

Welcome to



The St. Francis Xavier Latchkey Program

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330-721-6804

Welcome to the St. Francis Xavier Latchkey program. We are a safe and nurturing place for our day school students to come before and after school. We offer an educational, creative, social, and developmental environment to help children grow in mind, body, and spirit.

We make every effort to give your child a home-like atmosphere, where they can take part in a loosely structured program comprised of planned activities as well as ample free time. Our dedicated staff have over 30 years of experience in working with children, are VIRTUS trained and love children. We maintain a high ratio of staff to children to ensure a quality experience for each child.

Please take a moment to read over this handbook and familiarize yourself with our policies. Feel free to contact us for further clarification.

HOURS AND LOCATION

Latchkey is open 6:30 a.m. until 8:45 a.m. in the morning
and 3:00 p.m. until 6:00 p.m. in the evening.

We are located in the church basement at 606 E. Washington St.

Our phone number is 330-721-6804.

When the school is closed for the day, so are we.

If the school has a delayed start, we open at 8:30.

We open an hour early at 2:15 p.m. on early release days.

ADMISSION

Any students in grades K-8, attending the St. Francis Xavier day school are eligible for admission. There is a yearly registration fee of \$35.00 per student or \$50 per family. This will appear in your FACTS account when we receive your registration form. *Children must have a current registration form on file in the latchkey office to attend.* We are sorry, but we can no longer accept unregistered students.

ABSENCE

If your child is going to be absent for any reason or you will be leaving early with your child, please *inform your teacher AND the Latchkey office at 330-721-6804.*

No emails for a same day absence.

BEHAVIOR

It is expected that your child will...

*Follow the rules and regulations set by the school and staff.

*Respect the staff and other children.

*Treat the center's property, program supplies,
and belongings with respect.

**If a child's behavior is contrary to our expectations,
we will be taking the following steps:**

1. We will give the child a polite warning.
2. The behavior will be discussed with the child.
3. The child will be separated from the group for a short period. (Time out.)
4. If the behavioral problems continue, they will be discussed with the parents
and a solution to the problem will be worked out.
5. A one day suspension from the program or put on probation.
6. Child dismissed from the program.

We understand that children have difficult days from time to time. In most cases, we do not expect to proceed beyond #2. However: If there is a continuing pattern of behavior problems, we reserve the right to dismiss the child from the program. If we feel there is an issue, we will let you know and set up a time for you to speak with the director. *This cannot be done during latchkey hours simply because our focus needs to be on the children.*

DROP OFF AND PICK UP PROCEDURES

Children can be dropped off anytime after 6:30 in the morning and need to be picked up no later than 6:00 in the evening. If a parent is consistently late, we reserve the right to ask you to find other arrangements for your child. We can not open our doors any earlier than 6:30 a.m.

If someone besides a parent is going to pick up your child, please let us know. We legally can not release your child to anyone but a parent without prior authorization. Children must be on our schedule to accept them. A 24-hour notice is expected unless it's a true emergency.

ILLNESS

Please do not send your child to school if they are sick. If your child becomes sick during program hours, we will call you to come pick them up. Latchkey follows the same rules as the school. **Children should be free of all symptoms for 24 hours.**

Please inform us immediately if your child has a highly contagious illness such as strep throat, pink eye, lice etc.

MEDICAL

The Latchkey staff will handle all minor incidents. In the event of a more serious issue, parents will be immediately called and appropriate action will be taken by the staff. If the parents cannot be reached, we will attempt to call other parties from your emergency contacts. It is imperative that *your information is up to date on your forms.*

If you have any changes, please **keep us updated.**

FINANCIAL

All payments are billed through your FACTS account.

Registration is \$35 per child or \$50.00 per family, per year.

Full Time: Monday through Friday, Mornings and Afternoons
\$2,655 paid in 9 equal installments of \$295.00 per month billed through FACTS.

Siblings receive a 40% discount for a total of \$1,593.00 paid in 9 installments of \$177.00 per month. Discounts are available with full time participants.

Part Time: Less than full time but committed to a number of sessions.

By committing monthly, you save \$2.00 per session.

7 sessions per week: \$2,520.00 per year, monthly payment of \$280.00

6 sessions per week: \$2160.00 per year, monthly payment of \$240.00

5 sessions per week: \$1,800.00 per year, monthly payment of \$200.00

4 sessions per week: \$1440.00 per year, monthly payment of \$160.00

3 sessions per week: \$1080.00 per year, monthly payments of \$120.00

2 sessions per week: \$720.00 per year, monthly payments of \$80.00

1 session per week: \$360.00 per year, monthly payments of \$40.00

Registered "as needed" are \$12.00 per session.

You will be invoiced at the end of each month with your usage cost.

No notice is charged at \$15.00 per session unless it is an emergency.

A "NO SHOW" fee of \$12.00 per child for each occurrence you don't let us know your child is no longer coming to latchkey.

We can no longer accept children that are not registered with Latchkey.

A session is considered either

Morning (6:30-8:30) or

Afternoon (3:15-6:00.)

DAILY SCHEDULE

We put our schedules together 24 hours in advance to insure the proper staff to student ratio.

Please make sure that you are on our schedule at least 24 hours in advance. We can't guarantee space same day.

We do make exceptions for emergencies.

MORNING

6:30 a.m. Arrival and Quiet time (Church basement)

Ring the doorbell outside of basement doors, then doors will unlock to let your child in.

7:00-7:30 a.m. Children may bring breakfast items.

Unstructured play time for: Cards, games, puzzles, crafts, or time to study.

7:40-7:45 a.m. En route to the gym.

7:45 Fun in the gym.

Anyone arriving after 7:40 needs to drop off at gym doors.

There is a doorbell on the door between the school/gym.

8:30 a.m. Children leave for class.

Kindergartners are escorted to class.

AFTERNOON

3:10 p.m. Kindergartners and First Graders are escorted to gym.

3:15 p.m. Grades 2-8 arrive at gym.

Children are not allowed to go back into the school after 3:30 if they forgot something. If a child forgets something and lets us know before 3:30, we allow them to go get it.

If they tell us after 3:30 it is considered a “teachable moment.”

3:15 p.m.-4:00p.m. Gym or outdoor time (depending on weather.)
The playground is designated for Latchkey use only from 3:20-4:00

4:00p.m.-4:05p.m. En-route to church basement

4:05 p.m. Church basement for quiet time to work on homework.

We provide *one* snack each day. If your child is older or a big eater, we suggest packing an additional snack.

4:30 Free time to play games, study or do crafts.

5:50 p.m. Ready for dismissal.

(Please do not pick up after 6:00, a \$15.00 late fee will be assessed.)

See you tomorrow!