



Parent Handbook



Pioneering excellence in afterschool educational programming.

JA Latchkey Program

JA Main Office

Address:

5970 Venture Drive
Dublin, Ohio 43017

Office Hours: 9:00am to 2:00pm

Phone: 614-793-8077

Fax: 614-793-2899

Office Email: jalatchkey@gmail.com

Website: www.JAlatchkey.org

Current School Site

Elementary Schools

Monroe 5000 St. Rt. 38 NW, London, OH 43140 (614) 796-3826 monroe.jakey@gmail.com

JA latchkey Program

Mission Statement

The mission of JA Latchkey is to meet the needs of children, families and schools in the Jonathan Alder school community. We strive to ensure that all children in our community have a safe and educational environment, which provides developmentally appropriate activities in a before and after-school environment.

Program Goals

- Students participating in academic support and enrichment activities will show increased success and academic achievement as demonstrated by improved homework completion rates, course grades and increased engagement in learning.
- Students participating in social skills and youth development activities will show improve social and emotional wellbeing by improving behaviors, improved relationships and community consciousness.
- Students will develop and improve their homework skills to reinforce classroom content.
- Students participating in physical, health, and recreational activities will show improved nutrition, health practices, physical development, leadership and team building skills, and self-confidence as demonstrated by increased physical activity and enhanced nutrition and wellness.
- JA Latchkey staff will develop effective working relationships with families, schools, and the community, which will result in increased parental/school involvement, improved coordination of existing programs and services, school community support, improved program quality, and increased ability to meet the needs of youth and families.

Program Curriculum

Elementary

Our program's focus differs from other programs in that its foundation is based on education rather than recreation. Most courses and activities are elective with only a few compulsory events. Weekly educational themes are selected to guide programing for activities. Each teacher provides a weekly lesson in math, sciences, cultural studies and cooperative learning. Every lesson is carefully intertwined with fun activities that engage the students while they learn. In addition, all students will participate in reading for at least 10 minutes every day.

Throughout the year, we have a sundry of events, cultural celebrations, and guest speakers. During our winter months, we provide educational course work involving a variety of topics, such as robotics, sign language, Young Rembrandts, and Science, Technology, Engineering and Mathematics (STEM). With technology as one of the leading areas of development, we have made STEM education one of our primary curriculum focuses.

Homework Center

JA Latchkey provides basic materials, designated space, an Educational Coordinator to assist students, and the opportunity to complete homework daily. The educational coordinator

facilitates communication with parents and classroom teachers about assignments, but often it falls on the student to initiate its completion. If you have any questions or need assistance with your child's homework, please contact your school's designated Education Coordinator.

Community Engagement

As a non-profit dedicated to the education of children, we feel strongly about teaching students the role of a community and we encourage our students to be responsible, contributing members of their community. At each site, students are asked to participate in activities or tasks (such as running daily announcements or snack helpers) that benefit their own Latchkey community. In addition, we select local and national charities to raise awareness and support. The students learn about a cause and how they can make a difference.

Healthy Bodies, Healthy Minds

JA Latchkey programs promote health living habits through our programming and education.

Food and Nutrition

A healthy afternoon snack containing two (2) out of the four (4) food groups is provided at each of the sites. Current dated menus for the entire week are displayed at the parent table and are available with your school's monthly newsletter.

Alternative Snacks- If a child has a special diet restriction, parents may bring in snacks to be stored at our school pantry. State licensing requires the additional snacks include at least two (2) of the four (4) basic food groups. Those food groups include meat/meat alternative, bread/grains, fruit/vegetable, and dairy.

Food Allergies- we do not serve any food item with peanuts or peanut by-products.

Special Events- Any food item contributed for any snack time, special event, party or celebration must be prepackaged. If a child has a serious food allergy or limitations on their diet, parents are required to furnish a nutritious snack on a daily basis.

Breakfast- A space will be designated for breakfast if you wish to send it with your child.

Physical Activity

Outdoor Physical Activity

JA Latchkey believes that fresh air and outdoor exercise are part of a healthy lifestyle. School sites will provide daily outdoor play when weather and safety conditions are suitable. **Students should dress appropriately for the weather.** JA Latchkey will follow Monroe Elementary School guidelines for going outside to play. (All the following temperatures include the wind chill effect.) For temperatures below 25 degrees Fahrenheit, there will be no outside play. For temperatures 26 degrees Fahrenheit and above, there will be outside play. Please provide sunscreen for your child if you are concerned about skin protection when the sun is out.

Indoor Physical Activity

Indoor gross motor play will be provided in the commons area or gymnasium if weather conditions—such as heat, cold, rain, or poor air quality—do not permit outdoor play. Please make sure your child has the appropriate footwear, such as tennis shoes, to participate. Students wearing heels, flip-flops, or sandals will not be permitted to participate due to safety. In addition to our daily physical activities, we offer special courses, such as Jump Bunch Programs, yoga, and Zumba throughout the year to keep our students engaged and moving.

Program Limitations

- Our program provides a 1-12 teacher-to-student ratio. We are unable to provide 1-1 care.
- Our education coordinator and homework center provides a place and assistance for academic work; however, we are unable to provide individual hourly tutoring.
- We are unable to have unscheduled parent teacher conferences during latchkey hours as it compromises our students' safety.
- We are unable to purchase specific snack items for individual children.
- Due to our program structure and location in the school building (5 direct exits to the outdoors), we are unable to provide care for children who flee the common area, who bully other students, or who physically hurt themselves, other students, and/or teachers.

