

2025-2026

JA Latchkey

Parent Handbook



Pioneering excellence in afterschool educational programming.

JA Latchkey Programs

-Jonathan Alder Schools-

JA Latchkey is an independent, community, non-profit providing before and after care educational programming for Jonathan Alder Schools for over 8 years. JA Latchkey is not affiliated with Jonathan Alder School District.

JA Latchkey Main Office

Address:

5970 Venture Drive

Dublin Ohio 43017

Office Hours: 9:00am to 2:00pm

Phone: 614-793-0871

Email: jalatchkey@gmail.com

Website: www.JAlatchkey.org

School Sites

Elementary Schools

Monroe	5000 St. Rt. 38 NW .	(614) 796-3826	Monroe.jakey@gmail.com
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PCES	580 S. Chillicothe St	(614) 516-3533	Plaincity.jakey@gmail.com
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JA Latchkey Programs

Mission Statement

The mission of JA Latchkey is to meet the needs of children, families and schools in the Plain City community. We strive to ensure that the children in our community have a safe and educational environment, which provides developmentally appropriate activities in a before-and after-school environment.

Program Goals

- Students participating in academic support and enrichment activities will show increased success and academic achievement as demonstrated by improved homework completion rates, course grades and increased engagement in learning.
- Students participating in social skills and youth development activities will show improved social and emotional well-being by demonstrating improved relationships and community consciousness.
- Students participating in physical, health, and recreational activities will show improved nutrition, health practices, physical development, leadership and SEL skills, and self-confidence as demonstrated by increased physical activity, enhanced nutrition and wellness.
- Developing effective working relationships with families, schools and the community will result in increased parental/school involvement, improved coordination of existing programs and services, school community support, improved program quality and increased ability to meet the needs of youth and families.

Program Curriculum

Elementary

We have 15 elementary school site locations that are uniquely developed within a standard curriculum structure. Our program's focus differs from other programs in that its foundation is educationally based rather than recreationally. Most courses and activities are elective with only a few compulsory events. Weekly educational themes are selected to guide programming for activities. Each teacher provides a weekly lesson in math, sciences, cultural studies and social and emotional learning (SEL). Every lesson is carefully intertwined with fun activities that engage the students while educating. In addition, once a week all students will participate in reading for at least 20 minutes.

Throughout the year we have a sundry of events, cultural celebrations and guest speakers. During our winter months we provide educational course work involving a variety of topics such as robotics, sign language, Young Rembrandts and B.E.W.I.S.E.

Middle School

The REACH curriculum is designed to help middle school students become more efficient learners, develop strong communication and social skills, and grow into engaged,

responsible members of their communities. Although the curriculum is diverse in content, we do have two main branches in our lesson: life skills (STEM, cooking, financial literacy, etc.) and homework/HOPS (homework organization and planning). More specifically, the educational modules that will be taught are as follows: Study Skills and Test Taking Skills, Problem Solving Techniques, Presentations Skills, Service Learning, Technology, Social Skills/Bullying Awareness/Team Work and Life Skills.

Homework

JA Latchkey provides basic materials, a designated space, and the opportunity to do homework daily, but often it falls on the student to initiate its completion. If you have any questions or need assistance with your child's homework, please contact your school's Site Director.

Community Engagement

As a non-profit dedicated to the education of children, we feel strongly about teaching students the role of a community and we encourage our students to be responsible contributing members of one's community. At each site, students will have the opportunity to participate in activities or tasks (such as running daily announcements or snack helpers) that benefit their own Latchkey community. In addition, each site selects a local or national charity to raise awareness and support. The students learn about a needed cause and how they can make a difference.

Healthy Bodies; Healthy Minds

JA Latchkey programs promote healthy living habits through its programming and education.

Food and Nutrition

A healthy afternoon snack containing two (2) out of the four (4) food groups is provided at each of the sites. Each school site will follow a health and wellness initiative of including at least three (3) fruits/vegetables in their snack schedule each week. Current dated menus for the entire week are displayed at the parent table and are available with your school site's monthly newsletter.

Alternative Snacks- If a child has a special diet restriction; parents may bring in snacks to be stored at our school pantry. If you choose to send a snack with your child the snack must contain 2 food groups. If the parent does not provide the 2 food groups in the child's snack, LK will offer/ provide the missing food group. Those food groups include meat/meat alternative, bread/grains, fruit/vegetable and dairy.

Food Allergies- we do not serve any food item with peanuts or peanut by-products. However, please notify your teacher if your child has an allergy for accommodations.

Special Events- Any food item contributed for any snack time, special event, party or celebration must be prepackaged. If a child has a serious food allergy or limitations on their diet, parents are required to furnish a nutritious snack on a daily basis.

Breakfast- A space will be designated for breakfast if you wish to send it with your child. Jonathan Alder elementary school's offer breakfast for purchase.

Physical Activity

Outdoor Physical Activity

JA Latchkey believes that fresh air and outdoor exercise are a part of a healthy lifestyle. School sites will provide daily outdoor play when weather and safety conditions are suitable. **Students should dress appropriately for the weather.** JA Latchkey will follow Jonathan Alder Schools guidelines for going outside to play. (All the following temperatures include the wind chill effect.) Temperatures 20 Fahrenheit and below, there will be no outside play. For temperatures between 21-25 degrees Fahrenheit, students are allowed a brief 15 minutes of outside play. For temperatures 26 degrees Fahrenheit and above, there will be outside play. Please provide appropriate winter wear for outside play when it is cold (coat, scarf, gloves, etc.) and sunscreen for your child if you are concerned about skin protection when the sun is out. Temperatures above 90 degrees including the heat index will prohibit outdoor play.

Indoor Physical Activity

Indoor gross motor play will be provided in the commons area or gymnasium if weather conditions are too hot, too cold, raining or poor air quality. Please make sure your child has the appropriate footwear such as tennis shoes to participate. Students wearing heels, flip-flops and sandals will not be permitted to participate due to safety. In addition to our daily physical activities, we offer special educational events and courses, such as martial arts, yoga and rugby, throughout the year to keep our students engaged and moving.

