

Erie Community Latchkey Registration Form

Student Name _____ Date of Birth _____

Teacher _____ Grade _____

Address _____

Parent/Guardian #1 _____ Phone # _____

Relationship _____ E-mail _____

Parent/Guardian #2 _____ Phone # _____

Relationship _____ E-mail _____

Emergency Contacts/Authorized Adults to pick-up:

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

Circle days of week needed:

Latchkey Needs: AM _____ Drop off Time: _____ M T W TH F

PM _____ Pick up Time: _____ M T W TH F

Registration Fee: \$35.00 first child / \$17.50 each additional child

Paid: ___ Cash ___ Check Credit Card _____ Amount Paid Check # or Credit Card

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****Please be prepared to provide your Picture ID when dropping off/picking up your child****

OVER PLEASE

Erie Community Latchkey Registration Form

Doctor _____ Phone # _____

Address _____

Does your child have any allergies? YES NO

If yes, please list: _____

Will your child need to have medication administered? YES NO

****If yes, you will need to complete separate medication form****

Does your child eat school provided breakfast? YES NO

Would you like your child to complete homework after school? YES NO

Will your child be using an electronic device after school? YES NO

Health and Immunization Status

I, _____, hereby certify that my child, _____,

- Is in good health and have notified ECL of any health restrictions
- Is up to date on all required immunizations
- Has an immunization record or appropriate waiver on file with Mason Central Elementary.

Acknowledgement of Erie Community Latchkey Handbook

I, _____, do acknowledge that I have been provided a copy of the parent handbook for Erie Community Latchkey.

Parent Signature _____

Date Signed _____

ERIE COMMUNITY LATCHKEY PARENT HANDBOOK 2022-23

Welcome! The Mason Central PTA is pleased to provide a latchkey program for Mason area elementary children. The latchkey program offers:

- a comfortable, secure environment where children can learn, play, and relax.
- qualified staff to nurture your child's well-being.
- activities, homework time, and access to books, supplies, and equipment.

Our program is licensed by the State of MI and meets all its recommendations and requirements. We have passed our fire and health inspections. All rooms used have passed an environmental study. Rules are explained in this handbook. Please familiarize yourself with these rules to ensure your child's safety and welfare. As partners working together for the well-being of the children, staff members and parents are mutually responsible for seeing that these rules and procedures are carried out. We welcome you and encourage you to contact us at any time. We always welcome your ideas and questions for this program.

Registration: Before the child may be admitted to the program, a complete registration packet must be filled out and returned, along with the non-refundable registration fee of \$35 first child/\$17.50 each additional child to the Mason Central Elementary PTA. Registration does not guarantee that there will be an opening. We will do our best to have enough staff to accommodate all registered children to meet the State requirements.

Scheduling Attendance: Our goal is to provide quality care and a program to accommodate all registered children. Therefore, it is critical that attendance schedules be made for any child planning to attend ECL so that adequate staffing and materials are available. Schedules must be submitted by Friday evening before the coming week. If no schedule given by Saturday at noon-we will not be expecting your child to attend. Once an attendance schedule is submitted, the child will be expected to attend those times and a credit will not be issued if absent or for cancellation. Additionally, if your account is behind on payments and have an absence or late cancellation, a credit will NOT be given. Your account needs to be in good standing to qualify for special exceptions. If a child will be absent, please notify the center at the following email: eriecommunitylatchkey@gmail.com

Morning Arrival: Upon arrival, children MUST BE escorted to gym by an adult. This ensures that the child arrived safely to the program and is acknowledged by the staff upon arrival. This also gives parents/adults and staff an opportunity for direct communication on a regular basis.

Pick-Up (We close promptly at 5:30PM): Children will be released only to those persons whose names are listed on the Child Information Card. Identification will be required of persons picking up the child. Parents are to advise the director in writing in advance if a person not listed on the Child Information Card is to pick up the child or if the person picking up is under 18 years of age. At all times, the person picking up the child must come to the latchkey area. If you have an unusual family or legal situation, you are required to have copies of certified court documents on file with the ECL program.

Releasing a Child to a parent in which the child is clearly in danger due to use of alcohol intoxication or drug impairment. *The following procedures will apply when parents intend to transport their child while intoxicated and impaired resulting from the use of alcohol or drugs.* The Latchkey staff will:

1. Offer to keep the child in their care for an extended period of time. If the parent refuses...
2. Offer to contact another family member to pick up the child. If the parent refuses...
3. Tell the parent that they feel that it is not safe for the child to ride with him/her at this time and staff will notify the police.

Withdrawal: A two-week notice, in writing, is required to permanently withdraw from ECL.

Snack: Snacks will be provided by ECL daily. Snacks will consist of a solid food. If you choose to send your own snack, we do not have access to a microwave, and we do not allow peanut butter snacks.

Drink: Children may bring in their own water bottles that can be refilled at our touchless water station.

Inclement Weather Policy: If Mason Consolidated Schools are closed due to inclement weather, ECL will also be closed. In the event of a 2-hour delay, ECL will open at normal time. Children are welcome to stay until the start of school for a flat \$15 rate.

