NEW MILFORD YOUTH AGENCY’S

LATCHKEY PROGRAM

**PARENT HANDBOOK**



**Main Office (860)210-2030**

8:30 am – 5:00 pm

**Locations:** Schagticoke (860)210-2034

 Hill & Plain (860)210-2035

 Northville (860)210-2036

 Sarah Noble (860)210-2015

**Program Hours:** 7:00 am Opening

 6:30 pm Closing

**ENROLLMENT**

Final acceptance of a child into our program is contingent upon the following:

1. Completed registration form.
2. Read and sign off on our online waiver. (Done at time of Registration)
3. Current school health form.
4. No outstanding balances.

**Please inform us of any changes to your registration form throughout the year, (phone numbers, emergency information, etc.).**

**Please be sure you are informed of your child’s site location, site phone number, supervisor’s name and bus number (if applicable).**

**REGISTRATION**

Families already enrolled in our program will have the first opportunity to sign up for summer weeks and fall childcare. Siblings of children already enrolled are given priority. After this registration period ends, any remaining openings will be offered to the general public. Re-enrollment is available to families with good payment history and no outstanding balances.

**FULL DAYS**

During the school year, care will be available, for an additional fee, for many of the FULL DAYS when school is closed. You must sign-up during the given period of time in order for your child to attend. Once signed-up, you are financially responsible for that day or days, whether or not your child attends. These Days will be held at the John Pettibone Community Center

**SCHOOL CLOSURES**

**Delayed Openings**

If your child is registered for the morning program, we will provide care for your child at their regular site beginning at **7:30 am**.

**Early Dismissal**

In the event of an early dismissal we will provide care for your child at their regular site.

**Snow Days**

The Latchkey Program will be available on snow days unless there is an emergency. In the event of a snow day the program will open at 7:30 am at Sarah Noble School. If it is necessary for the program to close announcements will be made on our Facebook page our website and through email.. You may also choose to receive email or text alerts.

**Anytime winter weather creates hazardous driving conditions, we would greatly appreciate you picking your child up as soon as possible. Although it is not our policy to close early on days when weather is bad, the possibility does exist. In this case we will notify you.**

**SUMMER REGISTRATION**

When registering for the summer program, you may choose which weeks you would like your child to attend. In order to change or drop weeks for the summer program, you must do so by the posted date. After that date, you will be financially responsible for all registered weeks. We request that our families honor this policy.

**CHILD CARE FEES**

Payments are expected the Friday prior to each week. Outstanding balances may jeopardize your spot in the program. There are no additional costs for EARLY DISMISSALS or DELAYED OPENINGS. Payments are required even when your child will not attend the program. In the event there is less than 3 days in a school week, we will pro-rate that week.

The Youth Agency reserves the right to drop a child or children from the Program if a balance of over Two (2) weeks is not received and payment arrangements have not been made.

Financial hardships should be brought to the attention of the Program Director in advance, since they may be able to provide guidance for obtaining financial assistance.



**PAYMENT EXEMPTION**

We understand that illnesses, vacations and other circumstances may keep your child out for a full week a maximum of up to two weeks during the school year. Under these conditions, the Latchkey Program Director may exempt a family during the school year only if the office is called or written notice is given to the site supervisor in a timely manner.

**LATE FEE**

The program will assess an overtime **charge** of $10.00 for the first 15 minutes after 6:30 pm and $15.00 for every 15 minutes after 6:45 pm. A courtesy call is requested so that the staff and your child do not worry if you are going to be late.

**HEALTH POLICY**

**The following signs and symptoms serve to determine whether a child should remain at home:**

 **\*Oral temperature over 100F**

 **\*Upset stomach or vomiting within the past**

 **24 hours**

 **\*Any intestinal disturbance with diarrhea**

 **\*Any discharge or drainage from eyes, nose,**

 **ears or open sores**

 **\*Signs of a newly developing cold or severe**

 **coughing**

If your child develops any of these symptoms while at the program we will contact you and request that you have your child picked up as soon as possible.

If your child develops or has been exposed to a contagious disease, please inform our staff immediately so other children can be watched for symptoms.