Program Limitations

- Our programs strive to provide a 1-12 teacher to student ratio. We are unable to provide 1-1 care.
- Our homework table provides a place and assistance for academic work; however, we are unable to provide individual hourly tutoring.
- We are unable to have unscheduled parent teacher conferences during Latchkey hours as it compromises our student's safety. The Site Director has scheduled conference hours available to parents posted on the program tri-fold board.
- We are unable to purchase snack specific items for individual children.
- Due to our program structure and location in the school building (multiple direct exits to the outdoors), we are unable to provide care for children who hurt themselves, physically hurt other students, physically hurt teachers, who flee the commons area, who cannot follow teachers safety directions or bully other students.

Staffing and Supervision

Education and Background

School Site Staff

One-third of JA Latchkey teachers have degrees in childhood education and are licensed k-12 teachers. Nearly 70% of our staff are college degreed or have at least two years of course work. All of our teachers have experience and education specific training in developmental education. All staff members receive state certified courses in child abuse, first aid/CPR and communicable disease. The Site Directors and Assistant Teachers attend a minimum of 6 hours of educational professional development annually in content areas of child development, nutrition composition, discipline management, curriculum planning, music, art, administration and parent/family engagement. Every Site Director attends a seven (7)

hour workshop provided by the Ohio Department of Job and Family Services on current State Child Care Licensing laws. All teachers hired must complete a Bureau of Criminal Identification and investigation (BCII) and Federal Bureau of Investigation (FBI) background check. The BCII check is required to be updated every five (5) years.

Program Director Staff

JA Latchkey recognizes that our program's success is dependent on our staff's support and dedication from our Program Directors. All of our Directors have decades of experience in the education field and with the organization. They have been selected based on their curriculum vitae, dedication to quality, Jonathan Alder Community involvement and area of teaching credentials. We have an education specialist in elementary and middle school curriculum, special education, reading intervention, health and physical education.

Teacher to Student Ratios

The teacher/pupil state ratio shall never exceed 1:18 and the maximum group size is 2:36. In an effort to provide the best possible program environment, JA Latchkey strives for a 1:12 teacher child ratio. JA Latchkey operates as a group setting and does not provide one-on-one care. The maximum group size is limited by state licensing.

Parent Involvement and Participation

Parent participation

Any parent or guardian of a child enrolled in our program shall be permitted unlimited access to their child's program during all hours of operation for the purposes of contacting their child(ren), evaluating the care provided by our teachers or evaluating the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there are court documents limiting access and conditions of the nonresidential parent. In rare situations, if visitations cause disruption or distracts staff from their supervisory duties, visitation may be limited. Upon entering the premises, the parent, custodian or guardian shall notify the Site Director of his/her presence.

If you wish to contribute your time or talent, please notify the appropriate school site. Your participation enhances the program.

To ensure the safety and well-being of the children at JA Latchkey, parents must refrain from confronting other children. We understand that conflicts need to be addressed, but please let any concern be addressed by the Site Director or other staff member. Parents and staff members must treat each other with respect. All parties will conduct themselves in a professional manner.

Parent Feedback and Annual Survey

Our mission is to serve the needs of the Jonathan Alder Community and we depend on parent feedback for continual growth and development of our programs. Please contact us with any suggestions, ideas or concerns. We have an anonymous 10 question survey we send out via

email link; however, you may fill a survey at any time as the link is on the front page of our website.

Parent-Staff Communication

JA Latchkey staff will strive to engage in daily communication with parents as well as providing any information for upcoming events and different activities with newsletters and emails. During Latchkey hours, we are unable to meet for unscheduled conferences due to maintaining the safety of our students and potential inappropriate context of the conversation.

If a parent has a concern, it should be addressed according to the following:

Level One: Teacher

The issue or concern should be first addressed with the teacher. Contact level two, if the issue involves the teacher, child abuse, substance abuse or any other serious allegation.

Level Two: Site Director

If the concern was not brought to the attention of the Site Director previously or the resolution conflicts with policies stated in our parent handbook or our ODJFS licensing rules, contact the Site Director.

Level Three: Director

If the resolution is still out of compliance with our policies listed in our Parent Handbook/ODJFS licensing. The parent or guardian may contact the Director of their child's school building or the department Director, in writing, that must include:

1. The specific nature of the concern and a brief statement of the facts that brought on the concern.
2. What steps were taken to resolve the issue, and why the given resolutions will not rectify the situation.
3. The resolution parent wishes to take and the reason why they feel that such action should be taken. Please note, any action that is contrary to our policies or licensing will not be accepted.

ALL decisions regarding policies found in our parent handbook or involve ODJFS licensure are final.

Level Four: Executive Director

If the concern does not involve policy stated in our parent handbook/ODJFS licensure and the concern is still unresolved, the parent may submit in writing a request that the Executive Director resolve the concern.

The Executive Director or designee shall review all material relating to the concern. The parent will receive the decision in writing. All decisions are final.

JA Latchkey has a zero-tolerance policy for violent, threatening, and/or disruptive behavior from parents. Examples of such behavior include but are not limited to yelling, use of vulgar or profane language, belligerent behavior, threats of physical harm toward staff or children,

or the actual infliction of physical harm to another. This type of behavior shall result in the child's immediate disenrollment from the Latchkey program. In some circumstances, immediate suspension or dismissal may be deemed necessary due to behavior that jeopardizes their own or others safety. Suspension or dismissal is at the sole discretion of JA Latchkey, .

Parent Responsibilities

Parents' Responsibilities are...

- Informing staff if their child will be absent in the afternoon session of Latchkey.
- Checking the parent mailbox, reading the parent information board, newsletter and emails from our program.
- Informing Site Directors of any change in home, work and cell phone numbers, addresses and emails.
- The safety and supervision of any non-enrolled child while picking up enrolled children.
- Filling out and submitting all necessary medical forms. Keeping medications current and available on site.
- Picking up their children no later than 6:00 p.m.

Daily Schedule

Typical Schedule

JA latchkey programs operate only when Jonathan Alder Schools are in session.

Elementary School

The daily hours of operation are Monday – Friday from 7:05 a.m. until 9:00 a.m. and from 3:30 p.m. until 6:00 p.m.

