

McKinley Elementary School Latchkey Program

Operated by: Educational Service Center of the Western Reserve
On behalf of the: Fairport Harbor Exempted Village Schools

Parent Handbook 2023-2024

Dear Parents:

Welcome to the Fairport Harbor/ESC of the Western Reserve Latchkey Program. The Fairport Harbor/ESCWR staff and administration are very proud of our Latchkey Program. Our program offers your child a safe, healthy atmosphere where they can relax with friends and enjoy those hours between school and home.

Sincerely,

Ms. Crystal Cicconetti

PROGRAM STAFF - phone 440-759-2173

Sections referred to in this document are available at:

- 1) Ohio Department of Education, School Age Child Care Licensing page
<http://education.ohio.gov/Topics/Early-Learning/School-Age-Child-Care-Licensing>
- 2) Ohio Department of Job and Family Services eManuals
<https://emanuals.ifs.ohio.gov/ChildCare/ChildCareCenter/Rules/>

All complaints and reports concerning the operation of the Latchkey Program may be reported to the Educational Service Center of the Western Reserve, Human Resources Office at (440)350-2563, the Ohio Department of Education Ombudsman at (614) 466-0224 or the Office of Early Childhood Education Licensing at (330) 343-8518. The Ohio Department of Education Inspection Report for the Latchkey Program is posted in the school office.

STATEMENT OF PHILOSOPHY

The Latchkey Program is supportive to the lives of parents and their children. A parent's decision to place a child in the program is viewed as a loving choice to give the child opportunities for play and social experiences during transition times between school and home. It is hoped that this bridge between school and home life will help family time to be relaxed and positive.

The Latchkey Program is complementary to school-age children's home and school experiences, and effective in meeting their individual, developmental, and time-of-day needs. Self-esteem and self-confidence are carefully fostered in Latchkey as part of our commitment to helping children say "no" to drugs and alcohol.

Adults in the program provide ample time, space and materials for play, access to a variety of playmates, and permission to play within the limits of safety and courtesy. Children choose freely among activities that they can do successfully and independently. Many opportunities for learning exist, free from the pressures of performance requirements. Adults are completely available to children for playing, meeting needs, and addressing issues that are important for the children. The atmosphere of the program is caring, relaxed, and comfortable.

PROGRAM GOALS AND MATERIALS

Refer to: ESCWR Policy #2262 Child Care Program and ODJFS eManual 5101:2-12-17 Programming and Materials for a Licensed Child Care Center.

1. To provide a quality school-age child care program which operates throughout the year, including school vacation days if participation permits.
2. To offer a variety of developmentally appropriate activities which includes recreation and games, arts and crafts, reading, music, time to work on homework, and free time for the children to pursue their own interests in a safe, friendly environment.
3. To establish staff development practices that ensure staff at all levels have the knowledge, skills, and abilities necessary in working with school-age children and their families.
4. To establish a program evaluation process that will regularly assess the performance of the program, staff, and children, as a basis for expanding the successes and making improvements.
5. To establish a process for regular, sustained communication between the home and school.
6. To develop and implement a plan for collaboration with other child-centered agencies and organizations to expand the resources available for providing a comprehensive school-age child care program.

POLICIES

ENROLLMENT

Enrollment in the Latchkey Program is open to any child in grades kindergarten through fifth grade attending McKinley Elementary in the Fairport Harbor School District.

Registration for Latchkey is on-going throughout the year. Priority will be given to children currently enrolled without any outstanding balances from the previous year. After the re-enrollment period has ended, enrollment will then be open to the general population.

Fairport Harbor/ESCWR District employees not living in the District will also be permitted to enroll their children in the Latchkey program.

The program enrollment shall not exceed state maximums and may be reduced this year to be in compliance with the State Health Orders or any oversight agency to maintain our compliance . The program will follow safety policies or procedures that McKinley Elementary FHEVS Governing Board approves.

Parents will use the gym doors to drop off and pick up their child(ren) and will not be allowed to enter the building. Latchkey items will be cleaned regularly.