**MEDICATIONS POLICY**

**The Youth Agency allows trained Youth Agency staff to administer medication with a cartridge injector to children with a medically diagnosed allergy. This policy also allows for children with asthma to self-administer a prescribed inhalant medication. No other medications will be administered.**

**CLOSINGS**

The program will be closed at the beginning and end of each summer for several days (these closings will be determined by the school calendar) for maintenance, repair and staff training. The program will be closed on the following holidays or the observed weekday:

1. Independence Day
2. Labor Day
3. Thanksgiving & that Friday
4. Christmas
5. New Year’s Day
6. Good Friday
7. Memorial Day

***\*Advanced notice will be given for any additional closings.***

**SAFETY**

Any child who presents a danger to themselves or others may be asked to leave the program after reasonable efforts have been made to accommodate the child and to provide a safe environment for all.

**RESPECT**

The Youth Agency promotes respect and compassion for each child and staff’s individuality. We will not tolerate prejudice by anyone within our program. As with other serious behavior problems, infractions will result in suspension or removal from the program.

**WITHDRAWAL FROM THE PROGRAM**

If you need to withdraw your child from our program during the school year, we request two weeks notice.

**BEHAVIOR**

If a child misbehaves, disrupting the group or program activities, he or she will be reminded by the staff of program expectations. Persistent acting out will result in the child being asked to talk with a staff member for a short time until they have demonstrated they are ready to rejoin their group. The consequences for continued negative behavior will result in the child speaking to the Site Supervisor, the Program Director and/or parents.



**CONCERNS**

If you have any concerns regarding the operation of the Latchkey Program, we encourage you to talk with the Program’s Director or the Site Supervisor promptly. We are certain they will address your concerns appropriately.

All discussions are private and will be handled professionally. Parents who have further concerns have the right to speak with the Agency’s Program Coordinator or Executive Director.

**AUTHORIZATION TO PICK-UP**

If someone other than a parent is going to pick up your child, we must have advanced written permission from you. If this person is unknown to us, we will request proper identification before we release your child into that person’s custody. If one parent is NOT AUTHORIZED to pick up their child, we must have a copy of the COURT ORDER on file.

**WHAT YOUR CHILD NEEDS TO BRING**

**Clothing and Personal Items:**

Seasonable attire should be worn year round, so that your child can play comfortably outdoors and during the Program’s Activities.

 Socks and sneakers should be sent daily for

 activities.

 During the summer weeks, your child needs

 to bring sunscreen, bathing suit and towel, to

 be taken home at the end of each day.

 **Children are not allowed to bring any type**

 **of electronics (i.e. cell phones, itouch, ds)**

 Children are responsible for all personal items

***\*Please clearly mark your child’s belongings\****

**Check the LOST & FOUND at the end of each day. The Agency is not responsible for items that are lost or stolen.**

 

**Snack / Lunch**

During the school year, please send a nutritious snack with your child to have upon arrival at our program in the afternoon. On full days and during the summer the children need to bring lunch and a drink in addition to a snack.

Throughout your involvement with the Youth Agency’s Latchkey Program, we encourage on- going communication between Parents, staff and the main office. Good communication will ensure a positive experience for both you and your child.



\*\*\*Please contact us if you have any questions regarding our program.\*\*\*

**LATCHKEY PROGRAM PURPOSE: The Youth Agency’s Latchkey Program was developed to provide a safe and well supervised BEFORE & AFTERSCHOOL, and SUMMER CHILD CARE support network for the school-aged youth of New Milford. While providing recreation, creative, social and educational group activities; we also hope to allow room for individual growth and development.**

The New Milford Youth Agency was established by the Town of New Milford in 1977 to assess the need of the youth in New Milford in regards to housing, employment, health, recreation, legal and other relevant matters. Present services include; support groups, workshops, employment opportunities, family events and much more.

**\*Per changes to Ct State Statues we are asked to inform you that programs run by the New Milford Youth Agency are not licensed by the Office of Early Childhood, nor are they required to be.\***

**New Milford Youth Agency**

**50 East Street, New Milford, CT 06776**

**www.youthagency.org**