

St. Francis Xavier Latchkey program is a safe and happy place for the children of our school to come before and or after school. In this very fast paced world our children are spending much more time alone, with their peers, and with television than we did. The Latchkey staff feel strongly that all children deserve a safe place from which to grow to maturity. We believe we provide this environment and with the parents a solution to this troubling problem. This program is not only for use by children of parents working outside the home but is also a convenient and flexible program available to those working at home who find there are days when they are expected to be two places at once.

We make every effort to offer your child a home-like atmosphere; where he or she can take part in a loosely structured program comprised of planned activities as well as ample free time. Milk is provided in the morning and juice is provided in the afternoon. All snacks and breakfast items are to be brought by each child.

We provide a experienced staff, insuring the safety of everyone in the program. We make sure all children are accounted for; however, it is the responsibility of the parent or guardian to call Latchkey (725-6203) if your child will not be coming on a day they are scheduled. We insist that children be picked up by their parent/guardian or the authorized individuals as indicated on your registration form. **NO** children will be released to any unauthorized individuals under any circumstances.

Our staff has years of experience working with and loving children. We maintain a high ratio of staff to children so that we can devote more time to working and playing with your child. We believe that all children benefit from constant and repeated encouragement within a Christian environment.

Jane McHugh
Program Director

ADMISSIONS AND FINANCIAL ARRANGEMENTS

We offer a Latchkey Program to the families of St. Francis School only.

Our Latchkey Program will be open Monday through Friday from 6:30 a.m. to 8:45 a.m. and from 3:00 p.m. to 6:00 p.m. There will be NO Latchkey on snow days, regularly scheduled holidays or teacher conference days.

Attached is a fee schedule. No bills are sent unless payment is past due. Please make checks payable to St. Francis Xavier Latchkey. Fees are to be paid by the parents/guardians to the Director or staff on Monday mornings or the first day of attendance. Payment is due for all registered days unless there is extended illness or other arrangements have been made with the Director.

PROGRAM CLOSING / LATE PICK UP FEES

We will close our Program at 6:00 p.m. and ask that every effort be made to pick up your child by then. We will charge a late pickup fee of \$5.00 per child for each part of a quarter hour. If something comes up and you will be late, please have someone on your emergency pickup list come and pickup your child; but be sure to notify the Latchkey Office so that we can release the child to this person.

EMERGENCIES

In case of an accident or illness during our program, the teacher will contact a parent. If unable to reach the parent, contact will be made with the emergency numbers listed on the registration form. We insist that the emergency numbers you provide belong to reliable people who can easily be reached and that you notify us of any phone changes.

OUR EMERGENCY PROCEDURE

1. The Latchkey staff will handle all minor cuts and bruises.
2. In the event of a major accident, the parents will be called first. If the parents cannot be reached, we will attempt to call any other party stated on the emergency form.
3. The Latchkey Director will accompany the child to the hospital.

BEHAVIOR

We expect that your child will cooperate with the staff and the other children in the program. We expect all children to respect the rules and regulations of our program and to respect the rights of other children. We expect that the children will treat the center's property, the program supplies, and the belongings of other children as they would their own - maybe better. If a child's behavior is contrary to our expectations, he or she will be dealt with in the following manner.

1. The behavior will be discussed with the child.
2. The child will be separated from the group and its activities for a short period of time, but still supervised.
3. If the behavior problems continue, they will be discussed with the parents and a solution to the problem will be worked out.

We expect that children will have difficult days from time to time and need to be disciplined constructively. In most cases, we do not expect to proceed beyond point #2 above. HOWEVER: If there is a continuing pattern of behavior problems which endanger the child or others, they will be dismissed from the program.

SPECIAL CIRCUMSTANCES

It would also be extremely helpful for us if you could provide any information on special circumstances in the life of your child which may affect his behavior or experiences in the child care program.

CLOTHING

The children normally spend some time outdoors each day, so we ask that you provide appropriate clothing for this purpose. On days where there is snow outside, child should wear boots. During the cold winter months, we ask the children to have hats and gloves.

ABSENCES

If your child will be absent, **WE NEED TO KNOW!** We have provided a phone number you can call with an answering machine available 24 hours. Calling St. Francis Xavier School Office is not sufficient - we must be called also.

ST. FRANCIS LATCHKEY TELEPHONE # 725- 6203

Please leave your child's name, and the reason of absence. If you think you know that your child will be sick for more than one day, please advise of this to.

ILLNESS

We realize that it is difficult for working parents to stay home with a child who is ill, but please consider the welfare of your child as well as the other children in the program. Please do not send your child when he or she is ill. Sick children easily pass their illnesses to one another so please let us know when your child has a highly contagious disease such as strep throat, mumps, chicken pox, head lice, etc. We need information so we can alert the other parents to watch for symptoms in their children. If you child becomes ill while attending our program, we ask that you respect our decision to come and take him/her home.

ANY CHILD WHO HAS BEEN SENT HOME BECAUSE OF LICE, IMPETIGO, PINK EYE, ETC., MAY BE ASKED TO PRESENT A DOCTOR'S CERTIFICATE BEFORE RETURNING TO THE CENTER.

DAILY SCHEDULE

Morning:

6:30 a.m. Quiet time

Cards, games, puzzles, study, crafts, and talk.

8:00 a.m. Gym time

8:45 a.m. School time

Afternoon:

3:00 p.m. Changing time

3:10 p.m. Gym play

4:00 p.m. Outdoor play

4:30 p.m. Study, quiet play and craft time.

5:30 p.m. Get ready to go home.