Parents are required to pay in advance according to the fee schedule. To maintain social distance, Latchkey is not a drop-in program and does require parents to communicate with the program coordinator and pay in advance whether or not their child is in attendance to maintain enrollment.

DAYS IN SESSION

Latchkey is in session according to the McKinley Elementary schedule and the Fairport Harbor EVS Safe Harbor Restart Plan. Latchkey is not open on days the district does not have school. Exceptions are vacation breaks if child participation permits.

HOURS AND LOCATION

The program is located at McKinley Elementary School, 602 Plum St., Fairport. The program is in operation from 6:30 am until the start of school and from school dismissal until 6:00 pm. Parents will not be permitted into the building without a scheduled appointment.

ATTENDANCE

Attendance is taken daily for safety and security purposes. Parents are responsible for notifying Latchkey leaders when their children will not be in the program by calling the latchkey phone at 440-759-2173.

SNOW DAYS

There is **no Latchkey when Fairport Harbor Schools cancels school before the start of the school day**. There will be Latchkey if **school is dismissed early** due to weather conditions.

For closure information, tune to TV stations: 3, 5, 8, or radio stations: FM - 96.5, 97.1, 99.5, 100.7, 102.5, 104.7, 105.7, 106.5, or 1100; AM – 970 or visit the local news websites.

RELEASE OF CHILDREN

As a safety requirement, children will not be permitted to exit the building alone. Parents may designate another responsible adult to pick up a child if previous **written authorization** has been supplied to the program Leader. Staff will **require positive photo identification** (i.e., driver's license) before releasing a child to a new pick-up person. Please communicate this policy to the designated pick-up person. No exceptions will be made to this policy. As the Fairport School District is considered a walking community, a child may be released to walk home with prior written authorization from the parent(s). However, on days when the child is released to walk, an authorized party must call or text from a phone number on file to notify staff when to authorize the child to be released from the building.

TUITION AND FEES

Parents will receive a dated receipt for all tuition and fee payments. If paying by credit card, the receipt can be sent to an email address. Please be sure to save these receipts for your tax records.

All program tuition and fees must be paid in advance of services. The following is an easy to read summary of the Latchkey tuition system:

- Parents must **prepay** for one week (5 days) of Latchkey (school-year and summer/holiday programs).
- Credit is not given for absences.
- Parents must give the Leader their child's **schedule no later than Monday of each week**.
- Extended **absences (two weeks) without notification will be viewed as a withdrawal** from the program. Unpaid tuition incurred during this absence must be paid prior to restarting the program.

- Delinquent accounts are grounds for dismissal.
- Please remember to keep your receipts for tax purposes.
- **Latchkey services end promptly at 6:00 p.m.** Children get anxious and upset when they are not picked up on time.
- **When a parent/guardian is late (any time past 6:00 pm.) to pick up a child from latchkey more than one time, there will be an additional fee of \$7.00 charged to the account.**
- Individuals who are chronically late to pick up their child from Latchkey will need to have a meeting with the Latchkey Administration .

TAX CREDIT NUMBER

The ESCWR Tax I.D. number is 34-1150069. **Remember to keep your receipts.**

PARENT INVOLVEMENT

An important goal of our program is to promote parental participation as much as possible. Your involvement and input is essential. You are encouraged to:

- Read all communications sent home to you with your child each day.
- Check the sign-out area each day. We provide or post important information there regarding events in the program.
- Visit the program at any time.
- Speak with the Latchkey leaders at any time.

VOLUNTEERS

Volunteers are always welcome in the Latchkey Program with approval of the Latchkey Coordinator. If you have a hobby or a collection, please contact the Latchkey Coordinator to schedule a time to share your interest with the children.

DAILY SCHEDULE

- Attendance is taken.
- Share our day
- Snack provided by ESC, unless the parent provides an alternative option.
- Group orientation to discuss daily activity choices.

Activity choices may include: arts and craft activity, gym time, outdoor playground, movie, reading/resting, homework, games, puzzles, dance, quiet play.

CURRICULUM

Refer to Ohio Department of Education Rule 3301-32-05 Program and Curriculum and ODJFS eManual 5101:2-12-17 Programming and Materials for a Licensed Child Care Center.

