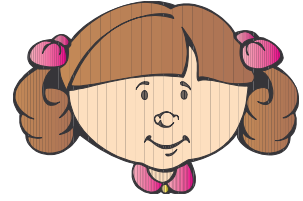


**South Lake Schools**  
**Latch Key Information for Parents**  
**2009-2010**



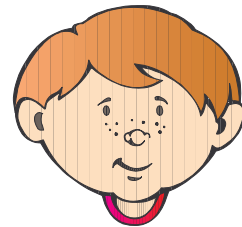
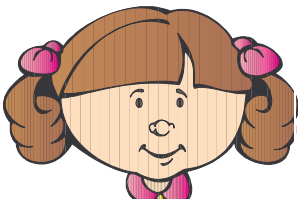
- Payment Agreement
- Latch Key Rate Schedule and Information Relating to the Program
- Latch Key Registration Form – Please fill out and return to Latch Key Administrator.
- Child Information Record - Please fill out and return to Latch Key Administrator.
- Child Placement Contract – Please sign and return to Latch Key Administrator.
- Snacks and Good Health Statement - Please fill out and return to Latch Key Administrator.
- Release Children to Adults Under Suspected Intoxication – Please sign and return to Latch Key Administrator.

**PLEASE BE AWARE THAT SOUTH LAKE SCHOOLS DOES NOT ACCEPT PAYMENTS FROM THE DEPARTMENT OF SOCIAL SERVICES OR OTHER THIRD PARTY PAYMENTS FOR LATCH KEY FEES.**

**PAYMENT OF LATCHKEY BILLS IS EXPECTED NO LATER THAN THE END OF THE WEEK THAT THE CHILD(REN) ATTENDS LATCHKEY.**

**PERSONAL CHECKS RETURNED FOR LACK OF FUNDS OR CLOSED ACCOUNTS WILL RESULT IN FUTURE PAYMENTS FROM THE PARENTS/GUARDIAN REQUIRED TO BE MADE IN CASH OR MONEY ORDERS.**

**If you plan to claim your child care on your income tax, please keep your weekly receipts as no other record will be provided.**



**Latchkey Payment Agreement**  
**2009-2010 school year**

I, \_\_\_\_\_, agree to pay my latchkey bill no later than the end of the week my child(ren) is/are in Latch Key. I realize that parents are responsible for looking over their bills weekly to ensure accuracy. If payment is not received on a timely basis, my child(ren) will not be allowed to return to the Latchkey program until the bill is paid to date.

I am aware that South Lake Schools Latchkey program does not accept third party payments. Parents are responsible for paying for latchkey services.

Personal Checks returned for lack of funds or closed accounts will result in future payments from the parents/guardian required to be made with cash or money orders.

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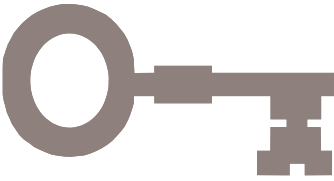
Parent/Guardian Signature

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Child(ren)'s Name(s)

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School



# SOUTH LAKE SCHOOLS

## Latch Key Rate Schedule - 2009-2010

Latch Key is a child care program for K-6 students from 7:00 a.m. - 8:10 a.m. and 3:05 p.m. - 6:00 p.m.

South Lake School District reserves the right to cancel Latch Key service in whole, or a portion of the day, due to lack of enrollment. A 14-day notice to parents will be given if such action is taken.

### Fees:

For first child in family:

\$2.00 For each 30 minute time slot from 7:00 a.m. to 8:00 a.m. and,  
\$0.45 From 8:01 a.m. to 8:10 a.m.

\$2.00 For each 30 minute time slot from 3:05 p.m. to 5:30 p.m.  
\$3.10 From 5:31 until 6:00 p.m.

For additional child in the same family:

\$1.45 For each 30 minute time slot from 7:00 a.m. to 8:00 a.m. and,  
\$0.35 From 8:01 a.m. to 8:10 a.m.

\$1.45 For each 30 minute time slot from 3:05 p.m. to 5:30 p.m.  
\$2.20 From 5:30 until 6:00 p.m.

