



St. Isaac Jogues Catholic School

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www.stisaacjoguesschool.org

Patricia A. Domagala, Principal

Latchkey Policy Sheet

Please keep for future reference.

Each child registered in the Latchkey Program must have a completed set of forms before he/she is allowed to participate in the program. This is in accordance with the regulations of the Department of Social Services from whom we are licensed. These forms include:

- Registration form and \$20.00 per family registration fee
- Emergency Child Information Sheet
- Health Forms
- Discipline Sheet
- Lunch Statement and Snack Approval
- Signature Sheet

The Latchkey Program will be in operation only on days that school is in session. Latchkey will be in operation on half days – NOT on days off, snow days or vacation days. Insurance is provided through the St. Isaac Jogues Parish Policy. No medication will be stored at the center. Prescription Medicine will be handled on a pre-arranged individual basis with signed permission slip. A child may not be sent to Latchkey if they are showing signs of illness. Children are expected to follow guidelines set up by those in charge. They must also cooperate with other children. Parents will be notified if their child has difficulty functioning in a loosely structured program. The child will not be included in the program until corrections are made. On days that the Church Hall is being used, we will hold Latchkey in the school in room 104. Homework is permitted and encouraged. Latchkey caregivers will help with homework if time and situations permit. Change of clothes is recommended. Please put name on all clothing.

Activities include: Outdoor play when possible.

Indoor play: board games, quiet games, play kitchen, TV, VCR. Students are allowed to bring in one activity item to play with in Latchkey if there is a note from the parent stating that they know their child has brought that particular item in that day. Latchkey will not be responsible for lost or broken toys. Thank you for your cooperation.

Bills: Available on Monday afternoon and are expected to be paid by Thursday afternoon. Late payments will have a \$5.00 late fee charged each week that it is late. If a check is returned NSF, we will charge \$15.00. Children must be signed out when picked up – and time indicated. If a child is dropped off early (before 7:00 am) or is not picked up by 6:00 pm, there will be a \$1.00 per minute charge. If you think you will be late, please make arrangements for your child to be picked up. Please call and let us know so we do not worry. (586) 778-7730.

Note: Our bills go home every Monday. If you do not receive it by Wednesday, you can call (586) 778-7730 and we will be glad to tell you the amount so that you can make your payment on time.