



HOLLY AREA SCHOOLS

LATCHKEY PARENT HANDBOOK

2024-2025

ELEMENTARY LATCHKEY SERVICES
HANDBOOK & REGISTRATION
FORMS

801 E. MAPLE ST.
HOLLY, MI 48442
248-328-3021
WWW.HASK12.ORG

SUSAN SIMMS
EARLY CHILDHOOD PRINCIPAL
248-328-3022

Latchkey Parent Handbook

WELCOME TO LATCHKEY

Welcome to the Holly Area Schools Latchkey Program. We are pleased to be working with you and your child. The purpose of this handbook is to acquaint you with the Latchkey program and the policies, which are designed for your child's well-being. Should you have further questions, please feel free to call. We welcome your questions and comments. Our Latchkey programs are state-licensed and are available at all (4) Holly Area Schools Elementary buildings. Latchkey is available for children enrolled in our elementary buildings. . If you ever have any questions about Latchkey please reach out to me directly at 248-328-3022 or SUSAN.SIMMS@HASK12.ORG. We look forward to working with you.

PHILOSOPHY

Holly Area Schools believes individual children develop best in nurturing programs through active learning experiences. We promise to devote our time and effort to ensuring that children are safe, happy, and cared for in a positive environment. We are committed to meeting the developmental needs of children through developmentally appropriate experiences and activities, with caring and nurturing staff, while providing supervision and guidance that helps children develop their leadership and social skills. We foster supportive relationships with families and community partners to enrich the child's emotional and social development. These beliefs guide our practice and provide the framework for program decisions.

The Holly Area Schools' Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Holly Area Schools' Board of Education that no person on the basis of race, religion, color, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied benefits of, or otherwise be subjected to discrimination in any program.

THE LATCHKEY STAFF

Our first priority is to provide an environment that is beneficial to the children's safety, health, and welfare while enhancing their educational experience. We are very selective when choosing staff to work with your children. A thorough background investigation is conducted on all staff prior to hiring. Personal and business references, criminal history, and sex offender backgrounds are checked. Each individual is fingerprinted and is not allowed to work directly with the children until the complete results are received. The Latchkey staff meets and exceeds all state requirements for childcare professionals. Our staff interacts with the children in a positive manner, uses good judgment, and puts the children's best interests first. Staff training includes Adult, Infant and Child CPR & First Aid, annual Bloodborne Pathogen training, and Health and Safety training. In addition, our staff is trained in early childhood development to ensure that they understand the child's individual development and ability to learn. Attention is given to promoting positive self-concepts in each child.

ENROLLMENT

Latchkey is before and/or after school childcare for elementary school age children.

- Latchkey is offered at all four Holly Area Schools elementary buildings.

- Transportation is not provided. Parents must transport their children to and from the program.
- There is a \$50 registration fee. This can be paid through Procure or by check at the Early Childhood Office located at Holly Elementary School.
- All paperwork must be filled out and turned in to your child's elementary building before your child can attend Latchkey.

REGISTRATION PROCESS/REQUIRED FORMS

- Latchkey is available on a pre-registration basis only. We do not provide drop-in services for parents who have not pre-registered. Parents will provide the Latchkey staff with a daily schedule of the times/days that the child will be in attendance. This is vital for us to be able to appropriately staff the program.
- The following forms must be completed and are required before your child will be able to participate in Latchkey. These forms are included in this Parent Handbook and are also available online at www.hask12.org.
- Required Forms: These forms can be found at the end of the Latchkey Parent Handbook.

Program Registration Form:

This form registers your child and provides us with the necessary emergency and medical information. This is a form that is required by our licensing agent.

- Child Information Record (required by licensing)
- Written Information Packet Documentation
- Program Policies (initialed page) This form indicates that you are aware and understand Holly Area Schools payment policy, scheduling process, potty training policy, etc
- Medical Release Form (if applicable)

LATCHKEY FEES 2024-2025 SCHOOL YEAR (rates expire June 7, 2025)

- Latchkey fees are assessed using an hourly rate.
- You will receive a weekly invoice through ProCare. Payments are always due by the date on the invoice.
- Siblings: Children who live in the same household and are related by blood, marriage/domestic partnership, adoption, or foster care. (2 Children -10%, 3 Children -15%, 4 or more children -20%)

	Daily Rate AM or PM	Daily Rate AM & PM
1 child	\$10.00	\$20.00
2 children (same family)	\$9.00 per child	\$18.00 per child
3 children (same family)	\$8.50 per child	\$17.00 per child
4 or more (same family)	\$8.00 per child	\$16.00 per child

Latchkey Rates will increase for Summer 2025 as well as for the 2025-2026 school year.

