



# Madison School District

Latchkey &

RAMS Club Program

Parent Handbook 2023-2024

Madison Early Childhood Learning Center (MECLC)

1035 Grace St. Mansfield, OH 44905

P: 419-589-7851 / F: 419-774-0557

### **Latchkey Before & Afterschool Program Sites:**

#### **Eastview Elementary School**

1262 Eastview Dr.

Mansfield, OH 44905

419-589-7335

#### **Madison South Elementary School**

700 S. Illinois Ave.

Mansfield, OH 44907

419-522-4319

### **RAMS Club Program Site:**

#### **Madison Early Childhood Learning Center (MECLC)**

1035 Grace St.

Mansfield, OH 44905

419-589-7851

#### **Director - Latchkey Sites & RAMS Club:**

**Lindi Holfinger, 419-589-7851 (ext. 65070), [lholfinger@madisonrams.net](mailto:lholfinger@madisonrams.net)**

#### **Program Coordinator/ Registration/Billing Questions - Latchkey Sites & RAMS Club:**

**Rebecca Schoonover, 419-589-7851 (ext. 65071), [rschoonover@madisonrams.net](mailto:rschoonover@madisonrams.net)**

#### **Latchkey Site Coordinators:**

**Eastview Elementary –Keylee Rogers, [krogers@madisonrams.net](mailto:krogers@madisonrams.net)**

**Madison South – TBA**

## **Madison Latchkey and RAMS Club Program Philosophy**

The Madison Latchkey and RAMS Club Program is based on the premise that all children share certain needs. Using a developmentally appropriate approach, the program can contribute to the child's total development and maximize each child's potential. Since the parents / guardians are the child's first teachers and maintain contact with him/her throughout his/her developmental years, it is our intent to provide a program which involves the parent as an integral part of the child's total development. We encourage parent involvement in the program at every level. The Madison Latchkey and RAMS Club Program provides the child with successful experiences which serve as a foundation for successful adaptation for life in the home, while at their school during the day, in latchkey, and within the community.

The Madison Latchkey and RAMS Club Program offers opportunities for both group and individual activities and for both adult-directed and self-directed activities. Children must be actively involved in many concrete experiences for learning to be meaningful. Staff are encouraged to provide materials and experiences which are conducive to help the child to clarify relationships between new events and what he/she already knows, to offer adequate reinforcement for his/her efforts and to provide sufficient challenge to refine and/or develop new skills while still allowing the child to meet with success. Emphasis is placed on the development of a positive self-image in a child. Children in the Madison Latchkey and RAMS Club Program are able to experience activities that provide scaffolding while using their school day experiences to assist them with their learning. School age students are provided with activities that are created and implemented using the K-12 standards, supplemented with social and emotional well-being, recreational skills, and health and safety skills.

Provisions are made in the program to allow for a variety of different activities. Indoor and outdoor activities are planned in terms of weather, space, length of session, and maturity of children in a group. Children in the Madison Latchkey Program range in age from 5 years old to 10 years old, and children in the RAMS Club Program range in age from 5 years to 12 years old. A balance of active and quiet activities are scheduled to promote the development of self-control in children and to aid the staff in the appropriate guidance techniques.

Informal assessments are conducted during every planned activity, and individual goals are documented on an as needed basis. Both of these are stored in the child's portfolios at the location of the child's Latchkey and RAMS Club Program.

### **Enrollment and Attendance Policy**

- A child is only enrolled and added to the roster in the Madison Latchkey and RAMS Club Program after all of the registration forms and registration fees have been received and confirmed by the Principal/Program Coordinator.
- All health and contact information must be updated as needed by the parent/guardian for the safety of your child.
- Enrollment will be based upon a mutual consent between parent/guardian and the Madison Latchkey and RAMS Club Program, and shall be granted without discrimination in regard to sex, race, color, creed, or political belief.
- Enrollment is determined by the individual needs of the child and family in relationship to the program's ability to meet those needs.
- We may deny enrollment based on the availability of open slots, past due fees, and attendance issues. Enrollment may also be denied based on on-going school suspensions during the academic year. Placement of children will be mutually assessed, planned, and agreed by parents and staff. The actual placement will serve to benefit the child's needs. If placement agreement is not agreed by parents and program, the child will be removed from the program or not enrolled.
- Any child participating in the Latchkey Program must be between the ages of 5 years old - 10 years old (Kindergarten – 4<sup>th</sup> grade).
- Any child participating in the RAMS Club Summer Program must be between the ages of 5 years old – 12 years old (Kindergarten – 6<sup>th</sup> grade).

