

LATCHKEY GENERAL INFORMATION

Under the certification of the Ohio Department of Education, Administrative Code 3301-32-02, required Continuing Education/Training regarding the care and supervision of children states that:

- Any staff member who does not possess an associate degree or higher shall complete at least fifteen hours of in-service training per year until a total of forty-five hours is reached. Any staff member who has met the forty-five hour requirement shall thereafter complete at least five hours of in-service per year.
- Any staff member who possesses an associate degree or higher shall complete at least five hours of in-service per year.

Training includes, but is not limited to, classes in First Aid, CPR, Child Abuse, Communicable Diseases, behavior management, school child curriculum, working with families, children with special needs, child growth and development, and administration of a school child program. **The Diocese of Columbus requires instruction in Protecting God's Children, fingerprinting and both federal and state background checks.**

The current Staff/Child ratios are certified by the Ohio Department of Education.

- **Pre-kindergarten - 1:14 with a group size no larger than 28 students**
- **Kindergarten - 4th grade - 1:18 with a group size no larger than 36 students**
- **5th grade - 8th grade - 1:20 with a group size no larger than 40 students**

***** NEW COVID-19 LATCHKEY TEACHER TO STUDENT RATIOS ARE BACK TO NORMAL IN ACCORDANCE WITH OHIO'S DEPARTMENT OF EDUCATION GUIDELINES. ALL AGE GROUPS WILL FOLLOW SOCIAL DISTANCING, HAND WASHING GUIDELINES AND WEAR MASKS.**

Latchkey Phone Number: 614-532-0655

Latchkey Director: Robin Kuhns

Latchkey email address: rkuhns1@cducation.org

POLICIES AND PROCEDURES

St. Matthew Latchkey is held in the school from the end of the school day at **2:25 P.M. until 6:00 P.M.** For students in Pre-Kindergarten, Latchkey will begin after their school day at **2:00 P.M.**

***** DUE TO COVID-19, PARENTS WILL NOT BE PICKING THEIR CHILD(REN) UP INSIDE. A LATCHKEY STAFF MEMBER WILL BE ESCORTING YOUR CHILD TO YOUR CAR. YOU WILL NEED TO SIGN THE PARENT SIGN OUT SHEET THAT THE STAFF MEMBER WILL BRING WITH THEM. PICKUP WILL BE DONE AT THE FRONT ENTRANCE OF THE SCHOOL BUILDING. YOU WILL BE CONTACTING LATCHKEY VIA THE SCHOOL CELL PHONE NUMBER (614) 935-2222. PLEASE TEXT THE NAME OF YOUR CHILD AND WE WILL BRING THEM OUT.**

If you are going to be late, please call us at: **614-532-0655.**

Lost and Found

Please ensure that your child(ren)'s name is on all articles of clothing and personal belongings. In the event that we find something without a name, it will be added to the school's lost and found. St. Matthew Latchkey is not responsible for any lost or stolen items.

Curriculum Goals

- To assist parents in the care of their children in the after-school hours by providing children with loving, supervised attention.
- To provide this care in a comfortable, safe, and disciplined environment.
- To provide children with caring providers who understand and appreciate the value of the human person, and therefore, the dignity of each child, treating each child and fellow staff member with honor and respect.
- To provide children with healthy, nutritious foods for snacking in the after school hours.
- To provide children with ample time and opportunity each day for physical exercise/activity.
- To allow children the time and encouragement each day, as far as possible, to complete their homework assignments.

Personal discipline

- Keeping hands to self
- Proper respect for parents, adult caretakers, and other adults
- Proper respect for fellow classmates, including taking turns and sharing
- Proper respect for materials and school property
- Use of words to express feelings and frustrations
- Proper use of language (no name calling)
- Special consideration of younger children by those who are older
- Behavior in accordance with school rules
- Outdoor rules and playground behavior
- Importance of keeping personal space clean and ordered
- Group participation in cleaning up of toys and materials

Personal Hygiene

- Proper use of toilet facilities
- Proper hand washing procedures
- Proper procedures in the event of injury
- Proper procedure when sneezing or coughing

**** COVID-19 specific Health and safety measures will be discussed and implemented.**

Educational

- Puzzles adapted to age level of child by size and number of pieces
- Puzzles and games incorporating mathematical concepts and skills
- Legos and building blocks
- Board games and card games, adapted to age level of child
- Play kitchen, kitchen food and accessories
- Chapter books, picture books, and nature magazines appropriate to child's age
- Arts and crafts, including beads for jewelry making, yarn for finger weaving, use of glue and scissors
- Limited use of educational videos

Physical Activity

Group activities and games, some of which can be played both indoors and outdoors

- Soccer, basketball, kickball, passing the football
- Jump rope, hula hoop, four square

Social and Emotional Well-Being

- Use of "Please" and "Thank you"
- No gossip
- Apologies and forgiveness
- Using words to express feelings and frustration