BILLING PROCEDURES

Latchkey services are billed through Procure. Invoices will be paid via credit card, debit card, or automatic deduction from your bank account. Cash/check will not be accepted by staff at the school. All checks will be accepted at the Early Childhood Office. All invoices must be paid in full by the due date on the invoice. If a payment is not received on time, a fee of \$10 daily will automatically be assessed. If payment is not received, the child will be unable to attend the following week.

LATE PICK UP

We ask that you are prompt in picking up your children by 6:00 PM. For the 1st offense there is a \$15 fee and a \$1/minute charge for each minute late. For the 2nd offense there is a \$30 fee and a \$2/minute charge for each minute late. For the 3rd offense there is a \$30 fee and a \$2/minute fee and exclusion from the program. Late fees will be applied to your Procure account. Dismissal from the program will occur if a late pick up happens three times. If a child is not picked up by 6:00 PM the Parents/Guardians will be contacted. A message will be left if there is no answer. Next, the emergency contact numbers from your emergency form will be called. If there is no answer and we have not heard back from any of the contacts, the Early Childhood Principal and the local police will be contacted to inform them that a child has been left in our care after hours.

PROGRAM HOURS OF OPERATION

The before school Latchkey program opens at 6:00 AM daily until classes commence, usually between 8:30-9:00 AM depending on the building start time.

The after school Latchkey program starts when school ends, generally between 3:30-4:00 PM and lasts until 6:00 PM.

CALENDAR

The Latchkey program will follow the Holly Area Schools K-12 district calendar. For example, when the district is closed for teacher professional development then the Latchkey program will be closed as well. There is no Latchkey on district half days. If Latchkey will be canceled due to unforeseen reasons, you will be notified through Procure by the Latchkey Staff.

STUDENT CODE OF CONDUCT

The Latchkey program follows the district Code of Conduct for all students as outlined in the Elementary Handbooks. This Code of Conduct includes policies on: bullying, alcoholic beverages, disrespect, extortion, fighting, forgery, gross misbehavior, harassment, indecency, insubordination, offensive language, possession/using weapons, sexual harassment, stealing, threatening behavior, tobacco/nicotine, and vandalism. The Elementary Handbook is available at www.hask12.org.

- Parents please review the following expectations during Latchkey with your child/ren.
 - Children must remain in the designated Latchkey area.
 - Children must respect the rights and property of others.
 - Children are to behave courteously, appropriately, cooperatively and follow the instructions of the Latchkey Staff.
 - Playground rules and policies for each elementary building will be followed during Latchkey hours.
 - Appropriate language is expected.
 - Children are expected to be responsible for their actions.

- Materials and equipment are to be treated properly and returned to their proper place when finished.
- Electronic equipment, including cell phones, may only be used at the discretion of the Latchkey staff. Holly Area Schools will not be responsible for lost, stolen, or damaged items from home.

DISCIPLINE

We believe that all people (children, parents, and staff) have a role in promoting behavior that leads to a safe and organized Latchkey experience. The Latchkey staff uses developmentally appropriate, positive methods of discipline. If a child is experiencing difficulty with appropriate behavior, the concerns will be addressed through individual discussions, examining choices, and consequences. If this approach does not appear to be working:

- 1st Offense: The inappropriate behavior will be brought to the attention of the parent who drops off/picks up the child. In some situations the parents will be contacted by telephone. Documentation will be made of the parent contact and the reason for parent contact.
- 2nd Offense: If a child deliberately displays hurtful behavior to another child or staff member in the program, he/she will be suspended on their next scheduled day.
- All chronic disruptive behavior will be handled in writing. An incident report will be given to a parent/guardian to read and sign. A meeting with the early Childhood Principal will be arranged. The child will not be allowed to return to the program until the meeting has been held.
- 3rd Offense: If a child receives a third behavior related incident report, the child may be suspended for 2 days from Latchkey by the Early Childhood Principal.
- 4th Offense: If a child receives a fourth incident report, the child may be suspended from the program for the remainder of the school year.

DISMISSAL FROM PROGRAM

The following circumstances may result in immediate dismissal:

- Failure to pay for services on the monthly due date.
- Dropping off a child before 6:00 AM.
- Three late pick ups may result in dismissal from the program.
- Any child who intentionally physically harms another child or staff member.
- A child who does not adjust to behavioral recommendations as found in our discipline policy.
- Not signing your child in/out of the program.
- Children with repeated bladder or bowel control issues.
- Families with outstanding childcare balances from summer programs will not be allowed to use the school year Latchkey program. In the same regard, families with outstanding childcare balances from the school year will not be allowed to use summer childcare programs.

