



St. Augustine Catholic School

67901 Howard St. Richmond, MI 48062

Phone: 586.727.9365

Fax: 586.727.6502

August 11, 2021

Dear Latchkey Parents,

As we begin the 2021-2022 school year, we continue to rely on your assistance in helping us prepare properly for latchkey each month. The state has standard requirements for caregiver to student ratio of 1:18 (for grade school students) and 1:12 (when preschool 4's are included in the group) or 1:10 (when preschool 3's are included in the group) must always be maintained. These ratios hold even greater importance while we continue to follow COVID related health and safety requirements.

In order to ensure compliance with the caregiver to student ratios, we need to know in advance which students will be attending latchkey on any given day. Therefore, we need your assistance in filling out and returning the provided monthly calendar. On the calendar, please record the days you anticipate your children will attend latchkey for both the morning and afternoon programs. Once we receive your calendar, it is date stamped, and the available spots are filled on a first come, first served basis. By collecting these calendars, we are able to calculate the number of students who will attend *in advance*, allowing us to prevent an overage and violation of the caregiver to student ratio. It may seem like it would be simple to grab a teacher or any adult to cover an overage, but it is much more complicated than that. Our latchkey program is a separate entity from our grade school; therefore, adults who serve in latchkey need different clearances in order to comply with the licensing requirements. There are only certain adults in our building that have these clearances, thus reducing the likelihood of availability.

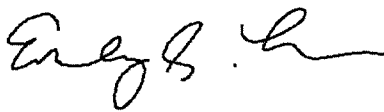
Overages potentially become more problematic in afternoon latchkey, since there is usually a greater demand for after school care. If children arrive at latchkey without prior notice, we will be taking the following steps to prevent this issue:

1. On the first occurrence, we will make a phone call reminder to return the calendar.
2. On the second occurrence, a \$50.00 fee will be charged per child in addition to regular latchkey rate.
3. On the third occurrence, a \$100.00 fee will be charged per child in addition to regular latchkey rate.
4. On the fourth occurrence, the family will be dismissed from the latchkey program for the 2021-2022 school year.

We understand that unforeseen circumstances may arise that require a change of plans. When this occurs, please call the office and let us know that you need to request latchkey for that day. We will be able to let you know if we have availability. Likewise, if you have a change in plans that allows you to pick up your children at dismissal time and you no longer need latchkey, please let us know that too. This makes a spot available for another student.

Compliance with state requirements for our latchkey program is extremely important. It helps us maintain a safe ratio, allowing for excellent care and supervision for your children, while adhering to these requirements so we can continue to operate. I know the latchkey service is important to our families, and we would like to be able to continue to offer it at our school. Thank you for your cooperation and consideration!

Sincerely,



Emily Lenn

Principal & Latchkey Director

St. Augustine Catholic School Latchkey Policy Acknowledgement

The St. Augustine Catholic School Latchkey Policy outlines the steps that the school is taking to prevent an overage and violation of the caregiver to student ratio as per our licensing requirements.

An electronic version of this document is available for viewing on our website. Please review and complete the acknowledgement below. **This form must be returned to the school office for every family that will be using our Latchkey Program for the 2020-21 school year.**

Policy Summary

If children arrive at latchkey without prior notice, we will be taking the following steps to prevent this issue:

1. On the first occurrence, we will make a phone call reminder to return the calendar.
2. On the second occurrence, a \$50.00 fee will be charged per child in addition to regular latchkey rate.
3. On the third occurrence, a \$100.00 fee will be charged per child in addition to regular latchkey rate.
4. On the fourth occurrence, the family will be dismissed from the latchkey program for ~~2020-2021~~ school year.

2021 - 22

Parent Acknowledgement

By signing below, you acknowledge your understanding of the St. Augustine School Latchkey policy and agree to its terms and conditions.

Student(s) Name(s) (Please print)

Parent/Guardian Signature: _____

Date: _____