Staffing and Supervision

Education and Background

School Site Staff

All of our teachers have experience and education specific training of developmental education. All staff members receive state certified courses in child abuse, first aid and communicable disease. The Site Directors and Assistant Teachers attend a minimum of 8 hours yearly educational professional development annually in content areas of child development, nutrition composition, discipline management, curriculum planning, music, art, administration, and parent/family engagement. At least two (2) teachers at every school site are CPR certified. Every Site Director attends a six (6) hour workshop provided by the Ohio Department of Job and Family Services on current state Day Care Licensing laws.

All teachers hired must complete a Bureau of Criminal Identification and Investigation (BCII) and Federal Bureau of Investigation (FBI) background check. It is required that the BCII check be updated every five (5) years.

Program Director Staff

JA Latchkey recognizes that a part of our program's success is dependent on support from our staff and dedication from our Program Directors. All of our directors have decades of experience in the education field and with organization. They have been selected based on their curriculum vita, dedication to quality, Plain City Community involvement, and area of teaching credentials.

Teacher to Student Ratios

The teacher/pupil ratio shall never exceed 1:18 and the maximum group size is 2:36. In an effort to provide the best possible program environment, JA Latchkey strives for a 1:12 teacher-child ratio. JA Latchkey operates as a group setting and does not provide one-on-one care. The maximum group size is limited by state licensing.

Parent Involvement and Participation

Parent Participation

Any parent or guardian of a child enrolled in our program shall be permitted unlimited access to their child's program during all hours of operation for the purposes of contacting their child(ren),

evaluating the care provided by our teachers, or evaluating the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there are court documents limiting access and conditions of the nonresidential parent. In rare situations, if visitations cause disruption or distract staff from their supervisory duties, visitation may be limited. Upon entering the premises, the parent, custodian, or guardian shall notify the Site Director of his/her presence.

If you wish to contribute your time or talent, please notify the appropriate school site. Your participation enhances the program.

To ensure the safety and well-being of the children at JA Latchkey, parents must refrain from confronting other children. We understand that conflicts need to be addressed, but please let any concern be addressed by the Site Director or other staff member. Parents and staff members must treat each other with respect. All parties will conduct themselves in a professional manner.

Parent Feedback and Annual Survey

Our mission is to serve the needs of the JA Community and we depend on parent feedback for the continual growth and development of our programs. Please contact us with any suggestions, ideas, or concerns. We have an annual anonymous 10 question survey we send out via email link; however, you may fill out a survey at any time, as the link is on our website's homepage.

Parent-Staff Communication

JA Latchkey staff will strive to engage in daily communication with parents as well as providing any information for upcoming events and different activities with newsletters and emails.

Because we need to maintain the safety of our students, we are unable to meet with parents for unscheduled conferences during Latchkey program hours.

If a parent has a concern, it should first be addressed at the individual building with the Site Director. If a resolution has not been reached, parents may contact the program Director for that building.

JA Latchkey has a zero-tolerance policy for violent, threatening, and/or disruptive behavior from parents. Examples of such behavior include, but are not limited to, yelling, the use of vulgar or profane language, belligerent behavior, threats of physical harm toward staff or children, or the actual infliction of physical harm to another person. This type of behavior will result in that parent's child being immediately removed from the Latchkey program. In some circumstances, immediate suspension or dismissal may be deemed necessary due to behavior that jeopardizes their own or others safety. Suspension or dismissal is at the sole discretion of JA Latchkey, Inc.

Parent Responsibilities

Parents' Responsibilities are...

- Informing staff of their children's absence.
- Checking the parent mailbox, parent information board, newsletter and emails from our program.
- Informing site directors of any change in addresses, email, and/or home/work/cell phone numbers.

- Supervising and ensuring the safety of any non-enrolled child while picking up enrolled children.
- Keeping medications current and available on site.
- Picking up their children no later than 6:00pm.

Daily Schedule

Typical Schedule

JA latchkey programs operate only when JA City Schools are in session.

Elementary School

The daily hours of operation are Monday – Friday from 6:45 a.m. until 8:45 a.m. and from 3:30 p.m. until 6:00 p.m.

Mornings

6:45-7:30 Unstructured activities
 7:45-8:10 Structured activities, lessons
 8:10-8:20 Clean up and bathroom
 8:20-8:40 Group time/sharing/dismissal

Afternoons

3:30-3:45 Welcome/Attendance/Snack
 3:45-4:25 Clubs and Enrichments
 4:30- 4:40 Individual Reading Time
 4:45- 5:50 Activities/Homework/Crafts
 5:55-6:00 Clean-up and leave premises

Abbreviated School Day

Early Dismissal

If Jonathan Alder Schools announce an early release for elementary or middle school, JA Latchkey will not operate in the afternoon, and you must make other arrangements for your child(ren)

Late Start Due to Weather

If school is cancelled prior to the beginning of the school day, JA Latchkey is closed. If Jonathan Alder Schools announce an elementary school closure during morning Latchkey hours, you must return to pick up your child(ren). If JA Schools announce a one (1) or two (2) hour delay due to inclement weather, there will be no morning session of JA Latchkey. Our interest is keeping you and your children safe, care more about your safety than financial gain.

Registration Procedures

Registration Procedures for New Families for the Current School Year

For families new to JA Latchkey, please contact our main office at 614-793-0871 to see if space is available at the school site in question. If available, parents or guardians may register online or in person. Once you have completed your online paperwork, sent in your

registration fee, and first month's payment, you will receive a start date for your child. Typically, it takes 2-3 days for the registration process to be complete and your child to start our program.

