisor if this is needed and appropriate paperwork will be provided to you to complete.

## **Discipline Policy**

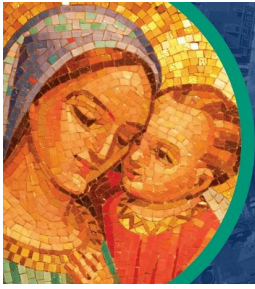
OLGC Latchkey will provide an environment that will allow children to explore their settings with age appropriate limits. By doing this, many behavioral issues will be prevented. We are here to help children learn values, problem solving skills, and to help them take responsibility for their choices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

If behavioral issues do 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 him/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 OLG C Latchkey employee.
5. As necessary, the school's discipline policy will be followed.

\*\* Any child who poses a risk of harm to the health and safety of another child or OLG C staff member, he/she will be permanently excluded from the program at the discretion of the school principal.

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



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## **Parent and/or Legal Guardian Responsibilities**

1. Parents are asked to download the free App, ClassDojo, on their mobile phones to enable communication between parents and staff during Latchkey hours as the front office will be closed. The Supervisor of the Latchkey program can assist parents with this task.
2. Parents must notify the center of any changes of address, employment, family status, or home business or emergency telephone numbers.
3. 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.
4. 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.
5. Parents are encouraged to talk with a staff member if they have any concerns.
6. After 5:30 PM, a fee of \$1.00 per minute, per child will be charged if lateness is continuously recurring.
7. Parents must notify the school if your child will be absent through the App, ClassDojo, or you may call the front office at 734-453-3053 by 3:00 PM.
8. While we want all of our students to be a part of the OLGC Latchkey Program, parents must understand that the school has the right to unenroll a family from Latchkey per the guidelines outlined in the handbook.

