

Last Name of Child: _____

Latchkey Registration Form

Parent/Guardian: _____
Relationship to Child: _____
Address: _____
(Street) (City) (State) (Zip Code)
Home Phone: _____ Mobile Phone: _____ Work Phone: _____
Email address: _____
Hospital Preference: _____ Family Doctor: _____
(Name) (Number)

Additional Contact Information For Emergency Use Only:

Name: _____ Relationship to Child: _____
Address: _____
(Street) (City) (State) (Zip Code)
Phone Number: _____

1st Child's Name: _____
Grade: _____ Name of Teacher: _____
Does this child have any allergies? _____ If yes, please list: _____
Does this child have any behaviors that we should be aware of? _____
Additional comments or concerns: _____

Please circle the days this child will be in attendance for AM and PM hours:

AM: M T W R F

PM: M T W R F

2nd Child's Name: _____
Grade: _____ Name of Teacher: _____
Does this child have any allergies? _____ If yes, please list: _____
Does this child have any behaviors that we should be aware of? _____
Additional comments or concerns: _____

Please circle the days this child will be in attendance for AM and PM hours:

AM: M T W R F

PM: M T W R F

3rd Child's Name: _____
Grade: _____ Name of Teacher: _____
Does this child have any allergies? _____ If yes, please list: _____
Does this child have any behaviors that we should be aware of? _____
Additional comments or concerns: _____

Please circle the days this child will be in attendance for AM and PM hours:

AM: M T W R F

PM: M T W R F

*Please initial next to each box

I understand that I am enrolling my child/children for the current school year. I will be circling the days and times of attendance.
I understand that the Latchkey Program is open according to the official school calendar of Metamora Grade School. I understand that there is no Latchkey on vacation days, inclement weather days, and that there is no afternoon latchkey on early dismissal days.
I understand that tuition needs to be paid weekly. Tuition may be paid in advance, at the end of each week, or the following Monday. Outstanding balances will be assessed a late penalty of \$4.00 per week the balance is left unpaid. Thirty days of unpaid balances will result in dismissal from the program. Tuition is currently \$4.00 per hour for each child in attendance.
The program staff will assume responsibility for my child from the time he/she arrives at the program until my child leaves the program according to the written instructions for departure noted on the release form.
If a medical emergency arises, the program staff will first attempt to contact me. If I cannot be reached, the staff will contact my child's doctor. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital.
I understand that there is a one-hour minimum charge for each latchkey session my child attends.
I understand that my child may be picked up NO LATER THAN 5:30 PM. There will be an additional charge of \$4.00 per minute after 5:30 PM.

I have reviewed this information and agree to abide by these terms and conditions.

Signature

Date

Last Name of Child: _____

RELEASE FORM

This is a list of all persons that you want authorized to pick up your child/children. Make sure to include yourself on the list. If you wish to add more names to the list, you must fill out a new sheet with the Director. You will not be able to call the school to add new names to the list. Only those listed below will be allowed to take the child/children. The person picking up the child/children must have a photo ID. For the safety of your child/children, there are no exceptions to these rules. So, please add all names you think may possibly pick up your child in your absence.

NAME AND RELATIONSHIP TO CHILD	PHONE NUMBER
Parent/Guardian:	
Parent/Guardian:	

Parent Signature: _____ Date: _____

Last Name of Child: _____

PG MOVIE PERMISSION SLIP

I give permission for my child/children listed below to watch PG movies during Latchkey Movie Days. I understand that the Director prescreens these movies and they are carefully chosen with discretion. The movies chosen will be child appropriate.

CHILD NAME: _____

CHILD NAME: _____

CHILD NAME: _____

Parent Signature: _____ **Date:** _____

Medical Liability Release Form

For: _____

In case there is not time to be contacted, I hereby give my consent for EMERGENCY MEDICAL CARE for the above named child during the time they are under the supervision of the Metamora Grade School Latchkey staff.

Participants in the MGS Latchkey Program are not covered by medical or accident insurance. We hereby release Metamora Grade School, the MGS Latchkey program, and all its employees from all claims on account of injuries, which may be sustained while attending the latchkey program. We agree to indemnify Metamora Grade School, the MGS Latchkey Program, and all its employees for any claim, which may hereinafter be presented by participant of any injuries.