Middle School

The REACH program daily hours of operation are Monday – Friday from 7:05 a.m. until 8:10 a.m. and from 3:10 p.m. until 5:30/6:00 p.m.

Elementary

Mornings

7:05–8:30 STEM/enrichment/ activities
gross motor/homework
8:30–8:45 Clean up and bathroom
8:45–9:00 Group time/sharing/dismissal

Afternoons

3:30-4:00 Welcome/attendance/group time
4:00-4:20 Bathroom/snack
4:20- 5:55 Physical Activities/homework
crafts and enrichment activities
5:55-6:00 Clean-up and leave premises
7:05–8:30 STEM/enrichment/ activities

Middle School Reach

Mornings

gross motor/homework
7:45-8:10 Structured activities
8:10- 8:15 Accompanied to middle school

Afternoons

3:10-3:20 Attendance/ Announcement
3:25-3:45 Snack
3:50-4:20 Mini Lessons/STEM Activities
4:25-5:00 Homework Center/ Quiet
Activities
5:00-6:00 Social /Free Time/ STEM

As a school age only program we do not have a resting or napping policy in place as it is not our daily schedule.

Abbreviated School Day

Early Dismissal

If Jonathan Alder Schools announce an unscheduled early release for elementary or middle school, **JA Latchkey will not operate in the afternoon**, and you must make other arrangements for your child(ren). A “Plan of Action” form needs to be filled out by the parents/guardians that lists the arrangements made.

Late Start Due to Weather

If school is canceled prior to the beginning of the school day, JA Latchkey is closed. If Jonathan Alder Schools announce an elementary school closure during morning Latchkey hours, you must return to pick up your child(ren). If Jonathan Alder Schools announce a one (1) or two (2) hour delay due to inclement weather, there will be no morning session of JA Latchkey.

Enrollment Procedures

Enrollment Procedures for New Families for the Current School Year

1. Please visit our sign-up page at dlsinfo.org/signup to make your enrollment request.
2. You will be notified by email if your request has been Approved, Waitlisted, or Denied. You will receive a Registration Code if your request is Approved or Waitlisted to log back into our Parent Portal to create a JA Latchkey account and complete the enrollment application.
3. Once you submit your application, it will be reviewed for completeness and accuracy. Upon approval, an email will be sent with payment details to secure your enrollment request.

* Please note email responses are not automated.

There is a 3-business day waiting period from the date your application is approved and processed and after your payment has been submitted until your child/children can start a Latchkey program.

Spring Enrollment for the Following Fall School Year

Spring enrollment for the following school year is staggered in the months of April and May. In March, specific dates and enrollment tiers will be made public on our website’s front page. After our tiered enrollment process is complete, for those buildings that still have spots available, parents may enroll anytime.

Current Family Enrollment

Families who are currently enrolled in a JA Latchkey program will have **priority** to re-enroll their child/children for the following school year during the Current Family Enrollment

period. Families will receive an Enrollment Packet from the Site Director of the Latchkey program. All families will be required to sign upon receipt of their packet. Detailed instructions with dates and deadlines to submit and secure enrollment requests for the following school year will be included. Please read all the information carefully. Please note after the Current Family enrollment period we open up the Latchkey program to New Families. ***PLEASE be mindful of your deadline to enroll.***

New Family Registration

1. Please visit our sign-up page at dlsinfo.org/signup to make your enrollment request.
 2. You will be notified by email if your request has been Approved, Waitlisted, or Denied. You will receive a Registration Code if your request is Approved or Waitlisted to log back into our Parent Portal to create a JA Latchkey account and complete the enrollment application.
 3. Once you submit your application, it will be reviewed for completeness and accuracy. Upon approval, an email will be sent with payment details to secure your enrollment request.
 4. If you are placed on the waitlist, only the non-refundable registration fee is required. [If you are on the waitlist and are unable to take the position, you may not remain on the waitlist but will receive a credit to apply to future use.]
- Please note email responses are not automated.
 - If you are unsure of the building you need to register or if your kindergartner will be AM or PM, we are able to place your child on only two rosters.

Enrollment Tiers

We progress down the priority levels until each building is full and has the maximum waitlist number. In the event you do not get into our programs, please request placement on the waitlist as we have many changes in the Fall and are able to get most students in by January.

ALL ENROLLMENTS, INCLUDING PART-TIME IS A FIRST COME FIRST SERVED BASIS FOR EACH INDIVIDUAL SCHOOL SITE. THEY ARE NOT GUARANTEED FROM PREVIOUS YEAR.

1. Tier 1: Currently enrolled families will have priority to re-enroll their children and currently enrolled siblings for the following school year.
2. Tier 2: Students put on the Waitlist for the current year but have yet to get into a program. This includes siblings that will be starting in the fall.
3. Tier 3: New Family Enrollment days specific to buildings will be posted online by February. Buildings will be assigned specific days to submit enrollment requests.

Program Policies and Procedures

General Policies

1. Parents are responsible for bringing in and picking up their child when signing them in/out for the day.
2. JA Latchkey students do not take field trips or participate in swimming activities.
3. Aerosols are NOT permitted.
4. JA Latchkey does not enroll based on Immunization status. If a child meets our enrollment requirements and is a current student in a public or private school, they may participate in our program. If a child is not vaccinated, they will be isolated from any potential outbreaks.
5. All employees of a childcare center are required under section 2151.421 of the Ohio revised code to report any suspicions of child abuse or neglect to the Department of Children's Services in Franklin County.
6. Children's files all contain medical information, registration forms, tuition/compliance forms, and any accident/incident reports. All files and personal information is kept confidential and stored in a secure location. This information is only accessible by site staff. Parents may review THEIR child's file upon request to the Site Director.
7. JA Latchkey is not responsible for any items from home that are lost or stolen.
8. Emergency Contacts: **Parents cannot be listed as emergency contacts.** At least one person must be listed who can be contacted in the event of an emergency or illness if parents cannot be reached. Any person listed should be able to assist in contacting the parent and at least one person listed must be within one hour of the site and able to take responsibility for the child in case the parent cannot be contacted.
9. **Two (2) weeks notification is required to withdraw from the program.** Please call (614) 793-0871 to give notification. **Withdrawal will be effective on the first of the following month.**
10. Employment of JA Latchkey staff by parents for personal childcare is at the parent's own discretion and is not monitored by JA Latchkey. Parents are responsible for investigating the backgrounds of potential personal caregivers. JA Latchkey assumes no responsibility for the actions of employees beyond JA Latchkey hours.
11. JA Latchkey requires that any changes in information given on a child's original enrollment forms be updated in the parent portal immediately. This would include, but is not limited to, change of employment (and telephone number change), change in home telephone number, etc. Any change in pick up restrictions affecting a natural parent must be accompanied by legal documents to support the requested change. The other parent may be notified of any such requested change.
12. If, in the opinion of our staff, a parent or guardian appears to be unable to safely transport his/her child(ren), we will suggest an emergency designee be contacted for this purpose. Should the parent or guardian refuse, JA Latchkey will notify the proper authorities.
13. JA Latchkey reserves the right to inspect backpacks and/or clothing as long as it is reasonable at inception and in scope.
14. A child may not attend the program without the necessary completed forms on file, along with any required medication(s).
15. For those parents who require space for breastfeeding, please visit the teacher's lounge.
16. JA latchkey does not conduct formal evaluations on students or report information to DCY (DCY Administrative code 5101:2-17-02)

