

PROGRAM DESCRIPTION

The Yorktown Community School Corporation's Latchkey Program has been specifically designed for students in grades kindergarten through sixth with an emphasis on recreational and enrichment activities. Bearing in mind the developmental needs and interests in this age group, the Latchkey Program offers a wide variety of activities that enhance the social, emotional, cognitive and physical growth of children. At the same time, children's need for independent decision making is recognized, and free choice within the structured environment is encouraged.

The small child-staff ratio, together with an excellent teaching staff assures a safe, well-supervised environment. The ultimate goal is to provide a warm, relaxed and accepting environment in which children's creativity, interests, and self-esteem can flourish. Parents are encouraged to observe the program in action and to contact the program director for further information.

STAFF

The Latchkey Program is housed at Pleasant View Elementary School. Staff members include a director, an assistant director and adult aides. Yorktown Elementary students are transported by bus to Pleasant View for the program.

ENROLLMENT

Prior to enrolling a child, parents should make sure that the child's school records are complete and up-to-date, including emergency contacts and health care summary sheets. Please notify the Latchkey staff of any changes in address, phone numbers, health matters, pick-ups, or other pertinent information. Upon enrollment, parents should complete a general information sheet and general field trip permission form. These may be picked up from the Latchkey director at Pleasant View Elementary School.

Parents must specify in writing those persons allowed to pick children up from the program. **THE ONLY PERSONS ALLOWED TO PICK UP A CHILD ARE THOSE WHOSE NAMES ARE INDICATED ON THE CHILD'S RECORDS.**

OTHER ACTIVITIES

Special activities provided for children include field trips, guest speakers, computer activities and special interest groups called Clubs. As special programs and opportunities are made available, a calendar will be distributed to parents. Please watch the bulletin board for TLC news. We welcome parent participation in the program.

TIMES OF OPERATION

The Latchkey Program will be in operation from 2:30-6:00 p.m. on the days school is in session. Children must be picked up in the gym by 6:00 p.m. A late fee of \$5.00 per 15 minutes will be charged for late pick up. When there is an emergency school closing, Tiger Latchkey services will be provided. However, students will need to be picked up from Tiger Latchkey within an hour after school closes.

FEES

Regular School Days: A fee of \$3.00 per child per day will be charged for children who are picked up prior to 4:00 p.m. (school time). For children after 4:00 p.m., the daily charge is \$6.00 per child.

For children participating in the Latchkey Program on a regular basis, payment preferably by check, is required at the end of each week. Payment for other children should be made on a daily basis or on the child's last day of attendance for the week. If fees are not paid on time, parents will be notified and the child will be dropped from the program. A 25% additional fee will be charged for any fees more than one week overdue. Late notices will be sent as a reminder after two weeks of being past due.

DISCIPLINE

Through rational communication with children and sensitivity to their needs, feelings, and capabilities, we promote a positive system of child management based on praise, two-way discussions, gentle reminders, humor, and choices offered to children. When necessary, a child may be removed from a group for "settling down" time or directed to another activity. In cases of extreme misbehavior, the director may wish to meet with parents and, if the situation persists, the child will be removed from the program.

CLOTHING

Children's clothing should be clearly labeled. Check 'lost and found' for missing items. Children should have appropriate outer wear for cooler weather. Sneakers are desirable for gym time. The program assumes no responsibility for lost, stolen or damaged items.

HEALTH

Children experiencing any of the following symptoms pose health risks to other children and staff, and should NOT attend the program:

- ♦ Inflammation or discharge from eyes, ears, and throat.
- ♦ Signs of fresh cold, such as runny nose, inflamed throat, or fever.
- ♦ Skin rash or eruption.
- ♦ General appearance of flush, pallor, listlessness or irritability.

If staff members note any of these symptoms, parents will be notified and asked to pick up the child immediately.



MEDICATIONS ADMINISTERED
BY STAFF MEMBERS MUST BE
SPECIFICALLY PRESCRIBED
AND DIRECTED BY THE CHILD'S
PHYSICIAN, OVER-THE-
COUNTER MEDICATIONS WILL
BE GIVEN TO CHILDREN ONLY
UPON A WRITTEN REQUEST BY
A PARENT.

PHONE NUMBERS

Office of Superintendent
(765)759-2720

Yorktown Middle School
(765)759-2660

Yorktown Elementary School
(765)759-2770

Pleasant View Elementary
(765)759-2800

Tiger Latchkey Club
(765)759-2828