\$10.00 Non-refundable registration fee (per student)

\$50.00 Deposit (per family) (to be applied against the charges for the last weeks of school)

Half day sessions (7:00 a.m.- 12:15 p.m. or 11:20 a.m.- 6:00 p.m.) will be charged by 30-minute time slots.  
\$2.00 for the first child and \$1.45 for each additional child

**\$10.50 For each 15-minute period past the pick up time of 6 p.m. (for the first child) and \$2.20 (for each additional child)**

A check in the amount of \$10 per student, for a non-refundable registration fee, \$50.00 per family deposit, to be applied against the charges for the last weeks of school, and completion of an payment agreement, registration form, child placement contract, snack and good health statement, release form, and emergency information form are required to sign up. For questions please call:

Avalon School  
20000 Avalon Avenue  
435-1030

Elmwood School  
22700 California  
435-1130

Koepsell Education Center  
21760 Raven (Eastpointe)  
435-1530

# SOUTH LAKE SCHOOLS

## LATCH KEY PROGRAM

### 1. Purpose of the Latch Key Program

To provide child care supervision for children whose parents are working or who otherwise are not at home immediately before or after regular school hours, on a scheduled basis.

### 2. Eligibility of Students for Latch Key Service

Students enrolled at Avalon, Elmwood or Koepsell Schools, in grades K-6, and toilet trained are eligible to be registered with the Latch Key Program. Only students who have been previously enrolled by their parent or legal guardian personally will be admitted to the Latch Key facilities. Parents who have not previously enrolled their children should pick up a registration packet in the Avalon, Elmwood or Koepsell School Latch Key Office.

### 3. Supervision

An adult supervisor, employed by South Lake Schools, will be in charge of the daily operation of the Latch-Key Program. The supervisor is directly responsible to the principals of Avalon, Elmwood and Koepsell Schools. The caregiver to participant ratio is not to exceed 1 to 20.

### 4. Location and Facility

The gymnasium or multipurpose room at Avalon, Elmwood and Koepsell Schools has been assigned to the Latch-Key Program before and after school hours. Facilities will include:

- A. Lavatory Facilities
- B. Limited playground equipment
- C. Books and games
- D. Telephone communication
- E. Table and chairs

### 5. Activities

The Latch Key Program is organized by adult supervisors to provide students with enrichment and physical activities, experiences with arts and crafts, study and reading time, and time to interact with other students. Activities will be geared to the interests and abilities of participating children and will always be supervised.

### 6. Discipline

School rules will be followed and be consistent with the Student Conduct Code as described in the Elementary Student Handbook. Special Latch Key Rules will be reviewed with the students. When time-out is used as discipline, the guideline of one minute per year of child's age is suggested as a minimum standard.

## 7. Parent or Guardian Responsibility

- A. Each student must be personally enrolled by the child's parent or legal guardian. Registration shall consist of filling out a registration form and an emergency information form containing information the supervisor will need to effectively supervise the child or contact the parent in the event of an emergency.
- B. In case of absence, each parent must personally notify the Latch Key supervisor or the School Office for each day the child is scheduled to attend the Latch Key Program.