The Latchkey staff plan the curriculum as a team. Long and short term goals and activities are created. Time is allotted for children to pursue their own interests and no activities are mandatory. The curriculum includes personal discipline, social development and emotional well-being, recreational skills, and health and safety skills.

Adequate equipment, materials and furnishings are available for the number of children enrolled. Equipment and materials support the curriculum goals, objectives and activities. Activities, equipment and materials that are chosen for use in the program are developmentally and age appropriate and reflect the racial, gender and cultural attributes of the children in attendance. Modifications in the curriculum are made to support the needs of all children.

TOYS FROM HOME

The program has ample equipment for the children's enjoyment. It is important that all toys, including electronic games, remain at home.

HOMEWORK

Children are encouraged to complete their homework during Latchkey hours and homework assistance is provided when necessary. However, children are not forced or required to complete homework while at Latchkey. Some children are simply not ready to sit down and continue academics right after school, they need time to relax and play.

SUPERVISION OF CHILDREN

Refer to ODJFS eManual 5101:2-12-19 Supervision of Children and Child Guidance for Licensed Child Care Center.

Children fourth grade and higher, in groups of two or more, may be without direct adult supervision as long as the children are within sight or hearing of a staff member in adjoining space that is designated for program use. Staff members know where children are at all times and check on them at least every fifteen minutes. Children may run errands or use the restroom without direct adult supervision. When playing outdoors, there is always an adult with children. In case of an emergency, a child fourth grade or older may leave the group to summon another adult. A staff member with current first aid certification is on site at all times when children are in attendance.

Behavior Management / Discipline

Behavior management is governed by ESCWR Policy #5630.01 Positive Behavior and the Ohio Department of Education Rule 3301-32-09 Discipline.

Behavior management / discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises. Fairport Harbor's McKinley Elementary School has implemented **Positive Behavior Interventions and Supports (PBIS)** which aligns with the ESCWR Policy 5630.01. The Latchkey Program will take guidance from the elementary school staff and administration to implement PBIS during the Latchkey hours. The Center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about

himself or his family, or other verbal abuse.

6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

7. Techniques of discipline shall not humiliate, shame, or frighten a child.

8. Discipline shall not include withholding food, rest, or toilet use.

9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and development ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the latchkey program.

In accordance with ESCWR Policy 5610, a child who possesses, handles, conceals, transmits, or uses a firearm or knife shall be subject to expulsion from the program for a calendar year.

HEALTH AND COMMUNICABLE DISEASE POLICY

Refer to Ohio Department of Education Rules 3301-32-06 Health and Safety, 3301-32-08 Management of Communicable Disease and 5101:2-12-16 Emergency and Health-Related Plans for a licensed Child Care Center of the ODJFS eManual and 5101:2-12-15 Child Record Requirements for a licensed Child Care Center.

Children who are ill will be more comfortable at home.

Other Illnesses

Children who exhibit one or more of the following signs of illness, or who are unable to participate in activities, should be kept home:

- Temperature at or above 100 degrees Fahrenheit
- Sudden skin rash
- Conjunctivitis (pink eye)
- Diarrhea and/or vomiting two or more times in the same day.
- Evidence of lice infestation, scabies, or other parasitic infestation
- Severe cough
- Difficulty breathing
- Yellowing of skin or eyes
- Dark urine/gray stool
- Stiff neck
- Untreated or infected skin patches

A staff member trained to recognize the common signs of communicable disease or other disease or other illness will observe each child daily. A child with any of the following signs or symptoms of illness or infestation will be isolated immediately:

- elevated temperature
- sore throat or difficulty swallowing
- vomiting

- evidence of lice, scabies or other parasitic infestation.

A child suspected of having a communicable disease will be:

- Isolated in a room or portion of a room not being used by the program.
- Within sight or hearing of a staff member
- Made comfortable in a warm, safe environment (all cots, linens, blankets used by ill children are cleaned and laundered before being used by another child).
- Observed carefully for worsening conditions.
- Decisions regarding exclusion from the program either immediately or at some later time in the day will be determined by the Leader.