17. **Problem or issue resolution for employees related to the program:** to resolve any issues or problems related to the program, first should be brought to the attention of the Site Director. Please see parent-staff communication policy on page 7 for guidance on procedures.

Enrollment and Registration Policies

1. JA Latchkey is a NON-PROFIT organization and is solely dependent upon user fees for its operation. Our organization does not discriminate in enrollment upon the basis of race, color, religion, sex, national origin, military status or disability in violation of the Americans with Disability Act of 1990, 104 Stat. 327, 42 U.S.C. 12101 et seq.
2. We will make reasonable accommodations and modifications to our programs as long as it does not fundamentally alter our structure or puts your or other students' safety in jeopardy. Better communication can only further benefit your child's growth. If you believe that it would benefit your child, we encourage that families sign the Jonathan Alder Schools contact waiver when applicable. This optional waiver allows DCS and Latchkey staff members to better coordinate our efforts in serving your child.
3. Notification of any medical, emotional or physical condition is required before enrollment into JA Latchkey. This information is needed to adequately provide for the health, safety and welfare of the students in the program. The program Director will arrange a conference time at your convenience, if necessary. Failure to disclose medical, emotional or physical conditions could lead to dismissal from the program.
4. All children must be toilet trained without the use of training pants or other aids.
5. Children enrolled in only one end of the day cannot exchange an a.m. session for a p.m. session and vice versa.
6. The State of Ohio Department of Children and Youth Child (DCY) Care License is posted in the Latchkey area for review. It specifies the number of children the program is licensed to serve. Copies of the program's licensing record for the current licensing period as well as inspection reports and any complaints that may have been lodged are on-site. These may also be obtained from the Ohio DCY website. To report suspected violations by the center, you may contact the Ohio DCY (1-877-302-2347). A copy of the current law and rules governing child day care is available at the JA Latchkey site. A roster of the names and telephone numbers of the parents/guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests to be excluded. For your information and convenience, the weekly lesson plans; weekly menus, special events and other pertinent information are displayed at the parent table.
7. After the new school year has started, new students must complete all forms entirely and submit them online to our main office located at 5970 Venture Drive, Dublin, Ohio 43017. Available spots must be confirmed through the main Latchkey office. You will then be given a "start day" at that time and may begin attending on that date. If space is unavailable at the time of registration, there may be a waiting list option. When space becomes available, contact will be made for continuing enrollment and start dates.

8. Enrollment for the following school year is only available to families whose balance is paid in full.
9. If payment is not received by the 5th school day of the month, your child may not attend until we receive payment, unless an arrangement has been made with the Director of Accounts. Late payments can be grounds for suspension or dismissal from the program.

Tuition and Fee Policies

1. The first month's tuition and yearly registration fee are due at the time of registration. The annual cost of childcare is divided into nine (9) equal payments: August/September through May. Your spring registration payment will cover the first August/September monthly payment. An annual registration fee provides funds for insurance payment and yearly start up supplies and expenses.
2. There are two (2) enrollment categories for students: full-time and part-time.
 - a. **Full-time students**
Full-time students attend up to every day during the month for each session they are enrolled.
 - b. **Part-time students**
 - Part-time students attend 12 times or less during the month for each session they are enrolled.
 - An additional charge of \$12.00 per morning and \$15.00 per afternoon will be assessed to those exceeding 12 visits.
 - JA Latchkey offers a limited number of part-time spots at each school site, which are filled on a first come, first served basis.
 - Attendance for part-time students during the months of August/September only are combined for a total attendance of 18 times per session enrolled.
 - Parents of part-time students will be given a monthly attendance schedule to fill out and return. It is important that this is done on a regular basis so that your site can plan for the days your child(ren) will be in attendance.
3. Tuition will only be prorated if the student's initial enrollment in the program occurs during the first month of your enrollment. Tuition cannot be prorated for any other reason, including calamity days, leaving the program, illness or family vacations. Our fee structure is 9 equal payments over the course of year, independent of the number of program days in a calendar month.
4. One (1) change in enrollment status is allowed each school year. Any other changes to a student's enrollment status will result in a \$30.00 fee. This fee does not apply to waiting list status changes. Children enrolled in only one end of the day cannot exchange an a.m. session for a p.m. session and vice versa.
5. **All status change requests must be made by July 31st for any enrollment changes** to be effective at the start of the new school year. Status change requests made after July 31st will not be effective until October of the current school year.
6. Failure to notify your child's program of any afternoon (p.m. session) absence will result in a ten (10) dollar fee. Notification of your child's absence can be conveyed directly to JA Latchkey personnel, by a written note given directly to a JA Latchkey teacher, a note written in the proper section of the sign in/out book, sending an e-mail to their JA Latchkey school

site or by calling the JA Latchkey school site cellular telephone number listed on the front page of this Parent Handbook. School site notifications (email, text, VM) must be done no later than 3:00 p.m. The children's safety is JA Latchkey's priority. A search process is in effect when a child does not arrive as expected and does not end until the child is found. The process consists of checking and rechecking the site's voice mail messages, checking with the school office, searching the classroom, halls, the restrooms and buses. Parents and/or emergency designees are contacted as well. This is a stressful process that removes one (1) teacher from the entire group of children. For the safety of your child and the other children in the program, please call your school site's voice mail when your child is absent. Your consideration in avoiding this time consuming and disruptive process is appreciated.

