



# REGISTRATION / EMERGENCY FORM

## 2018 - 2019 School Year

### ELEMENTARY Grades K - 5

PLEASE NOTE: For PM Latchkey . . .  
Both of the **PM LATCHKEY ATTENDANCE NOTES**  
**MUST** be completed and returned to the **Latchkey Staff**  
and your child's **Classroom Teacher**.

CHILD'S Name \_\_\_\_\_

Elementary School \_\_\_\_\_ Grade (2018-19 school year) \_\_\_\_\_

Address \_\_\_\_\_

Birth Date \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_

Mother's Name \_\_\_\_\_

Place of Employment \_\_\_\_\_

Address \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Father's Name \_\_\_\_\_

Place of Employment \_\_\_\_\_

Address \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

**LOCAL EMERGENCY CONTACT PERSONS** (In the event parents/guardian cannot be reached):

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

OFFICE USE ONLY: Latchkey staff will complete  
Teacher \_\_\_\_\_  
Room # \_\_\_\_\_ Bus # \_\_\_\_\_

**MAY WE RELEASE YOUR CHILD TO ANY OF THESE EMERGENCY PERSONS?**

YES  NO

Parents may designate additional persons to pick up their child from Latchkey by completing the "Additional Emergency Contacts" form included in this packet. \*NOTE: Latchkey staff will require positive identification (picture ID) before releasing a child to any other person. All Latchkey communication should be in the form of TWO notes (one to the Classroom Teacher and one to the Latchkey staff).

**CUSTODIAL ISSUES:** Parents who have a custody situation or restraining order in effect which restricts a particular family member from contact with a child must supply Latchkey with copies of the complete, signed court document.

**IN AN EMERGENCY ... may we transport your child to the nearest hospital for treatment?**

YES  NO

Is there any other information we should know, such as: Allergies (bee stings), Dietary restrictions, special Medical or Healthcare needs, Behavior or Emotional concerns, or Medications? Does your child have a condition that requires emergency medication; asthma/inhaler, allergy requiring an epi-pen, seizure disorder, or diabetes?

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

**MEDICATIONS:** For students requiring emergency medication, medication will be transferred from the clinic to Latchkey every morning and afternoon. Parents may provide Latchkey with a second dose of medication to be held by Latchkey only.



# EMERGENCY CONTACT / RELEASE FORM

## 2018 - 2019 School Year

### ELEMENTARY Grades K - 5

CHILD'S Name \_\_\_\_\_

Elementary School \_\_\_\_\_ Grade (2018-19 school year) \_\_\_\_\_

Address \_\_\_\_\_

Birth Date \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_

**MAY WE RELEASE YOUR  
CHILD TO ANY OF THESE  
EMERGENCY PERSONS?**

YES  NO

Parents may designate additional persons to pick up their child from Latchkey *if previous authorization has been supplied (by the parent) to Latchkey staff in writing.* \*NOTE: Latchkey staff will require positive identification (picture ID) before releasing a child to any other person. All Latchkey communication should be in the form of TWO notes (one to the Classroom Teacher and one to the Latchkey staff).

**ADDITIONAL EMERGENCY CONTACT PERSONS**

(In the event parents/guardian or primary local emergency contact persons cannot be reached):

Name \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_

 PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### General Info:

Latchkey in the Riverside Local Schools has been in operation since 1985. Last year we served over 500 children in Grades K through 5.

Latchkey is held every day the Riverside Local Schools are in session. There is no Latchkey when schools are closed for holidays or snow days. Latchkey will operate and services will begin accordingly on the days of an early dismissal.

The Latchkey staff of instructors are good role models who are qualified, mature, experienced, and demonstrate good wisdom and discernment in child-related fields. All staff members are expected to be good ambassadors for the Riverside Local Schools and are trained in the areas of First Aid, CPR, Child Abuse Prevention, Communicable Diseases, Behavior/Conflict Management, Bullying Prevention and have completed workshops in leadership, child discipline and intervention, and many other child-related clinics/seminars.

*Any questions about Latchkey enrollment should be directed to Julie Bealko, Director of Latchkey, 440-639-5219.*

#### Latchkey FAQs:

##### If Child is Absent from School . . .

. . . on a day he/she attends "PM" Latchkey, please ask the school secretary to place a note in the Latchkey mailbox to be sure that we are also informed about the absence. Failure to communicate an absence for PM Latchkey causes a Latchkey staff member to leave the larger group of children to find out where the absent child is.

**NOTE: One (1) hour of Latchkey time will be charged if a staff member must call to determine the whereabouts of your child due to the lack of proper parent "written" communication.**

##### What is "Latchkey Time" . . .

Please set your watch to the digital clock on the Sign-In/Out table. Our clock is set to the office clock and is checked regularly. All program charges are based on ESST (Eastern Standard "School" Time). Charges begin when your child enters our care and are rounded to the next 1/2-hour. AM Latchkey minimum charge is 1/2-hour. PM Latchkey minimum charge is 1/2-hour.