- If your child is not in attendance for more than 2 weeks or a payment is not made, then they will be removed from the Madison Latchkey and RAMS Club Program. We will not hold your child's spot without payment. We have to follow the ODE teacher to child ratios, and we are only allowed the number of children on our rosters as stated by the ODE licensing rules. We will not keep a child on our roster that does not attend the Madison Latchkey Program weekly, or a payment must be made weekly to hold their spot when you need childcare (including holiday/school closings).
- If your child has been suspended from their designated school then they may not attend the latchkey program during this time. Charges for the latchkey program will still accrue.
- RAMS Club is a separate school age program that your child(ren) may be enrolled in for snow days/ school closings during the academic school year (August-May). You must enroll your child(ren) in this program if you need childcare for your school age child during these days at the beginning of the school year. The RAMS Club is located at MECLC (1035 Grace St.). There is an additional charge for full day childcare during school closures. The RAMS Club during the academic school year is for children 5 years old – 10 years old (Kindergarten- 4<sup>th</sup> grade). **Children may not use the RAMS Club for childcare unless they have already previously been enrolled in the program at the beginning of the year. Spots are limited.**
- RAMS Club also offers a summer program during the summer months when the Madison School District is not in session. This program is available for children 5 years old – 12 years old (Kindergarten -6<sup>th</sup> grade).

### **Hours and Days of Operation**

- Eastview & Madison South Latchkey locations are open 6:30am - 8:35am & 3:30pm-6:00pm/ Monday-Friday during days that school is in session August-May.
- Childcare is not provided for school closings including holidays and snow days at the latchkey program locations. Childcare is only offered for school age children for school

closings including holidays and snow days that are enrolled in the RAMS Club at the MECLC location site (1035 Grace St.).

- Students that attend the AM only latchkey program may attend the latchkey program for delays. PM students may not attend the latchkey program for delays due to maintaining teacher/ student ratios.
- Students that attend the PM only latchkey program may attend the program for early releases. AM students may not attend the latchkey program for early releases due to maintaining teacher/student ratios.
- The Madison Latchkey Program follows the Madison Local School District school schedule.
- The Madison Latchkey Program will close to observe the following holidays: Labor Day, Thanksgiving Day and the day after, the week of Christmas including Christmas Eve and Christmas Day, New Year's Eve, and New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Spring Break week, and Memorial Day. If a holiday falls on a Saturday, then we will observe the holiday on the Friday before the holiday. If a holiday falls on a Sunday, then we observe the holiday on the Monday after the holiday. Fees are charged weekly (not daily), and they will be charged for the full week.
- The RAMS Club Program will close to observe the following holidays: Labor Day, Thanksgiving Day and the day after, the week of Christmas including Christmas Eve and Christmas Day, New Year's Eve, and New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, and Juneteenth Day, and July 4th. If a holiday falls on a Saturday, then we will observe the holiday on the Friday before the holiday. If a holiday falls on a Sunday, then we observe the holiday on the Monday after the holiday. Fees are charged weekly (not daily), and they will be charged for the full week.

- The Latchkey and RAMS Club Program will be closed for one full week during winter break. This week will be announced yearly at the beginning of every academic year at the time of registration. **During the full week that the latchkey program is closed, a weekly tuition fee will not be charged.**
- The RAMS Club Program will close for one staff professional development day in August TBA.
- The Latchkey and RAMS Club program will close for one staff professional development day in December. TBA.

