



# **Warren Consolidated Schools**

## **Latchkey**

**2017-2018  
Parent Handbook**



# Warren Consolidated Schools

## WCS CENTRAL ADMINISTRATION

Robert D. Livernois, Ph.D., Superintendent  
John Bernia, Chief Academic Officer  
Sharon Irvine, Ed.S., Esq., Chief Operating Officer  
Theresa Callahan, Administrator of Assessments, Latchkey, and Preschool

## WCS DISTRICT MISSION STATEMENT

The mission of the Warren Consolidated Schools, in partnership with families and the community, is to achieve a level of excellence in teaching and learning which enables all students to become knowledgeable, productive, ethical and successful citizens.

## WCS DISTRICT VISION STATEMENT

We're creating a collaborative culture of stakeholders committed to scholarship and creating success for our staff and students.

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## WARREN CONSOLIDATED SCHOOLS

31300 Anita | Warren, Michigan 48093 | 1-888-4WCS-KIDS | [www.wcskids.net](http://www.wcskids.net)

### 2017 Board of Education

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### **Student Achievement**

A focus on measurable student achievement in our Professional Learning Communities.

### **High Expectations**

Clear expectations for every stakeholder, including students, staff and parents.

### **Strong Relationships**

Strong relationships among all stakeholders, including: teacher-student, parent-teacher, principal-teacher, and superintendent-board member.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, the Elliott-Larsen Civil Rights Act of 1977, and the Genetic Information Nondiscrimination Act of 2008, it is the policy of the Warren Consolidated Schools that no person shall, on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Inquiries should be addressed to the Chief Operating Officer, 31300 Anita, Warren, Michigan 48093, (586) 825-2400, ext 63110.

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### MISSION STATEMENT

The mission of the Warren Consolidated Schools School Aged Child Care (Latchkey) Program is to provide a quality program in a safe, nurturing, and familiar environment which supports students interests in physical, emotional, social, and cognitive development by providing students with the opportunity to complete homework, play independently, and participate in structured enrichment activities when school is not in session.

### CONTACT INFORMATION – LATCHKEY DEPARTMENT

For questions, concerns or comments regarding latchkey services, caregivers, or billing, contact the WCS Child Care Office at:

WCS Child Care  
31300 Anita  
Warren, MI 48093  
586-698-4046  
[wcschildcare@wcskids.net](mailto:wcschildcare@wcskids.net)

# LATCHKEY PROGRAM

Latchkey Caregiver(s) promote a safe and pleasant experience for students. In addition, your child has the opportunity to participate in organized activities during latchkey hours. Please review the important program information below:

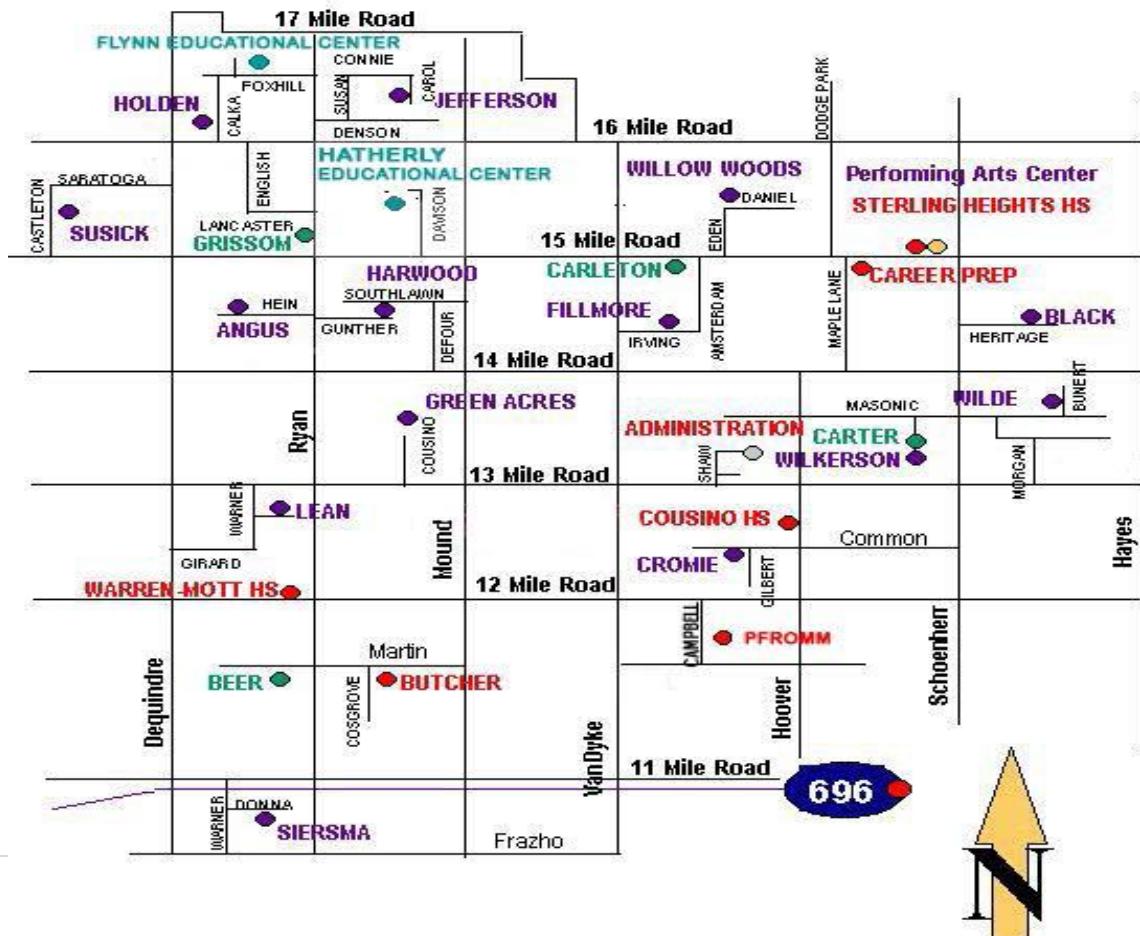
- ✓ Latchkey is available Monday through Friday on school days
- ✓ Child care is available from 6:45 AM to the beginning of the school day
- ✓ Child care is available from the end of the school day to 6:00 PM
- ✓ Half-Day Program is available
- ✓ Program supports Open Communication – To ensure the success of your child, please discuss any concerns you have with your child’s caregiver.
- ✓ Daily AM Flat Rate = \$5.00\*
- ✓ Daily PM Flat Rate = \$7.00\*
- ✓ Half-Day PM Flat Rate = \$15.00\*
- ✓ Late Pickup Rate = \$1.00\* for every minute after 6:00 PM (services are not available prior to 6:45AM)

\*Current rates are subject to change

## LATCHKEY LOCATIONS

Latchkey before school child care is available at all Warren Consolidated elementary schools beginning at 6:45 AM until the start of school. In addition, Latchkey is available after school until 6:00 PM. As noted below, students will be bused to the appropriate location for PM Latchkey:

Students who attend Jefferson, Harwood, Hatherly and Susick Elementaries will be transported to Angus Elementary. Students who attend Willow Woods Elementary will be transported to Black Elementary. Students who attend Pearl Lean Elementary will be transported to Green Acres Elementary. Students who attend Cromie and Wilde Elementaries will be transported to Wilkerson Elementary.



## REGISTRATION

Students must be pre-registered to attend Latchkey. Registration for Latchkey is a three step process. Registration is completed each year. A valid e-mail address is required to register. **\*\*You are welcome to use our computers in the main hall at the Administration Building to complete this process.\*\***

**\*\*\*\*\***Accounts from previous years must be paid in full prior to registering. If your account has been sent to collections, you will be responsible for paying your balance plus the collection fees assessed to Warren Consolidated Schools prior to starting latchkey.

**Step 1** Complete the District's on-line registration forms from your home at [www.wcskids.net](http://www.wcskids.net). For assistance call 586-698-4046.