7. Planned absences from JA Latchkey care, up to one (1) month in length, will require the payment of half of the tuition fee in order to reserve their space at their site for the following month. This does not apply to part-time enrolled children. This fee must be pre-paid at our main office, 5970 Venture Drive, Dublin, Ohio 43017 and is non-refundable. Spots will be held for one (1) month only per school year. This is a one (1) time only occurrence. If the program is not full, only a re-entry fee of fifteen (15) dollars is charged. In either case, the Latchkey main office must be notified. If the absence is less than a month, the regular fee will apply.
8. Enrollment and initial payment fees are NON-REFUNDABLE. Exception: If the child had been removed from the Jonathan Alder School District, and we are notified in writing by the child's new school by August 1st, the initial payment fee may be refunded. Notification must be on the new school's letterhead. REGISTRATION FEES ARE NON-REFUNDABLE IN ANY CASE.
9. A nineteen (19) dollar charge is assessed for a returned check. After one (1) returned checks, payment MUST be made through Electronic Funds Transfer (EFT). JA Latchkey will require that you enroll in this service. Cash is NOT accepted at the school site but will be accepted at our administrative office.
10. Children may not be signed in before 7:05 a.m. Children need to be picked up by 6:00 p.m. Beginning at 6:00 p.m., you will be charged \$1.00 per child for every minute that you are late. If you or your emergency designee has not picked up your child by 6:25 p.m., the police and Franklin County Children's Services may be contacted. After two (2) late pick-ups, a conference will be held between the Director and the parents. It is at the Director's discretion when a child will be dismissed from the program due to continuous late pick-ups, and such dismissal may occur after two (2) late pick-ups.
11. If payment is not received by the 5th school day of the month, **your child may not attend until we receive payment**, unless an arrangement has been made with our office. . Late payments can be grounds for suspension or dismissal from the program.

Medical Care Policy

The following forms, required by the Ohio DCY, must be completed and filed on site before attendance. Emergency forms must be updated as changes occur and annually thereafter. JA Latchkey reserves the right to exclude children if the parents are unwilling to sign consent for transportation in case of an emergency.

Medication(s) and DCY medical forms MUST be dropped off 1 week prior to the start of the new school year for students enrolled to start in August. Parents will be sent a reminder in the summer.

Emergency Information

1. Each child must have this on file the first (1st) day of attendance (this form is three [3] pages).
2. The emergency portion MUST contain parental consent for transport, work telephone numbers, addresses and telephone numbers of both parents and the addresses and telephone numbers of at least one (1) person able to assume responsibility for the child in the event the parents cannot be reached and their relationship to the child. At least one (1) person listed must be within one hour of the site. This form must also contain the names, addresses and telephone numbers of the child's physician and the preferred hospital.
3. **Emergency Transportation Authorization.** JA Latchkey will refuse admittance to any of their programs should the parent/guardian not give permission to transport.
4. The health record portion must list the following:
 - a. Allergies (food, medication and/or environmental)
 - b. Special health or medical conditions
 - c. Medications, food supplements or medical food currently using
 - d. Dietary restrictions, including those for medical, religious or cultural reasons.
 - e. History of hospitalization and History of disease

Request for Administration of Medication (JFS 01217)

Medical/ Physical Care Plan (JFS 01236)

1. This form is needed when a child needs to be administered medication during JA Latchkey hours. Medication(s) and all DCY medical forms must be completed and kept on site on the child's first day of attendance. Our program does not have access to the school's nurse or their medication storage.
2. A parent/guardian must sign the form. A physician may also need to complete a portion of this form. Medications must be in the original container, with the prescription label attached, with the directions for administering to the child. Upon receipt of the medication, a staff member shall verify the amount of medication brought and indicate that amount on the medication log form (staff and parent must initial). JA Latchkey staff will document each time medication is administered to the child on the medication log. This log will remain with the child's file at the school site. A staff member will destroy any unused medication unclaimed by the parent with a witness when a prescription is no longer to be administered or at the end of a school year.
3. No employee who is authorized by JA Latchkey to administer a prescribed drug and who has a copy of the most recent medical form would be liable to civil damages for administering or failing to administer the drug, unless the staff member acted in a manner that would constitute "gross negligence or reckless misconduct."
4. Children shall be permitted to carry and use, as necessary, an asthma inhaler, provided the child has prior written permission from his/her parent and physician and has submitted ODJFS form 1235. The physician must represent in writing that the immediate administration of such medication during bronchial spasm(s) is medically indicated in that delay in such administration could have significantly

adverse medical consequences. Any parent or guardian requesting that a child carry and use an asthma inhaler shall release from liability and indemnify JA Latchkey and its employees for damages or injury resulting from use, misuse or nonuse of such medication, except if JA Latchkey or its employees are grossly negligent or engage in reckless misconduct. The child should use the inhaler under supervision of a staff member and the incident will be documented on the medication log.

5. Due to the fact that there are some medical treatments and procedures that legally JA Latchkey is not trained, nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

Tuition and Fees

*Please see the Fee section on JAlatchkey.org for current tuition rates.

MISCELLANEOUS FEES

Registration fee	\$35.00/family
Late payment fee	\$10.00
Returned check fee	\$19.00
Late pick-up fee	\$1.00 per child per minute beginning at 6:00 p.m.
Failure to notify absence fee	\$10.00 per occurrence
Change Fee	\$30.00 per occurrence (after one change)

Payment Methods

EFT

- EFT start date will be in October of each school year and will run through May.
- There is a bank fee of \$.45 PER transaction, a total annual cost of \$4.05 per year.
- Payment will occur on the 3rd or 4th day of each month (unless on a weekend or bank holiday, it will occur the next business day).
- EFT enrollment is available in the parent portal.