### **Daily Latchkey Schedule**

#### **Before School**

6:30-8:35 Arrival

6:30-7:00 Reading

7:00-7:30 SEL (Social and Emotional Learning)

7:30-8:00 Homework Assistance

8:00-8:30 Gross Motor/Gym or Outside

8:35 Departure to Cafeteria for Breakfast

#### **After School**

3:30 Arrival

3:30-4:00 Snack/ART

4:00-4:30 Gross Motor/Gym/Outside

4:30-5:00 STEM

5:00-5:30 Homework Assistance

5:30-6:00 Math

### **School Age Summer Classroom Schedule**

6:30-7:30 Arrival/ Reading

7:30-8:00 Breakfast

8:00-9:00 Gross Motor Activities /Gym or Outside

9:00-9:30 SEL activity / Girl Scouts / Library Program

9:30-10:00 Math

10:00-11:00 Art

11:00-12:00 Gross Motor Activities / Gym or Outside

12:00-12:30 Lunch

12:30-2:00 Rest time/ Silent Reading/ Table Games

2:30-3:30 STEM

3:30-4:00 Math

4:00-4:30 Snack

4:30-5:00 SEL Activity

5:00-6:00 Dismissal / Gross Motor Activities / Gym or Outside

### **Enrollment Requirements**

The Madison Latchkey and RAMS Club Program is a licensed school age child care program through Ohio Department of Education (ODE). All children enrolled must have a current application (annually) and a copy of their birth certificate on file. The required paperwork must be submitted to the Madison Early Childhood Learning Center prior to your child's first day of enrollment. Children enrolled in the Madison Latchkey Program are for children 5 years old – 10 years old (Kindergarten – 4<sup>th</sup> grade), and 5 years old – 10 years old (Kindergarten – 6<sup>th</sup> grade in the RAMS Club Program.

### **Positive Behavior Interventions and Support (PBIS)**

**Be Kind**

**Be Safe**

**Be Responsible**

Positive Behavioral Interventions & Supports (PBIS), is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school



communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem solving orientation.

The MECLC PBIS Matrix expectations and rules are listed below for each area. The preschool and school age staff explicitly teaches each rule in each area. Lessons are taught using social stories, interactive activities, and modeling.

### **Madison Early Childhood Learning Center Matrix**

	<b>BE KIND</b>	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Give privacy</li> <li>• Keep hands and feet to self</li> <li>• Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Walking your feet</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet</li> <li>• Wash and dry your hands</li> <li>• Put paper towels in the trash</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your seat</li> <li>• Use looking eyes</li> <li>• Use walking feet</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your coat and backpack with you</li> <li>• Use your listening ears</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Take turns and share</li> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Use your words</li> <li>• Use toys and materials safely</li> <li>• Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>• Try first and then ask</li> <li>• Clean up when asked</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Hands and feet to self</li> <li>• Smile and wave</li> </ul>	<ul style="list-style-type: none"> <li>• Looking eyes</li> <li>• Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>• Stay with your group</li> <li>• Use your listening ears</li> </ul>
<b>Gym/Outside</b>	<ul style="list-style-type: none"> <li>• Use gentle hands</li> </ul>	<ul style="list-style-type: none"> <li>• Follow rules</li> <li>• Stay together</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up</li> <li>• Line up when asked</li> </ul>

	<ul style="list-style-type: none"> <li>• Take turns and share</li> </ul>		
<b>Meal Time</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Use your manners (please, thank you)</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your seat</li> <li>• Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>• Listening</li> <li>• Use quiet voices</li> <li>• Clean up your space</li> </ul>

### **Discipline Policy and Procedures**

Children are expected to follow these guidelines for their protection and the safety of others:

- Children may not choose activities which are harmful to themselves or others
- Children must respect the personal space and property of others
- Children must stay within the designated program space, both indoors and outdoors
- Children must be respectful of staff, other students, and volunteers
- Children will be responsible for cleaning their space after snack and play

The following are never permitted:

- Giving "put downs"
- Fighting (this includes rough-housing and karate)
- Spitting
- Use of improper language or gestures
- Running indoors
- Any conduct that is considered inappropriate by reasonable standard

## **Consequences**

The Latchkey and RAMS Club Site Coordinator will discuss the child's behavior management plan individually with each family on an as needed basis.

