

**ST. MATTHEW THE APOSTLE  
CATHOLIC SCHOOL  
LATCHKEY PARENT HANDBOOK  
2020-2021**

**Family Name** \_\_\_\_\_

I have read the handbook and agree to abide by the rules within:

---

Parent Signature

Date

This form will be placed in your child's file. Please return this page as well as the next 2 pages to the Latchkey office through Kidmail. The Latchkey Handbook will be updated as needed and parents will be notified of changes.

Thank you!

**\*\*\*PLEASE SEE THE NEXT 2 PAGES REGARDING  
WAIVERS FOR OUTSIDE PLAY AND SHARING OF  
GAMES, LEGOS, BOOKS, ETC.**

**PARTICIPATION WAIVERS**

I give St. Matthew The Apostle Catholic School Latchkey Program permission to allow my child/children, \_\_\_\_\_, to participate in outdoor play with other children while in the program.

---

Parent Signature

Date

---

I **DO NOT** give St. Matthew The Apostle Catholic School Latchkey Program permission to allow my child/children, \_\_\_\_\_, to participate in outdoor play with other children while in the program.

---

Parent Signature

Date

I give St. Matthew The Apostle Catholic School Latchkey Program permission to allow my child/children, \_\_\_\_\_, to use games, Legos, books, cards, puzzles etc. with other children while in the program.

---

Parent Signature

Date

---

I **DO NOT** give St. Matthew The Apostle Catholic School Latchkey Program permission to allow my child/children, \_\_\_\_\_, to participate in using games, Legos, books, cards, puzzles etc. with other children while in the program.

---

Parent Signature

Date

**St. Matthew The Apostle Catholic School Latchkey Program**  
**795 Havens Corners Road. Gahanna, Ohio 43230**  
**(614) 471-4930- School Office**  
**(614) 532-0655- Latchkey Office**  
**Hours of operation- 2-6 Mon.-Fri.**

Dear Parents,

Welcome to the St. Matthew The Apostle Catholic School Latchkey Program!  
We are proud to offer quality after school care for the children of working parents of St. Matthew School. Every effort will be made to ensure a safe and caring atmosphere for all involved.

The following material is presented as “ **The St. Matthew Latchkey Parent Handbook.**” We have included information important to you and your child. We welcome your suggestions as we all work together to make this a safe and enjoyable experience for your child and for you.

**The bold printed items are of particular importance and some have been repeated throughout the handbook!**

Thank you for taking the time to read and understand the program and its policies and procedures. Please feel free to ask any questions.

Sincerely,

Robin Kuhns  
St. Matthew Latchkey Director  
[rkuhns1@cdeducation.org](mailto:rkuhns1@cdeducation.org)

# 2020-2021 Latchkey Billing Dates

Weeks: Aug 31- Sept 4 and Sept 8-11	invoice on Sept 18
Sept 14-18 and Sept 21-25	invoice on Oct 2
Sept 28-Oct 2 and Oct 5-8	invoice on Oct 16
Oct 12-16 and Oct 19-23	invoice on Oct 30
Oct 26-30 and Nov 2-6	invoice on Nov 13
Nov 9-13 and Nov 16-20	invoice on Nov 27
Nov 23-24 and Nov 30-Dec 4	invoice on Dec 11
Dec 7-11 and Dec 14-18	invoice on Dec 25
Jan 4-8 and Dec 11-15	invoice on Jan 22
Jan 19-22 and Jan 25-Jan 29	invoice on Feb 5
Feb 1-5 and Feb 8-12	invoice on Feb 19
Feb 16-19 and Feb 22-26	invoice on Mar 5
Mar 1-5 and Mar 8-12	invoice on Mar 19
Mar 22-26 and Mar 29-April 1	invoice on April 9
April 5-9 and April 12-April 16	invoice on April 23
April 19-23 and April 26-30	invoice on May 7
May 3-May 7 and May 10-14	invoice on May 21*
May 17-21 and May 24-28	invoice on May 28*
June 1-June 4	invoice on June 4*

There are two accounts in FACTS. One is tuition. The other is "Incidental Billing". We use that for latchkey, clubs, field trips and the like. The due date for invoices in FACTS is always ten days after the invoice date. Like your tuition account, you can set the "Incidental Account" up for auto pay.