PERSONAL HYGIENE: TOILET TRAINED

Your child must be toilet-trained and independent in taking care of bathroom needs. We understand that children may have accidents; therefore, in the event that your child has an accident and dry clothes are accessible, then your child will be sent to the restroom to change their clothes. If dry clothes are not available or additional clean-up is needed, parents will be called for immediate pick up from Latchkey.

CLOSINGS

Holidays

Latchkey is closed on most major holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Day After, Christmas Eve & Christmas Day, and New Year's Eve.

Due to weather, emergencies, or other unforeseen situations

In the event of bad weather, hazardous road conditions, other emergencies, and unforeseen situations: please watch local programming. If your child's school or the district is closed for any of the aforementioned reasons, Latchkey will also be closed. Regular scheduled tuition payments are due as normal during these occurrences.

PUBLIC SEX OFFENDER REGISTRY (PSOR)

All staff and volunteers are screened to ensure that they are not registered on the Public Sex Offender Registry. Individuals registered with the Public Sex Offender Registry (PSOR) are prohibited from having contact with any child in care.

HEALTH/SAFETY POLICY

If your child becomes ill at Latchkey, the parent will be contacted immediately. If a parent cannot be reached, the Latchkey staff will contact a person whose name you have provided on your child's Emergency Contact Card. We may ask that your child be picked up and taken home. Your child may be kept apart from the other children until someone comes to pick up your child. If your child should become seriously ill or injured, the same procedures above will be followed. In addition, the Latchkey staff will attend to your child. The Latchkey staff will contact 911. If it becomes necessary to transport your child to a hospital, a Latchkey staff member will accompany the child to the hospital. The Latchkey staff will contact an administrator to notify them of the serious injury/illness.

ILLNESS and COMMON COMMUNICABLE DISEASES

The following are symptoms that are suggestive of communicable diseases. Children, staff, and volunteers with these symptoms should be kept at home. If any of these symptoms are noted during school hours, parents will be contacted immediately. Exclusion from the program will occur when there is a fever of 100.4 or higher, it is a communicable illness, or a rash of unknown origin. If parents are not available, the designated adult from the Emergency Card will be contacted. The Early Childhood Principal will be contacted by staff should exclusion be necessary. The following are symptoms common to communicable illnesses:

- Red or running eyes, sneezing or discharging nose
- Cough that is persistent or productive
- Sores and crusts on the scalp, face, or body particularly if it is red, swollen, or draining
- Sore throat
- Fever of 100.4
- Nausea and vomiting
- Diarrhea and persistent abdominal pain
- Lice/Nits
- Pink eye

Any of these above symptoms may be associated with communicable diseases. They may also be symptoms of non-communicable diseases, and will be considered signs of illness that should

have medical attention. Children with fevers, rashes, or appear unwell will be sent home. Please send in a note from your child's doctor if your child is not able to play outdoors.

NUTRITIONAL POLICY

We provide snacks that are healthy and are in line with the State of Michigan nutritional guidelines. Since the schools participate in the free breakfast program at this time, there will not be a morning snack provided. An afternoon snack will be provided by the program.

MEDICATION

The Latchkey staff will administer medication to a child only if they have a Medical Release Form signed by a doctor and a parent. The medication has to be prescribed by a physician. Medication must be on the original pharmacy packaging, labeled with the child's name, medication name, appropriate dosage, and physician name. Medications can not be expired. When the medication is given, a witness must be present. The person administering the medication must record the time and amount of medication given. The Medical Release form is available at www.hask12.org under the Community/Parents/Health and Medical Information tab.

EMERGENCY PROCEDURES

To ensure the safety of all students, emergency/crisis procedures will be followed as identified below:

- Fire - Staff will lead students to designated safe zones away from the school; emergency procedures will be followed.
- Severe Weather - Staff will lead students to designated safe locations in the school; emergency procedures will be followed.
- Natural or Man-Made Disasters – Staff will lead students to a designated safe zone away from school; emergency procedures will be followed.
- Lock Down - Staff will follow emergency procedures.
- Serious Accident, Illness, or Injury – Staff will follow emergency procedures as outlined by Holly Area Schools.

In the event of an emergency requiring evacuation from a school, HAS district procedures will be followed:

- Elementary students will be bussed to a nearby site that has instructional space available.
 - If the situation allows, students will be returned by bus to the normal AM/PM Latchkey site for dismissal at their regular time.
- In the event that an alternate Latchkey site for dismissal is necessary, Latchkey caregivers will be responsible for informing parents as to where the children can be picked up after school hours if an alternate site is utilized.

