



**CHRIST LUTHERAN**  
**SUMMER 2026**  
**LATCHKEY**  
**HANDBOOK**

**SERVING FAMILIES SINCE 1990**

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# WELCOME

## TO CHRIST LUTHERAN LATCHKEY

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 any questions, comments, or concerns please feel free to contact our Latchkey staff or the church. We look forward to a wonderful summer with your child.

In His Service,

Extended Christian Childcare & Education Committee

### **License**

Christ Lutheran Latchkey is a state-licensed childcare facility providing quality care for children ages 5-12.

### **Our Purpose and Philosophy**

The purpose of Christ Lutheran Latchkey Center is to provide a stable and caring place for children to attend during the summer. 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 summer 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 an 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, caring, and exemplify the Christian faith. We regularly communicate with parents about their child's experiences at Latchkey and believe that as a team we build students up for increased success and growth.

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, sex, gender, sexual orientation, religion, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the center. Your child's current immunization records, date of last physical examination, and date of last dental exam must be presented at time of enrollment.

## **Termination Policy**

Christ Lutheran Latchkey may terminate a child's services due to that child's parent/guardian's inability to meet the expectations and requirements of the center. Expectations and requirements may include unpaid bills, continual late arrivals, or inappropriate or unsafe behavior in the program space. A child's care may also be terminated if the child exhibits behavior that presents a serious safety concern for that child or others. A child may be suspended due to unsafe behaviors until a meeting with parent(s) can be scheduled.

## **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 and the Latchkey Directors shall be ex-officio members of the committee.

The Latchkey Center Directors are considered members of the staff of Christ Lutheran and is responsible for staffing and supervising the Latchkey Center, and for providing care and guidance for the children enrolled there 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-Friday).

**Day Camp:** 6:30am-6:00pm

In compliance with Washington State Licensing, children may only receive care for a maximum of 10 hours daily. For example, if your child is dropped off at 7:00am, they must be picked up no later than 5:00pm.

## Tuition for Summer 2026

We are a tuition based program and the following rates are the weekly amounts you will be billed. Your child must attend at least 6 weeks.

<b>Day Camp (6:30am-6:00pm)</b>	<b>2 Days per week</b>	<b>\$175</b>
	<b>3 Days per week</b>	<b>\$215</b>
	<b>4 Days per week</b>	<b>\$245</b>
	<b>5 Days per week</b>	<b>\$275</b>

All the weeks your child is registered to attend will be combined, and the total cost will be evenly divided across your payment schedule. For example, if your child is enrolled for 6 weeks, the cost of those 6 weeks will be split equally between each payment, regardless of which months the weeks fall in.

## Financial Agreement

I understand that Christ Lutheran Latchkey is a summer program. Fees are calculated and averaged over the summer to ensure a consistent monthly charge. There are no pro-rates for shorter months or inclement weather. Some rates are subject to change.

## Late Charges

It is important that children are picked up on time every day. In the event you are late for pickup there will be an additional fee of \$2.00 per minute for the first 10 minutes, and then \$5.00 per minute after.

- A non-refundable registration fee of \$50 will be charged at the time of registration to guarantee your child's spot in the program (New families only).
- If a child is to be withdrawn from the Latchkey program two weeks' notice must be given to receive any tuition refund.
- We require EFT auto-payment for all tuition payments.
- Should you need to do a drop-in, the fee must be paid at time of drop-off.

# POLICIES & PROCEDURES

## Absence

If for any reason your child will be absent you must notify the center as soon as possible by texting or calling (253)820-2268. You will be charged for the day regardless of attendance.

## Check-In/Check-Out

Students must be accompanied into our Latchkey room by a parent/guardian who will sign the child in via Brightwheel. Students are not permitted to be dropped off outside the building or sign themselves into Latchkey. When picking up your child from our Latchkey Center you must come in and sign your child out. Students will not be released to any person not designated on the application without prior notification. Please remind the designated person that they will need to provide photo ID to have the child released to them. Please inform staff if anybody other than parent or legal guardian will be picking up, even if they re on the emergency contact list. Any restrictions on parental rights must be supplied to the Latchkey Center to place in your child's file.

