

Flushing Community Schools Kindergarten & Elementary Latchkey Program



Welcome to the Flushing Kindergarten and Elementary Latchkey Program for the 2019 - 2020 school year. The Latchkey Program is courtesy of Flushing Community Schools and is available to all of our elementary schools for the convenience of the parents. Latchkey is licensed by the Michigan Department of Human Resources and services children who are 5-12 years of age.

The program is designed to provide a safe, healthy, caring and fun-filled atmosphere for children while promoting education, literacy, social and emotional growth.

The Latchkey Program will operate from 6:15 a.m. until the start of the school day and after school until 6:00 p.m. on days when school is in session. Latchkey will be open on early release days and half days of school. The Latchkey program will be open on some scheduled days off from school and **may be closed on snow days**. Children will be transported to their elementary school and back at the end of the school day on district busses. **Students who attend latchkey must be registered at least one full day prior to starting the program.**

Parents must sign their child into the Latchkey program in the morning and sign their child out in the afternoon. Only authorized adults will be permitted to sign out a child from the program.

LATCHKEY STAFFING

The Latchkey staff is a dedicated team with great patience and a caring attitude toward all children and parents. The staffing for the program is one adult for every fifteen children. Staff is required to be certified in both CPR and First Aid. A minimum of 16 hours of professional development per year is also required for all staff members to assure the well being of the children. Every staff member is required to have a Child Abuse/Neglect Clearance from the Dept. of Human Services on file prior to working in the Latchkey program.

LATCHKEY PROGRAM BILLING PROCEDURES

1. A completed registration form, along with a non-refundable registration fee of \$10.00 per child annually, must be on file prior to attendance.
2. The cost for the program will be \$4.00 per hour/per child with a minimum one hour charge in the morning and afternoon.
3. Latchkey closes promptly at 6:00 p.m. A late pick-up fee of \$1.00 per minute will be added to the bill after 6:00 p.m.
4. Bills will be calculated from Monday through Friday and are due on Monday or the child's last day in attendance for the week.
5. Late payments may result in a late charge of \$5.00 per week or removal from the program.

(NOTE: You will not be charged for Latchkey services while your child is not in attendance at latchkey.)

LATCHKEY PROGRAM BREAKFAST AND SNACK PROVISIONS

- All meals and snacks meet the nutritional requirements for ages 5-12 years old, based on the requirements of the United States Department of Agriculture. Breakfast will be provided every morning and snack every afternoon at no additional charge.
- A menu will be provided monthly for your convenience.
- Substitutions will be made for any food allergies the children may have.

Flushing Community Schools



ELEMENTARY & KINDERGARTEN
LATCHKEY REGISTRATION
2019 - 2020

Child's Name _____ **Grade in Fall** _____
School _____

Parent's Name _____
Address _____ **City** _____ **Zip** _____
Home Phone _____ **Cell Phone** _____
Email Address _____
Employer's Name _____ **Work Phone** _____

Parent's Name _____
Address (if different) _____ **City** _____ **Zip** _____
Home Phone _____ **Cell Phone** _____
Email Address _____
Employer's Name _____ **Work Phone** _____

Teacher's Name _____
Child's Health Insurance _____ **Policy #** _____

Persons To contact If Parent Cannot Be Reached

Name _____ **Phone** _____

Name _____ **Phone** _____

I have received and read the program guidelines and billing procedures.

Signature of Parent/Guardian

Date

Good Health and Immunization Waiver

My child, _____, is currently up-to-date on all required immunizations and currently in good health. Any health restrictions, allergies and/or medications taken by the child, or any special needs are listed below.

Signature of Parent/Guardian

Date

Picture and Video Release

My child, _____, may be photographed or video-taped while in the Latchkey program for use in posters, scrapbooks, video presentations, slide presentations or class work that will be used for the promotion of the Latchkey program.

Signature of Parent/Guardian

Date

Parent Handbook

I am aware that the parent handbook for latchkey is available on the schools web page and that I may request a printed copy if I choose to.

Parent Signature

Date

Child Custody and Release Policy

Only those persons listed on the emergency card, and legal parents or guardians may take a child from the Latchkey Program. According to licensing regulations, either parent may take the child from Latchkey, unless there is a court order prohibiting one parent from visitation rights. **ALL PERSONS PICKING UP CHILDREN FOR THE PARENTS (OR PARENTS NOT NORMALLY PICKING UP THE CHILD) WILL BE ASKED TO SHOW A PICTURE IDENTIFICATION.** If an emergency arises and a person not appearing on the emergency card must pick up the child, please contact the Latchkey Supervisor.

A Child Custody Court Order **IS** on file that affects pick up _____

A Child Custody Court Order is **NOT** on file that affects pick up _____

Signature of Parent/Guardian

Date

Medicine At School

Medicines that are to be given in the Latchkey Program must be accompanied by a Flushing Community Schools Medicines At School form (available in any office), completed and signed by the child's physician and parent. Medicine must be in original container. This rule applies to prescription and over-the-counter medications. All medications will be given by a fully trained member of the Latchkey staff or Flushing Community Schools employee.

School Playgrounds

Playgrounds are inspected frequently by our school maintenance staff and are not required to meet the specifications of the Consumer Product Safety Commission's 2010 Edition of the Handbook for Public Playground Safety. I understand this to be the case and will allow my child to play on the playground while attending latchkey.

Parent Signature _____ Date _____

Permission to Walk Over to Central Elementary

Child's Name: _____

I give my child permission to walk to Central Elementary with the Flushing Community Schools Latchkey Program to play on the playground.

Parent/Guardian Signature _____
Date

Parent Notification of the Licensing Notebook Requirement

Child Care Organizations Act, 1973, Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010, until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

I have read the above statement issued by **Flushing Preschool & Childcare**.

Parent Signature _____ Date _____

**Flushing Latchkey's Bus Transportation Request
(For Central, Elms, Seymour & Springview Students)**

I give my child _____ permission to be transported between
ECC and _____ Elementary to attend the latchkey program.

____ My child will attend Latchkey *before* school

____ My child will attend Latchkey *after* school

Parent Signature

CHILD INFORMATION RECORD

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

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
Parent/Legal Guardian's Name			Home Phone ()	Parent/Legal Guardian's Name (Optional)
Home Address (if not child's address)			Cell Phone ()	Home Address (if not child's address)
City	State	Zip Code	City	State
Email Address (optional)			Email Address	
Employer Name			Work Phone ()	Employer Name
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 Special Instructions (Attach additional sheets, if necessary.)				

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.

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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