

Christ Lutheran Latchkey



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Serving families since 1990



Welcome to Christ Lutheran Latchkey! Please take a moment to read through this handbook. Hopefully, you will find answers to many of your questions. Should you have other questions, comments or concerns, please feel free to contact our director or the church. We look forward to a wonderful school year with your child.

In His service,

Extended Christian Childcare & Education Committee

Director

Michelle Hewitt may be contacted at the Latchkey Center, 253-820-2268 or mhewitt@clc-lakewood.org

License

The Christ Lutheran Church Latchkey Center is a state licensed childcare facility providing quality care for children ages 5 to 12.

Our Purpose and Philosophy

The purpose of the Christ Lutheran Latchkey Center is to provide a stable and caring place for children ages 5 to 12 to attend before and after school hours during the regular school year. Our program provides adult supervision in a Christian environment during those hours when parents are away from home, and as a service to children who would benefit from varied group experiences. Our program includes creative activities designed to nurture personal growth at each child's stage and rate of development. The staff and volunteers acknowledging each child's need for recognition, acceptance, and friendship in a drug-free environment that allows for differences, for failures and successes, and for spiritual, social, emotional, physical, and educational development.

With emphasis on the individual, the curriculum is designed to provide experiences for the pupil to understand themselves in relation to the social and psychological world in which they live, accept themselves as they are, and develop personal improvement and decision making competencies.

Professionally trained child care personnel are loving and caring and exemplify the Christian faith. Regular contact will be made with parents regarding realistic perceptions of the child's development and the sharing and interpreting of pupil data regarding their child.

Christian principles will guide the teachings of faith, hope and love precepts as accepted and identified by Christ Lutheran Church through Biblical understanding.

Admission Policy

Children will be accepted for care regardless of race, color, religion, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the center. Your child's current immunization records, date of last physical examination, and date of last dental examination must be presented at time of enrollment.

Organizational Structure

The Extended Christian Childcare Education Committee is the advisory/governing board of the Latchkey program. The chairperson is appointed by the Christ Lutheran Church Council. Committee members are CLC congregational members. The Latchkey Director shall be an ex-officio member of the committee.

The Latchkey Center Director is considered a member of the staff of Christ Lutheran, and is responsible for staffing and supervision of the Latchkey Center, and for providing care and guidance for the children enrolled therein in accordance with the goals and objectives set forth by Washington State Licensing and Christ Lutheran Church.

Hours

Christ Lutheran Latchkey Center is open 5 days a week, Monday through Friday during the regular school year, **September through June.**

AM Session: 6:30 AM to when school begins

PM Session: time students are released from school* to 6:00 PM

The Center will operate in conjunction with the Clover Park School District calendar. Elementary conference days, in-service days, and monthly half days will be accommodated. Latchkey center is closed for:

Veterans Day

New Year's Day

President's Day only

Martin Luther King Day

Memorial Day

Thanksgiving Vacation

Christmas Vacation

Labor Day (Spring break--Latchkey open)

Inclement Weather Notice

Christ Lutheran Latchkey follows the schedule set by Clover Park School District. If CPSD cancels school due to bad weather or national/local emergency, Latchkey will be closed.

*If CPSD is running a two-hour delay, Latchkey will open at 8:30 AM. All currently enrolled families are eligible to attend Latchkey in the mornings, under such circumstances. Families who do not currently have morning care included in tuition will be charged \$8.

*This is a change to the current policies.

Areas Served

Idlewild Elementary School (10806 Idlewild Rd SW), Hudtloff Middle School (8102 Phillips Road), and Oakbrook Elementary (7802 83rd Ave. SW)

Rates

For the months of **September, October, November, January, February, March, April,** and **May** the tuition will be as noted below.

For the months of **December** and **June** the tuition will be exactly 1/2 of the other months.

