

Last Name of Child: \_\_\_\_\_

\*AM & PM Latchkey services are provided for **K through 6th grade**.

## Latchkey Registration Form

Parent/Guardian: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_ Family Doctor: \_\_\_\_\_

Additional Contact Information for *Emergency Use Only*:

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

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	Th	F
PM:	M	T	W	Th	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	Th	F
PM:	M	T	W	Th	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	Th	F
PM:	M	T	W	Th	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 will be as accurate as possible and will notify <b>Latchkey</b> and <b>my child's teacher</b> of any changes.
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 AM Latchkey runs from <b>7:00AM-8:00AM</b> . I understand there are no drop offs after 7:45AM due to bus line up. I understand that the drop off for morning Latchkey is on N <b>Harvard St</b> at the double doors labelled Latchey.
<b>I understand that tuition needs to be paid weekly.</b> Tuition may be paid in advance, at the end of each week, or the following Monday. I understand that once a bill is <b>past due \$200</b> , I will have <b>five</b> school days to pay it off. If the bill is not paid by day 5 by the end of Latchkey, my child will not be allowed to attend Latchkey until it is paid. I understand if there are special circumstances in which I cannot pay, I will speak to the director and figure out a plan. <b>Tuition was \$4.00 per hour for each child in attendance.</b> (Tuition is <b>subject to change/increase</b> for the 2020-2021 school year- <b>this information will be provided following the Board Meeting August 13th, 2020</b> ).
I understand that the Latchkey staff will assume responsibility for my child once the child has <b>checked into Latchkey</b> and until they leave the program according to the written instructions for departure noted on the release form. I understand that it is not the responsibility of the Latchkey employees to ensure my child arrives at Latchkey. I understand that clear communication must be directed at the teacher, the office, and my child.
I understand that 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 <b>one-hour minimum charge</b> for each Latchkey session my child attends.
I understand that it is <b>not</b> the responsibility of the Latchkey Director to <b>split billing</b> between parents/families.
I understand that my child may be picked up <b>NO LATER THAN 5:30 PM.</b> <b>There will be additional charges after 5:30 PM.</b> I will let the Latchkey Director know if I am aware I will be coming in past 5:30.

\_\_\_\_\_ 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 contact the Director via email, note, or in person. Only those listed below will be allowed to take their child/children. The person picking up the child/children must have a photo ID. If you cannot make it and have to have someone else pick up your child **last minute** due to working late, traffic, etc... please call and let the Director know immediately. 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 (every Friday). I understand that these movies are carefully chosen with discretion, and if I am unsure about any movies played I will contact the Latchkey Director. The movies are chosen by the Latchkey staff and will be child appropriate.

CHILD'S NAME: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Last Name of Child: \_\_\_\_\_

## 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 thereafter be presented by participant of any injuries.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
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.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Metamora Grade School Immediate Suspension from the Latchkey Program: (Revised)

Metamora Grade School has a **zero tolerance policy** for violent and disruptive behavior from children. In some circumstances, **immediate dismissal** may be deemed necessary. Chronic/extreme inappropriate behavior is defined as a verbal or physical actively which may include but is not limited to such behavior that: **requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff (physically or verbally), or ignores/disobeys the rules which guide behavior during MGS Latchkey time.** If a child cannot adjust to the program setting and continuously disobeys, they will be written up and or sent to Mr. Dotterer.

Examples of extreme physical, verbal, and emotional harm that will lead to **immediate dismissal from the program:**

- physical aggression/fighting
- harassment/bullying
- extreme defiance
- disrespect/insubordination/noncompliance
- abusive language/inappropriate language and drawings (direct or indirect)
- vandalism or malicious/intentional destruction of school property
- injury to students and or staff
- inappropriate sexual behavior
- possession of illegal substance or weapons
- explosive temper tantrums
- threats to hurt others

Metamora Grade School has a zero tolerance policy for **violent and disruptive behavior from parents.** If physical or verbal abusive behavior would occur, the Latchkey personnel will ask the parent to leave and the administration will then take over. The parent would then be asked to confer with the administrator.

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Parent Signature

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Date

Last Name of Child: \_\_\_\_\_

## Privacy Policy

I know from time to time there are issues that come up that you would like to discuss with me in private. These could be issues about billing, childcare, or any other circumstance that needs to be met about. Unfortunately, there is not much time when you are checking your child in and out as other parents are also doing the same. Please understand that my door is always open! That being said, I do not want personal matters brought up in front of the children or their parents. As said before, 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 any private matters with me, please let me know and we can move to the MGS Main Office or Teacher's Lounge. Of course, if I am given any notice ahead of time, I can always schedule a meeting in private. In any of these situations, one of my employees can take over in my office so we can be given as much time as needed to discuss any issues.

Our email is [latchkey@mgsredbirds.org](mailto:latchkey@mgsredbirds.org). Our phone number is (309) 696-6671. Right now we are trying to transfer over to a new phone, but the number should stay the same. I will let parents know of any changes as soon as they occur. I check both the email and voicemail daily, but I am not at the grade school until about 2:15, so that is about the time I get to check them. I always try to respond back to emails, even if it is just letting you know that I have received them. :) **Please do not contact me through my personal social media. Please use the Latchkey email, phone number, or Bloomz account for any form of communication.** Thank you for your cooperation with this policy. If you have any questions or concerns, please let me know!