#### Latchkey Enrollment Step-by-Step (Grades K-5)

- Latchkey Registration/Emergency Form . . .**
  - Please complete one form per child and turn into your School Office or Latchkey site. (Forms are located in each Elementary School Office and Latchkey site).
- Latchkey Payment . . .**
  - Pre-Payment of \$60.00 (20 hours) is required for each enrolled child.
  - Make checks payable to RLS Latchkey.**
  - Childcare time is charged on the 1/2-hour and 1-hour increments.
    - \* \$3.00 per hour per child (\*rates subject to change)
    - \* \$1.50 per 1/2-hour per child (\*rates subject to change)
  - Payment is due the first day your child uses the program.
  - Latchkey is a drop-off service in that children may use the program on an "as-need" basis.
  - A blue Reminder Payment Slip is issued when the child has fewer than five (5) hours left of Latchkey time.
- Latchkey Key Fobs . . .**
  - Two key fobs per family are assigned upon registration. A \$5/fob deposit is required.
  - Notify Latchkey staff if a key fob is lost or stolen. There is a \$10 key fob replacement charge.
- Afternoon Latchkey . . .**
  - PM Latchkey usage requires TWO notes (one to the Classroom Teacher and one to the Latchkey staff). The TWO notes will state the Daily PM Schedule for your child's Latchkey attendance.
  - Good communication between home, Latchkey, and your child's teacher is very important!
  - For "Safety" reasons, please remember that once Latchkey has a written directive to receive your child, the school secretary cannot accept phone calls stating "NOT" to send your child to Latchkey. If an "Emergency" should arise, and your child is "NOT" scheduled for Latchkey, the secretary WILL accept phone calls to send the child to Latchkey for that particular PM session.
  - Please do not rely on your child to communicate this information verbally to his/her Classroom Teacher or to Latchkey. It is YOUR "WRITTEN COMMUNICATION" that verifies your wishes and it is YOUR responsibility to notify your student's Classroom Teacher and the Latchkey staff of all schedule changes.

#### Latchkey Payment Estimate Chart

(Charges are rounded to the next 1/2 hour.)

##### AM Latchkey

(Buckeye, Hadden, Hale Road,  
Leroy, Madison Ave., Melridge)

Dropoff	Time	Charge (per child)
6:30-6:59	= 2-1/2 hrs.	• \$7.50 (max. charge)
7:00-7:29	= 2 hrs.	• \$6.00
7:30-7:59	= 1-1/2 hrs.	• \$4.50
8:00-8:29	= 1 hr.	• \$3.00
8:30-bell	= 1/2 hr.	• \$1.50 (min. charge)

##### PM Latchkey

(Buckeye, Hadden, Hale Road,  
Leroy, Madison Ave., Melridge)

Pickup	Time	Charge (per child)
bell-4:00	= 1/2 hr.	• \$1.50 (min. charge)
4:01-4:30	= 1 hr.	• \$3.00 (snack served)
4:31-5:00	= 1-1/2 hrs.	• \$4.50
5:01-5:30	= 2 hrs.	• \$6.00
5:31-6:00	= 2-1/2 hrs.	• \$7.50 (max. charge)

**IMPORTANT NOTE: Latchkey closes at 6:00 pm sharp! (Sorry, No Exceptions!)**

**The Late Pick-up Fee is \$10.00 (per child) for each 15 minutes after 6:01 pm.**

We suggest that you network with other Latchkey parents to work out an emergency pick-up arrangement if you are in a "jam" or an emergency should arise. Excessive late pick-ups will result in a higher late fee.

*NOTE: Your PARENT HANDBOOK has additional information about snow days, behavior guidelines, medication permission, emergency evacuation procedures, days of operation, summer session, tax information and much more.*

Staff instructors act as limit setters; listening, clarifying and supporting choice making. Positive language and manners are used to communicate limits and provide simple, consistent explanations. An environment structured to help children remember limits is provided. Children are recognized with praise for respecting limits.

By defining our expectations and limits we endeavor to achieve our program goals of providing a safe, dependable, and enjoyable environment where children feel secure, accepted and free to grow to their full potential.