Spring Registration for the Following Fall School Year

Spring enrollment for the following school year is staggered based on registration in the months of May and June. In January, specific dates and priority levels will be made public. Please check our website's homepage the first of the new year. After our tiered enrollment process is complete, for those buildings that still have spots available, parents may enroll anytime.

Registration Paperwork

For returning students, parents will need to complete an information update form and payment method form. For any **NEW** student enrolling in a program or registering for a waitlist, the full application is required. You may fill the paperwork out online or come into our office to complete a paper version. If you are registering for the waitlist, only the non-refundable registration fee is required. If you are on the waitlist and are unable to take the position if a spot becomes available, you may not remain on the waitlist but will receive a credit for future use.

Registration Priority Level

We progress down the priority levels until each building is full and has the maximum waitlist number. In the event that your child does not get into our program, please get on the waitlist as we have many changes in the fall and are able to get most students in by January.

ALL ENROLLMENTS ARE MADE ON A FIRST-COME, FIRST-SERVED BASIS FOR EACH INDIVIDUAL SCHOOL SITE.

1. Level 1: Currently enrolled families. Families with a child (or children) enrolled in our program will have priority to re-enroll their children and to enroll currently unenrolled siblings for the following school year.
2. Level 2: Students on the waitlist for the current year who have not yet gotten into our program. This includes siblings that will be starting in the fall.
3. Level 3: Open Enrollment days specific to buildings. If there is limited space or a waitlist for a building, many people show up early to our main office building to get in line during open enrollment days (5970 Venture Drive, Dublin, 43017). We cannot give you a reliable estimated time at which you should come stand in line. Please make this decision based on your personal need for the program and the available spots in the program. We do open the doors prior to the registration time for those who need respite. At that point, the order of the line will be taken and each person waiting will be called in order when the open registration time begins. If you are called to register and are not present, your place in line will be forfeited.

Program Policies and Procedures

General Policies

1. Parents are responsible for bringing in and picking up when signing children in/out for the day.
2. JA Latchkey students do not take field trips or participate in swimming or water activities.
3. Aerosols are NOT permitted.
4. JA latchkey does not require children to be vaccinated to enroll in our programs.
5. All employees of a childcare center are required under section 2151.421 of the Ohio revised code to report any suspicions of child abuse or neglect to the Department of Children's Services in Franklin County.
6. Children's files all contain medical information, registration forms, tuitions/compliance forms, and any accident/incident reports. All files and personal information is kept confidential and stored in a secure location. This information is only accessible by site staff. Parents may review THEIR child's file upon request to the Site Director.
7. JA Latchkey is not responsible for any items from home that are lost or stolen.
8. Emergency Contacts: Parents cannot be listed as emergency contacts. At least one person must be listed who can be contacted in the event of an emergency or illness if parents cannot be reached. Any person listed should be able to assist in contacting the parent and at least one person listed must be within one hour of the site and able to take responsibility for the child in case the parent cannot be contacted.
9. Two (2) week's notification is appreciated if you choose to withdraw your child from the program. Please call (614) 793-8077 to give notification. Withdrawal will be effective on the first of the following month.
10. Employment of JA Latchkey staff by parents for personal childcare is at the parent's own discretion and is not monitored by JA Latchkey. Parents are responsible for investigating the backgrounds of potential personal caregivers. JA Latchkey assumes no responsibility for the actions of employees beyond JA Latchkey hours.
11. JA Latchkey requires that any changes in information given on a child's original enrollment forms be submitted in writing to the site's Site Director immediately. This includes, but is not limited to, change of employment (and telephone number change), change in home telephone number, etc. Any change in pick up restrictions affecting a natural parent must be accompanied by legal documents to support the requested change. The other parent may be notified of any such requested change.
12. If, in the opinion of our staff, a parent or guardian appears to be unable to safely transport his/her child(ren), we will suggest an emergency designee be contacted for this purpose. Should the parent or guardian refuse, JA Latchkey, Inc. will notify the proper authorities.
13. JA Latchkey, Inc. reserves the right to inspect backpacks and/or clothing as long as the inspection is reasonable at inception and in scope.
14. A child may not attend the program without the necessary completed forms on file, along with any required medication(s).
15. For parents who require space for breastfeeding, please visit the teacher's lounge. (new to licensing)

16. JA Latchkey does not conduct formal evaluations on students or report information to ODJFS (ODJFS Administrative code 5101:2-17-02)