Avalon Latch Key Supervisor	435-1030
Avalon School Office	435-1000

Elmwood Latch Key Supervisor	435-1130
Elmwood School Office	435-1100

Koepsell Latch Key Supervisor	435-1530
Koepsell School Office	435-1500

- C. Children enrolled in the morning program **must** be escorted **to** the **Latch Key** room and signed in by their parent or legal guardian.
- D. Sick children are not to attend the Latch Key Program.
- E. After school, each parent or guardian **must personally come** to the **Latch Key** room to sign out and pick up their children. **No child will be permitted to leave alone.**
- F. Students registered in the after-school program are expected to be picked up by their parent by 6:00 p.m. However, if for any reason a parent is delayed and cannot reach the school by 6:00 p.m., a call should be made to the Latch Key supervisor. **An overtime fee beyond 6 p.m. of \$10.50 (for the first child) and \$2.20 (for each additional child) for each additional 15 minutes past 6 p.m. will be assessed.** If by 6:30 p.m. the parent has not called with alternate arrangements, no other authorized adult has arrived, and neither the parent nor authorized adult can be contacted by telephone, **the police will be called.**
- G. Students shall not bring game boys, advanced game boys, IPODs, CD players, cell phones, or other electronic devices to latchkey.
- H. Parents are expected to reinforce the rules of student behavior with their children. Disruptive or unmanageable children will be excluded from the program upon recommendation of the supervisor.
- I. Parents are encouraged to ensure that their children have had breakfast before attending the morning program or one may be purchased. Students may bring an after-school snack from home or one will be provided between 3:30 and 4:00 p.m.

- J. Payment is expected **no later** than the end of the week the child is in Latch Key. Parents are responsible for looking over their bills weekly to ensure accuracy. If payment is not received within two weeks, the child(ren) will **not** be allowed to return to the Latchkey program until the bill is paid to date.
- K. When a parent withdraws their child from the Latch Key program, a one week's notice is requested.

#### **8. Latch Key Supervisor's Responsibility**

- A. To provide supervision for each student enrolled in the program.
- B. To ensure that each student signed up for the program is checked in and out at the appropriate time.
- C. To establish rules of behavior to ensure the comfort and safety of all the children utilizing the Latch-Key Program.
- D. To maintain an emergency card on each student detailing any special health problems and telephone numbers of parents or guardians to be contacted in case of an emergency.
- E. To release children only to their parent or authorized person listed on the student emergency card.
- F. In the event a registered child fails to arrive in the Latch Key room at the scheduled time, the supervisor will call the parent to report his/her absence.
- G. To communicate with parents regarding any problems associated with the student's health or social behavior.
- H. The supervisor will maintain a record of the student's daily attendance. A receipt will be issued for payment of child care services.
- I. The principal will provide due process as outlined in the Corrective Discipline Procedure, prior to revoking any Latch Key privilege.

#### **9. Latch Key Students' Responsibility**

- A. Students are expected to follow the rules.
- B. Good manners and courtesy are always appropriate student behavior.
- C. Students are encouraged to bring Latch Key related problems to the attention of the Latch Key supervisor or school principal.

## 10. Summary

The Latch Key Program is designed to provide in-school child care for elementary students before and after school, from 7:00 a.m. until school starts, and from dismissal of school until 6:00 p.m. The term "latchkey" refers to children who are on their own during these two time periods and who wear a "latchkey" on a string around their necks.

This program has been developed as a service to working parents who have a need for responsible adult supervision of their children immediately before or after school. The Board of Education expects Latch Key to be self-supporting.

It is important that rules be established and enforced regarding the health, safety and security of the children involved. Although it may, upon occasion, appear inconvenient or bothersome to adhere to the established rules, we hope all will recognize the importance of a well established routine. Because we are attempting to establish a warm and caring atmosphere for the children, we invite parents to consider donating items from their homes that might add to the comfort or pleasure of the children using the program.

We encourage parents of the Latch Key children to periodically report to the school principal their impressions of how the program is going. We welcome your ideas for improvements.

PH:cp  
Latpack09-10  
latchkey  
orange

**SOUTH LAKE SCHOOLS**

Registration Form

2009-10

Latch Key is a child care program for K-6 students from **7 a.m. – 8:10 a.m. and 3:05 p.m. – 6:00 p.m.** South Lake School District reserves the right to cancel Latch Key service in whole, or a portion of the day, due to lack of enrollment. A 14-day notice to parents will be given if such action is taken.