Bank Drafted Check

- Your bank or third party can issue a check (usually free of charge) to be sent to our main office.
- Attn: Admissions Director, 5970 Venture Drive, Dublin, OH 43017.
- Please have the following in the memo: your child's name and your child's school.

Credit Card Payments

- Transaction Fees Apply
- 2.2% + .30 cents for Visa, Mastercard and most other cards.
- 3.5% for American Express Cards
- You can make one-time payments or set up auto payments through the ledger section of your JA Latchkey online account.

Personal Check at the School Site

- Use the red drop box next to the sign in/out device at your school site.
- Should we receive your personal check returned to us for any reason, you will be required to provide a cashiers check, money order or cash at our office.
- Should your tuition payment be late two (2) times, you will be required to provide a cashiers check, money order or cash at our office.

Arrival and Departure Policies

Morning Arrival:

1. All children must be accompanied into the building and signed in by a parent or guardian. Children may be signed in to their school site at 7:05 am.

Afternoon arrival:

1. When dismissed from class by the final bell, students must report DIRECTLY to Latchkey staff and check in for the afternoon session attendance.
2. PARENTS MUST NOTIFY SITE DIRECTOR IN ADVANCE OF A CHILD'S ABSENCE FROM THE AFTERNOON PROGRAM. This can be done anytime, day or night. We do ask that the notice be given before 3:00pm the day of the absence. You may notify the school site via email, text, voicemail or phone. Please do not call the main office, your message will not be delivered to the school site.
3. Failure to notify the Latchkey site will result in an additional \$10 fee for each child finding inquiry.
4. Upon the arrival and departure to and from the JA Latchkey site, all children will check in and out with their home base teacher for attendance purposes. Children are under the teacher's direct supervision at all times with the following exceptions:
 - a. A parent or guardian must sign a permission slip in order for a child to participate in specified activities conducted in the building. The permission slip indicates the child's name, nature of the activity, location of the activity, arrangements for transporting children to and from the activity, time period for which permission is given, the starting and ending time of the activity and parent or guardian's signature and date. Activities include but are not limited to: DCS after school classes, girl scouts, teacher helpers, DLI educational courses, Safety patrol.
 - b. Children are permitted to run errands inside the building or use the restrooms alone or in groups of no more than six children (Exception: Indian Run and Riverside) without adult supervision as long as they are within hearing distance of a staff member, they are checked every five minutes, and the restroom is for the exclusive use of JA Latchkey at the time.
 - c. A group of six or fewer children, fourth grade or older, may engage in activities which pose no physical risk to their safety in a room without a staff member, as long as the staff member can see or hear the children at all times and checks on the children at least every five minutes.
 - d. With mutual agreement between the parent/guardian and the site, children may be permitted off the premises for specific activities when the parent/guardian has

given written permission. The written permission will be kept on file and will specify the child's destination, arrangements for transportation to and from the activity, time of arrival and departure, as well as the duration in which the permission is given.

- e. Several children enrolled in a JA Latchkey program are transported to and from JA Latchkey sites by either Jonathan Alder Schools or by transportation arrangements made by parents/guardians. The children are under the supervision of the driver while being transported. Arrangements must be made for the child(ren) to be accompanied in and signed into the JA Latchkey program area upon arrival.
5. **NO** child is released to anyone other than his/her parents or designees. If the person responsible for picking up the child is not on the emergency list, it is acceptable for the parent to leave a message at the child's site location indicating the person picking up the child that day, write a note to the teacher or communicate to the teacher in person. A photo ID will be checked by our staff of all persons who pick up the child other than the parents/guardians.
6. Parents/Guardians that have custody of their children will be allowed to designate others to pick up their children. If there is shared custody between parents, either parent will be allowed to designate others to pick up their children. If custody lies with one parent, legal documentation is needed to prove this and only that parent will be allowed to designate other contacts to pick up their child(ren).
7. Anyone picking up a child from any JA Latchkey program that is unknown to the JA Latchkey teachers will be asked for identification in the form of a photo ID (valid driver's license or state identification card). Information from the driver's license or state identification card will be recorded and kept on file for safety purposes.
8. All authorized persons must be at least 16 years of age. A child may not arrive or leave from the program alone. Children may not be dropped off at the entrance of the building or be sent in alone. Every child must be signed in/out by a parent or guardian.
9. In the event that a parent/guardian or authorized person does not pick up the child within half an hour of the program's closing time, with no contact made to the Latchkey school site staff, school staff will assume that a personal crisis or emergency has occurred. The local police and children's services will be contacted to assist in a plan in locating the parents or guardians.

Personal Property Policy

Students may bring personal property to Latchkey to share with friends and use during that time. JA Latchkey takes no responsibility for lost, damaged or stolen items. Each school site does have their own policy regarding personal items and when children are able to use them. Parents are encouraged to clearly mark children's belongings in order to prevent confusion and misunderstandings.

Technology Policy

1. Jonathan Alder Schools has banned students from bringing personal electronics to school. As a general policy we discourage students from bringing personal electronics from home as our program's aim is to foster the development of social and academic skills. Personal electronics include, but not limited to: computers, tablets, e-readers, cell phones, any web enabled devices, video game systems and cameras.
2. JA Latchkey assumes no responsibility for theft, loss, damage and/or misuse of the personal electronic device(s).
3. Students will have limited access to electronic devices during Latchkey sessions unless approved by a supervising teacher, administrator or an IEP team.
4. Middle school students are provided laptops from DCS for homework and free time.
5. When given the privilege for use of electronics, if a student is misusing the electronic device for any unauthorized or inappropriate content, consequences will be taken. A behavior report will be written up for the first incident, the next incident may call for dismissal from the program.

Custody Arrangements Policy

It is the mission of JA Latchkey to be a support to families and to promote positive development for children. We recognize that many families are in transition and have experienced divorce and separation. In order to provide the best possible care for your child, who is our main priority, we feel that it is imperative that we be able to maintain good relations with all the significant adults in his/her life. If this is not possible, your child or children may be dis-enrolled.