- A child demonstrating unacceptable and obsessive behavior within the guidelines of the program is removed from the group to a designated area until he/she is able to act in an appropriate manner. (This area is available for your viewing at any time). The Site Coordinator or Latchkey teacher will call the parent at home or work and speak with the parent regarding their child's behavior. The child will also speak to the parent if needed.
- For severe or continuous problems such as physical violence or deliberate violations of the rules, a Behavior Incident Report (BIR) will be issued to the parent, indicating if suspension or termination is a result. The child may be placed on a behavior plan if the inappropriate behavior continues and does not improve.
- After three BIR's have been issued, the parent will be contacted for a conference with the Principal or Program Coordinator at the MECLC location which can result in a suspension or disenrollment. The child continues to attend the Latchkey and RAMS Club program, but is isolated and does not participate in any special activities, or the child may not return for a full day/ disenrollment. This decision is based upon the severity of the BIR.
- If upon return to the program following the suspension, the child's behavior does not improve, the child will be dismissed from the Latchkey or RAMS Club program. Once a child has been dismissed from the program, he/she may not return or be reenrolled at a later date.
- If any school age child is suspended/ terminated from their elementary school, they will not be allowed to attend the Latchkey or RAMS Club program during that time.

## **Discipline and Behavior Management**

In the event that you are informed in writing regarding your child's behavior prior to three BIR's being given then a written plan of action (behavior plan) will be mutually arranged and agreed

upon by parents and teachers. The goal of the program to give every child the maximum experience of a stimulating, nurturing, and safe childcare environment.

### **ODE School Age Licensing Rules**

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, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- (2) No discipline shall be delegated to any other 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 confined in an enclosed area such as a closet, a box or a similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame or frighten a child.
- (8) Discipline shall not include withholding food, rest or toilet use.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a school child care staff member in a safe, lighted and well-ventilated space.
- (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

### **Custody Issues**

When an enrolled child is the subject of a custody conflict between two parents, the Madison Latchkey and RAMS Club Program must have court documents indicating custodial parenthood. In accordance with Ohio Revised Code S3111.02, an unmarried father must present written documentation (court order) indicating any rights of visitation to the child. All parents must give written permission to the center identifying all persons who are permitted to receive the child. The Madison Latchkey and RAMS Club Program reserves the right to exclude a child from the program when the conflict between parents presents a health and safety hazard to the child and/or program.

### **Parents Utilizing Staff for Personal Sitters**

The Madison Latchkey and RAMS Club Program does not recommend or endorse any staff serving as personal child care providers. Staff for the Madison Latchkey and RAMS Club Program are not permitted to engage in personal babysitting services for current Madison Latchkey and RAMS Club Program or Madison Early Childhood Learning Center families. If there has been a previous relationship established outside of their association with Madison Latchkey and RAMS Club Program /Madison Early Childhood Learning Center, the program will not negate that relationship, and assumes no responsibility.

### **Parent/Guardian Visits**

Parents/guardians are allowed to have access to the Latchkey and RAMS Club Program at all times to interact with their child and observe the program. When visiting the program, parents must inform the Site Coordinator of their presence. If you would like to talk with the Site Coordinator or the Principal please call to make an appointment to schedule a meeting that will allow for time with minimum interruptions.

### **Parent Roster**

The Madison Latchkey and RAMS Club Program does not voluntarily distribute a parent roster. If parents request this information and the applicable parents have given permission, we can provide this information on an as-needed basis.