Enrollment and Registration Policies

1. JA Latchkey is a NON-PROFIT organization and is solely dependent upon user fees for its operation. Our organization does not discriminate in enrollment upon the basis of race, color, religion, sex, national origin, military status or disability in violation of the Americans with Disability Act of 1990, 104 Stat. 327, 42 U.S.C. 12101 et seq. We will make reasonable accommodation and modifications to our programs as long as it does not fundamentally alter our structure or puts your or other students safety in jeopardy. If your child has specific needs of accommodations, please make an appointment with the program Director prior to your start date.
2. Notification of any medical, emotional or physical condition is required before enrollment into JA Latchkey. This information is needed to adequately provide for the health, safety and welfare of the students in the program. The program Director will arrange a conference time at your convenience, if necessary. Failure to disclose medical, emotional, or physical conditions may lead to dismissal from the program.
3. Children enrolled in only one session each day cannot exchange an a.m. session for a p.m. session and vice versa.
4. The State of Ohio Department of Job and Family Services Child Care License is posted in the Latchkey area for review. It specifies the number of children the program is licensed to serve. Forms from the health, building and fire departments and copies of the program's licensing record for the current licensing period as well as inspection reports and any complaints that may have been lodged are on-site and are located at the parent table. These may also be obtained from the Ohio Department of Job and Family Services. To report suspected violations by the center, you may contact the Ohio Department of Job and Family Services (1-866-635-3748). A copy of the current law and rules governing child daycare is available at the JA Latchkey site. A roster of the names and telephone numbers of the parents/guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests to be excluded. For your information and convenience, the weekly lesson plans, weekly menus, special events, and other pertinent information are displayed at the parent table.
5. After the new school year has started, new students must complete all forms entirely and submit them in person to our main office located at 5970 Venture Drive, Dublin, Ohio 43017. Available spots must be confirmed through the main Latchkey office. You will then be given a "start day" at that time and may begin attending on that start date. If space is unavailable at the time of registration, there may be a waiting list option. When space becomes available, contact will be made for continuing the enrollment process and start dates.
6. Registration for the following school year is only available to families whose balance is paid in full.
7. If payment is not received by the 15th of the month, your child may not attend until we receive payment unless an arrangement has been made with Terrie Reid-Roane. Late payments can be grounds for suspension or dismissal from the program.

Tuition and Fee Policies

1. The first month's tuition and yearly registration fee are due at the time of registration. The annual cost of childcare is divided into nine (9) equal payments: August/September – May/June. An annual registration fee provides funds for insurance payment and yearly start-up supplies and expenses.
2. There are two (2) categories of students: full-time and part-time. Full-time students attend every day during the month for each session they are enrolled. Part-time students attend 12 days or less during the month for each session they are enrolled. An additional charge of \$10.00 per morning and \$12.00 per afternoon will be applied for those exceeding 12 visits. JA Latchkey, Inc. offers a limited number of part-time spots at each school site, which are filled on a first-come, first-served basis. Attendance for part-time students during the months of August/September and May/June are combined for a total attendance of 12 times per session enrolled. Example: Your child may attend 12 times or less for May and June combined. If you exceed 12 times there will be an additional charge of \$10.00 per morning and \$12.00 per afternoon session. Parents of part-time students will be given a monthly attendance schedule to fill out and return. It is important that this is done on a regular basis so that your site can plan for the days your child(ren) will be in attendance.
3. Tuition will only be pro-rated if the student's initial enrollment in the program occurs during the first month of your enrollment. Tuition cannot be prorated for any other reason, including calamity days, leaving the program, illness, or family vacations. Our fee structure is 9 equal payments over the course of the academic year, independent of the number of program days in a calendar month.
4. One (1) change in enrollment status is allowed each school year. Any other changes to a student's enrollment status will result in a \$30.00 fee. This fee does not apply to waiting list status changes. Children enrolled in only one session per day cannot exchange an a.m. session for a p.m. session and vice versa.
5. Failure to notify your child's program of any afternoon (p.m. session) absence will result in a ten (15) dollar fee. Notification can be conveyed directly to JA Latchkey personnel through any one of the following options: a written note given directly to a JA Latchkey teacher, a written note recorded in the proper section of the sign in/out book, an e-mail sent directly to your child's JA Latchkey school site, or a phone call made to the JA Latchkey, Inc. school site cellular telephone number listed on the front page of this Parent Handbook. Telephone notification must be made no later than 3:00 p.m. on the day of your child's absence. The safety of the children is JA Latchkey's priority. A search process is put into effect when a child does not arrive as expected, and that process does not end until the child is found. The process consists of checking and rechecking the site's voicemail messages, checking with the school office, and searching the classroom, halls, and restrooms. Parents and/or emergency designees are contacted as well. This is a stressful process that removes one (1) teacher from the entire group of children. For the safety of your child and the other children in the program, please call your school site's voicemail when your child is absent. Your consideration in avoiding this time consuming and disruptive process is appreciated.
6. Planned absences from JA Latchkey care of up to one (1) month in length may be arranged. Parents will pay half of the full-time fee in order to reserve their child's space at the site for the following month. This fee must be pre-paid at our main office, 5970 Venture Drive, Dublin, Ohio 43017 and is non-refundable. Spots will be held for one (1) month only per school year. This is a one (1) time only occurrence. If the program is not full, you may re-

enroll your child with a re-entry fee of fifteen (15) Please note the Site Director must be notified.

7. 8. Registration and initial payment fees are NON-REFUNDABLE. Exception: If the child had been removed from the Jonathan Alder School District, and we are notified in writing by the child's new school by August 1st, the initial payment fee may be refunded. Notification must be on the new school's letterhead. REGISTRATION FEES ARE NON-REFUNDABLE IN ANY OTHER CASE.
9. A thirty (30) dollar charge is assessed for a returned check. After two (2) returned checks, payment MUST be made through Electronic Funds Transfer (EFT). JA Latchkey will require that you enroll in this service. Cash is NOT accepted at the school site but will be accepted at our administrative office.
10. Children may not be signed in before 6:45 a.m. Children need to be picked up by 6:00 p.m. Beginning at 6:00 p.m., you will be charged \$1.00 per child for every minute that you are late. If you or your emergency designee has not picked up your child by 6:25 p.m., the police and Franklin County Children's Services may be contacted. After two (2) late pick-ups, a conference will be held between the Director and the parents. It is at the Director's discretion when a child will be dismissed from the program due to continuous late pick-ups, and such dismissal may occur after two (2) late pick-ups.
11. If payment is not received by the 15th of each month, your child may not attend until we receive payment unless an arrangement has been made with Terrie Reid-Roane. Late payments can be grounds for suspension or dismissal from the program.