If we are not in session for a full week (5 days) I won't bill the two day minimum

Tax documentation is available in your FACTS account.

\*All school balances (tuition, latchkey, cafeteria, lost library books) must be paid by June 4. Once entered, the last two latchkey invoices will show they are due in June; but I will please need you to login and manually pay them by June 4. Sorry for the inconvenience. It's the only way that we can offer latchkey until the last day of school.

# **ST. MATTHEW LATCHKEY PROGRAM TABLE OF CONTENTS**

Philosophy & Curriculum Goals***	7
Enrollment, Registration, & Fees***	8
Late Pick-Up Policy	8
Staffing & Supervision***	9
Scheduling	10
Attendance***	11
Parent Participation & Communication	12
Health***	12-15
Safety of Children***	16
Expectations of Children’s Behavior	17
Disciplinary Policy	17-18
Child Data Privacy Provision	19
Nutrition***	19
Backpacks & Personal Belongings***	20

**\*\*\*NEW COVID-19 RULES IN PLACE**

## PHILOSOPHY

Our philosophy is to provide a safe and developmentally appropriate environment that embraces the Catholic faith. This program is meant to compliment the home and school setting by encouraging physical, social/emotional, and intellectual growth as well as positive feelings of self-worth.

## CURRICULUM GOALS

*Personal Discipline:* The program will help children increase their responsible behavior and self-control by creating an environment in which activities are presented, but adults do not dictate how they are pursued, in which guidance is offered, but not overwhelming, and in which encouragement is offered to promote self-confidence. Rules will be minimal in number, accepted as important by the children, and consistently applied by the latchkey staff. The Latchkey Discipline Policy will be applied consistently as well.

*Social Development and Emotional Well Being:* The program will meet children's social and emotional needs by helping every child make friends through activities that require varying numbers of participants as well as allowing unstructured time for friendships to develop. The program curriculum shall be adapted to address individual needs, personal interests, developmental levels, and the needs of children with disabilities.

*Physical Skills:* The program will meet children's physical needs by providing space and scheduled time for activities. This includes running, jumping, and playing ball both indoors as well as outdoors. Latchkey will provide constant supervision to ensure safety, but without overprotection or over direction. Also, it will provide opportunities for rest and provide food needed to restore energy.

*Health and Safety Skills:* The program will increase children's knowledge of health by providing activities that will emphasize healthy lifestyles. A discussion of nutrition, exercise, safety skills, & **\*\* COVID-19 specific Health and safety measures will be discussed and implemented.**

## ENROLLMENT

St. Matthew Latchkey offers after school care for students of St. Matthew The Apostle Catholic School in grades Pre-K–8. Enrollment shall be granted without discrimination on the basis of race, religion, gender, ethnicity or national origin.

Children with special needs or disabilities are welcome in the program.

- Should your child have special needs, please contact our program prior to registration to ensure careful and thoughtful planning for program design and implementation. If the child's needs can be met, the time and date of enrollment will be determined during a family meeting.

## REGISTRATION & ADMISSION

The annual registration process begins in January for families currently enrolled in the program. Open enrollment begins in February for new families. Acceptance to the program is based on availability. Communication is through the St. Matthew Church bulletin and the weekly school emails.

## FEES

- All registration forms must be complete and on file before a child may attend the program. **A non-refundable registration fee of \$25.00 per family is required for all St. Matthew Latchkey participants.**
- **A two week notice is required to withdraw from the program.**
- There **normally** is a two day minimum charge for latchkey whether the child/children attends or not, as stated in the registration packet. **\*\*\* If your child/children has/have to quarantine upon a diagnosis or exposure to COVID-19 the two day minimum will be waived.**

## LATE PICK-UP POLICY

The St. Matthew latchkey program ends at 6:00 P.M. promptly, and we ask that all children be picked up by this time. Since our staff is not expected to remain after 6:00 P.M., a **late fee of \$25.00 (per family)** will be charged for every one to fifteen minutes the parent is late. After three late pick-ups, it may result in dismissal from the program.



If a child has not been picked up, a parent has not notified St. Matthew Latchkey at (614) 532-0655 by 6:30 P.M., and attempts to contact the parent have been unsuccessful, the Police Department will be notified and Franklin County Children Services will be called.