## **Nutrition**

All students in attendance between the hours of 8:30am-9:00am and 3:30-4:00 (Eastview, Mifflin, Madison South students on Latchkey days) 7:30am-8:00am, 12:00pm-12:30pm, 4:00pm-4:30pm (RAMS Club) are served a meal. These meals consists of at least one half of the child's recommended daily dietary allowances. It is the responsibility of the parents to have their child here prior to the end of each mealtime. Current menus of the entire week are available at the MECLC office. The food prepared shall be in the quantities reflecting the developmental stage of the child and the recommendation of the Madison School's nutritionist and the USDA nutritional standards. Food preparation records are maintained by the Madison Latchkey and RAMS Club program. One supplement is served each day-this consists of juice or milk, fruit or vegetable, cheese or bread product. Each meal contains a whole grain component. We are required by the State of Ohio to provide all parents with written nutritional information concerning the quantities of food needed to be served to meet one third of the child's recommended daily dietary allowances. In case of special diets where an entire food group needs to be eliminated for a child, parents need to provide a doctor's statement, and /or a written waiver indicating the special needs for a menu adjustment.

*“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.”*

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter

addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW ,Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **Fire/Tornado Drills**

A fire drill is conducted monthly. Tornado drills are also conducted during the period of March through October. Fire emergency and weather alert procedures are posted in each Latchkey RAMS Club classroom/area. These plans include a diagram showing evacuation exits. Records of the current yearly drills and attendance records are posted on the Madison Latchkey and RAMS Club Program parent board. All staff (except custodian and Principal), children, and visitors must evacuate the building during drills. Do not drop off or pick up any child during any type of evacuation.

### **First Aid**

A first aid kit is located in the Latchkey and RAMS Club classroom/area. Staff that are trained in first aid are on the premises at all times. Written incident reports are completed on each child that receives first aid. Incident reports are reviewed and signed by site coordinator, copied, and returned to the teacher to be signed by the parent. Parent receives the copy and the original is filed in the child's file.

### **Serious Injury**

In case of a serious illness or injury, or if a parent/guardian cannot be reached, the Site Coordinator will contact the doctor noted on the emergency medical release. If the doctor cannot be reached, or if immediate intervention is necessary, the emergency medical services will transport the child to the emergency room if necessary; and the child's teacher will accompany him/her to the hospital and remain there until a parent/guardian arrives. Staff will continue to try to contact the parent/guardian(s).

Children's files are located on the Five Star website and at the MECLC site. These files contain emergency medical information and emergency names and telephone numbers. All information contained on this site is strictly confidential.

## **Emergency Information**

It is the responsibility of the parent/guardian to provide updated emergency information on the Five Star website. It is very important that if any of your information changes (phone numbers, addresses, work, etc.) that you make the changes on Five Star as soon as possible so that we have the correct numbers to contact you in case of an emergency. It is also important that you make any necessary changes on your child(ren) pick up list as needed. ODE requires that every child have on file 3 emergency contact working numbers. This is your responsibility as the parent/guardian to make sure that we have the most updated emergency contact information on file at all times. Please contact Donna Atwell, Program Coordinator for Five Star questions. She is located at the MECLC site, 419-589-7851, [datwell@madisonrams.net](mailto:datwell@madisonrams.net).

## **Health/Safety**

The Madison Latchkey and RAMS Club Program Health and Accident Policy include Chapter 5104 of the Ohio Revised Code. All staff have completed communicable disease training in signs and symptoms of illness and in hand washing and disinfection procedures. The communicable disease chart is located next to the supplies storage/medicine cabinet. Staff that are ill are asked to leave the site, and a substitute is called. Notices are posted outside each classroom concerning communicable disease to which the children have been exposed. If your child is exposed to a communicable disease outside the school, please notify the site coordinator. If your child has an undiagnosed symptom, you must have the child seen and treated, if applicable, by a physician before returning to the latchkey program.

## **Parent Grievance Procedure**

1. When a parent has a concern or a grievance, the Site Coordinator should be informed of the situation.
2. If the matter is not resolved, the parent will contact the MECLC Principal or MECLC Program Coordinator to discuss the concern.
3. If the matter is not resolved, the parent will contact and inform the Superintendent or his/her designee.
4. If the matter is not resolved, the parent will contact the President of the Madison Local School Board in writing via the Madison Board of Education, 1379 Grace Street, Mansfield, Ohio, 44905.



5. The Ohio Department of Education will be contacted by parent if all other steps are unsuccessful in reaching satisfactory outcomes.
6. All appropriate numbers and addresses for individuals are posted on-site.