Tuition and Fees

*Please see Fee section on JAlatchkey.org for current tuition rates.

MISCELLANEOUS FEES

Registration fee	\$35.00/child \$45.00/family
Late payment fee	\$10.00 after 5th business day of the month
Returned check fee	\$30.00
Late pick-up fee	\$1.00 per child per minute beginning at 6:00 p.m.
Failure to notify absence fee	\$15.00 per occurrence (from 10)
Change Fee	\$30.00 per occurrence (after one (1))

Payment Policies and Procedures

Payments are due on the first (1st) school day of the month and are considered late after the fifth (5th) school day of the month. A late fee is then added and increases on the fifteenth (15th) of the month (see fee section). There are nine (9) equal payments for the school year: August/September through May/June. With holidays and breaks, the payments balance out over the year. A registration fee and first (1st) month's tuition are required at the time of registration. There is a discount for siblings. **Payments are NON-REFUNDABLE.**

Payment Method

Electronic Funds Transfer

- EFT start date will be in October of each school year and will run through May. You will need to re-enroll each year to participate in our EFT program.
- There is a bank fee of \$.35 PER transaction, a total annual cost of \$2.80 per year.
- Payment occurs on the 4th day of each month (with the exception of a weekend or bank holiday, in which case it will occur the next business day).
- Please obtain the enrollment form from your Site Director, from our Administrative Office, or from our website under “Forms.”

Arrival and Departure Policies

Morning Arrival:

1. All children must be accompanied into the building and signed in by a parent or guardian. Children may be signed in to their school site beginning at 6:45 am. Staff members must be made aware that children are arriving. Although we open the doors to parents at 6:45 am, our staff are just beginning to set up.

Afternoon Arrival:

1. When dismissed from class by the final bell, students must report DIRECTLY to latchkey staff and check in for the afternoon session attendance.
2. PARENTS MUST NOTIFY THE SITE DIRECTOR IN ADVANCE OF A CHILD’S ABSENCE FROM THE AFTERNOON PROGRAM. This can be done anytime, day or night. We do ask that the notice be given before 3:00pm the day of the absence. You may notify the school site via email, text, or phone.
3. Failure to notify your child’s Latchkey site will result in an additional \$15 fee for each child find inquiry.
4. Upon the arrival and departure to and from the JA Latchkey site, all children will check in and out with their home-base teacher for attendance purposes. Children are under the teacher’s direct supervision at all times with the following exceptions:
 - a. A parent or guardian must sign a permission slip in order for a child to participate in specified activities conducted in the building. The permission slip indicates the child’s name, the nature of the activity, the location of the activity, the arrangements for transporting children to and from the activity, the time period for which permission is given, the starting and ending time of the activity, the parent or guardian’s signature, and the date. Activities include, but are not limited to, after school classes, girls scouts, teacher helpers, JA Latchkey educational courses, Safety Patrol.
 - b. Children are permitted to run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision under the following circumstances: the children remain within hearing distance of a staff member, the children are checked every five minutes, and the restroom is for the exclusive use of JA Latchkey at the time or restroom use.
 - c. A group of six or fewer children, fourth grade or older, may engage in activities which pose no physical risk to their safety in a room without a staff member, as

long as the staff member can see or hear the children at all times and checks on the children occur at least every five minutes.

- d. With mutual agreement between the parent/guardian and the site, children may be permitted off the premises for designated activities when the parent/guardian has given written permission. The written permission will be kept on file and will specify the child's destination, the arrangements for transportation to and from the activity, the time of arrival and departure, and the duration for which the permission is given.
5. **NO** child is released to anyone other than his/her parents or designees. If the person responsible for picking up the child is not on the emergency list, it is acceptable for the parent to leave a message at the child's site location indicating the person picking up the child that day, to write a note to the teacher, or to communicate with the teacher in person. A photo ID will be checked by our staff of all persons who pick up the child other than the parents/guardians.
6. Parents/Guardians that have custody of their children will be allowed to designate other people to pick up their children. If there is shared custody between parents, either parent will be allowed to designate other people to pick up their children. If custody lies with one parent, legal documentation is needed to prove this, and only the parent with legal custody will be allowed to designate other contacts to pick up their child(ren).
7. Anyone picking up a child from any JA Latchkey program that is unknown to the JA Latchkey teachers will be asked for identification in the form of a photo ID (valid driver's license or state identification card). Information from the driver's license or state identification card will be recorded and kept on file for safety purposes.
8. All authorized persons must be 16 years of age. A child may not arrive or leave from the program alone. Children may not be dropped off at the entrance of the building or be sent in alone. Every child must be signed in/out by a parent or guardian.
9. In the event that a parent/guardian or an authorized person does not pick up the child within half an hour of the program's closing time, and a parent/guardian has failed to make contact with the school site staff, school staff will assume that a personal crisis or emergency has occurred. The local police and children's services will be contacted to assist in a plan in locating the parents or guardians.

Personnel Property Policy

Students may bring personal property to Latchkey to share with friends and use during latchkey time. JA Latchkey takes no responsibility for lost, damaged or stolen items. Each school site does have its own policy regarding personal items and when children are able to use them. Parents are encouraged to clearly mark children's belongings in order to prevent confusion and misunderstandings.

Technology Policy

1. As a general policy, we discourage students from bring personal electronics from home, as our programs aim to foster the development of social and academic skills. Personal

electronics include, but are not limited to, computers, tablets, e-readers, cell phones, any web enabled devices, video game systems, and cameras.