Lexi Mata  
MGS Latchkey Director

X \_\_\_\_\_

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

## Latchkey Rules for Students

Below is a list of written rules and regulations that I am implementing into our program that give us a little more structure. These are to be talked through with your child/children before registering into the program. I understand that some children are as young as kindergarten or first grade, but I encourage you to talk through these with your child so they understand the rules ahead of time before starting to attend.

Please **initial** next to each statement.

I will follow directions the <b>FIRST</b> time they are asked.
I will <b>LISTEN</b> when the Latchkey teachers are talking.
I will <b>keep my hands and my feet to myself</b> . I will not hit, push, or fight with any of my friends.
I will do my homework <b>quietly</b> and ask for help if I need it.
I will <b>stay in my seat</b> during snack time unless I need to throw away garbage or ask the teacher a question.
I will use <b>kind</b> words to my friends and tell a teacher if someone is mean to me.
I will be <b>honest</b> with a teacher when they are asking me a question.
I will use my <b>inside voice</b> during snack time, homework time, and free time.
I will talk to my teachers if something is <b>upsetting</b> me.
I will <b>TREAT OTHERS HOW I WANT TO BE TREATED</b> .

\*\*Please note that I want every child who steps into Latchkey to have a fun, positive experience. This happens when everyone follows directions and listens to their teachers. This just gives some simple guidelines to follow and be aware of as they begin their Latchkey experience. I will go over these as a group as well at the beginning of the year with them.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature



## BEHAVIOR MANAGEMENT/DISCIPLINARY POLICY (REVISED)

At Latchkey, we truly believe that positive reinforcement is a very effective tool that helps build the children's self esteem. It is heavily used and encouraged in our program. The staff encourages the children to make good choices and we praise them when they do so. We monitor the children as closely as possible and are able to catch many events before they escalate. Redirection is used to keep children from "feeding into" the negative behaviors of others.

*However, there are times when positive reinforcement and redirection is not enough.* In these cases, we must enforce the rules at Latchkey to provide a physically and emotionally safe environment for ALL students AND staff. This year, we will be implementing a **three strike system**. Each group will have a clipboard with all the names of the students within their group. All of the students are allotted three strikes per day. When they exhibit negative behavior, the behavior management strike system will begin with strike one.

- **Strike 1: Formal warning.** After several "informal" verbal warnings, the student will be told, "strike one" and be removed from the person, group, or object that is encouraging their negative behavior.
- **Strike 2: Timeout.** The child will serve the timeout either on the wall or if necessary, moved to another area of Latchkey. Time out minutes will equal their age. For example, *if they are 7 years old, they will serve 7 minutes* in time out. They will be accompanied by a teacher - talking through the negative behavior they were exhibiting to help them understand why strike two was given.
- **Strike 3: Sitting in Ms. Lexi's office for the remainder of the day.** They will again be talked through the situation more thoroughly. The student will take accountability for their actions and explain the situation when the parent/guardian arrives.

**\*If there are still negative behaviors being exhibited in Lexi's office, they will then be sent to the dean, where they will receive their first write up. The first behavior write up will result in a 2 day suspension from the Latchkey program effective immediately. If a student continuously gets past strike three, they will receive a second write up which results in a one week suspension from the Latchkey program. The third write up results in a two week suspension from the program. After the fourth offense, the student will be dismissed from the Latchkey program for the remainder of the year.**

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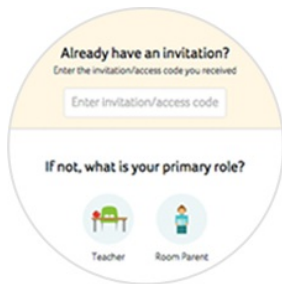
Parent Signature

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Date

## Please join MGS Latchkey 2020-2021 class on Bloomz!

Bloomz is a new app that works both on your smartphone as well as on your computer. You will receive quick updates and photos of class activities, be able to access our class calendar, and more. All in a private and secure environment.



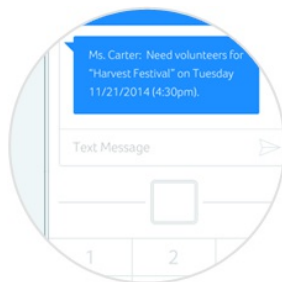
### New Bloomz Parent

1. Download the "Bloomz" app from the AppStore/PlayStore and click on "Enter Code". If browser, go to [bloomz.com](https://bloomz.com) and click on "Join Bloomz" followed by "Enter Code"
2. In the text box, enter **KQAPEH**
3. Create your account



### Existing Bloomz Parent

1. Log into your Bloomz account
2. Click "+Add Class/Group" on the left navigation.
3. In the text box, enter **KQAPEH**
4. Click next



### ... or join using text messaging instead

Text **@KQAPEH** to 1-858-BLOOMZ1 (1-858-256-6691) to receive 1-way text messages from your teacher

Need help? Go to [support.bloomz.com](https://support.bloomz.com) or email us at [support@bloomz.com](mailto:support@bloomz.com)