



# St. John Evangelical Lutheran School

## Latchkey Handbook

### 2024 – 2025



St. John's Purpose Statement:  
To nurture children academically and spiritually  
toward a life of witness and service in Christ.

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Latchkey Director: Ms. Valerie Nicholas

Direct Line (716) 362-3926

The St. John Latchkey Program aims to provide a positive before and after school experience for the children of our working families. The program has a variety of structured activities to meet the spiritual, physical, emotional, and social needs of your child. Our childcare program is organized to provide supervision for children in preschool through grade 8 of St. John Lutheran School. The program is administered by a director, under the supervision of the school principal and St. John Lutheran Board of Christian Education.

#### **Providing Services for Preschool Children in Latchkey**

Our Latchkey program is available to children enrolled in our St. John Lutheran Preschool Program. We know that being of a younger age, a preschool child will require different, and/or additional services that need to be met/provided.

- A child attending Latchkey MUST BE potty trained and able to use the bathroom independently .
- A change of clothes MUST BE present in the child's backpack every day.

#### **Registration and Enrollment Policies**

- Students attending the St. John Latchkey Program MUST BE students of St. John Lutheran School in Preschool through Grade 8.
- Parents interested in signing up their child(ren) are to complete and sign a St. John Latchkey Program Registration Form and pay a non-refundable \$40 registration fee per family.
- All forms must be completed and returned BEFORE the child's first day of attendance in the St. John Latchkey Program.
- Parents of students who attend Latchkey will receive a "Weekly Sign-Up Link" to communicate the days the students will attend the following week. Changes should be communicated with the Latchkey Director.

## **Fees and Payment Policies**

- Funds collected for the program cover the cost of materials and snacks for the children, in addition to pay for the Latchkey staff.
- All payments must be made promptly upon receiving a statement or invoice, unless authorized by the office. Any account not paid within the Program Policy time limit of **TWO WEEKS** may result in immediate suspension of childcare services, until fees are paid in full.
- All outstanding latchkey dues must be paid by May 31. If there is a hardship that the Board of Christian Education should be aware of, please communicate that in writing prior to May 31. If no communication is made and board approval is not given, there will be an additional fee of \$15 added to the bill each week beyond May 31. Latchkey services will be terminated immediately for the duration for the school year until payment is made in full.
- Payments for June latchkey services **MUST BE** paid on a week-to-week basis.
- Cash or checks are acceptable forms of payment. Checks should be made payable to ST. JOHN LATCHKEY. Payments may be placed in the lockbox outside the office clearly marked with the child's name. Receipts will be sent electronically to a family email. A \$25.00 bank fee will be charged for any returned checks. The Program Director has the right to request cash only where non-sufficient fund checks have occurred in the past.
- In the event of outstanding payments and fees going unpaid without proper communication with the Director AND the Board of Christian Education, all costs of legal and lawyer fees will be paid in full by the parent(s) and/or guardian(s).

## **Arrival and Departure**

- Teachers and the Latchkey Director should be notified if your child(ren) will be attending Latchkey.
- Each student will be signed in upon arrival to the Latchkey room.
- Program parents or those individuals listed on the application as “persons authorized to pick up child” must sign a child out for each afternoon session. Please be sure to indicate the time of pick up on the sign out sheet. Latchkey workers may ask to see ID for persons picking up children to ensure the safety of the children. A child can **ONLY** be signed out by a parent or adult on their registration form.

## **Health and Safety Policy**

- If your child has a known medical condition (i.e. asthma, diabetes, seizure disorder, etc.) please be sure this is stated on the child’s registration form.
- We will follow the same procedures stated in the Student/Parent Handbook for emergencies and any contagious diseases.
- Whenever a child is given prescription or over-the-counter medication, the Doctor and the Parent **MUST** provide the Program Supervisor with a completed signed medication authorization form. (The school nurse also requests the same form for the school)
- Medication brought to the program **MUST** be provided in the original, a duplicate container, or in a container accompanied by the doctor’s instructions for its use.
- Children will not be released into an unsafe situation. If the person picking up the students is deemed unfit to leave with the children, efforts will be made to keep the children safe until another adult can come and pick them up.

## **Mandatory Reporting of Child Abuse**

The Department of Human Services requires all “childcare givers” to report any suspected child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

## **Cell Phones and Other Electronic Devices**

Cell phones and electronic devices will be turned into the staff when entering the latchkey program. All devices will be turned off while in the program and not permitted to be on at any time while in the building. We strongly

encourage all devices to be left at home. If a device is brought, it is the child's responsibility to ask for the device when he/she exits the building.

### **Lost and Found**

- Latchkey Program Workers will take any personal property which remains from the previous week to the school Lost and Found on Friday afternoon.
- Although the Program Workers attempt to help the children stay organized, the Program cannot be responsible for lost personal property. Please have children refrain from bringing valuable or personal possessions to Latchkey.

### **Discipline and Discharge**

Since Latchkey is an extension of the school day, school rules still apply both inside and on the playground. Students are entitled to a safe environment at Latchkey just as they are throughout the school day. The Latchkey Program cannot serve students who display chronically disruptive behavior. This is defined as words or actions which require constant attention from the staff, inflicts physical or emotional harm on other children, or abuses the staff, while ignoring/disobeying the rules which guide behavior during Latchkey. If a student cannot adjust to the Latchkey setting and act appropriately, then the student may be discharged.