- You will be prompted to list the days you will need AM and/or PM Latchkey. Please place an "x" in the days/times you may use services.
- Registration fee is the only amount you will be charged at this time.
- Emergency phone numbers must be for a person in the near proximity of the site the child is attending. Your child will be released only to those you have listed on the white emergency card.
- Once the on-line forms are completed and the registration fee (\$40) is paid you can proceed with Step 2.

**Step 2** Download, print, and complete, the required Latchkey Registration Forms. The following required forms may be found at [www.wcskids.net](http://www.wcskids.net) under Latchkey:

- Completed "Child Information" Form
- Signed "Parent Notification of the Licensing Notebook" Form
- Signed "Latchkey Parent Policy" Form

**Step 3** On the first day of Latchkey, submit all completed forms to the Latchkey Caregiver. Once you have submitted the completed forms, you will receive a PIN NUMBER for signing your child(ren) in and out of latchkey. All required forms must be submitted prior to the student(s) attending Latchkey.

## REGISTRATION TIMELINE

*YEAR- ROUND SCHOOLS (Holden, Siersma) REGISTRATION:*

Registration Prior to September 7, 2017, you will be able to use Latchkey on the first day of school. Please meet with your Latchkey caregiver on the first day of school to finalize your registration.

Registration after September 7, 2017, attendance in Latchkey will begin up to 3 business days following the completion of online registration. Meet with your AM caregiver to finalize registration.

*TRADITIONAL SCHOOLS REGISTRATION:*

Prior to September 5, 2017 – Latchkey will be available for your student(s) on the first day of school. Please meet with the Latchkey Caregiver on the first day of school to finalize your registration and submit all required forms.

After September 5, 2017 – Latchkey attendance will begin up to 3 business days following the completion of online registration. Please meet with the Latchkey Caregiver Meet to finalize your registration and submit all required forms.

## CHILD RELEASE

Warren Consolidated Schools requests that a copy of the Judge's order establishing custody be on file in order to prevent a non-custodial parent access to their child. According to the Michigan Department of Child Day Care Licensing: "Until custody has been established by a court action, one parent may not limit the other from picking the child up from your (latchkey program) care. The child information card that the enrolling parent signs states 'persons other than parent.' It is not within your (latchkey program) legal

right to withhold a child from a parent; unless there has been court action which limits one parent's right to the child".

## INVOICES AND PAYMENTS

Invoices are sent electronically to the e-mail you specify on your registration form. Please note you must maintain a valid e-mail address to stay in the program. Invoices are e-mailed within the first week of each month beginning with September for August services (Year Round) and October for September services (Traditional). Payments are due by the 10<sup>th</sup> of each month and must be paid in full to continue Latchkey services. Failure to pay by the 10<sup>th</sup> will result in a \$10 late fee. If you make a late payment, you will be required to show proof of payment to your Latchkey Caregiver in order to resume attendance.

Payments are only accepted on-line. To access our on-line payment processing system:

Open the invoice we send you via e-mail

Click blue link on top of invoice "Pay Your Bill Online"

Follow the prompts to make your payment

Print your receipt upon completion; you will NOT have another opportunity to do so

A \$35.00 NSF fee will be charged for each check returned for any reason. We do not re-submit payments to the bank a second time.

If your account is sent to collections at any time and you wish to pay your balance to continue services, you will be responsible for the 25% charged by the collection agency.

If you do not receive an invoice, please contact the Early Childhood Office.

You are responsible for on-time payments.

## YEAR END TAX STATEMENTS

Please keep a copy of each invoice for tax or flexible spending purposes. Understand that you will be charged \$20 for requesting this information at any time throughout the year. Please seek the advice of a tax advisor in claiming this information.

## DEPARTMENT OF HUMAN SERVICES (DHS) PAYMENTS

Parents will be responsible for:

Contacting DHS for qualifications and payments

Confirming that Latchkey billing office has received DHS notification

Percentage/Co-Pay not paid by DHS

Registration Fees

Late Charges

## EARLY DROP-OFF/LATE PICK-UP POLICY

Each latchkey site opens at 6:45 AM and closes at 6:00 PM (per site clock). If a child is dropped off prior to 6:45 AM or not picked-up by closing time, regardless of weather conditions, a late charge will be assessed at a rate of \$1.00 per child for every minute. If after 6:10 PM the child has not been picked-up, the caregiver will contact the person whom you have designated on the emergency card to arrange for pick-up. The police may be called if the child has not been picked-up by 6:30 PM **Please note that repeated late pick-up and/or excessive late charges may result in dismissal from the program.**

## ATTENDANCE

Latchkey is not responsible for your child until the parent or caregiver completes the sign in process. If a child attends latchkey on a regular basis, the caregiver should be informed of any deviations in writing.