EVACUATION

In case of an emergency, plans are in place to safely move children to a relocation site. Parents will be contacted by phone or email to reunite families. Each child with special needs will be accommodated during each type of emergency.

SIGNING IN AND OUT

For the safety of your child the State of Michigan requires that children be signed in and out of the program by a parent listed on the Registration Form/Emergency Card. Signing in and out is done via the Procure App. If for some reason the Procure App is not working, parents will be

required to sign in and out on paper provided by the Latchkey Staff. Identification will be required for those persons with whom the staff is unfamiliar.

REIMBURSEMENTS

Reimbursements will not be made for non-attendance or emergency program closures, including snow days.

DHS (DEPARTMENT OF HUMAN SERVICES)

Parents interested in financial assistance will need to contact their local DHS office to see if you qualify for assistance. Parents will be responsible for fees incurred until the first payment is made by the State of Michigan. Parents will also be responsible for the percentage of payment not covered by DHS. Registration and late fees are not covered by DHS and are the responsibility of the parent.

NON-JOINT CUSTODY

Holly Area Schools Latchkey must have a copy of any custody documents. Until the program receives such documents either parent may pick up the child and add names to the emergency list. In the case of joint custody, either parent may include names on the forms. Unless we have documentation, it is assumed that either parent may pick up the child. According to the State of Michigan Licensing Rules For Child Care Centers, "Until custody has been established by a court action, one parent may not limit the other from picking the child up from your (latchkey program) care. It is not within your (latchkey program) legal right to withhold a child from a parent unless there has been court action which limits one parent's right to the child." For child custody cases, a court order designating a parent or guardian full custody must be on file with the program. Unless court action has established custody, one parent may not limit the other from picking up the child.

LICENSING INFORMATION

Holly Area Schools Latchkey complies with all State of Michigan Licensing Child Care Centers requirements. Parents may access these rules at www.michigan.gov/michildcare. The State of Michigan Department of Licensing and Regulatory Affairs requires all child care centers to provide access to a license notebook which contains licensing inspection reports, special investigation reports, and related Corrective Action Plans (CAP) developed during the past five years until the license is closed. Holly Area Schools has internet available onsite to access the documents. Reports from the last three years are available at www.michigan.gov/michildcare.

SMOKING/VAPING

For the safety of all, smoking and vaping is prohibited at all times while on school property.

MANDATED REPORTING

Staff is required by law to report all suspected cases of child abuse and/or neglect to the appropriate authorities. (Act No.238, Public Act of 1975 as amended Sections 722.621-772.636, Michigan Compiled Laws).

To Enroll please complete the following forms and return to your home school where your children will be attending school.

- 1.Latchkey Program Registration Form
2. Program Policies
3. Written Information packet documentation
- 4.Child Information Record



Latchkey Program Registration Packet

Program

Latchkey AM/PM (Specify needs below)

AM-(Please Circle Days Needed)

Mon Tues Wed Thurs. Fri.

PM-(Please Circle Days Needed)

Mon Tues Wed Thurs. Fri.

School

- Davisburg Elementary
- Holly Elementary
- Patterson Elementary
- Rose Pioneer Elementary

Program availability may change based on enrollment.

Child's Name _____ **Date of Birth** _____

Home Address _____

Mother/Legal Guardian _____

Address (if different from child) _____

Phone _____ **Email** _____

Father/Legal Guardian _____

Address (if different from child) _____

Phone _____ **Email** _____

Does your child have any medical conditions or allergies? _____

Do you have any other children attending our programs? If yes, please include child's name and the program they attend: _____

Is there any other information that will help us to better serve your child? _____

Program Policies

The following policies are in place to best support our partnership. Please review the policies and **initial** each section. Initialing each policy indicates your understanding of such policy.

ProCare

- Invoices will be paid via credit card, debit card, or automatic deduction from your bank account.
- Cash and Checks will not be accepted by Staff at the school. All checks will be accepted at the Early Childhood Office. Please contact 248-328-3021.

Fee Policy

- Your fees pay for the operational cost of our programs.
- All invoices must be paid in full by the due date on the invoice. If a payment is not received on time, a fee of \$10 daily will automatically be assessed. If payment is not received, the child will be unable to attend the following week.
- Non-refundable \$50 registration fee applies for the school year. Summer Latchkey does have a separate registration fee if you decide to enroll.

Reimbursements

- Reimbursements are **not** made for non-attendance or emergency program closure; including snow days

Discipline Policy

- I have read and understand the Discipline Policy and Dismissal From Program policies as outlined in the Latchkey Parent Handbook.