Holidays and Vacation Days: ECL will be closed on holidays where school is closed as well as any vacation. Example – Winter break.

Alternative Care Arrangements: ECL strongly recommend that every parent plan for alternative care other than ECL. This will be helpful in case of an emergency (such as power failure or damage).

Dress: Your child should come dressed appropriately for an active day of play and for the weather. Tennis shoes are strongly encouraged.

Health Policy: It is important to make the Director aware of health concerns. For emergency reasons, the following forms must be completed and on file prior to attendance:

1. Emergency Card
2. Health Status Report
3. Health Appraisal Report
4. Parent Consent Form

The ECL program has no provision for the care of children who are ill. If a child becomes ill during latchkey, he/she will be isolated from the other children and made as comfortable as possible. We will contact you or the alternate person you designate to plan to have the child picked up as soon as possible. Please do not bring children who are clearly ill with fever or vomiting. They will not be allowed to stay. Exposure to communicable diseases and any infectious illnesses of other family members should be promptly reported to ECL so the staff may be alerted to early symptoms. ECL will also notify each parent when their child has been exposed to an infectious disease.

Medication: There are some circumstances in which it becomes necessary for the child to take medication during latchkey hours. For the protection of the child, the following regulations will be followed when dispensing medication:

1. A medication form shall be filled out for all medications given during ECL.
2. We cannot administer the first dose of your child's medication. The first dose must be administered at home, before your child attends ECL.
3. Medications will be dispensed by the ECL Director or a designated staff member. Children will not administer their own medications.
4. Medication prescribed by a physician must be in the original container with the pharmacy label indicating name of child, name of doctor, name of med, time, and dosage.
5. OTC meds must also be in their original container with name and amount of dosage indicated.
6. It is the parent's responsibility to notify the ECL Director when the medication has been discontinued.

Discipline Policy: We use a positive approach to discipline which encourages self-control, self-direction, self-esteem, and cooperation. Physical or emotional punishment is prohibited. When it becomes necessary to discipline a child, the following may be implemented:

1. Talk with the child to help him see why his behavior is inappropriate.
2. Separate the child from the activity or situation being disrupted/redirect the child's activity.
3. Isolate the child from the group or activity (time out).
4. Hold a conference with the parents to find a solution to the discipline problem.
5. If a child disrupts the program and does not respond to supervision, the parent will be called to pick up the child. If the behavior continues and cannot be corrected, we reserve the right to cancel the child's enrollment from ECL.
6. We expect parents to model appropriate behavior. Abusive, aggressive behavior toward children or staff will not be tolerated. Parents who exhibit such behavior will be asked to leave and may be restricted from the premises. *We reserve the right not to accept the child into the ECL program.*

Fees/Payment/Schedules: Schedules and payments are due every Friday prior to your starting week, by 12:30pm.

Late payments will result in a \$10 fee. 2 late payments will result in your child's dismissal from the program. Your child will be welcome back when you can provide the back payments as well as a \$35 registration fee.

Tuition Rates: Mornings (before school beginning at 6:00 am) - \$10.00 per day (add'l children \$5.00)

Afternoons (after school until 5:30 pm) - \$10.00 per day (add'l children \$5.00)

2-hour delay (6:00am to school start) - \$15.00 per day (add'l children \$7.50)

* After 6:00pm, a late fee of \$5 per minute, per child will be added to your account. We reserve the right to refuse care if you have more than 3 late days.

* A \$35 returned check fee will be charged. Payment on a returned check will be expected on your next tuition day.

* In the event of a returned check, ECL will no longer accept check as a payment.

Tax Information: We will provide a Tax ID number; however, it is the parents' responsibility to track their total amount spent on ECL.

Personal Possessions/Electronic Devices: ECL is not responsible for toys, books, or other items brought from home. If you wish to send an electronic device for your child, including cell phones, video games, iPod, etc., it will require written consent and ECL will not be responsible for lost or damaged items.

Erie Community Latchkey:

Director – Gini Drapkin- (757) 696-3719

Team – Jenni Sachs- (734) 693-4232

eriecommunitylatchkey@gmail.com

2400 Lakeside Dr

Erie, MI 48133

(Elementary Gym)

CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission	Date of Discharge		
Name of Child (Last, First, Middle Initial)					Child's Date of Birth
Address (Number and Street, Building/Apartment Number)			City	State	Zip Code
Parent/Legal Guardian's Name		Home Phone ()	Parent/Legal Guardian's Name (Optional)		Home Phone ()
Home Address (if not child's address)		Cell Phone ()	Home Address (if not child's address)		Cell Phone ()
City	State	Zip Code	City	State	Zip Code
Email Address (optional)			Email Address		
Employer Name		Work Phone ()	Employer Name		Work Phone ()
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ()		
Hospital Preferred for Emergency Treatment (optional)					
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)					

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.

See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)		
1.	()	()
2.	()	()
3.	()	()
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)		
1.	()	2. ()
3.	()	4. ()

Parent/Legal Guardian Initials: _____ I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.	
Signature of Parent or Guardian	Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.	

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