## **SIGN-IN / SIGN-OUT PROCEDURES**

For your child's safety, the State of Michigan Department of Human Services **requires** that children be signed in and out of the program by a parent or person designated on the information card. Once registered, you will be given a PIN number to use to sign in/out with our time clock. Please be sure one of the caregivers is aware when you drop-off or pick-up your children. Identification will be checked for those persons with whom the staff is unfamiliar.

## **IDENTIFICATION BADGE**

Students using PM Latchkey will receive an ID badge with a break-away lanyard upon completing the registration process. Students going to PM Latchkey must wear the badge to the bus and at Latchkey. Replacement fee is \$5.00 if lost or damaged.

## **DISMISSAL/BUS RIDE**

Latchkey students should follow their building procedure in regards to dismissal. Students are expected to wear their badge, and line up in the Latchkey Bus line at their home school. Students are not allowed to get off the bus until a caregiver greets them.

## **SNACK**

Parents may feel free to send snack items for students. Please note that our Latchkey sites are nut-free zones. Please do not send foods containing nuts or nut products to Latchkey.

## **SCHOOL CLOSING**

In the event of an emergency requiring evacuation from a school, elementary students will not be sent home prior to their regular latchkey dismissal time. Instead, the following procedures will be followed: Elementary students will be bussed to a nearby site that has instructional space available. Students will be returned by bus to their latchkey dismissal school for dismissal at their regular time. Latchkey Caregivers will be responsible for informing parents as to where the child(ren) can be picked-up after school hours.

If Warren Consolidated Schools are closed due to inclement weather, all Latchkey sites will also be closed. Listen to local TV or radio stations for news of such closings.

## **EMERGENCY/CRISIS PROCEDURES**

Fire: Staff will lead students to designated safe zone away from the school. Emergency procedures will be followed.

Severe Weather: Staff will lead students to designated safe locations in the school. Emergency procedures will be followed.

Lock Down: Staff will follow emergency procedures.

## **SPECIAL HEALTH/MEDICAL NEEDS POLICY**

Parents are to report specific health/medical needs in the on-line registration form and directly to the Latchkey staff to plan appropriately for the child. Parents should contact the Latchkey Supervisor, when appropriate, to schedule a planning meeting with the parents, Latchkey staff, and WCS nurse for special medical conditions (Diabetic care, asthma, severe allergies, etc.).

Parents are to provide a photo of their child for the Latchkey health record/plan. Student ID badge may be tagged with a special sticker to inform staff of special health/medical needs.

## MEDICATION

In the event of an emergency, WCS Latchkey Staff will dispense medication to a child as needed only when the following conditions exist:

- All special health/ medical needs policy guidelines are followed.
- A current medication form signed by both doctor and parent or guardian is on file.
- Medication is in its original container, labeled with dosage amount and additional directions. The prescription medication must be left on site in the original container and packaging, clearly marked with the child's name, the expiration date, and a photograph of the child.
- There is another adult to witness the dispensing of the medication.

Any medication that has been dispensed will be logged on a Medication Permission and Instruction Form, (BCAL 1243), listing date, time, dosage amount, and witness signature.

## PERSONAL HYGIENE

Your child must be toilet-trained and independent in taking care of bathroom needs. We understand that children may have accidents; therefore, in the event that your child has an accident, we will assist your child with changing to dry clothes if available. If additional clean-up is needed, parents will be called.

## PARENT RESPONSIBILITIES

Please make sure all phone numbers are up-to-date with the Latchkey office & home school site (cell, work, home, emergency contacts).