Signature of Parent or Guardian

Date

Metamora Grade School Playground Liability Release

I, the undersigned agree that Metamora Grade School and the MGS Latchkey Program is not liable in the case of an accident in the school, or on the playground. I stand in agreement with the latchkey program for the well being of my child. In the case of an extreme emergency, I give my permission for my child to be taken by ambulance to the hospital. I also assume responsibility for expenses incurred at the time of examination.

Signature of Parent or Guardian

Date

Behavior Management

Positive reinforcement is heavily used and encouraged in our program. We encourage the children to make good choices and we praise them when they do so. This is a very effective and positive tool that helps build the child's self-esteem. This encouragement is often enough to keep the child involved in positive interaction of the group. We monitor the children very closely and catch many events before they escalate. Redirection is used to keep children from "feeding into" the negative behaviors of others.

Occasionally positive reinforcement and redirection are not enough. In these cases, we must enforce the rules at Latchkey to provide a physically and emotionally safe environment for ALL students. We use Dr. Phelan's 123 Magic approach to behavioral problems. In this approach, the child is warned about what he calls a "stop behavior" (the negative behavior you want the child to stop). The child is given 1 warning, then a 2nd warning if still engaging in the negative behavior, then finally the 3rd warning involves the child being isolated from the group for several minutes (one minute per years old the child). This timeout will be served in the latchkey office with the director. **If a child has been isolated 3 times in 9 weeks/quarter, the child will be written up for his/her behavior. This will result in a 2 day suspension from Latchkey.**

If the behavior is severe and involves physical or emotional harm of another person or property, the child will not be warned but rather taken straight to the isolated time-out. At this time, a behavior report will be written up for the parent/guardian to review and sign. **The first behavior report will result in a 2 day suspension from the latchkey program. The second write up will result in 1 week suspension from the latchkey program. The third behavior report will result in a 2 week suspension from Latchkey. After the 4th offense the student will be dismissed for the remainder of the year from the Latchkey Program.**

Please sign below acknowledging that you have read and reviewed the Latchkey Rules and Behavior Documents.

X _____ Date

Parent/Guardian

X _____ Date

Student

Revised

Metamora Grade School Immediate Suspension from the Latchkey Program

Metamora Grade School has a zero tolerance policy for violent and disruptive behavior from children. In some circumstances, immediate dismissal may be deemed necessary. Chronically/extreme inappropriate behavior is defined as a verbal or physical activity which may include but is not limited to such behavior that: require constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during MGS Latchkey time. If a child cannot adjust to the program setting and behaves inappropriately, the parent will be asked to find alternative childcare.

Examples of extreme physical, verbal and emotional harm that will lead to dismissal from program: Physical aggression/fighting; Harassment/bullying; extreme defiance, disrespect/insubordination/noncompliance; abusive language/inappropriate language (indirect/direct); vandalism /malicious and intentional destruction of school property ; injury to students and or staff; inappropriate sexual behavior; possession of illegal substance and or weapons; explosive temper tantrums; threats to hurt others.

Metamora Grade School has a zero tolerance policy for violent and disruptive behavior from parent. If abusive behavior would occur the Latchkey personnel will ask the parent to leave and the administration will notify the parent to conference with the administrator.

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Age or Grade Level Requirements for Latchkey: The Metamora Grade School Latchkey Program provides before and after services to students only through 6th grade.

Parent/Guardian Signature _____ Date_____

Privacy Policy

I know that from time to time there are issues that come up that you want to discuss with me in private. Unfortunately, there isn't much privacy when you are checking your children in and out as other parents are also doing the same. Please understand that my door is always open, however, I do not want personal matters brought up in front of the children and/or their parents. If parents are rude, abusive, or uncooperative with staff or policy, we reserve the right to discontinue childcare services. If you would like to discuss a private matter with me please let me know and I will meet you in the MGS Main Office to discuss these matters. Of course as long as I am given some notice I can always schedule a meeting in private at any time.

Our email is latchkey@schools.mtco.com and our phone number is (309) 696-6671. I DO check both the email and our voicemail daily and will always reply back, even if just to say that I received your email. ☺ Thanks for your cooperation with this policy. If you have any questions or concerns please let me know!

Jordan Tipsword

Latchkey Director

X _____

I have read the privacy policy for the MGS Latchkey Program and will abide by these rules