

WILDCAT WATCH

Designed for Kids with Parents in Mind

Franklin County Community School Corporation Latch Key Program

Parent Handbook 2023-2024

Contact Information:

Brookville Elementary School	765-647-3503
Laurel School	765-698-3851
Mt. Carmel School	765-647-4191

Principal Contact Information

Jill Brack-Brookville Elementary School	765-647-3503	jbrack@fccsc.k12.in.us
Shannon New-Laurel School	765-698-3851	snew@fccsc.k12.in.us
Beth Lake-Mt. Carmel School	765-647-4191	blake@fccsc.k12.in.us

Latch Key Locations:

Brookville Elementary School	10160 Oxford Pike, Brookville, IN 47012
Laurel School	13246 St. Rd. 121, Laurel, IN 47024
Mt. Carmel School	6178 Johnson Fork Road, Cedar Grove, IN 47016

Purpose:

Franklin County Community School Corporation has designed a Latch Key program to provide quality after school child care services while parents are working. The purpose of this program is to assist working parents by providing their children with meaningful activities within a safe, structured, and nurturing environment. Latchkey is available for any student enrolled at Brookville Elementary School, Laurel School or Mt. Carmel School.

Times of Operation:

Monday-Friday	
Brookville Elementary School	3:00 p.m. - 6:00 p.m.
Laurel School	2:45 p.m. - 6:00 p.m.
Mt. Carmel	2:50 p.m. - 6:00 p.m.

Students may be picked up anytime during the hours of operation.

Students will be checked in when they arrive and will be expected to remain until a parent/guardian or an authorized individual signs them out. Fees will be charged a flat rate, per child, per day (see Fees and Payment Information).

ON DAYS THAT SCHOOL IS NOT IN SESSION OR THERE IS AN EARLY DISMISSAL DUE TO INCLEMENT WEATHER, ALL AFTER SCHOOL CARE WILL BE CANCELED.

Activities may include organized play, arts and crafts, reading, and homework time. This provides students with a structured opportunity to study and play. A nutritional snack will be served after school. Students will stay with the providers until an authorized person arrives to pick them up.

Fees and Payments:

Registration Fees: There is a \$30 registration fee per child. The registration fee will decrease \$5 for each additional child, ie. second child \$25 and third child \$20. These funds will be used to help pay for supplies and materials to be used with your child in the program. This initial registration is paid once a year and is not refundable.

Program Fees: Latchkey fees are \$6.00 per child, per day. Payment is required the week the service is provided. Services will not be provided for families with outstanding latchkey balances.

Parents have the option to make advanced payment for services by the week or by the month. Otherwise, payment is required each Friday. Students are allowed to attend on a daily or part-time basis. Fees are only charged for the days of attendance. Therefore, if you pay for 5 days a week and your child is sick one day, you will be issued a one day credit for the next week.

Payments are to be made by check (made payable to your child's school) or by cash.

Latchkey closes promptly at 6:00 PM. There will be a late charge when a child is picked up after closing time in the amount of \$5.00 for every fifteen minutes thereafter. Continued late pick-ups may result in your child being removed from the Latchkey program.

Please call your child's school and notify them concerning any problems relating to the pick-up of your child.

Admission Policies & Procedures:

Enrollment shall be open to any child enrolled at BES, MCS and LES.

1. A completed application/registration form shall be submitted to the office accompanied by a registration fee.
2. A registration fee shall be paid upon the enrollment of each new child, and upon the re-enrollment for each new year.
3. The Emergency Information Form must be completed at the time of registration.

Arrival and Pick Up:

The only people allowed to pick up a child are those whose names are indicated on the child's registration sheet. Proof of identification may be required.

PARENTS OR PERSONS LISTED ON THE REGISTRATION FORM MUST COME INTO THE BUILDING TO SIGN OUT AND PICK UP CHILDREN. THIS IS A MATTER OF SAFETY.

If another name needs to be added to the list, be sure to contact the office to update the information.

Expected Behavior of Students:

1. It is a privilege to attend the Latch Key program. Children are to abide by all program and school rules.
2. All students are expected to show respect for child care personnel and fellow students at all times.
3. No fighting, name calling, pushing, shoving, stealing, or other unacceptable behavior will be allowed or tolerated.

Parents will be notified of discipline problems. If problems continue, a child may be removed from the program.

Snacks:

All students who attend the afternoon program will be provided a snack.