Please make sure your child knows his/her Latchkey schedule; it is important that your child's teacher knows your child's Latchkey schedule.

Review the PM Latchkey procedure with your child. Your child is not to get off the Latchkey bus until the Team Leader arrives to greet the students.

To avoid a disruption in Latchkey services, please pay your bill on time; if you need assistance, do not hesitate to contact the billing office.

## HALF-DAY SERVICES

Latchkey Services are available on each day that school is in session. The WCS District Calendar can be found at [www.wcskids.net](http://www.wcskids.net).

On half-days of school, Latchkey will be available at all afternoon sites from the time school is dismissed until 6:00 PM. Due to licensing capacity limits, sign-up sheets will be posted at each site a minimum of two weeks in advance. Parents **MUST** notify the caregivers if their child has been signed-up and will **not** be attending. This enables children on the waiting list to attend. A \$5.00 charge will be applied to for the following:

- Dropping off a child who is not signed up for the half-day
- Having a child signed-up who does not attend (Parent must notify the caregiver by 9:30 a.m. the Tuesday prior to the half-day to remove child's name from list.)

Please note the half-day schedule for the **YEAR ROUND** schools (Holden & Siersma) for the 2017-2018 school year is as follows:

8/7/17, 8/18/17, 9/22/17, 10/13/17, 10/27/17, 11/21/17, 12/19/17, 1/19/18, 2/16/18, 3/9/18, 3/15/18, 3/28/18, 5/4/18, 5/25/18, 6/20/18

Please note the half-day schedule for the **TRADITIONAL** schools for the 2017-2018 school year is as follows:

9/5/17, 9/22/17, 10/13/17, 10/27/17, 11/10/17, 11/21/17, 12/19/17, 1/19/18, 2/16/18, 3/9/18, 3/15/18, 3/28/18, 3/29/18, 5/4/18, 5/25/18, 6/14/18



## **HALF-DAY LUNCH**

Your child must bring a lunch on half-days of school. Be sure your child's name is on his/ her lunch. There is no hot lunch program available on half-days or during breaks.

## **STUDENT BEHAVIOR**

Our caring and concerned staff promotes positive behavior for all students by planning appropriate activities. Students are expected to follow all program rules. If a problem occurs during latchkey, the staff will redirect and/or discuss feelings with the child(ren) related to the specific problem that occurred to resolve the situation. In the event that additional parental support is needed, the information will be brought to the attention of the parent.

If chronic disruptive behavior occurs, a meeting will be held with the Latchkey Team Lead and parent. In the event that the behavior continues, the student will be permanently dismissed from the program.

Extreme behavioral issues, including but not limited to verbal and/or physical contact, will result in immediate and permanent dismissal from the program at the sole discretion of Warren Consolidated Schools.

Please note that Warren Consolidated Schools (WCS) Student Code of Conduct remains in effect during latchkey hours

## **DISMISSAL FROM PROGRAM**

The following circumstances will result in your child being dismissed from Latchkey services:

- Failure to pay for services by due date
- Excessive late pick-up (after 6:00 PM) of your child
- Failure to maintain current phone numbers and e-mail address
- Failure to notify teachers or Latchkey staff of PM Latchkey schedules or deviations from schedule
- Failure to sign-out child from Latchkey using the key pad
- Failure to follow Latchkey policies and procedures
- A child who verbally or physically harms another student or staff member
- A child who does not adjust to behavioral expectations
- A child suspended from school will not be permitted in the Latchkey program for the duration of the suspension
- A child that does not follow the WCS Student Code of Conduct.