## **STAFFING & SUPERVISION**

Our staff consists of well-qualified specialists who are committed to providing a warm, supportive environment to enhance a child's self-image.

All latchkey staff will be provided a copy of the following upon employment:

- The general program policies and procedures
- The program's discipline policy
- The program's emergency action plans
- **NEW COVID-19 HEALTH AND SAFETY POLICIES AS WELL AS SANITIZING PROCEDURES. ALL STAFF MEMBERS WILL WEAR MASKS WHILE IN THE BUILDING.**

The St. Matthew The Apostle Catholic School and its Latchkey Program will not discriminate on the basis of race, religion, gender, ethnicity or national origin when hiring its certified or non-certified personnel. **Children will be given continuity of care and supervision with the teacher to student ratio generally not exceeding:**

- 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 AND WEAR MASKS.**

We intend that no child will be left alone, or unsupervised with the following exceptions:

1. Running errands inside the building.
2. Using the restroom. (sign in/out sheets will be utilized)
3. Helping a teacher.
4. Children in grades kindergarten and higher in groups of two or more may be without a staff member in the building as long as the staff member is within sight or hearing of the children, the children are engaged in activities that pose no physical risk, and a staff member will check on the children at 5-minute intervals.
5. When a group of children are outdoors, a staff member shall be able to summon another adult without leaving the group alone or unsupervised. A school child, fourth grade or older, may leave the group to summon an adult.
6. **St. Matthew Latchkey does not do any field trips off the property.**

**Children may leave the program for specific activities only with written permission from the parent.** Activities include sports practices, drama club rehearsals, tutoring, etc.

## **SCHEDULING**

- **St. Matthew Latchkey will be in operation starting the first day of school and lasting until the final day of school. It will be opened and closed in accordance with the St. Matthew School calendar.**
- 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.
- When St. Matthew The Apostle Catholic School is closed due to inclement weather or other emergency situations, St. Matthew Latchkey will also be closed for the safety of the children, parents, and staff. Please be aware that a school closing will be announced on radio and TV, and an automated message will be sent.
- In the event of **weather-related early dismissal**, parents are requested to make arrangements to have their children picked up as early as possible.

## **ATTENDANCE**

*Arrivals:* The attendance and time of arrival is recorded by the latchkey staff.

*Departures:* **\*\*\* 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, for any reason, a parent is unable to pick up his/her child by 6:00 P.M., the parent should call the “person designated for emergency pick-up.” If a person other than those designated on the registration form is to pick up a child, a call to the Latchkey office or a note must be given prior to the child being picked up. **No child will be released to an unauthorized person.** If there are special custody arrangements for the child, the appropriate documents must be on file in the Latchkey office.

*Absences:* In the event a child is going to be absent from Latchkey on a regular scheduled day, the parent should contact the Latchkey Director by phone or email so they are aware of the absence and can plan accordingly.

## PARENT PARTICIPATION & COMMUNICATION

Effective and open communication is vital to the well-being and success of any organization. Verbal communication occurs with parents periodically when necessary. Parent concerns, opinions, and suggestions are welcome. Parents should feel free to observe and participate in the program at any time. Should a parent wish to discuss a serious concern one-on-one with the Latchkey Director, a conference can be requested and scheduled outside of Latchkey hours. In the event that a parent is not satisfied with an outcome from a conference, they may contact the principal at the school to discuss the matter.

## HEALTH

- All medical and emergency forms must be completed, in their entirety, and on file in the Latchkey office. **These forms are in addition to the school forms.**
- No St. Matthew Latchkey staff member will administer any over-the-counter or prescription medication, **with the exception of emergency medication.**
- A staff member who has completed drug administration training may administer emergency medication (i.e. **Epi-Pens** and **inhalers**) when needed. **Since the Latchkey staff does not have access to the school emergency medications, parents need to provide additional medication to the Latchkey program. Latchkey must have written parental permission to administer these medications.**
- **All emergency medication must be current within the last twelve months, kept in its original container, and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner or pharmacist. All emergency medication will be stored in a designated locked storage space located in the Latchkey office. When an emergency medicine is administered, a parent/guardian will be contacted by phone. Also, a Medication Administration Form will be completed.**
- Children should be dressed appropriately for the weather. Outdoor play is planned daily, except on days of rain and extremely cold temperatures (**below 25 degrees Fahrenheit including wind chill**).