In the event of a difficult situation, we ask that you make an appointment to meet privately with the Site Directors in order to discuss any matters of importance in relation to the divorce/separation and any other issues that may help us in the care of your child. It would be helpful to discuss the child's general feelings as you see it so we may be appropriately responsive to your child when he/she is with us. In an effort to minimize situations which may be uncomfortable for you, your child and our staff, we ask that parents refrain from talking about custody issues, visitation disputes and problems with, or talking negatively about the child's other parent in front of the children.

Please note, we cannot deny a parent access to their child upon the word of the other parent unless we have a copy of a court order stating that this is the case. Once again, it is the child's well-being that is our main priority and we need to be able to maintain good relations with both parents.

- The parents/guardians are responsible for providing the most current copy of legal documentation concerning custody arraignments and court ordered access for each child. Latchkey will not deny any parent access without the most recent court documents.
- **Parents with joint custody are required to agree** prior to returning this paperwork to JA Latchkey **on all persons listed** as persons granted permission to pick up the child on **any day** JA Latchkey is in session, unless court documents specify otherwise. If JA Latchkey receives a completed permission to pick-up list, you will be deemed to have agreed upon the list, and JA Latchkey will release to any person who is on the list on any day. Again, joint custody parents must agree on the list before the list is returned to JA Latchkey.

Bullying Policy

Bullying behavior will not be tolerated at JA Latchkey. There are different conditions and circumstances that need to occur to define actions and a situation as bullying. Children do joke around with one another by calling each other names or even engaging in physical contact at times. These are not labeled as bullying. The difference lies in the relationship of the victim and their bully, as well as frequency and intent of interactions. REPEATED actions from one child towards another are considered bullying. Bullying and harassment of any kind will be just cause for dismissal..

Physical

REPEATED force towards/upon a person's body or personal belongings. Examples include, but are not limited to; hitting, pushing/shoving, punching, kicking, tripping, elbowing, pinching, flicking, throwing objects at, hair pulling, restraining, inappropriate touching, damage to physical property.

Verbal

REPEATED use of negative and/or damaging words towards or in regards to another person. This includes spoken and written actions. Examples include but are not limited to; negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake compliments, and sexual orientation attacks.

Cyber

REPEATED use of email or electronic devices in a negative manner towards or in regards to another person. Examples include but are not limited to; posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, twitter fights, posting negative videos, negative statuses, hate pledges, texting photos, nasty emails, hacking photos, sending mean forwards.

Behavior Guidance, Management and Social Development

Our student behavior management system involves the use of positive reinforcements, modeling and behavior management systems to assist our students in making better choices, understanding the rules and safety limits that keep them safe in our program. Along with keeping our students safe, our practices help shape students' behavior in learning needed social skills and interpersonal regulation.

All staff members of JA Latchkey are responsible for ensuring that reasonable, developmentally appropriate child guidance and management techniques are followed. The following techniques are used for the behavior management of the children:

1. Setting clear limits
2. Redirecting the child to an appropriate activity
3. Showing children positive alternatives
4. Modeling the desired behavior
5. Reinforcing and praising appropriate behavior
6. Encouraging children to control their own behavior, cooperating with others and solving problems by talking things out

7. Separating the individual from problem situations
8. Reviewing the reasons why children are separated and explaining the behavior that is expected

According to Licensing Rule 5101:2-12-19, when children's behavior is unacceptable, the childcare staff member **shall NOT**:

- Abuse, endanger or neglect children
- Utilize cruel, harsh, unusual or extreme techniques
- Utilize any form of corporal punishment
- Delegate children to manage or discipline other children
- Use physical restraints on a child
- Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control
- Place children in a locked room or confine children in any enclosed areas
- Confine children to equipment such as cribs or high chairs
- Humiliate, threaten or frighten children
- Subject children to profane language or verbal abuse
- Make derogatory or sarcastic remarks about children or their families
- Punish children for failure to eat or sleep or for toileting accidents
- Withhold any food (including snacks and treats), rest or toilet use
- Punish an entire group of children due to the unacceptable behavior of one or a few
- Isolate and restrict children from all activities for an extended period of time.

Student Behavior Management Policy

Physical assistance and/or intervention may be used to prevent a child from hurting others, himself or attempting to leave the JA Latchkey area unattended. When a child's behavior disrupts a Latchkey activity or threatens the safety of the child or others, the teacher will approach the child, attempt to redirect the child and offer a solution to the problem while remaining fair and consistent. If this approach is ineffective, the teacher may direct the child to move, or use physical assistance to guide the child to a safe and quiet place. Separation will always be from peers, but within sight and hearing distance of the JA Latchkey personnel. Physical punishment shall **NEVER** be used. Once the child has re-established a neutral disposition, he/she will be integrated back into the day's activities.

Incident Reports

A "behavioral slip" will be used for chronically disruptive or unsafe behavior. This slip shall be given to the parents for discussion and a signature. Based on the severity of the infraction, the parents may be contacted by the program's Director to discuss the issues and establish a written safety intervention plan. Prior to the student's return to the program, a parent signature is required to acknowledge receipt of the safety plan. A signature does not necessarily evidence acceptance of the safety plan from the parent, only acknowledgement of its existence. "Chronically disruptive or unsafe behavior" is defined as receipt of three (3) behavior slips and may result in dismissal from the program. Examples include but are not limited to: causing a physical injury, taunting, name-calling, encouraging others to exclude a child from a group, threatening physical harm, and damaging property. If a child cannot

safely participate in the Latchkey environment after a safety plan has been implemented a parent may be asked to find alternative childcare.

Immediate Suspension or Dismissal

JA Latchkey has a zero-tolerance policy for violent, threatening, and/or disruptive behavior from children or parents. Examples of such behavior include but are not limited to yelling, use of vulgar or profane language, belligerent behavior, threats of physical harm toward staff or children, or the actual infliction of physical harm to another. This type of behavior shall result in the child's immediate permanent disenrollment from the Latchkey program. In some circumstances, immediate suspension or dismissal may be deemed necessary due to behavior that jeopardizes their own or others safety. Suspension or dismissal is at the sole discretion of JA Latchkey.

No reimbursement of tuition or fees paid shall be given for the days a child is suspended or dismissed. A child who has been dismissed from the program, for any reason, may not seek entrance in future years.