**Fees:**

**For first child in family:**

**\$2.00 each 30 minute time slot between 7 a.m. to 8 a.m. and  
\$0.45 From 8:00 a.m. to 8:10 a.m.**

**\$2.00 For each 30 minute time slot between 3:05 p.m. to 5:30 p.m.  
\$3.10 From 5:30 until 6 p.m.**

**For each additional child in the same family:**

**\$1.45 For each 30 minute time slot between 7 a.m. to 8:00 a.m. and  
\$0.35 From 8:00 a.m. to 8:10 a.m.**

**\$1.45 For each 30 minute time slot between 3:05 p.m. to 5:30 p.m.  
\$2.20 From 5:30 until 6 p.m.**

**Half day (7:00 a.m. – 11:58 p.m., or 11:18 a.m. – 6:00 p.m.) will be charged at regular half hour rates (\$2.00 for 1<sup>st</sup> child and 1.45 for each additional child).**

**\$10.50 for first child plus \$2.20 for each additional child for each 15 minute period past the pick up time of 6 p.m.**

**A check in the amount of \$10 per child, for a non-refundable registration fee, \$50 per family deposit (this deposit is to be used against the last weeks of school or attendance in latchkey) and completion of an Enrollment Form, Payment Agreement, Child Placement Contract, Snacks and Good Health Statement, Release Form, and Child Information Record are required to sign up.**

**Payment for Latch Key is expected no later than the end of the week services are provided. Late, partial, or non-payment is cause for exclusion from the program.**

<b>\$10.00 Non-refundable registration fee/child</b>	<b>DATE PAID:</b> _____
<b>\$50.00 Deposit/family (applied to last week of school)</b>	<b>DATE PAID:</b> _____

Family Latch Key Form – Week of \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Circle the days and list the hours next to each day the child will **usually** be participating.

DAYS	TOTAL HOURS A.M.	TOTAL HOURS P.M.	TOTAL FEES PER DAY
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
<b>GRAND TOTAL</b>			

\_\_\_\_\_  
Signature of Parent or Legal Guardian

Date of Admission	Date of Discharge	<b>CHILD INFORMATION RECORD STATE OF MICHIGAN</b>			
Name of Child (Last, First, Middle Initial)		Address (Number and Street, Building/Apartment Number)			
Child's Date of Birth	Home and/or Cell Phone	City	State	Zip Code	
Father/Legal Guardian's Name		Mother/Legal Guardian's Name			
Home Address (If not child's address)		Home Address (If not child's address)			
City	State	Zip Code	City	State	Zip Code
Employer/School Name		Employer/School Name			
Address (Employer/School)		Address (Employer/School)			
City	State	Zip Code	City	State	Zip Code
Employer/School Phone ( )	Hours of Employment/School	Employer/School Phone ( )	Hours of Employment/School		
Name of Local Person to be Notified in an Emergency When Parent Not Available		Local Address and Phone Number of Emergency Person			
Home and/or Cell Phone ( )	Work Phone ( )	Home and/or Cell Phone ( )	Work Phone ( )		
Name(s) of Person other than Parent or Legal Guardian to whom child may be released					

<b>I give permission to South Lake Schools , to secure emergency medical and/or emergency surgical treatment for the above named minor child while in care</b>	
Signature of Parent or Guardian	Date Signed
Space for Notarization (If Required by Local Medical Facility)	
Name and Address of Child's Physician or Health Clinic	Phone Number ( )
Hospital Preferred for Emergency Treatment	Health Insurance Policy Name and Number
Allergies, If Any	Date of Last Tetanus Shot

<b>Field Trip:</b> I hereby give my permission to South Lake Schools for my child to be transported in a vehicle and/or participate in field trips.	
Signature of Parent or Guardian	Date
The Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to a DHS office in your county.	

# SOUTH LAKE SCHOOLS LATCHKEY CHILD PLACEMENT CONTRACT

Note: This contract is required of all licensed child care centers by R 400.5105b of Michigan Administrative Code. The Michigan Department of Consumer and Industry Services is required to inspect the child care center and enforce the contract based on the terms provided in this contract.

As of September 9, 2009 the South Lake Schools Latchkey agrees to provide child care services for the following named child(ren):

_____ (Printed Name of Child)	_____ (Date of Birth)
_____ (Printed Name of Child)	_____ (Date of Birth)
_____ (Printed Name of Child)	_____ (Date of Birth)

**Part 1: Contract Provisions provided by child care facility:**

The South Lake Schools Latchkey, as a licensed child care facility, will provide the following provisions of the Michigan Administrative Code as required by R 400.5105b:

**R 400.5102 Licensee.**

- Rule 102. (2) A licensee shall have the following administrative responsibilities regarding staff:
- (b) Develop and implement a written screening policy for all staff and volunteers, including parents, who have contact with children.