- Children in attendance are expected to be healthy enough to fully participate in the program each day (including active indoor and outdoor play). **\*\*\*Sick children should be kept home for their safety and the well-being of others in the program.**
- **Mildly ill children** (NO fever, runny nose, allergies, etc.) will be observed. If the condition worsens, a parent/guardian will be notified and required to make immediate arrangements to pick up the child. The sick child will be kept in a supervised area separated from other children.
- Parents are **required** to make immediate arrangements to pick up sick children when requested to do so by one of the staff. Children may return for re-admittance after medical treatment has occurred (if appropriate) and a normal temperature has been registered for 24 hours without the aid of fever reducers.
- **\*\*\* NEW COVID-19 POLICY**  
**Parents should do a health and overall screening prior to the start of the school day. If symptoms arise during the course of Latchkey and/or IF a child has a fever over 100 a parent will be contacted and will be required to make immediate arrangements to pick up the sick child. The sick child will be kept in a supervised area separated from other children. Sick children in the Latchkey program will be using the same area the school uses for sick children.**
- **In case of an emergency**, the staff member trained in First Aid should stay with the injured child and keep all of the children calm, quiet, and away from the sick or injured child. The other staff member or authorized second adult should get the ill/injured child's emergency medical form and all the parent/guardian information for the child. After calling the parent/guardian, the Latchkey Director should be called for assistance. The staff member or authorized second adult who has made the calls should give the emergency phone numbers and any other appropriate information to the emergency squad attendant when they arrive. The staff member who witnessed the illness or accident should then complete an incident/injury report. A staff member, usually the Latchkey Director, should accompany the child to the hospital if the parent or emergency contact is unavailable, while the other staff members continue to care for the children.

- **If emergency treatment is needed**, the child will be treated and/or transported by the Mifflin Township paramedics. A staff member will be in constant contact with the parent of the child. If it is not a severe emergency, the parent will be requested to pick up the child. If the parent is not available, the emergency contacts listed on the emergency medical forms will be notified.
- The Ohio Department of Health Dental First Aid Chart is posted in the Latchkey Director's office and is available for all who need it (the Director's office is unlocked during the hours of operation). In case of a dental emergency, the staff follows instructions on the ODH Dental First Aid Chart and contacts the child's parent.

St. Matthew Latchkey must be in compliance according to the **State of Ohio policy and procedure checklist below:**

## **8 3301-32-08 MANAGEMENT OF COMMUNICABLE DISEASE**

(A) A person trained to recognize the common signs of communicable disease or other illness as required by paragraph (L) of rule [3301-32-02](#) of the Administrative Code, shall observe each child daily as the child enters the group.

(B) The following precautions shall be taken for children suspected of having a communicable disease:

(1) The parent shall be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms shall be isolated immediately and discharged to the parent:

- (a) Diarrhea (more than one loose stool in a twenty-four-hour period) if reported;
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;
- (d) Yellowish skin or eyes;
- (e) Conjunctivitis;
- (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other symptoms;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool if reported; or
- (i) Stiff neck

(3) A child with any of the following signs or symptoms of illness shall be isolated immediately. Decisions regarding exclusion from the program either immediately or at some later time in the day shall be determined by the program coordinator or team leader and the parent(s). While isolated, the child shall be observed for the following symptoms as well as those listed in paragraph (B)(2) of this rule:

- (a) Unusual spots or rashes;
  - (b) Sore throat or difficulty swallowing;
  - (c) Elevated temperature;
  - (d) Vomiting; or
  - (e) Evidence of lice, scabies, or other parasitic infestation.
- (4) A child suspected of having a communicable disease shall be
- (a) Isolated in a room or portion of a room not being used in the school child program;
  - (b) Within sight or hearing of a staff member
  - (c) Made comfortable in a warm, safe environment. All linen and blankets used by an ill child shall be laundered before being used by another child, and cots, if used, shall be disinfected; and
  - (d) Observed carefully for worsening conditions.
- (C) Each program shall have written policies and procedures for the management of communicable disease consistent with the policies of the school district, county board of DD, or eligible nonpublic school board, which shall include, but not necessarily be limited to, the following:
- (1) Training of staff members on signs and symptoms, hand-washing, and disinfecting equipment and materials;
  - (2) Isolating and excluding an ill child;
  - (3) Caring for a mildly ill child;
  - (4) Receiving notification from the parent(s) within the same business day when a child has been excluded from school because the child is suspected of having a communicable disease; and
  - (5) Placing the Ohio department of health's poster "communicable disease chart" ([jfs.ohio.gov](http://jfs.ohio.gov)) or school's communicable disease chart in a conspicuous place for staff reference. **Effective: 6/22/2015 Five Year Review (FYR) Dates: 04/02/2015 and 06/22/2020 Promulgated Under: 119.03 Statutory Authority: 3301.07, 3301.53, 3301.58 Rule Amplifies: 3301.52 to 3301.59 Prior Effective Dates: 1-27-92; 12-30-04, 1/22/10**

- **\*\*\*NEW COVID-19 POLICIES**

**ALL CHILDREN WILL WEAR A MASK IN ACCORDANCE WITH THE SCHOOL'S POLICY. WE WILL ADHERE TO CLEANING PROTOCOLS SET UP BY THE CDC AND THE SCHOOL. WE WILL MAINTAIN A 6 FT. DISTANCE**

## **SAFETY OF CHILDREN**

The safety of the children is the greatest concern at St. Matthew Latchkey. The following guidelines will help to ensure safety:

1. Serious injuries (head and eye injuries, anytime swelling occurs, severe bleeding) will result in a call to a parent as soon as possible. The staff member who witnessed the occurrence will complete an incident/injury report. This report is signed by the staff member, the Latchkey Director, and a parent and will be kept on file.
2. A staff member with a current valid first aid, CPR, child abuse recognition and prevention, and management of communicable diseases certification will be on site at all times.
3. Emergency transportation will be provided by the emergency squad or the parent depending on the nature of the emergency situation.
4. Children will be **released only to those designated** on the Latchkey pick up forms. **\*\*\*Due to COVID-19 a Latchkey staff member will escort your child to your car and have you sign the parent sign out sheet.**
5. A phone is available on site for emergencies at all times.
6. Children will not be neglected or abused and will be protected from abuse and neglect while in the care of St. Matthew Latchkey Program. **The St. Matthew Latchkey staff is required by law to report any suspicion or threat of child abuse or neglect (per Ohio Revised Code Section 2151.421).**
7. All fire emergency and weather alert plans showing evacuation routes will be posted in the Latchkey Director's office (again, the door will be unlocked during Latchkey hours). Emergency plans will be reviewed with staff members annually. In the event of an actual emergency, parents will be notified as soon as possible.
8. Routine fire, tornado and lockdown/emergency drills, at varying times, will be carried out. Drills will occur at least once a quarter. All drills will be documented.
9. In the case of a loss of power, water or heat, the Latchkey Director and the St. Matthew The Apostle Catholic School Administrators will determine if Latchkey will be closed for that day. In this event, the parents or a designated person must pick up the child as soon as possible.



## **EXPECTATIONS FOR THE CHILDREN'S BEHAVIOR**

It is the goal of the St. Matthew Latchkey program to guide children in becoming happy, responsible and cooperative participants. **The children are expected to respect the staff, each other, the materials and the environment provided.**

When conflict over the rights of other children or property develops, the staff will work with the individuals to help them resolve the conflict through effective communication. If the conflict continues to exist, the parents will be notified and mutual support between parents and staff will be initiated. If the situation continues, the parents will be requested to remove the child from the program.

All indoor and outdoor policies will be reviewed with the children. In the event that a child does not follow the rules, a staff member will use one of two intervention procedures: **redirection and/or time-out**. Initially, a staff member will try to redirect a child's behavior to an appropriate choice. If redirection fails and the problem persists, a staff member may enforce the use of the time-out procedure.

## **DISCIPLINARY POLICY**

At St. Matthew Latchkey, discipline is viewed as guiding the child toward self-control so they may function independently in a socially acceptable manner. Children will be taught to be responsible for their own actions. **Rules and limits are set for three main reasons: possible harm to self or others, damage to property, and infringement on the rights of others.**

The environment of the program will be structured to help children remember limits and positive language will be used to provide simple, consistent explanations. Appropriate behavior will be rewarded by verbal praise and positive communications with the parents. Natural and logical consequences will be provided for inappropriate behavior.

