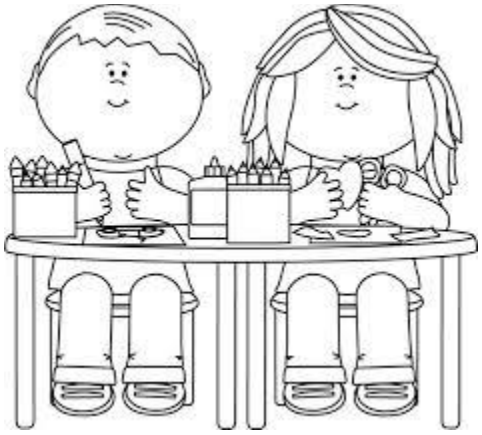
ISLAND CITY ACADEMY

Latchkey Program



Parent Handbook

Latchkey Program Director
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517-663-0111

Latchkey Billing Coordinator
Sarah Sims
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The Parent Handbook has been designed to provide you with information about our Latchkey Program. We welcome your comments and suggestions. We want your child's experience to be positive. We will be happy to answer any questions you may have.

GENERAL INFORMATION

The Island City Academy Latchkey Program services children 5-14 years of age. The program is designed to provide a safe, healthy, caring and fun-filled atmosphere for the children while promoting educational, literacy, social and emotional growth. It is the philosophy of the Latchkey Program that each child is a unique person with an individual rate of development. The program is play-based allowing children the opportunity to develop skills while engaging in organized and free play opportunities. Independence and socialization is encouraged.

The Latchkey Program is licensed by the Michigan Department of Human Services. Our licensing book is available during regular business hours for parents to review and contains all licensing inspection reports, special investigation reports and all related corrective action plans.

ENROLLMENT POLICY

The Latchkey Program operates on a non-discriminatory basis affording equal treatment and access to services without regard to race, color, religion, national origin or ancestry. All registration forms, emergency card and physical form (if necessary) must be completed. A new registration packet must be completed. Parents are required to keep children's records up to date with changes in phone numbers, addresses, employer, etc. Children enrolled must be completely potty-trained and able to take care of their own bathroom needs.

HOURS OF OPERATION

Latchkey is open daily from 6:45 am to the start of school and again from the end of the school day to 5:45 pm. On half days of school Latchkey will be open for the normal morning hours and again from the end of the school day to 5:45 pm. Latchkey will be closed on holidays and when school is closed due to inclement weather or utility emergencies. The local radio stations and local television stations will carry the announcement. Island City Academy also uses a service called Intrado that will make a phone call to each parent with their phone number on file informing them of a school closing.

STAFF

All applicants must be fingerprinted and submit to a background check before employment. No staff will be approved for employment that has been convicted of child abuse or neglect or convicted of a felony involving harm or threatened harm.

STAFFING RATIO

4-5 years of age	1 adult to every 12 children
5-14 years of age	1 adult to every 18 children

This is in accordance with the State of Michigan Department of Human Services licensing procedure.

ARRIVAL AND DEPARTURE

Children must be escorted into the classroom. Child care students must be signed in by their parent (or designee). The parent (or designee) must sign the child out when they are picked up. Children arriving or departing from class to Latchkey will be signed in/out by staff. Children will be released only to those persons whose names are listed on the medical card. Parents must advise latchkey in writing if another person is to pick up their child. All people picking up children should be prepared to show a picture ID at all times. Staff who are not familiar with the parent or designee are required to ask for ID.

PHOTOGRAPHS

Photographs of the children are taken from time to time and may appear in publicity materials. Parent's permission for photographs is part of the enrollment process.

FIELD TRIPS

Field trip fees are charged to cover costs incurred for the trip. Parents are notified in advance of the cost, date, time and destinations of all field trips. Field trip fees for children are collected in advance. Permission slips completed by the parent are required for a child to go on trips.

Latch Key Rates

Morning Latch-key (includes breakfast)

- $.10 per minute per child from 6:45 a.m. to 8:00 a.m.

Afternoon/Early Release Latch-Key

- $.05 per minute per child as follows
  - Early Release: 12:30 p.m. to 5:45 p.m.
  - Early Release: 1:30 p.m. to 5:45 p.m.
  - Regular Release: 3:25 p.m. to 5:45 p.m.

