

**Sacred Heart Academy
Latchkey Program Handbook
200 S. Franklin
Mt. Pleasant, MI 48858
(989)773-9530
www.sha.net**

This handbook has been developed to provide general information and guidelines to help familiarize you with our program. It contains the philosophy, emergency forms, and general guidelines pertaining to our policies.

It is hoped that this handbook will answer a number of questions you may have about the program. If you have any questions, concerns or ideas about the program that you would like to share, please feel free to contact us at (989) 773-9530.

Mission Statement of Sacred Heart Academy

Sacred Heart Academy, a Catholic School founded in 1889, guided by the Holy Spirit, is committed to the mission of Jesus Christ. With our families and faith community, nourished by the Eucharist, we provide a balanced curriculum to strengthen mind, body, and spirit so each student fulfills God's purpose.

Purpose of Sacred Heart Latchkey Program

The purpose of Sacred Heart Latchkey Program is to give parents of school-aged children a program after school and full day care geared towards the mission of Sacred Heart with quality supervision and support.

Admission Policy and Registration

Sacred Heart Latchkey Program is and shall be available for any school-aged student (ages 4-12) whose parent(s) wish they attend the program. Our current license allows for 70 students to attend the program. First choice will be given to students that require regular scheduled care. Any parent who wishes their students to attend the program must supply all required paperwork for registration including, but not limited to:

1. Child Emergency Card
2. Health Verification Statement
3. Placement Contract
4. Enrollment Form
5. Current Immunization Records

Enrollment

Enrollment is handled through the Sacred Heart Academy Latchkey Program. Please keep us up to date on new immunizations, addresses, phone numbers, job changes, etc. There is an annual enrollment fee of \$25 per family that will be billed, as discussed in "Payment Schedule" paragraph below.

Sign Up

A Google Form sign up system will be used to sign your children up for Latchkey. A link will be emailed to you weekly. Please complete the form by Friday before the week of service. This helps with preparation for staffing. If something changes after the Friday deadline, you can call or email to see if there is a spot available for your child. Once you have signed up for a given date you will be charged.

Payment Schedule

Invoices are issued every two weeks through the business office and will be billed through your FACTS account. You will receive an email notification when payment is due, and payments will be deducted from the financial account set up with FACTS or payments can be made online by the due date stated in the email. Since the latchkey program is a self-funded program, we rely on timely payments to meet our financial needs. You may at any time inquire on your "payment due" status. Any students having a payment due in arrears of one month will be removed from the program until the bill is brought up to date.

Fees are as follows:

Annual family enrollment fee	\$25
After school per student	\$11
Half days per student	\$15 (4 hours or less)
Full days per student	\$30 (more than 4 hours)
After school family rate	\$22

Late Pick Up

If student/s are picked up after 5:30 p.m., an additional charge of \$15.00 per family plus \$1.00 per minute per student will be charged and billed through your FACTS account. If you do not arrive by 5:45 p.m., we will begin the process of trying to locate another authorized adult to pick up your student. If an emergency arises and you will be late, please notify the coordinator as soon as possible. As employees are scheduled until 5:30 p.m., anyone leaving after that time will be subject to the above-mentioned late charges.

Program Goals

The program is designed to provide a quality childcare option for parents who are working outside of the home. Our program strives to meet the following goals:

1. To assist students in recognizing their fullest potential through activities that develop self-awareness, confidence, feelings of self-worth, interpersonal relationships, values development, and physical skills.
2. To deliver fun activities in a positive environment of safety, support, and care.
3. To provide parents with the knowledge that their student is well cared for in a quality, comprehensive program.
4. To provide supervision by caregivers who are capable of understanding and relating to each student as an individual.

Program Content and Hours of Operation

Daily activities will include group games and sports, art and craft projects, individual projects, activities, homework and study time, social time with friends, and the use of the playground when weather permits. All activities will be selected and based on the interests and needs of the children, stressing fun and safety.

Sacred Heart Latchkey Program operates from 2:40 p.m. to 5:30 p.m. on school days. When school is not in session, hours are 7:45 a.m. to 5:30 p.m. In the event of a school cancellation the program will be closed.

In order to operate efficiently, the center will survey parents about expected attendance for pre- and post- holiday day and may announce closing for days with extremely low expected attendance. The program will use an online Google form sign up. Families will sign up one week at a time. Billing will be done based on sign up from the Google form (if you sign up for days but don't attend you will still be billed).

Arrival and Authorization to Pickup

Upon arrival parents/students are required to check in with a supervisor. Only parents are authorized to pick up a student. All others must be authorized in writing by the parents. Authorized people shall supply a picture I.D. upon arrival to pick up a student. Parents may be contacted for verification if someone else picks up a student. Students shall **NOT** be allowed to leave on their own.