**The children will help to develop our Latchkey "Class Rules" at the beginning of the school year. This will be done in each individual grade level.**



**Below are the steps of the latchkey disciplinary policy:**

1. Verbal warning with redirection of behavior
2. Loss of privilege (for example: time-out, removal from activity, etc.) and parent will be spoken to at pick up
3. A behavior slip will be sent home and the parent will have to sign it
4. If concerning behavior persists, the Latchkey Director will contact the child's parent by phone and there will be a meeting with the school administrators.
5. At the principal's discretion, the child will be dismissed from the Latchkey program.

**Based on the severity of the behavior, the school administrators reserve the right to skip steps in the disciplinary policy.**

If a child receives 3 behavior slips in a quarter, the child will be suspended from latchkey for a week. If the child receives another slip after suspension, he/she will be dismissed from the Latchkey program. **Behavior slips will reset every quarter and a second suspension at any time throughout the year is an automatic removal from the program.**

St. Matthew Latchkey must be in compliance according to the **State of Ohio Department of Education Administrative Code for Discipline** below:

**In accordance with administrative code for discipline, section 3301-32-09**, the program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (1) There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- (2) Discipline shall not be delegated to a child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- (4) No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.

- (6) Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
- (7) Techniques of discipline shall not be intended to humiliate, shame, or frighten a child.
- (8) Discipline shall not include the withholding of food, rest, or toilet use.
- (9) Separation shall be brief in duration, and age and developmentally-appropriate.

The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted and well-ventilated space.

**Effective: 6/22/2015**

**Five Year Review (FYR) Dates: 04/02/2015 and 06/22/2020**

**Promulgated Under: [119.03](#)**

**Statutory Authority: [3301.07, 3301.53, 3301.58](#)**

**Rule Amplifies: [3301.52](#) to [3301.59](#)**

**Prior Effective Dates: 1-27-92; 12-30-04, 1/22/10**

## **CHILD DATA PRIVACY PROVISION**

After a child has been enrolled in the Latchkey program, an individual file will be created and kept in the Latchkey Director's office. The file, which is locked up, will contain all registration information, incident reports (if any), disciplinary data sheets (if any), behavioral documentation (if needed), and any other personal information shared by the family. These files are available for parents to review in the Latchkey Director's office. With parental permission, information from a child's file may be shared with other professionals upon request.

**Please note that the Ohio Department of Education compliance auditors have the right to review all student files.**

## **NUTRITION**

A nutritious snack (fruit, milk, popcorn, crackers, etc.) will be served each afternoon in the program and is included in the fees. Staff involved in food preparation or service have been trained in the sanitary procedures of food serving and proper washing of food, utensils, and equipment. **\*\*\*Due to COVID-19 snack will be served in pre portioned containers with lids. Staff will be handing snacks directly to the children. PreK and KDG will be having**

**snacks in their designated rooms and grades 1st-8th will be having snacks in the cafeteria in their assigned groups. A monthly snack schedule will be posted on the school website under the Latchkey tab.**

**Staff and children are required to wash hands before handling food.**

**\*\*\*Due to COVID-19 handwashing and hand sanitizer will be used frequently!!**

If your child has special dietary needs due to medical reasons, you are welcome to send food with your child. There is no reimbursement of tuition if food is sent from home. **Please note your child's allergies to food on the Latchkey emergency form. An "Allergy List" will be posted in the Parish Activity Center's kitchen,** which is used for preparing and serving snacks. It will also be posted in the Latchkey Director's office and the Latchkey teachers will be aware of any children in their group that have allergies.

## **BACKPACKS AND PERSONAL BELONGINGS**

**\*\*\* Due to COVID-19 we will NOT be using lockers for grades 1-8. The PreK and KDG children will be assigned an INDIVIDUAL cubby that has been cleaned before they use it or that no other child has used that day. We will be encouraging children to keep their belongings in their backpack. Children enrolled in the Latchkey program are encouraged to bring play clothes for after school activities. All items from home should be clearly labeled with the child's name, especially St. Matthew sweats and regular uniform items.**