2. JA Latchkey assumes no responsibility for theft, loss, damage and/or misuse of personal electronic devices.
3. Students will have limited access to electronic devices during Latchkey sessions. Use of electronic devices must be approved by a supervising teacher, an administrator, or an IEP team.
4. When given the privilege to use an electronic device, there will be consequences if a student misuses the electronic device for any unauthorized or inappropriate content. A behavior report will be written up for the first incident; subsequent incidents may be grounds for the child's dismissal from the program.

Custody Arraignments Policy

It is the mission of JA Latchkey to be a support to families and to promote positive development for children. We recognize that many families are in transition and have experienced divorce and separation. In order to provide the best possible care for your child, who is our main priority, we feel that it is imperative that we be able to maintain good relations with all the significant adults in his/her life. If this is not possible, your child or children may be unenrolled. In the event of a difficult situation, we ask that you make an appointment to meet privately with the Site Director in order to discuss any matters of importance in relation to the divorce/separation and any other issues that may help us in the care of your child. It would be helpful to discuss the child's general feelings as you see it so we may be appropriately responsive to your child when he/she is with us. In an effort to minimize situations that may be uncomfortable for you, your child, and our staff, we ask that parents refrain from talking about custody issues, visitation disputes, and problems with/negative opinions about the child's other parent in front of the child(ren). Please note, we cannot deny a parent access to his/her child upon the word of the other parent unless we have a copy of a court order stating that this is the case. Once again, it is the child's wellbeing that is our main priority, and we need to be able to maintain good relations with both parents.

The parents/guardians are responsible for providing the most current copy of legal documentation concerning custody arraignments and court ordered access for each child. Latchkey will not deny any parent access without the most recent court documents.

Parents with joint custody are required to agree prior to returning this paperwork to JA Latchkey **on all persons listed** as persons granted permission to pick up the child on **any day** JA Latchkey is in session, unless court documents specify otherwise. If JA Latchkey receives a completed permission to pick up list, you will be deemed to have agreed upon the list, and JA Latchkey will release the child to any person who is on the list on any day. Again, joint custody parents must agree on the list before the list is returned to JA Latchkey.

Bullying Policy

Bullying behavior will not be tolerated at JA Latchkey. There are different conditions and circumstances that need to occur to define actions and situation as bullying. Children do joke around with one another by calling each other names or even engaging in physical contact at times. These are still not yet labeled as bullying. The difference lies in the relationship of the

victim and their bully, as well as frequency and intent of interactions. REPEATED actions from one child towards another are considered bullying. Bullying and harassment of any kind will result in going through the behavioral slip process.

Physical

REPEATED force towards/upon a person body or personal belongings. Examples include, but are not limited to, hitting, pushing/shoving, punching, kicking, tripping, elbowing, pinching, flicking, throwing objects at, hair pulling, restraining, touching inappropriately, and damaging physical property.

Verbal

REPEATED use of negative and/or damaging words towards or in regards to another person. This includes spoken and written actions. Examples include, but are not limited to, negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake compliments, and attacks on sexual orientation.

Cyber

REPEATED use of email or electronic devices in a negative manner towards or in regards to another person. Examples include, but are not limited to, posting negative comments, creating fake profiles, sexting, making fun of photos, tagging photos, engaging in Twitter fights, posting negative videos, posting negative statuses, making hate pledges, texting photos, sending nasty emails, hacking photos, and sending mean forwards.

Medical Care Policy

The following forms, required by the Ohio Department Job & Family Services, must be completed and filed on site before attendance. Emergency forms must be updated as changes occur and annually thereafter. JA Latchkey reserves the right to exclude children from our program if the parents are unwilling to sign consent for transportation in case of an emergency.

Emergency Information

1. Each child must have this on file the first (1st) day of attendance (this form is three [3] pages).
2. The emergency portion MUST contain parental consent for transport, work telephone numbers, addresses and telephone numbers of both parents, and the addresses and telephone numbers of at least one (1) person able to assume responsibility for the child in the event the parents cannot be reached, as well as that person's relationship to the child. At least one (1) person listed must be within one hour of the site. This form must also contain the names, addresses, and telephone numbers of the child's physician and the preferred hospital.
3. Emergency Transportation Authorization. JA Latchkey reserves the right to refuse admittance to any of their programs should the parent/guardian not give permission to transport.
4. The health record portion must list the following:
 - a. Allergies (food, medication, and/or environmental)
 - b. Special health or medical conditions
 - c. Medications, food supplements, or medical food currently being used by the child
 - d. Dietary restrictions, including those for medical, religious, or cultural reasons.
 - e. History of hospitalization and History of disease

Medical/ Physical Care Plan (JFS 01235)

Required if the student has a medical condition.