As a parent/guardian of one of our students, any concerns or issues regarding your child's care you might have, please contact the **MECLC Madison Latchkey and RAMS Club Program Principal, Natasha Repp at 419-589-7851, email: [nrepp@madisonrams.net](mailto:nrepp@madisonrams.net)**.

### **Illness**

We strongly encourage parents to keep children at home when they are not feeling well or showing any signs of illness. Our goal is to maintain a healthy environment for all children. Have an emergency backup plan for care of your child when they cannot be at the center and you must be at work. Please see our illness policy located in the enrollment packet and it is also posted on the parent board. Once you are contacted to pick up your child for an illness, you will have 1 hour to pick them up after you are contacted. If you are unable to pick your child up once you are contacted then you will need to send someone in your place that is listed on your pick up list. If we cannot contact you to pick up your child then we will attempt to contact your emergency contacts. If we are still unable to reach anyone to pick up your child for their illness then we will may need to contact Children Services based on the seriousness of the illness. If a child is not picked up within 1 hour from being contacted for an illness, and the illness has not become serious, but it's still contagious then we will follow the late pick up policy. Please see that policy in the handbook. We cannot allow a sick child to stay in the Latchkey and RAMS Club program for childcare when they are contagious to the children and staff in the building. We will strictly follow this policy with no exceptions.

### **ODE Communicable Disease:**

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

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

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

- (a) Diarrhea (more than one abnormally loose stool within a 24-hour period);
- (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 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool;
- (i) Stiff neck; or
- (j) Evidence of lice, scabies or other parasitic infestation.

(3) A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian.

The child, while isolated at the program, shall be watched carefully for symptoms listed in paragraph (B)(2) of this rule as well as the following:

- (a) Unusual spots or rashes;
- (b) Sore throat or difficulty in swallowing;
- (c) Elevated temperature; or
- (d) Vomiting.

(4) Programs shall follow the Ohio Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected illnesses (see Appendix A).

(5) A child isolated due to suspected communicable disease shall be:

(a) Cared for in a room or portion of a room not being used in the preschool program;

(b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;

(c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent or, if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;

(d) Observed carefully for worsening condition; and

(e) Discharged to parent, guardian or person designated by the parent or guardian as soon as practical.

(C) Each program shall have a written policy concerning the management of communicable disease.

The policy shall include, at a minimum:

(1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;

(2) Procedures for isolating and discharging an ill child and policy for readmitting such child;

(3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease;

(4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in

activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule;  
and

(5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice.

**Your child may return to the center after:**

- Fever free for 24 hours without the aid of Tylenol or Ibuprofen
- Diarrhea or vomiting free for 24 hours
- Head lice – after appropriate treatment and all live bugs are gone
- Contagious illness - taking an antibiotic for 24 hours before they can return

Once the Latchkey and RAMS Club site is informed that a student has a contagious illness the Site Coordinator will post a written note for parents/guardians to notify them that their child has been exposed to a contagious illness.

**Fees and Payment Policy**

**\$25.00 per child**, nonrefundable, and one time annual registration fee is to be paid when the child is enrolled and before they begin the latchkey program.

Job & Family Service (JFS) families are required to attend the program a minimum of 8 hours per week. If your child does not attend the program a minimum of 8 hours a week you will be required to pay the difference of the private pay rate and the amount JFS pays the program to provide childcare for your child. Additionally, you will also be required to pay your weekly copay if you have a copay as stated by JFS.

**Latchkey program rates** – AM only \$50 / PM only \$50 / AM and PM \$70

**Early Release** - total charge \$14 (includes \$10 rate already pay)

**Delay** – total charge \$14 (includes \$10 rate already pay)

**RAMS Club rates** - No School/Snow Day - total charge \$23 (includes daily rate already pay depending on AM or PM or both)

\*RAMS Club students are only charged the day rate if they attend during snow days/closed school days.

\*Multiple children discount – 10% off for each additional child after the first child. Discount will be given based on oldest child's rate.