## Injury, Illness, and 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. **DO NOT send your child to Latchkey if they are sick.** 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 provide attention and supervision until the parent/guardian is able to pickup the child. If your child needs medication during Center hours you will need to fill out a permission slip allowing a staff member 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 by a staff member. We report all notifiable conditions to public health and to the parents/guardians of the Latchkey program. The following non-prescription medications may be administered to a child with a signed permission slip from the parent. Only 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 can be given:

- Antihistamines, Non-Aspirin antipyretics/analgesics, fever reducers/pain relievers, non-narcotic cough suppressants, decongestants, sunscreens, anti-itching ointments/lotions, and sanitizers.

## **Sanitizing Procedure**

Staff will follow bodily fluid clean-up procedures when necessary, keeping all children safe. Strict hand-washing procedures will be followed. Tables, chairs, door knobs, counters, light switches, etc. will be disinfected daily with Clorox mixtures, disinfectant spray, or wipes.

## **Smoking, Drugs, and Alcohol**

Christ Lutheran Church and Latchkey have a no-smoking and no-drinking policy at the workplace. Drugs of any kind are not tolerated!

## **Confidentiality**

All of Christ Lutheran Latchkey Center files are confidential.

## **Discipline**

We believe in positive discipline methods whenever appropriate. We follow the rules set forth by the Department of Social and Health Services, which state that the use of corporal punishment is prohibited.

Our rules include:

- Respect teachers and friends
- Respect equipment and personal/public property
- Use inside voices and walking feet
- Keep your belongings neatly in your cubby

Incidents of disruption will be handled on an individual basis. Parents will be notified of a significant action taken. A child may be suspended due to unsafe behaviors until a meeting can be scheduled with parents.

## **Report Child Abuse**

All suspected child abuse or neglect will immediately be reported to Child Protective Services.

# ACTIVITIES

## Visitation and 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.

## Field Trips

We plan occasional field trips. Parents must sign a permission slip if a child is to attend. A minimum of 24 hours notice will be given prior to field trip. Colored bracelets, small ratios, and safety stickers will be utilized to ensure the safety of children.

## Vacation Bible School

Each summer our Latchkey students that are enrolled during the dates of VBS will be signed up and will attend Vacation Bible School put on by Christ Lutheran Church. Staff will be present and helping with VBS. **The dates for VBS are June 13th-17th.**

## Snacks and Meals

Parents are responsible for packing their child a lunch each day. A nutritious snack will be provided each day by staff. If your child has an allergy to a specific food or beverage, a doctor's note must be provided. If your child has special dietary needs please inform staff and provide snacks that can be stored at Latchkey on the days that they will not be able to have the snack that is on the scheduled menu. Latchkey participates in the Child and Adult Care food Program (CACFP). The goal of CACFP is to see that well-balanced snacks are served and good eating habits are taught in child-care settings.

## Daily Schedule

Our daily schedule will be posted in the classroom. We offer games, craft projects, outdoor playtime, indoor gym play, STEAM activities, weekly chapel, and more.

*\*Personal electronics and personal items from home are NOT allowed at Latchkey\**

Latchkey has fidgets, stuffed animals, and sound muffling headphones available for use on an as-needed basis. If you need to speak to your child, you may call the Latchkey phone.

# GOALS AND OBJECTIVES

## For the Child

### Provision and Supervision of Physical Needs

- Protective environment
- Nutritional snacks
- Quiet time
- Bathroom routines
- Maintaining pride in personal appearance and hygiene

### Provision/Supervision of Social and Emotional Growth

- Decision making skills
- Positive self esteem
- Verbalizing feelings
- Emphasizing cooperation and sharing
- Developing positive attitude techniques
- Strengthening refusal skills
- Learning to be self-reliant

### Provision/Supervision of Mental Growth

- Verbal skill development
- Creative art activities
- Thinking skills
- Physical activities

### Provision/Supervision of Quiet Time

- Reading
- Drawing

### Provision/Supervision of Religious Growth

- Faith
  - Developing trust in God.
  - Developing trust and obedience to those who teach and care for the child.

- Hope
  - Developing the feeling that God sustains through difficulties.
  - Developing a positive attitude toward learning, change, growth, and individual differences.
- Love
  - Nurturing 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
    - Become task-oriented to show love and sharing
    - Become group-oriented to show appreciation for one another

## 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 for giving/receiving information to strengthen the child's development.
- Providing parents on-site visitation rights.

## For the Community

- Children are being provided avenues of care, learning, and socialization that will strengthen their growth towards becoming valuable and contributing citizens to the community.