Request for Administration of Medication (JFS 01217)

1. This form is needed when a child needs to be administered medication during JA Latchkey hours (this form is available; however, it is preferred that all medications be stored and administered by the school office). Medication(s) must be on site on the child's first day of attendance.
2. A parent/guardian must sign the form. A physician may also need to complete a portion of this form. Medications must be in the original container, with the prescription label attached and the directions for administering the medication to the child. Upon receipt of the medication, a staff member shall verify the amount of medication brought and indicate that amount on the medication log form (staff and parent must initial). Staff of JA Latchkey will document in the medication log each time medication is administered to the child. This log will remain with the child's file at the school site. A staff member, accompanied by a witness, will destroy any unused medication that is unclaimed by the parent if a prescription is no longer to be administered OR at the end of the school year.
3. No employee who is authorized by JA Latchkey to administer a prescribed drug and who has a copy of the most recent statement would be liable for civil damages for administering or failing to administer the drug, unless the staff member acted in a manner that would constitute "gross negligence or reckless misconduct."
4. Children shall be permitted to carry and use, as necessary, an asthma inhaler, provided the child has prior written permission from his/her parent and physician and has submitted the appropriate form. The physician must represent in writing that the immediate administration of such medication during bronchial spasm(s) is medically indicated and that delay in such administration could have significantly adverse medical consequences. Any parent or guardian requesting that a child carry and use an asthma inhaler shall release from liability and indemnify JA Latchkey and its employees for damages or injury resulting from use, misuse, or nonuse of such medication, except if JA Latchkey or its employees are grossly negligent or engage in reckless misconduct. The child should use the inhaler under the supervision of a staff member, and the incident will be documented in the medication log.

Behavior Guidance, Management, and Social Development

Our student behavior management system involves the use of positive reinforcements, modeling, and discipline to assist our students in making better choices and understanding the rules and safety limits that keep them safe in our program. Along with keeping our students safe, our practices help shape students' behavior in learning necessary social skills and interpersonal regulation.

All employees of JA Latchkey are responsible for ensuring that reasonable, developmentally appropriate child guidance and management techniques are followed. The following techniques are used in disciplining children:

1. Setting clear limits

2. Redirecting the child to an appropriate activity
3. Showing children positive alternatives
4. Modeling the desired behavior
5. Reinforcing and praising appropriate behavior
6. Encouraging children to control their own behavior, cooperating with others, and solving problems by talking things out
7. Enforcing space separation in problematic situations
8. Reviewing the reasons why children are separated and explaining the behavior that is expected of them

According to Licensing Rule 5101:2-12-19, when children's behavior is unacceptable, the childcare staff member shall not:

- Abuse, endanger or neglect children
- Utilize cruel, harsh, unusual or extreme techniques
- Utilize any form of corporal punishment
- Delegate children to manage or discipline other children
- Use physical restraints on a child
- Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control
- Place children in a locked room or confine children in any enclosed areas
- Confine children to equipment such as cribs or high chairs
- Humiliate, threaten or frighten children
- Subject children to profane language or verbal abuse
- Make derogatory or sarcastic remarks about children or their families
- Punish children for failure to eat or sleep or for toileting accidents
- Withhold any food (including snacks and treats), rest or toilet use
- Punish an entire group of children due to the unacceptable behavior of one or a few
- Isolate and restrict children from all activities for an extended period of time.

Student Behavior Management Policy

Physical assistance and/or intervention may be used to prevent a child from hurting himself/herself or other, or attempting to leave the JA Latchkey area unattended. When a child's behavior disrupts a Latchkey activity or threatens the safety of the child or others, the teacher will approach the child, attempt to redirect the child, and offer a solution to the problem while remaining fair and consistent. If this approach is ineffective, the teacher may direct the child to move or use physical assistance to guide the child to a safe and quiet place of isolation and/or time-out. Seclusion will always be separate from peers, but within sight and hearing distance of JA Latchkey personnel. Physical punishment shall never be used. Once the child has re-established a neutral disposition he/she will be integrated back into the days' activities.

Incident Reports

A "behavioral slip" will be used for chronically disruptive or unsafe behavior. This slip shall be given to the parents for discussion and a signature. Based on the severity of the infraction, the parents may be contacted by the program Admin Director to discuss the

issues and establish a written behavioral plan. Prior to the student's return to the program, a parent signature is required to acknowledge receipt of the behavior plan. A signature does not necessarily evidence acceptance of the behavioral plan by the parent, only acknowledgement of its existence. "Chronically disruptive or unsafe behavior" is defined as receipt of three (3) behavior slips and may result in dismissal from the program. Examples include, but are not limited to, causing a physical injury, taunting, name-calling, encouraging others to exclude a child from a group, threatening physical harm, and damaging property. If a child cannot safely participate in the Latchkey environment using interventions and supports provided via a behavior plan, a parent/guardian may be asked to find alternative childcare.

Immediate Suspension or Dismissal

JA Latchkey has a zero-tolerance policy for violent, threatening, and/or disruptive behavior from parents. Examples of such behavior include, but are not limited to, yelling, use of vulgar or profane language, belligerent behavior, threats of physical harm toward staff or children, or the infliction of physical harm to another person. This type of behavior shall result in the child's immediate disenrollment from the Latchkey program. In some circumstances, immediate suspension or dismissal may be deemed necessary due to behavior that jeopardizes the child's own safety or others. Suspension or dismissal is at the sole discretion of JA Latchkey.

No reimbursement of fees paid shall be given for the days of a child's suspension or dismissal. A child who has been dismissed from the program, for any reason, may not seek entrance in future years.

Emergency and Accident Procedures

General Student Emergencies

Minor Injury or Illness

For non-life threatening injuries, students will be treated by a staff member who is certified in first aid. If the situation warrants, the parent will be called to pick up their child.

Staff is required by law to fill out an incident/injury report for the following reasons (One copy is given to the parent and the other copy is placed into the child's file):

- a. Illness, accident, or injury that requires first aid treatment
- b. A bump or blow to the head
- c. Emergency transporting
- d. Unusual or unexpected event that jeopardizes the safety of children or staff
- e. The parent/guardian must sign the incident/injury report on the day the incident/injury occurs. ODJFS must be electronically sent a copy of the report.

