

## Madison Latch-Key

Latch-Key is a before and after school program that provides an atmosphere of fun and learning. Each child has the opportunity to receive assistance with homework, socialize with other children, express their creativity, play board games, use of the computer and participate in small and large motor activities. Latch-Key operates daily, Monday thru Friday, offering a morning session from 6:30-8:30am and an afternoon session from 3:30-5:30pm. All of Latch-Key staff is CPR/First Aid certified.

### **Fees and payment:**

#### **Morning or Afternoon Session:**

\$25.00 per week for the first child and \$20.00 per week for each additional child

#### **Morning AND Afternoon Session:**

\$45.00 per week for the first child and \$35.00 for each additional child

#### **Late Fee Charges after 5:30pm**

\$10.00 will be added to the account for 1-15 minutes past close.

If a child remains in our care longer than 15 minutes after the program ends and we have not heard from a parent or guardian, the Staff person has been instructed to:

- ◆ Do everything possible to try to contact by phone, either a parent or a person on the emergency list.
- ◆ Children left for longer than 20 minutes past the close time will be turned in to local authorities

All fees are flat rates. State paid childcare is accepted upon approval from DHS.

**Applications and Payments will only be accepted online via MySchoolBucks at [www.myschoolbucks.com](http://www.myschoolbucks.com).**

### **Nutrition and Food Service:**

Breakfast will be served.

Students will be served a snack and drink in the afternoon by Latch-Key staff.

### **School closings:**

When school needs to be closed or shortened because of inclement weather, the Latch-Key program will also be cancelled for the day. In the event of a delay, the morning session will still operate on normal hours. If Latch-Key closes after a delay, parents or a person on the emergency list will be contacted to pick up the child. It is important that parents make arrangements for children in the event of an unexpected school closing. Cancellations will be broadcasted on WLEN FM103.9 or WABJ AM1490. Madison School District uses the BLACKBOARD Connect system to notify you, by phone, of school closings and other events. Your home/cell number will be added to the BLACKBOARD Connect system automatically. It is important to maintain an updated

phone number on record with the school.

## Latch-Key Policies

### **Discipline Policy:**

The purpose of this discipline policy is to provide a safe and orderly learning environment while treating each child with dignity and respect. A further purpose is for that a child to develop an understanding that they have choices, and that their choices have consequences, both positive and negative, for themselves and others.

Children in the Madison Latch-Key program will be expected to follow the Madison Elementary School Student Code of Conduct and School Rules:

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects to self.
3. Respect yourself and others and use appropriate language.
4. Move quietly and safely.
5. Be a good responsible Madison student.

Please read and sign the Latch-Key Rules and Discipline Form.

### **Admission and Withdrawal:**

- Children must be a Madison Elementary school student between the ages of 5 thru 12 (Young 5's Program through 5<sup>th</sup> Grade). Admission will be granted on a first come first serve basis.
- Non-payment will result in the removal from the Latch-Key program.
- You may withdraw your child from Latch-Key at any time.

In the event of a withdrawal or removal, the child's name will be removed from the roster.

### **Drills:**

Madison School District complies with state mandated drills. Drills are practiced to ensure staff and children know and follow the proper procedures.

In case of a real emergency, 911 will be called immediately, followed by a call to the parent(s). In non-life threatening cases, the parent(s) will be called first.