## **SAMPLE DAILY ROUTINE (Times subject to change)**

Art – Creation Station \* Science – Discovery Zone \* Homework – Think Tank \* Building – Hard Hat Zone  
Gym – All-Star Athletes \* Computer – Techno Wiz \* Snack – Nutrition Station \* Drop Everything & Read

- 6:45 – 7:00 AM Free choice time (games, coloring, reading, computer)
- 7:00 – 7:45 AM All-Star Athletes
- 7:45 AM Breakfast in the Café (where applicable)
- 7:45-8:00 AM Get ready for school (cleanup)
- 8:02 AM Dismiss children for school
  
- 3:16 PM Latchkey re-opens for the afternoon
- 3:20 – 3:45 PM Wash hands, Nutrition Station, do homework at tables
- 3:45 – 4:15 PM Free choice time (art, games, etc.)
- 4:15 PM Children arrive from other schools
- 4:15 – 4:30 PM Bussers wash hands, Nutrition Station, etc.
- 4:30 – 5:00 PM K, 1, 2, and 3 Gym, outside or computer lab
- 5:00 – 5:30 PM 4, 5, and 6 Gym, outside or computer lab
- 5:30 – 6:00 PM Open activities (games, projects, homework)
- 6:00 PM Latchkey closes for the day

## **WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?**

In order to prevent the spread of communicable disease, before returning to school:

- Students should be fever free for 24 hours without use of fever reducing medications
- Students should be free of continuous coughing
- Students should remain at home until 24 hours after the last episode of vomiting or diarrhea
- Students should remain home for 24 hours after taking the first dose of antibiotic for an infection

## HEALTH CARE POLICIES AND RESOURCES

Staff members are aware of the Health Policies of the State of Michigan DHS Licensing Department. New staff members receive in-service training regarding these policies. Early Childhood Education staff members are certified in CPR, Blood-borne Pathogens Training and First Aid. Licensing rules require knowledge of and compliance with the following procedures:

- Hand Washing - the following procedures will be used:
  - Moisten hands with water (temperature between 60 and 120 degrees F) and apply soap
  - Rub hands vigorously until a soapy lather appears, continuing for 10 seconds
  - Rub areas between fingers, around nail beds, under fingernails, jewelry and back of hands
  - Rinse hands under running water until free of soap and dirt. Water will remain running while drying hands
  - Dry hands with clean, disposable paper or single-use cloth towel. Water will be turned off with the disposable paper or single-use towel
  - Dispose of the single service towel in a lined trash container
  
- Handling Children's Bodily Fluids – brief overview:
  - Use of disposable gloves (waterproof barrier)
  - Placing soiled objects in biohazard bags
  - Cleaning and sanitizing areas and articles
  - Centers shall use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. OSHA has model exposure plan materials used by the centers in addition to formal staff training
  
- Cleaning and Sanitizing – the following procedures will be used:
  - Surface of article will be washed vigorously with warm water and detergent
  - Article will be rinsed with clean water
  - Surface of article will be submerged in, wiped or sprayed with a sanitizing solution
  - Article will be air-dried
  
- Controlling Infection – the following procedures will be used:
  - Parents are notified when changes in the child's health are observed, if an accident or injury occurs, or if the child is too ill to remain with the group
  - Child is placed in a separate room under adult care until parent(s) arrives
  - Items exposed to risk are thoroughly cleaned and sanitized
  - Upon notification of communicable disease, parents are informed of the name of the disease, that exposure may have occurred, and the symptoms of the disease

A registered nurse is on staff with WCS and available by phone for consultation or evaluation. Counselors and therapists are available throughout the District to address concerns, conduct evaluations and attend to special needs as deemed necessary.

Other resources available to the community are:

Department of Human Services	Mt. Clemens	586-469-7700
	Sterling Heights	586-254-1500
	Warren	586-573-2300
	Oakland County	248-975-4800
Immunization Clinic	Warren	586-465-8537
	Oakland County	248-424-7000
Health Department	Macomb County	586-469-5235
	Oakland County	248-424-7000
MSU Extension	Macomb County	586-469-5180
	Oakland County	248-858-0880
MICChild		888-988-6300
Poison Control Center	Children's Hospital	1-800-222-1222
Recuperation Place Mt. Clemens General Hospital	Day care for sick children	586-493-8548
WIC (Women, Infants & Children)		586-469-5471

## ADDITIONAL PARENT RESOURCES

<http://migreatparents.org/>

<http://www.misd.net>

<http://www.greatstartmacomb.org/>

<http://www.geocaching.com/>

<http://www.starfall.com/>

<http://www.mel.org/>

<http://www.letsmove.gov/parents>

<http://bussongs.com/>