Monthly Rates: *All charges are on a per month basis unless otherwise stated.*

AM and PM Care	full time (4 - 5 days per week)	\$335.00
	3 days per week	225.00
	2 days per week	170.00
PM only:	full time	230.00
	3 days per week	170.00
	2 days per week	130.00
<u>Daily Rates:</u>	AM/PM	20.00
	PM only	18.00
	Half day	20.00
	All day	25.00
	AM only	8.00

- A non-refundable registration fee (\$40) will be charged at the time of registration to guarantee your child's spot in the program.
- There is a \$10.00 per month discount for families with two (2) or more full-time children.
- If a child is to be withdrawn from the Latchkey program by a parent, two weeks notice must be given to receive any tuition refund.
- We offer an auto-payment option and accept debit/credit cards for a small fee.
- A transportation fee of \$10 per month will be charged for any student who needs to be transported to or from any school other than Idlewild.

Late Charges

A \$20 fee will be charged for children picked up between 6:00 and 6:10 PM There will be an additional fee of \$1.00 per minute after 6:10 PM

Payments are due on the 5th of every month and are considered late after the 10th. Any payment received after the 10th will be assessed a \$20 late fee.

Policies & Procedures

Absence

If, for any reason, your child will be absent, you MUST notify the Center by 2:00 PM of that day. You will be charged for the day regardless of attendance.

Check In / Check Out

AM Session: Students must be accompanied into our Latchkey room by a parent/guardian who will sign the child in. Students are not permitted to be dropped off outside the building, or sign themselves into Latchkey. Our Latchkey staff will accompany your child to Idlewild school by walking.

PM Session: In the afternoon (early release or half day release), Idlewild children will meet under the covered area where Latchkey staff will pick your child up and walk them to the Latchkey Center. All other schools will be picked up by authorized individuals and transported to the Center and will be signed in when arriving at the Latchkey Center.

When picking up your child from our Latchkey Center, you must come in and sign your child out with your full signature and time of pick up. Students will not be released to any person not designated on the emergency card without prior notification. Please remind the designated person they will need to provide a photo ID.

Any restrictions on parental rights must be supplied to the Latchkey Center to place in your child's file.

Injury, Illness & Medications

In an emergency due to an injury, paramedics will be summoned and you will be immediately notified. A medical release form authorizing the Center to seek medical attention for your child must be signed at the time of enrollment.

If your child is ill, please DO NOT send him/her to Latchkey. If your child becomes ill at Latchkey, our staff will contact the parent/guardian, care for the child apart from the other children, and will be given attention and supervision until the parent/guardian is able to pick him/her up.

If your child needs medication during Center hours, you will need to fill out a permission slip to administer the medication. Prescription medication must be in its original container noting the dosage. All medications are stored with dispensing instructions and then recorded.

The following non-prescription medication may be administered to a child with a signed permission slip from the parent, only at the dosage, duration and method of administration specified on the manufacturer's label for the age and/or weight of the child needing the medication:

- Antihistamines
- Non-aspirin antipyretics/analgesics, fever reducers/pain relievers
- Non-narcotic cough suppressants
- Decongestants
- Sunscreens
- Anti-Itching ointments or lotions
- Hand sanitizers

We report all notifiable conditions to public health and to parents and guardians of the Latchkey program.

Sanitizing Procedure

Staff will follow bodily fluids cleanup procedures when necessary, keeping children safe.

Strict hand-washing procedures will be followed. Also, tables, chairs, door knobs, etc. will be disinfected daily with Clorox mixtures or Clorox disinfectant spray or wipes.

Smoking, Drugs & Alcohol

Christ Lutheran Church and Latchkey have a non-smoking and -drinking policy at the workplace. Drugs of any kind are not tolerated!

Confidentiality

All of Christ Lutheran Church Latchkey Center files are confidential.

Discipline

We believe in positive discipline methods whenever appropriate. Timeouts may be used. We follow the rules set forth by the DEPARTMENT OF SOCIAL & HEALTH SERVICES, which state that the use of corporal punishment is prohibited.