**No payments will be accepted at the Latchkey Program sites.** Families may pay online using their credit or debit card at the Self Pay website. This website address can be found on our MECLC website page under the MLSD website page. Payments can also be made by check or cash at the MECLC building site (1035 Grace St.). **All tuition fees including copays are to be paid every Monday for the week of service.** If payment is not made by Thursday for the week of service then you will receive a \$10.00 late fee.

Your account must be paid in full including the late fee or your child may not return to the latchkey program the following week. You will need to contact the office at the Madison Early Childhood Learning Center (419-589-7851) to make arrangements to pay your bill in full before your child may return to the latchkey program. If no payment has been made for 2 weeks, then your child will be disenrolled and removed from the roster. We do not allow a student to stay on the latchkey program roster and hold an available spot if payment is not being made. Any accounts that are delinquent will result in termination of services and submission to a collection agency after 60 days from the last day of enrollment. Once submitted to collections, families will not be permitted to return to the latchkey program.

The Madison Latchkey and RAMS Club Program will provide a high quality of service to our families. Unfortunately, our efforts will be hindered if parents do not meet their financial obligations. **To ensure that the Madison Latchkey and RAMS Club Program is able to meet our financial obligations, we will strictly adhere to and enforce our current payment policy.**

**Jobs and Family Services Delinquent Account and Self Pay Delinquent Account for insufficient funds:**

1. If your account remains delinquent after Friday for the week of service, the child(ren) cannot return until the balance is paid in full.

2. A returned check fee of \$25.00 will be charged for insufficient funds.
3. If the account is not paid in full including the \$25.00 fee, the parent will receive a final notice prior to turning the account over to the Richland Bureau of Credits. Once an account is turned over to the collection agency, payments or concerns can only be resolved through the collection agency. Any additional privileges or credit cannot be extended beyond this point in the process. **Your child(ren) may not return to the Madison Latchkey and RAMS Club Program once your account has been turned over to the collections agency.**

### **Excused Days for Absences**

Latchkey private pay students do not receive excused days for absences for any reason (illness, emergencies, etc.) due to the short amount of time children attend the Latchkey program during the academic months, and the tuition free week that is provided to all families during the week of winter break. Tuition is charged in full every week, and must be paid for the week of service.

Latchkey JFS students receive 10 excused days every 6 months that are provided by JFS, and they are used at the discretion of the Program Coordinator who oversees the billing for the program. The excused days that JFS provides are used to help students meet their required minimum hours if they are absent for any reason per JFS.

### **Termination of Services**

A two week written notice must be given to the Site Coordinator/Program Coordinator with the child's last date of service when services are terminated so that we can fill the spot accordingly. We appreciate your understanding.

### **Notifying the Site for Child Absence**

When your child is absent you must contact MECLC (419-589-7851) to inform them of your child's absence. Please make sure you tell the secretary; your child's name, site name, AM or PM student.

## **Dropping off or Picking up Children**

**All children must be dropped off in their designated latchkey area by an adult and acknowledged by a latchkey teacher before the adult leaves the building.** This same procedure applies for picking up of children. **The adult must notify the latchkey teacher they are there to pick-up a child(ren), and the latchkey teacher must acknowledge and/or ID the adult as needed before the adult may leave with the child.** This procedure is for the safety of the child(ren). If a parent has designated another adult to pick-up their child then that person must be added on the child's pick-up list by the parent prior to the person picking up the child. The designated adult must check in with the latchkey teacher and give them their information. A photo ID will be required to be shown by the designated pick-up person before the child will be released to them. Only an adult 18 years or older is permitted to pick-up a child(ren). We will not release a child to any person under 18 years of age.

**RAMS Club** – when you drop off/ pick-up your child(ren) you are required to stop at the front office to make sure your child is signed in/out before you drop off/pick-up your child(ren). This is for the safety of your child(ren).

## **Late Pick-Up of Children**

Parents of children that are picked up after 6:00pm will receive a notice regarding our policy of late pick-up. Our policy states: First time, a friendly warning will be given, Second time, the parent will be charged a \$1.00 fee for every minute the child is here; Third time, Children Services will be contacted and your child may be disenrolled from the program. The fees charged are per child.