If students will be attending latchkey after school, they may not leave the school grounds. Teachers will escort students to latchkey from their classrooms. Students that go to the library after school will not be allowed to come back to school and participate in the program unless they have a parent sign them in.

We reserve the right not to release your student if there is any suspicion of intoxication involving the adult picking up the student. In this situation, staff will attempt to contact another authorized adult to pick up your student.

When using latchkey on a day there is no school, the parent **MUST** sign the child in. Children may not be dropped off at latchkey without an adult signing them in.

Field Trips and Outings

When daycare is available on a full day basis children go for daily walks (weather dependent) around town to other playgrounds. Please note that a sign will be posted reminding parents of all field trips. In the event there is a cost associated with a field trip, parents will be informed.

Health Rules

First Aid:

The school personnel will care for simple injuries. If emergency medical attention is needed and the parent cannot be reached, the staff will contact the child's physician designated on the medical care form and/or the McLaren Central Michigan Emergency Room.

Medication:

If it is necessary for a student to take medication during latchkey hours, it will be kept in a medical box or refrigerator in the kitchen. A Medication Permissions and Instruction Form must be filled out for each type of medication, whether over the counter or prescription, and for each student. A physician must also sign this form.

Clothing

Please send appropriate outdoor wear and protection in all seasons so that your child can participate in outdoor activities. Students are required to go outside after lunch and should have proper wear for all seasons. On sunny days this would include sunscreen, hat and/or sunglasses.

Nutrition and Food Services

The latchkey program does not provide lunch. On a full or half day of latchkey, parents should provide lunch for their child. In the event that a student has forgotten lunch, the director will contact parents.

Termination

The SHA Latchkey program may terminate services to a student or family for the following reasons:

- Non-payment of fees
- If SHA determines, in its sole discretion, that a student becomes disruptive to the total program.
- If SHA determines, in its sole discretion, that the program is not suitable or does not meet the needs of the student or family.
- For any reason, with or without cause, at the sole discretion of SHA.

Civil Rights

SHA will not discriminate because of race, creed, color, national origin, religion, sex or marital status.

Visitation

Parents are invited to visit the program and meet the coordinator and staff. Throughout the year we encourage parents to keep in close contact with the coordinator and staff as needed. If you should decide to visit, please keep in mind that students tend to act differently when parents are present. We may also ask you to help if extra hands are needed.

Discipline and Guidance

The guidance principles used are in keeping with the academy's philosophy. Indirect guidance and redirection are the most frequently used forms of guidance. The students are given choices of what they may do and must choose an appropriate alternative behavior to replace an inappropriate behavior. A time out for a short period may be required for a student who is having a difficult time making a choice or is unable to choose an alternate appropriate behavior/activity. No physical punishment will be used in the program at any time.

Staff members and students shall enforce and support all building rules. These can be found in the SHA Parent Handbook. The following steps will be taken in the event of any undesirable behavior on the part of the child:

1. Verbal/redirection warning by the staff.
2. Student/coordinator conference.
3. Coordinator/parent conference. (SHA administrators are informed and may become involved.)
4. Suspension for a limited time period if necessary.

The goal is for the child to develop self-control, self-esteem, and self-discipline.

In Case of Fire

At the sound of the alarm, the children go single file out the west exit, through the west gate, and line up along the outside of the fence on the south side of the playground. After a count is taken, students will be removed from the school area and go to the church; parents will be notified to pick up students. They may return to the building only when signaled to do so. It is important to remain composed in such situations. Students are to remain silent during the entire evacuation operation so that objectives can be carried out. If your student has trouble remaining quiet and self-controlled you will be notified.

Tornado Procedures

When alerted, students will go to the downstairs restrooms with staff. A count will be taken of all students. They may return to the cafeteria when signaled to do so. If a tornado watch is in effect, students may be assigned to an area just outside the bathroom for quicker action if needed. Students are to remain silent during the entire operation so that objectives can be carried out. If your student has trouble remaining quiet and self-controlled you will be notified.

In Case of a Serious Accident

In case of a serious accident the emergency hot line number of the Isabella County 911 will be contacted. Following this, the parent or first available person on the emergency card will be contacted.

Definitions

All references to “parent” include stepparent, grandparent, legal guardian, or agent pursuant to a power of attorney and refer to the person legally responsible for the child.

Number and Gender

All of the terms and words used in this policy, regardless of the number and gender in which they are used, shall be deemed and construed to include any other number, singular, or plural, and any other gender, masculine, feminine, or neuter, that to context or sense of this policy or any section or clause in may require, as if the words had been fully and properly written in the number and gender.

I have read, understand, and agree to all the policies set forth in the SHA Latchkey Handbook, including payment policy.

Printed Name Parent/Guardian

Signature Parent/Guardian

Date