If a child becomes ill or is injured at Latchkey, parents or another adult authorized by the parent on the child's records will be notified immediately and the child will then be sent home with the responding adult. The child will be made comfortable and monitored until the parent arrives. Additionally, if the illness is of a contagious nature all Latchkey parents will be notified if their child has been exposed to a diagnosed communicable disease

Parent will be called to pick up their child from Latchkey. Child must be picked up by parent or emergency contact person within one 30 minutes.

EMERGENCY INFORMATION

It is *imperative* that the Latchkey Program has current emergency information. Please make sure the alternate person with authorization to pick up your child lives locally. When a child is ill or injured they/them must be picked up within one (1) hour. In the event of a serious injury, a child may be transported by ambulance to the nearest (or designated) hospital. A staff member will accompany the child.

MEDICATION

The ESCWR Policy #5330, Use of Medication is aligned with the ODJFS eManual, 5101:2-12-25 Medication Administration, Food Supplements and Medical Foods for a Licensed Child Care Center.

Medication, prescription or non-prescription, is administered in accordance with Fairport Harbor/ESCWR District Policy. The child's physician must fill out the "Physician's Request for the Administration of Medication" form before any medication can be given. All medication must be current within the last twelve months, kept in the original container and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner, or dentist. Medication shall be stored in a designated locked storage place, except those drugs that require refrigeration may be kept in a refrigerator not accessible to children. An inhaler or nonprescription medication may be available to a school child with a special health condition with parental permission in accordance with the program's policy. Staff will complete the on-line training course, "Medication Administration in Schools (Ohio)", through Public Schools Works. Certificate of completion will be kept on file.

Only Latchkey staff will administer medication. Children are not permitted to self-medicate.

STAFF TRAINING AND STAFF RATIOS

Refer to ODJFS eManual, 5101:2-12-10 Training and Professional Development Requirements for a Licensed Child Care Center

Staff members are trained in first aid, management of communicable disease, and child abuse prevention and recognition, within one year of employment. Staff members annually complete fifteen (15) hours of training. Staff must complete a criminal background check and a physical by a licensed physician.

The program enrollment shall not exceed eighteen children per adult (18:1)

SAFETY AND INSPECTION REPORTS

Refer to ODJFS eManual, 5101:2-12-12 Safe Equipment and Environment for a Licensed Child Care Center and Ohio Department of Education Rules 3301-32-04.

All inspection reports are available in the office at McKinley Elementary and may be reviewed between the hours of 8:00 am and 4:00 pm.

SNACKS

Refer to Ohio Department of Education Rule 3301-32-07 Nutrition and ODJFS eManual 5101:2-12-22 Meal Preparation/Nutritional Requirements for A Licensed Child Care Center.

Drinking water is always available to children during program hours. A list of children's allergies is posted on the Latchkey daily log. **Parents must provide their children's allergy information and/or special dietary information to Latchkey staff.**

CLOTHING

Children are expected to relax and play while at Latchkey. Parents should send extra clothing and shoes for after school time since many activities are out-of-doors. Appropriate clothing for outside wear is necessary throughout the year. We are an active program that enjoys the outdoor play regardless of the season! Safety note: No "heelies" are permitted to be worn at Latchkey.

NON-DISCRIMINATION

The Fairport Harbor/ESCWR does not discriminate on the basis of sex (including sexual orientation or gender identity), race, or handicap in education programs or activities and employment practices as required by Title IX of the Education Amendment Act of 1972 and Sec. 504 Rehabilitation Act of 1973. Any inquiries about the application of Title IX and its implementing regulations to the ESCWR Governing Board may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Governing Board's Title IX Coordinator is:
Human Resources & Operations Director
The Educational Service Center of the Western Reserve
8221 Auburn Road, Painesville, OH 44077

LICENSURE

The Latchkey Program is licensed by the Ohio Department of Education and operates under the Rules for School Child Care Programs Operated by Public Schools, County Boards of Mental Retardation and Developmental Disabilities and Eligible Chartered Nonpublic Schools.