Serious Injury or Illness

In the case of a serious injury or illness, the child will be treated by a staff member and a parent will be notified immediately. If a staff member cannot treat the child's injury, the

Emergency Squad will be contacted and parents notified immediately. If the parents have not arrived by the time Squad leaves for the hospital, a staff person will accompany the child to the hospital until parents arrive.

Incident Reports

Staff is required by law to fill out an incident/injury report for the following reasons

- Illness, accident, or injury that requires first aid treatment
- A bump or blow to the head
- Emergency transporting
- Unusual or unexpected event that jeopardizes the safety of children or staff

The parent/guardian must sign the incident/injury report on the day the incident/injury occurs. ODJFS must be electronically sent a copy of the report.

Management of Illnesses

- A child who displays any of the above symptoms will be immediately isolated and his/her parents will be contacted to pick him/her up immediately. The isolation area is adjacent to the JA Latchkey area and within sight and hearing distance of the staff. The child will be provided with a cot and/or mat. All linens and blankets used by the ill child will be laundered before being used by another child. Mats will be washed with soap and water, as well as sanitized with an appropriate germicide.
- In the event that a child's temperature rises to 103 degrees and/or vomiting or diarrhea becomes frequent, the life squad will be summoned if the parents or guardian cannot be located.
- Please contact the staff immediately if your child contracts a communicable disease. Parents will be notified of any occurrence of a communicable disease by posting a sign on our parent board Trifold board.
- If a child has been absent from school during the entire day, the child **MAY NOT** attend the p.m. session of JA Latchkey.
- A child who is mildly ill, has symptoms of a low-grade temperature (*teacher's discretion*), or has a runny or stuffy nose upon returning to the program after an illness will be expected to follow the normal routine.
- The Site Director will contact parents/guardian immediately if the child is too ill to participate in Latchkey.
- Children who are discharged from the program may return after **24 hours** of being symptom-free from any illness or communicable disease, or less than 24 hours with a doctor's note stating they are not contagious.
- Other parents/ guardians will be given a written notification when children have been exposed to a communicable disease.
- A teacher who displays any of the above symptoms of communicable disease **WILL NOT** be permitted to work in the program while ill. A teacher may return after 12 hours if there is no indication that a communicable disease is present.

Symptoms for Discharge

All staff members at school sites are trained to recognize common symptoms of communicable diseases or other illnesses that could be present during program sessions. Staff members shall observe each child as the children enter the school site. Precautions shall be taken for children exhibiting signs of any communicable disease.

A child with the any of the following symptoms shall be immediately isolated and discharged to a parent or emergency contact:

- Temperature of 100 degrees Fahrenheit or higher
- Diarrhea (three or more abnormally loose stools within 24 hours)
- Severe cough that causes the child to become red or blue in the face or to make a whooping sound
- Labored or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick purulent (pus) discharge, matted eyelashes, burning, abnormal itching, or eye pain
- Stiff neck with an elevated temperature
- Untreated or infected skin patch, unusual spots or rashes
- Evidence of untreated lice, scabies, or other parasitic infections
- Sore throat or difficult swallowing
- Vomiting more than one time, accompanied by any other symptom of illness

Program staff shall follow Ohio Department of Health Communicable Disease Chart to assist in the recognition and appropriate management of suspected illness. A chart is posted in each site area.

School Site Emergencies, Drills and Procedures

Weather Alert Procedures (posted on Trifold Board): JA Latchkey ensures that each school site will conduct monthly safety drills consisting of fire drills, tornado drills, and emergency/ lockdown drills. Staff will have the cell phone available at all times for emergencies.

Fire Drills

A fire escape plan is posted on site at all times in each location. The plan will show all suggested routes and exits in the case of a fire. Fire drills will be documented. The documentation will be signed by Latchkey staff and then posted. In the case of a fire, children and staff will evacuate the building using the most direct evacuation route. Latchkey staff will notify the proper authorities.

Tornado Drills

Tornado drills are conducted during the months of April, May, June, and July. Tornado safety procedures with suggested safe areas are posted at all times in each school site. Tornado drills will be documented. The documentation will be signed by Latchkey staff and then posted.

*Should a tornado warning be put into effect and sirens sound, children and Latchkey staff will proceed with the tornado drill and move to a designated safe area. All staff members and children will remain in the designated safe area until sirens stop and the danger has passed.

Lockdown/ Emergency Drills

Lockdown and emergency drills will be conducted throughout the year and recorded. Site staff and students will also discuss different options that can be taken for different situations.

For all general emergencies, children will be evacuated to a safe location (the safe locations will vary at each school site). 911 will be called and staff will be responsible for making sure that all children are accounted for once children are safe and attendance is taken. Staff will

carry cellular phones and call all parents to inform them of an emergency and advise parents to pick up their children.

In the event of an evacuation, parents will be contacted by Latchkey for further instructions on reuniting families.

Emergency Evacuation Locations

In case of an environmental emergency such as a fire or tornado/weather alert, consult the posted evacuation plan/diagram to see the "safe place" where your child will be. This is posted on the tri-fold board at the parent table.

If there is an emergency evacuation due to a bomb threat, gas leak, etc., please see the location below where your child can be picked up:

Monroe Elementary

Primary Evacuation Location: Outside back doors of school to back of playground.

Secondary Evacuation Location: Across the street in the residential area.

Ohio Department of Job and Family Services **CENTER PARENT INFORMATION** **REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request. The telephone number is [\(866\) 886-3537, option 4](tel:866-886-3537).

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are

also available for review on the Child Care in Ohio website. The website is:
<http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

JFS 01237 (Rev. 9/2011)