**R 400.5106 Program.**

- Rule 106. (1) A center shall provide a program of daily **activities** and relationships that offers opportunities for the developmental growth of each child in all of the following areas:
- (a) Physical development, including large and small muscle.
  - (b) Social development, including communication skills.
  - (c) Emotional development, including positive self-concept.
  - (d) Intellectual development.
- (2) A center shall permit parents to visit the program for the purpose of observing their children at all times.
  - (3) A center operating with children in attendance for 5 or more continuous hours per day shall provide for daily outdoor play, unless prevented by inclement weather conditions.
  - (4) A center shall provide each child under school age in attendance for 5 or more continuous hours a day with an opportunity to rest.
  - (5) A center shall provide children less than 3 years of age with an opportunity to rest regardless of the number of hours in care.
  - (6) A center shall permit children under 12 months of age to eat and sleep on demand.

**Upon signing this agreement, the parent, legal guardian or responsible adult and the child care facility agrees to abide by all the provisions contained in this contract.**

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In witness whereof, the parties hereto have executed this contract as of the specified date:

**Parent, Legal Guardian or  
Responsible Adult**

**South Lake Schools  
Latchkey**

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(Signature)

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(Signature)

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# South Lake Schools

Latch Key Program

2009-10

## Snacks

By my signature below, I am stating I understand that South Lake is now providing a snack to all children who are in the Latch Key Program between 3:30 p.m. and 4:00 p.m. My child(ren) is(are) allergic to the following food(s):

Child:

Allergic to:

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Date

Signature

**PLEASE NOTE: If you plan to claim child care costs on your income tax, please save your receipts, as no additional records will be provided.**

## Good Health Statement

I certify that my child, \_\_\_\_\_, is in general good health and has been immunized according to Michigan law and South Lake policy. Records are kept in the school office.

In case of accident or serious illness, I request the Latch Key Program of South Lake Schools to contact me. If the school cannot reach me, I hereby authorize the Latch Key personnel to contact the physician indicated below. If it is impossible to contact the doctor, the Latch Key personnel may make whatever arrangements seem necessary. I accept responsibility for the state of my child's health while attending the Latch Key Program.

Signature of parent or legal guardian \_\_\_\_\_

Physician's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (Office) \_\_\_\_\_

(Home) \_\_\_\_\_

\_\_\_\_\_ Date

**I agree to abide by the regulations of the South Lake Schools' Latch Key Program.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Releasing Children to Adults Under Suspected Intoxication**

The South Lake Latch Key Program procedure on releasing a child to an adult who appears to be impaired due to the suspected use of alcohol or drugs, is taken from an advisory letter from the Department of Consumer & Industry Services, Division of Child Day Care Licensing.

As a day care provider, we may occasionally find ourselves with an adult who appears to be intoxicated or who is obviously impaired due to drug usage when he or she arrives to pick up the child. The following course of action may be taken:

1. The parent/guardian may be told that we feel it is not safe for the child to ride with him/her at this time.
2. We may offer to call someone else to come for the child.
3. We may notify police when the adult and child leave the building.

The caregiver's assessment, that the child is potentially in danger, should be based on observable evidence such as slurred speech, lack of coordination, strong smell of alcohol or other evidence which causes the caregiver to have concerns about the safety of the child.

While the caregiver has no legal right to keep the child from his/her parent/guardian, the caregiver has an obligation to provide the parent/guardian with the above listed options. Should the parent/guardian refuse to accept one of those options, the caregivers may communicate this concern to the St. Clair Shores or Eastpointe Police Department.

I have read this advisory from the Department of Consumer & Industry Services and understand that this procedure will be followed by the South Lake Latch Key caregivers as part of the release policy.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Child(ren)'s Names \_\_\_\_\_  
\_\_\_\_\_