1. Every child is responsible for his/her own language, manners, and behavior as we are all affected by them.
  - a) Talk politely to everyone. Say “please, thank you, excuse me, your welcome.”
  - b) Act responsibly in the building and on the playground. Follow school and playground rules!
  - c) Follow directions given by staff members.
  - d) No swearing/cursing or demonstrating any type of obscene gestures.
  - e) Play fairly and demonstrate good sportsmanship skills.
  - f) Follow all bathroom rules: use the bathroom, wash hands, and exit promptly!
2. Every child has the right to private property and the right not to be threatened by anyone. Children cannot harm others or themselves.
  - a) Leave people’s things alone — “Hands Off” — (includes bookbags, purses, personal items, food, etc.).
  - b) **At all times keep hands, feet, and all body parts to self. No horse playing of any kind!**
  - c) Cannot cause bodily harm to self or another person (**includes siblings**).
  - d) Be respectful of adult caregivers and other children.
  - e) Solve disputes verbally ... not physically. (At all times keeping hands, feet and all body parts to self.)
  - f) NO bullying, teasing, name calling, pushing, and absolutely NO Spitting/NO Raspberries.
  - g) Keep a respectful distance from other students as to not invade their “Air-Space”.
  - h) Play fairly and demonstrate good sportsmanship skills.
3. Every child should help in keeping the building and grounds safe, clean, and attractive.
  - a) Use games and equipment as they are meant to be used. Do not throw objects of any kind.
  - b) Return all equipment to proper storage after use.
  - c) Put garbage in cans, and clean-up your own area of paper scraps, etc.
  - d) Put coats and backpacks in designated area.

A child who is having problems playing within the guidelines of the program is removed from the group to a designated “time out” area until he/she is able to return and deal with the situation in an appropriate manner. The child is always within sight and hearing of the staff.

If unacceptable behavior continues, immediate consequences are established and a behavioral summary is issued. A behavioral summary acknowledges the unacceptable behavior and states the appropriate behavior for the Latchkey program. Parents are notified of recurrent problems.

If a child accumulates 3 or more behavioral summaries, a meeting between the parent, child and Latchkey staff will take place and a behavioral contract will be issued. Upon issuance of a behavioral contract, any violation of the contract will result in a 5-day suspension from the Latchkey program. Upon the child’s return to the program, he or she will need to participate in the Latchkey program well within the program guidelines (stated above). If the child does not function within the guideline of the behavior policy, the supervisor may request that the child be suspended from the program for the remainder of the school year.

**Any behavior that threatens the physical well being of the child (self), children or staff will merit an immediate automatic suspension from the program for a period of 5 days.** In order to return to the program, the child will need to re-enter on a **behavioral contract basis**. Upon issuance of a behavioral contract, any violation of the contract will result in an automatic suspension from the program for the remainder of the school year. \*\*\*A child who demonstrates any “**Extreme**” behavior threatening himself or a child/staff’s well being will receive an immediate **expulsion** from the Latchkey school/summer program for the remainder of the school year.



PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



CHILD’S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



# LATCHKEY STAFF

## PM Latchkey Attendance Note

Please write TWO (2) notes (both are MANDATORY for all schedules) . . .  
*This note is for Latchkey and should be given to either a Latchkey staff member or the office.*

My Child's Classroom Teacher \_\_\_\_\_ Room # \_\_\_\_\_ Bus # \_\_\_\_\_

My CHILD, \_\_\_\_\_,

will attend PM Latchkey for the following: **\*\*\*Please choose only ONE (1) option.\*\*\***

REMAINDER of the 2018-2019 school year on the following days: **Mon. Tues. Wed. Thurs. Fri.**  
(Please circle day(s) child will attend PM Latchkey.)

TODAY ONLY: \_\_\_\_\_  
Day Month Date

WEEK OF: \_\_\_\_\_  
Month Date - Date **Mon. Tues. Wed. Thurs. Fri.**  
(Please circle day(s) child will attend PM Latchkey.)

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

----- ✂ ----- Please cut here and return to ▲ LATCHKEY STAFF ▲ and ▼ CLASSROOM TEACHER ▼ ----- ✂ -----



# CLASSROOM TEACHER

## PM Latchkey Attendance Note

Please write TWO (2) notes (both are MANDATORY for all schedules) . . .  
*This note should be given to your child's Classroom Teacher (Bus Pass).*

My Child's Classroom Teacher \_\_\_\_\_ Room # \_\_\_\_\_ Bus # \_\_\_\_\_

My CHILD, \_\_\_\_\_,

will attend PM Latchkey for the following: **\*\*\*Please choose only ONE (1) option.\*\*\***

REMAINDER of the 2018-2019 school year on the following days: **Mon. Tues. Wed. Thurs. Fri.**  
(Please circle day(s) child will attend PM Latchkey.)

TODAY ONLY: \_\_\_\_\_  
Day Month Date

WEEK OF: \_\_\_\_\_  
Month Date - Date **Mon. Tues. Wed. Thurs. Fri.**  
(Please circle day(s) child will attend PM Latchkey.)

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_