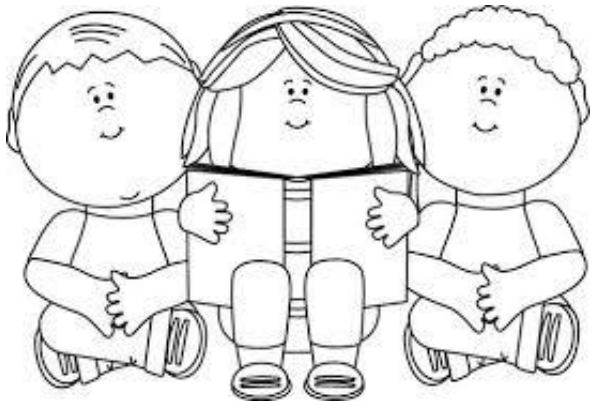
**Students who are not picked up by 5:45 p.m. will be charged a late fee of $1.00 per minute.

BILLING POLICIES

All students must be enrolled in auto-payment via our Brightwheel app. If necessary, other payment arrangements may be made by contacting the school office. Late payments may result in a late charge of $2.00 per week or removal from the program.

Personal checks and money orders may be made payable to "Island City Academy" prior to the auto-payment processing. Cash is also accepted. You will be notified if a check is returned to us by the bank. Should we receive an NSF check, the replacement payment must be made in cash. There will be a $10.00 charge for the returned check. We reserve the right to request cash payments only.

If you would like a printout of your family's account, please contact the school office.



LATCHKEY FOR SCHOOL AGE PROGRAM

Students will receive 30-45 minutes of homework time in the library followed by snack time. Activities are planned around the special interests of the children involved, such as arts and crafts, board games, puzzles and sports. Outside and/or gym time are offered daily. After school snacks are available for purchase.

HEALTH POLICY

All children attending Latchkey must have a completed physical form on record with the school or provide a Health Appraisal signed by your child's doctor. This is a part of our enrollment process. Children who are ill should not come to Latchkey. If your child becomes ill while in our care we will contact you to arrange to pick the child up. If parents cannot be reached, an emergency contact will be called to come and get the child. Parents will be contacted in the event your child has a fever of 100 degrees or more and is accompanied by other symptoms (such as nausea or lethargy), vomits, or has diarrhea. They must be symptom-free for 24 hours before they may return.
**This policy includes staff as well.*

COMMUNICABLE AND INFECIOUS DISEASES

Please notify Latchkey if your child has contracted a communicable or infectious disease. The following guidelines may be used as a guide for re-admission to the program after communicable and infectious diseases have been diagnosed:

Chicken Pox: Doctor's note confirming diagnosis and return date. Lesions should be crusted over.
Conjunctivitis (Pine Eye): Twenty-four hours after treatment has begun.
Impetigo: Twenty-four hours after antibiotics started, with a bandage covering area.

Measles: Four days after the appearance of the rash and a note from the doctor to return.
Mumps: When swelling and fever are gone and a note from the doctor.
Pertussis (Whooping Cough): After being on antibiotic for five days and a note to return to school from the doctor.
Ringworm: After twenty-four hours of treatment or as directed by a physician with skin covered.
Strep Infection: Including Scarlatina, Scarlet Fever, Strep, Strep Throat, and Rheumatic Fever – after twenty=four hours of being on an antibiotic and no fever or a physician's statement saying the child may be in school.
Fifth Disease: Until no fever is present and a note from the physician.

NUISANCE DISEASES

Scabies: After seen and treated by physician.
Lice: The ICA Latchkey policy excludes children that have nits or live lice in their hair. When head lice are suspected, parents will be called to take their child home. Children may return to the classroom when they have been treated and no nits or lice remain in their hair.

The office must check children before they may return to class.

The Eaton County Health Department recommends the following treatments for head lice:

Do not treat your child while bathing in the bathtub. Instead treat them over the sink or while showering.

Kill the lice and eggs on clothing and bedding using one of these methods:

- Normal hot water washing and machine drying.
- Dry cleaning
- Sealing in plastic bags for 7-10 days
- Exposing to freezing temperatures for at least 12-24 hours.

To control the spread of lice among family members, please take these additional steps:

- Vacuum carpets, upholstery (including the car), pillows and mattresses daily for one week.
- Soak combs and brushes for 15 min in hot water (140-165 degrees F)
- Do not share personal items with others (combs, brushes, hats, towels, scarves or pillows)

- Pin up the child's hair in a bun (if long) or in a ponytail.
- Check each family member daily for two weeks.