## **Latchkey and RAMS Club Program Closing**

In the event the Latchkey and RAMS Club Program or site must close prior to operating hours the closing announcement will be on WMFD and a text message will also go out to all parents for that specific Latchkey/RAMS Club site.

**In the event a latchkey site closes for a snow day after a delay has been issued then parents will be required to pick up their child(ren) immediately from the site.** Emergency contacts will be contacted if parents have not picked up their child(ren) within 30 minutes of the building

site closing. If parents have not picked up their child(ren) within 1 hour then Children Services will be contacted.

### **Special Diet or Instructions**

Any parent that indicates a special diet or instruction for a child must provide proper documentation, i.e. physician's written orders through the Five Star website. The program will be responsible to meet any dietary needs and special instructions, within reasonable measure.

### **Local Schools and Latchkey/RAMS Club Policies**

The practice of the Latchkey and RAMS Club Program are to support any policies of the local school systems that affects the Latchkey and RAMS Club Program. Therefore, students are expected to maintain the same conduct that is acceptable and expected for their schools.

### **Parent Feedback**

Parents are provided ongoing opportunities to give feedback to the program via verbal communication to teachers, Principal, Program Coordinator, and Site Coordinator. Feedback can also be given through parent surveys or anonymous feedback box. The Principal has an open door policy to allow parents to feel welcomed and appreciated.

### **Suspected Child Abuse and/or Neglect**

Madison Early Childhood Learning Center and all Latchkey/RAMS Club Sites are a mandated for reporting suspected child abuse and/or neglect.

### **Program Changes**

Any changes in program fees, schedules, or major operation will be posted on the Parent Board at all Latchkey/RAMS Club Program Sites giving a 30 day notice.

### **Safety and Security**

Parents, visitors, etc., are expected to help maintain a safe and secure environment for children, families, and staff. Any serious distraction or risk to the safety and well-being of our children,



families, and staff will be deal with as a danger/threat. The program has the right to ask any individual to leave the premises if they see a risk or danger to children, families, and staff.

### **Medical Conditions**

If you child has any special medical conditions or needs please inform the Site Coordinator so that we can try to accommodate the child. If your child needs medications while in our care, you will need to complete an administration of medication form on Five Star and a printed copy will be kept with the medication. The medication must be in the original container with the original prescription label on the medication. We ask that you administer the first does of the medication at home to your child in case they have an allergic reaction to the medication. Office staff have received training on the proper procedure to administer medications. Our primary concern is always the safety and well-being of our children. Therefore, all actions taken under various situations will serve to benefit the safety and security of all children.

### **Families Receiving Medicaid**

Madison Early Childhood Learning Center (MECLC) and the Latchkey/RAMS Club Program is an ODE licensed Preschool and childcare program. We are required to provide all families that receive Medicaid information regarding early and periodic screening, diagnostic, and treatment. Your enrollment application will contain a handout with this information.

### **JFS Tablets**

JFS tablets are located at every program site. Please check with the Site Coordinator or school age teacher for the location of the tablets at your child's program site. These are tablets that all JFS families are required to check their child(ren) in and out daily. **This is not optional, and must be done, or you will receive a bill for the childcare services that are provided for your child(ren).** JFS requires all families to use the tablets to track all children's attendance hours to pay the program sites correctly. Therefore, it is your responsibility to check your child(ren) in and out of the program every day.

## **Technology**

Latchkey and RAMS Club children are not allowed to have their personal phones or any personal electronics with them out during the time they are in the programs without prior permission from the Site Coordinator or School Age Teacher. All phones and electronics are to remain in their backpacks at all times. The Latchkey and RAMS Club programs are not responsible for any damage or theft of these items while the child attends the programs. The Site Coordinator or School Age Teacher will confiscate any personal phones or personal electronics they see being used without permission, and will only give them back to the parent at pick up or child at dismissal.

**Maintain your handbook for future reference.**