Emergency and Accident Procedures

General Student Emergencies

Minor injury or illness

For nonlife-threatening injuries, students will be treated by a staff member who is certified in first aid. If the situation warrants, the parent will be called to pick up their child.

Serious injury or illness

Any serious illness or injury will be treated by a staff member and a parent will be notified immediately. If a staff member cannot treat the child's injury, the Emergency Squad will be contacted and parents notified immediately. If the parents have not arrived by the time Squad leaves for the hospital, a staff person will accompany the child to the hospital until parents arrive.

Incident Reports

Staff is required by law to fill out an incident/injury report for the following reasons

- o Illness, accident or injury which requires first aid treatment
- o A bump or blow to the head
- o Emergency transporting
- o Unusual or unexpected event which jeopardizes the safety of children or staff

The parent/guardian must sign the incident/injury report on the day the serious Incident/injury occurs. DCY must be electronically sent a copy of the report for serious incidents/injuries.

Management of illnesses

A child who displays any of the following symptoms:

- o Temperature of 100 degrees Fahrenheit or higher.
- o Diarrhea (three or more abnormally loose stools within 24 hours).

- Severe cough, causing the child to become red or blue in the face, or to make a whooping sound.
- Difficulty or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick purulent (pus) discharge, matted eyelashes, burning, abnormal itching or eye pain.
- Stiff neck with an elevated temperature.
- Untreated, infected skin patch, unusual spots or rashes.
- Evidence of untreated lice, scabies, or other parasitic infections.
- Sore throat or difficulty swallowing.
- Vomiting more than one time when accompanied by any other symptom of illness.

will be immediately isolated and his/her parents will be contacted to pick him/her up immediately. The isolation area is adjacent to the JA Latchkey area and within sight and hearing distance of the staff. The child will be provided with a cot and/or mat. All linens and blankets used by ill child will be laundered before being used by another child. Mats will be washed with soap and water, as well as sanitized with an appropriate germicide.

- In the event that a child's temperature rises to 103 degrees and/or vomiting or diarrhea becomes frequent, the Emergency Squad will be summoned if the parents or guardian cannot be located.
- Please contact the staff immediately if your child contracts a communicable disease. Parents will be notified anonymously of occurrence of a communicable disease by posting a sign on our parent board Trifold board.
- If a child has been absent from school due to illness during the school day, the child **MAY NOT** attend the p.m. session of JA Latchkey.
- A mildly ill child, one with symptoms of a low-grade temperature (*Latchkey teacher's discretion*), a runny or stuffy nose or a child returning following an illness will be expected to follow the normal routine.
- Site director will contact parents/guardians immediately if the child is too ill to participate in Latchkey.
- Children who are discharged from the program may return after **24 hours** of being symptom free from any illness or communicable disease, or less than 24 hours with a doctor's note stating they are not contagious.
- Other parents/ guardians will be given a written notification when children have been exposed to a communicable disease.
- A teacher who displays any of the above symptoms of communicable disease **WILL NOT** be permitted in the program. A teacher may return after 12 hours if there is no indication that a communicable disease is present.

Symptoms for Discharge

All staff members at each school site are trained to recognize common symptoms of communicable diseases or other illnesses that could be present during program sessions. Staff members shall observe each child as they enter the school site. Precautions shall be taken for children exhibiting signs of any communicable disease.

A child with the any of the following symptoms shall be immediately isolated from the other students and discharged to a parent or emergency contact:

- Temperature of 100 degrees Fahrenheit or higher
- Diarrhea (three or more abnormally loose stools within 24 hours)
- Severe cough, causing child to become red or blue in the face, or to make a whooping sound
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick purulent (pus) discharge, matted eyelashes, burning, abnormal itching or eye pain
- Stiff neck with an elevated temperature.
- Untreated, infected skin patch, unusual spots or rashes
- Evidence of untreated lice, scabies, or other parasitic infections.
- Sore throat or difficulty swallowing
- Vomiting more than one time when accompanied by any other symptom of illness.

Program staff shall follow the Ohio Department of Health Communicable Disease Chart to assist in the recognition and appropriate management of suspected illness. Chart is posted in the site area.

School Site Emergencies, Drills and Procedures

Weather Alert Procedures (posted on Trifold Board): JA Latchkey ensures that each school site will conduct monthly safety drills consisting of fire drills, tornado drills, and emergency/lock down drills. Staff will have the cell phone available at all times for emergencies.

Fire Drills

A fire escape plan is posted on site, at all times, in each location. The plan will show all suggested routes and exits in case of fire. Fire drills will be documented, signed by Latchkey staff and posted. Children and staff will practice evacuating the building with the most direct route. Latchkey staff will notify the proper authorities.

Tornado Drills

Tornado drills are conducted during the months of March through September. Tornado safety procedures, with suggested safe areas are posted at all times, in each school site. Tornado drills will be documented, signed by Latchkey staff and posted.

*Should a tornado warning be put into effect and sirens sound, children and Latchkey staff will proceed with tornado drill and move to designated safe areas. Everyone will remain in a safe area until sirens stop and the danger has passed.

Lock Down, Scatter, and Secure Drills

Lock down and emergency drills will be conducted throughout the year and recorded. Site staff and students will also discuss different options that can be taken for different situations.

For all general emergencies, children will be evacuated to a safe location (location will vary at each school site). 911 will be called and staff will be responsible for making sure that all children are accounted for once children are safe and attendance is taken. Staff will carry cellular phones to call parents directly to inform them of an emergency and advise parents to pick up their children.

In the event of an evacuation, parents will be contacted by Latchkey for further instructions on reuniting families.

Emergency Evacuation Locations

In case of an environmental emergency such as fire or tornado/weather alert, consult the posted evacuation plan/diagram to the “safe place” your child will be. This is posted on the tri-fold board at the parent table.

If there is an emergency evacuation due to a bomb threat, gas leak, etc., please see the location below where your child can be picked up:

Monroe Elementary

Primary Evacuation Location: Outside back doors of school to the playground.

Secondary Evacuation Location: Across the street in the residential area.

Plain City Elementary

Primary Evacuation Location: Outside the back doors, furthest edge of the playground

Secondary Evacuation Location: 340 W. Main Street, Plain City, 43064