Disruptive behavior will be dealt with in the following manner:

- WARNING
- TIME-OUT (5-15 minutes)  
(A severe or repeated disruption may warrant a separation from the group until the student's parent arrives.)
- Conference with principal, latchkey director/worker and parent/guardian.
- Suspension from the Latchkey Program. (This will be left to the discretion of the Latchkey Director and Principal.)
- If the severity of a problem is great enough that it could endanger the safety of the student or another student in the program, the discharge will be effective IMMEDIATELY.

A student may also be discharged for non-payment of funds.

(Please reference Fees and Payment Policies)



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**LATCHKEY FEES**

**Registration Fee:** \$40.00 per family

**Daily Charges:**

Per Session:

(Morning)	7:00 a.m. – 8:00 a.m.	1 student =	\$5.00
		2+ students =	\$8.00
(Afternoon)	2:45 p.m. - 4:00 p.m.	1 student =	\$ 8.00
		2+ students =	\$12.00
	2:45 p.m. - 4:45 p.m.	1 student =	\$10.00
		2+ students =	\$13.00
	2:45 p.m. - 5:30 p.m.	1 student =	\$12.00
		2+ students =	\$15.00

\*Preschool will have afternoon Latchkey beginning at 2:45 p.m.

\*\*Please notify the Latchkey Director by the direct Latchkey phone line if you are unable to make pick-up by the latest 5:30 pm time. There will be a \$6.00 charge for every 15 minutes after 5:30 pm.

**Early Dismissal Days**

- Latchkey will be available on select early dismissal days as listed below.
- Sign-up for scheduled early dismissal days must be made on the link provided in advance, otherwise, your child may not be able to attend.
- Children attending the Latchkey Program on Early Dismissal Days should pack a lunch.

**Latchkey will be provided for the following early dismissal dates:**

- Tuesday, September 3/ First day of school
- Thursday, November 7 & 8/Parent Teacher Conferences
- Friday, December 20/ Beginning of Christmas Break
- Friday, March 7/ NYS Test Scoring
- Friday, May 16/ NYS Test Scoring

**EARLY DISMISSAL FEES**

Until 2:45 pm	\$15
2+ Students	\$20
Until 5:30 pm	\$27
2+ Students	\$35



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**St. John Latchkey  
2024-2025  
Enrollment and Emergency Contact Form**

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_  
Age/Grade \_\_\_\_\_ Birth Date \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian 1 \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_  
Email \_\_\_\_\_  
Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Special Instructions for reaching you \_\_\_\_\_

Parent/Guardian 2 \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_  
Email \_\_\_\_\_  
Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Preferred form of communication: Fast Direct / home phone / cell phone / text  
(Circle One)**

Below, list people who may be called in an emergency and who are authorized to take your child from our care. We cannot release your child to anyone NOT on the list below other than parents listed above. Please indicate who to call first in an emergency (after parents listed above).

Name #1 \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Name #2 \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Name #3 \_\_\_\_\_ Relationship to child \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

People **NOT** authorized to pick up child: \_\_\_\_\_

Does your child have any allergies? If yes, please list allergies and how they are treated.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have any notable health concerns (asthma, diabetes, etc.) If yes, please explain and indicate procedures to be taken.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Hospital of Choice \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

I understand that it is my responsibility to inform the St. John Latchkey Program of any changes to the information above. We also understand that St. John Latchkey will attempt to reach one of the people on this form, trying to reach parents/guardians first if there is an emergency before any action is taken. If I cannot be reached, the staff has our permission to use discretion in securing medical aid. We give permission for emergency medical or hospital personnel to perform the necessary care needed for our child during an emergency. We further understand that St. John Latchkey Program, the staff at St. John Latchkey and/or any person responsible for obtaining medical aid for our child will not be responsible for any expense incurred by our family due to medical aid being given to our child.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**Enrollment Agreement**

I understand that I am enrolling my child(ren) \_\_\_\_\_ for the 2024-2025 school year.

\_\_\_\_\_ Morning Latchkey (General Days and Times) \_\_\_\_\_  
\_\_\_\_\_ Afternoon Latchkey (General Days and Times) \_\_\_\_\_

\*Please note: This is just for Latchkey planning purposes and can be changed or modified at any time.

1. I will update my child's file information as outlined in the St. John Lutheran School Student/Parent Handbook and the Latchkey Program Handbook.
2. I will support the Latchkey program workers who assume full responsibility for my child(ren) from the time he/she arrives at the program until my child leaves the program according to the written instruction for departure.
3. I will be available if the Latchkey program workers attempt to contact me in an emergency.
4. I have read and understand the Discipline and Discharge Policy in the Latchkey Handbook.
5. I have read and agree to adhere to the stated policies of the St. John Latchkey Program, as stated in the Latchkey Program Handbook and the Student/Parent Handbook for St. John Lutheran School.
6. I give my child(ren) permission to participate fully in the Latchkey Program.

\_\_\_\_\_  
(Today's Date)

\_\_\_\_\_  
Parent/Guardian Signature