Our rules include:

- Respect teachers and friends.
- Respect equipment and personal and public property.
- Use inside voices; use walking feet.
- Keep your belongings in your cubby.

Incidents of disruption will be handled on an individual basis. Parents will be notified of a significant action taken.

Reporting Child Abuse

All suspected child abuse or neglect will immediately be reported to child services.

Activities

Visitation & Conference Options

We have the advantage of a small program where we work closely each day with your child. If a problem or concern should arise, we will immediately discuss our concerns with you and lay out a plan with you to correct the issue. If you have any questions or concerns, please direct your inquiries first and primarily to the Latchkey Director.

Field Trips

We plan occasional field trips. Parents must sign a permission slip if child is to attend. Parent volunteers are always welcome and appreciated on field trip days! Admission costs for field trips are in addition to tuition fees.

Chapel

We are a faith-based Latchkey program. We are fortunate to have our pastors come visit us for chapel 2 or 3 times a month. Chapel time centers on basic Christian teachings and

fellowship. This would include Christian holidays such as Christmas and Easter. We are sensitive to the beliefs and faiths of all attending.

Snacks & Meals

A nutritious snack will be served each day after arriving from school. Latchkey participates in the Child and Adult Care Food Program (CACFP). The goal of CACFP is to see that well-balanced meals/snacks are served and good eating habits are taught in child-care settings. During full day care, parents are required to send their child with a packed lunch. If your child has special dietary needs please inform staff and provide snacks that can be stored at Latchkey and be provided on the days that he or she will not be able to have that snack that is on the scheduled menu.

Daily Schedule

Our daily schedule will be posted in the classroom. We offer games, craft projects, a homework area, outdoor playtime, and indoor gym play. We make time available each day for the children to complete their homework. Computer time is only used after homework is completed. All computer games are educational and age appropriate. Personal electronics are not allowed at Latchkey with the exception of a few special days that are announced.

Goals & Objectives

For the Child

- Provision and Supervision of Physical Needs
 - Protective environment
 - Nutritional snacks
 - Quiet time
 - Bathroom routines
 - Maintaining pride in personal appearance/hygiene
- Provision/Supervision of Mental Growth
 - Verbal Skill development
 - Creative Art activities
 - Thinking skills
 - Physical activities
- Provision/Supervision of Social and Emotional Growth
 - Decision-making skills
 - Positive self-esteem
 - Verbalizing feelings
 - Emphasizing cooperation, sharing and giving
 - Developing positive attitude techniques
 - Strengthening refusal skills
 - Learning to be self-reliant
- Provision/Supervision of Quiet Time
 - Study (homework help)
 - Reading
- Provision/Supervision of Religious Growth

+ Faith

*"For by grace you have been saved through faith.
Ephesians 2:8a*

Developing trust in the Triune God
Developing trust and obedience to those who teach and care for the child

+ Hope

*"Having the eyes of your heart enlightened that you may know what is the hope to
which He has called you." Ephesians 1: 18a*

Developing the feeling that God sustains us through all difficulties
Developing a positive attitude toward learning, change, growth and individual differences

+ Love

"So faith, hope, love abide, these three; but the greatest of these is love."

I Corinthians 13:13

Nurturing a natural self-love in a positive way

Nurturing an extension of child's love for self into a positive love for others

Nurturing a sharing philosophy

- a. Become task oriented to show love and sharing
- b. Become group oriented to show appreciation for one another through weekly chapel

For the Parent

- Knowing the child is being provided quality care by professional people in a safe environment so the parent may confidently pursue a career.
- Providing parents an opportunity for interaction with teachers and volunteers for giving/receiving information to strengthen child's development.
- Providing parents on-site visitation rights.

For the Community

- Providing a service vitally needed in the community,
- Through the philosophy and objectives of the Latchkey program at CLC, children are being provided avenues of care, learning, socialization and support that will strengthen their growth towards becoming valuable and contributing citizens to the community.

Christ Lutheran Church

Pastor Ralf Kalms

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