Late Payment Fee

- All invoices must be paid in full by the due date on the invoice.
- If payment is not received on time, a fee of **\$10 daily** will be automatically assessed.
- **If payments are not received, the child will be unable to attend the following week.**

Late Pick Up Policy and Fees

The fees for picking up children after closing time are as follows:

- 1st offense: \$15 fee, +\$1 per minute late
- 2nd offense: \$30, +\$2 per minute late
- 3rd offense: \$30, +\$2 per minute late AND exclusion from the program.

Photo Release

Photos may be taken at special events throughout the school year. The photos may be displayed on bulletin boards, in the classroom or submitted for the school yearbook. Please indicate your preference below:

- Yes, you may photograph my child.
- No, do not photograph my child.

Latchkey Food Statement 2024-2025 School Year

Holly Area Schools provides breakfast for all students before school begins. A morning snack will not be provided. The Latchkey program will provide an afternoon snack.

Illness Policy

Please note the following are symptoms of communicable disease:

- A temperature over 100.4 degrees
- Persistent and/or productive cough
- Discharge from the eyes or nose
- Diarrhea
- Jaundice
- Nausea and Vomiting
- Swelling and/or tenderness of glands
- Any skin eruption, sore, or rash

Children must be free of fever, diarrhea, and/or vomiting for at least 24 hours **without** medication before returning to school. If there is a communicable disease diagnosis, a doctor’s note will be required to return to school.

 Good Health Statement

I, the parent/guardian of _____, certify that they are in good health and able to participate in age appropriate physical activities.

Please list any physical limitations that may prevent your child from participating in activities: _____

 Potty Training Policy

Children must be potty trained to enter preschool programs and latchkey services. The child should be able to perform most bathroom activities independently. Staff members are not equipped to change soiled clothing. Parents may be asked to come to the school to assist with toileting support.

 Release of Information

- I give permission for the Holly Area Schools Early Childhood Programs to pull my child’s immunization records from the Michigan Care Improvement Registry.
- I decline consent and will provide a complete immunization record or an immunization waiver from the health department before my child attends the program.

 Custody Information (if applicable)

Please provide court documents related to custody, guardianship, or foster care placement. *We must have legal documentation to restrict the release of a child to either parent.

 Parent Handbook Agreement

I acknowledge that I have received the current parent handbook containing important information regarding rules and regulations of this program.

I have reviewed the program policies and agree to abide by these policies while my child is participating in any of the Holly Area Schools Early Childhood Programs.

Parent/ Legal Guardian Signature **Date**

Administration Signature **Date**



WRITTEN INFORMATION PACKET DOCUMENTATION
Michigan Department of Licensing and Regulatory Affairs
Child Care Licensing Bureau

Child(ren)'s Name(s) (Last, First)	Facility's Name and License Number Davisburg Elementary DC630019016 Holly Elementary DC630093919 Patterson Elementary DC630019017 Rose Pioneer Elementary DC630078608
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A written information packet has been provided at the time of enrollment. The packet included all the following information (*R 400.8146 (1-2)*):

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.
- Fee policy.
- Discipline policy.
- Food service program.
- Program philosophy.
- Typical daily routine.
- Parent notification plan for accidents, injuries, incidents, and illnesses.
- Transportation policy, if applicable.
- Medication policy.
- Exclusion policy for child illnesses.
- Notice of the availability of the center's licensing notebook. **(CENTER MUST CHECK ONE)**
 - The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigation reports, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at www.michigan.gov/michildcare.
 - The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.
- Other _____

I certify that I received all of the above items.

Parent/Guardian Signature

Date

Note: A single CCL-4340 form may be used for all children in the same family.

LARA is an equal opportunity employer/program.



CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing Bureau

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission		Date of Discharge	
Name of Child (Last, First, Middle Initial)					Child's Date of Birth
Address (Number and Street, Building/Apartment Number)			City	State	Zip Code
Parent/Legal Guardian's Name		Primary Phone ()	Parent/Legal Guardian's Name (Optional)		Primary Phone ()
Home Address (if not child's address)		2 nd Phone (if applicable) ()	Home Address (if not child's address)		2 nd Phone (if applicable) ()
City	State	Zip Code	City	State	Zip Code
Email Address (optional)			Email Address (optional)		
Employer Name		Work Phone ()	Employer Name		Work Phone ()
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ()		
Hospital Preferred for Emergency Treatment (optional)					
Allergies, Special Needs and/or Special Instructions? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain: (Attach additional sheets, if necessary.)					

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See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)					
1.	()	()			
2.	()	()			
3.	()	()			
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)					
1.	()	2.	()		
3.	()	4.	()		

Parent/Legal Guardian Initials:
_____ I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.	
Signature of Parent or Guardian	Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.	

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