MEDICATION

The administration of medication policy may only be put into effect if ALL of the following procedures have been accomplished:

- Medication is to be in the original prescription container with student's name, prescribing doctor, and medication and dosage are displayed on container.
- Non-prescription medication, such as aspirin, cough drops, etc. may be given only with signed permission from parent/guardian.
- All medications are to be given to an adult staff member with the proper forms. No medication is to be carried by the children in purses, backpacks, etc.

The staff will maintain a record as to the time and amount of medication given. The medication will be dispersed in the presence of two adults. The medication will be stored out of reach of children.

ACCIDENT POLICY

We make every effort to maintain a safe setting for your child, however, if an injury occurs…

- The staff will perform basic first aid, for example, cuts washed and bandaged, bumps treated with ice.
- Emergency Medical Services will be called if a child is in need of emergency treatment. Parents will be notified.
- If a student receives a bump, blow or jolt to the head, a staff member will contact parents advising of such occurrence.
- Parents will receive written notice of any injuries requiring first aid

DISCIPLINE POLICY

It is the policy of the Island City Academy Latchkey Program to promote the development of children's consciences and self-control through positive guidance techniques. Such methods including modeling and encouraging expected behavior, redirecting children to an acceptable activity, anticipation, and elimination of potential problems, setting clear and consistent limits, involving children in establishing rules and in problem solving of misbehavior, and meeting with a child who is having problems.

As children's capabilities increase, they are guided to become responsible for their own actions and grow in respect for the rights and feelings of other people and property. Conflicts are viewed as learning opportunities for children to develop skills such as cooperation, negotiation and communication with the person involved. The following steps may be taken for unresolved conflicts:

- A child may not be allowed to participate in a particular activity for a period of time. (Not to surpass one minute per year of age.)
- A conference with parents will be requested to discuss further action.
- Parents are asked not to use physical punishment, such as spanking, on the school premises. Protective services must be called if physical abuse of a child is suspected.

WEATHER EMERGENCIES

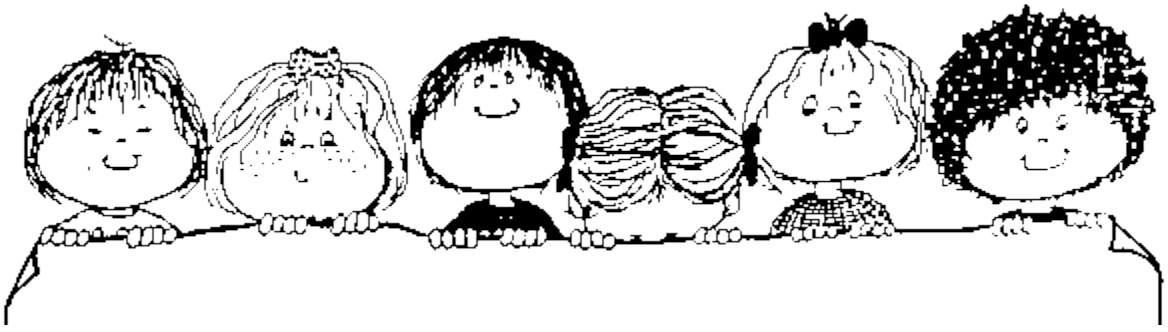
- Tornado Alert – In the event of tornadoes or other severe weather conditions, children will be moved to designated safety areas.
- Fire and Tornado Drills – Fire and tornado drills are practiced so that children know how and when to leave the building and what to do in the case of an emergency. Anyone in the building during that time will be expected to participate in the drills.
- Non-weather Emergencies – Emergency procedures are in place for non-weather emergencies. In the event of an evacuation, all children will be taken to a safe area. Parents will then be notified.

Serious Incident, accident, injury, illness Reporting

In the case of any of the following the Director will report to the child's parent and the department, directly via phone, or e-mail within 24 hours:

- A child is lost or left unsupervised.
- An incident involving an allegation of inappropriate contact.
- A fire on the premises of the center that requires the use of the fire suppression equipment or results in the loss of property.
- The center is evacuated for any reason.

DISCHARGE OF CHILDREN BY THE ISLAND CITY LATHCKEY PROGRAM

Children may be terminated/suspended from the program for the following reasons:

- Past due account: Your account must remain current for your child to attend.
- Inappropriate or disruptive behavior: Every effort will be made to modify inappropriate behavior using the procedures outlined in the discipline policy. In the event that these methods are no longer effective, the Supervisor maintains the right to suspend any student who exhibits inappropriate or disruptive behavior which interferes with other children's safety or the quality of the childcare program.
- Habitual late pick up (after 5:45 pm).