

2009-2010
PARENT HANDBOOK
POLICIES AND PROCEDURES

Dublin Latchkey, Inc.
5970 Venture Drive
Dublin, Ohio 43017
(614) 793-0871
Fax (614) 793-2899

dublinlatchkey@sbcglobal.net

Tax ID #31-1108640



Albert Chapman	8450 Sawmill Road	746-4167
Daniel Wright	2355 W. Case Road	746-4168
Deer Run	8815 Avery Road	746-4169
Eli Pinney	9989 Concord Road	746-2170
Glacier Ridge	7175 Glacier Ridge Blvd.	849-8415
Griffith Thomas	4671 Tuttle Road	746-4170
Indian Run	80 W. Bridge Street	746-4172
Mary Emma Bailey	4900 Brandonway Drive	746-4173
Olde Sawmill	2485 Olde Sawmill Blvd.	746-4174
Riverside	3260 Riverside Green Dr.	746-4175
Scottish Corners	5950 Sells Mill Drive	746-4176
Wyandot	5620 Dublinshire Drive	746-4178

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PROGRAM HIGHLIGHTS

Dublin Latchkey, Inc operates independently as a non-profit organization. The program is licensed by the Ohio Department of Job and Family Services as a before and after school child care program for students in Grades K-5. The purpose of the program is to provide a warm, supportive environment, which enhances the child's self-image and self-confidence. Dublin Latchkey's primary focus is the development of social, emotional, physical, cognitive and recreational skills. The supplies, equipment and curriculum are carefully selected to ensure that Dublin Latchkey supplements and enhances family life.

Dublin Latchkey teachers are warm and friendly. Each has a genuine love for and a desire to work with children. All of our teachers either have a degree and/or experience with groups of children. Although the program is in session four and three-quarters (4 $\frac{3}{4}$) hours a day, it is a full-time commitment for the teachers. The Lead and Assistant Teachers attend monthly staff meetings and prepare and submit lesson plans. In addition, all staff members receive training in such areas as child abuse, first aid and communicable disease, child development, nutrition, before and after school childcare management, curriculum planning, music, art, day care administration, parent/family interaction and other areas determined by the directors. At least one (1) teacher at every school site is CPR certified. Every Lead Teacher attends a six (6) hour workshop provided by the Ohio Department of Job and Family Services on current State Day Care Licensing laws. In accordance with Senate Bill 38, all teachers hired after November 1, 1993 must also complete a criminal background check. The teacher/pupil ratio shall never exceed 1-18 and maximum group size is 2-36. In an effort to provide the best possible childcare setting, on most days Dublin Latchkey strives to achieve a 1-12 teacher child ratio. Dublin Latchkey operates as a group setting and does not provide one-on-one care. The maximum group size is limited by state licensing.

The curriculum consists of planned crafts, homework assistance, games, science, drama, music, language arts, gross motor and creative recipe activities. The site provides each day with a balance of both quiet and active play suitable to the age and abilities of the children. Please send children in clothing suitable to participate in craft making and playing outdoors. Please inform the staff on additional instructions concerning the wearing of outdoor garments for your child in questionable weather.

Dublin Latchkey arranges special events and guests periodically throughout the year. Parents are welcome to visit our programs at all times. In rare situations, if visitations cause disruption or distract staff from their supervisory duties, visitation may be limited. Parents are encouraged to visit the special events held at their child's school site. Please feel free to notify the Lead Teacher or Director if you may have any ideas or suggestions that would interest the children.

The mission of Dublin Latchkey, Inc is to meet the needs of the children, families and schools in the community. We strive to ensure that all Dublin Latchkey children in our community have a safe and nurturing environment, which provide developmentally appropriate activities in a before and after school environment. Dublin Latchkey distributes surveys for parents annually during the month of January. We are always looking for ways to improve the program and meet the needs of parents and the community. If you have a suggestion or concern about Dublin Latchkey, Inc, please contact a Director at the office by calling (614) 793-0871 or emailing at dublinlatchkey@sbcglobal.net. In rare situations, if calls or emails become unproductive, they may be limited.

A nutritious afternoon snack containing two (2) out of the (4) food groups is provided at each of the sites. Current dated menus for the entire week are displayed at the parent table. If desired, a parent, custodian or guardian of a child enrolled in our program may provide additional snacks that include at least two (2) of the four (4) basic food groups. Those food groups include meat/meat alternative, bread/grains, fruit/vegetable and milk. Any food item contributed for any snack time, special event, party or celebration must be prepackaged. Only prepackaged items can be accepted. If a child has a serious food allergy or limitations on their diet, parents are required to furnish a nutritious snack on a daily basis. A space will be designated for breakfast if you wish to send it with your child.

Dublin Latchkey does not discriminate in enrollment upon the basis of race, color, religion, sex, national origin, military status or disability in violation of the Americans with Disability Act of 1990, 104 Stat. 327, 42 U.S.C. 12101 et seq. The Directors reserve the right to deny a child's admittance when the program cannot adequately serve his/her special physical, emotional or intellectual needs. The Directors may disenroll a child from the program if their needs cannot be met without fundamentally altering the nature of the program or without resulting in an undue burden to the program. The parent/guardian will be required to complete a written medical/physical care plan to assist in the care of the child if a child has a health condition or requires a medical procedure. Dublin Latchkey, Inc. requires that all children eligible for admission into one of its programs be toilet trained.

The State of Ohio Department of Job and Family Services Child Care License is posted in the Latchkey area for review. It specifies the number of children the program is licensed to serve. Forms from the health, building and fire departments and copies of the program's licensing record for the current licensing period as well as inspection reports and any complaints that may have been lodged are on site and are located at the parent table. These may also be obtained from the Ohio Department of Job and Family Services. To report suspected violations by the center, you may contact the Ohio Department of Job and Family Services (1-866-635-3748). A copy of the current law and rules governing child day care is available at the Dublin Latchkey site. A roster of the names and telephone numbers of the parents/guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests to be excluded. For your information and convenience, the weekly lesson plans, weekly menus, special events and other pertinent information are displayed at the parent table.

HOURS OF OPERATION

The daily hours of operation are Monday – Friday from 7:05 a.m. until 9:00 a.m. and from 3:35 p.m. until 6:00 p.m. It is important that the Dublin Latchkey areas be vacated by 6:00 p.m. as they are often rented to other groups at that time.

INCLEMENT WEATHER POLICY

Dublin Latchkey, Inc. follows the Dublin City Schools calendar and is open only when school is in session. **If school is cancelled prior to the beginning of the school day Dublin Latchkey is closed.** If Dublin City Schools announce a school closure during morning Latchkey hours, you must return to pick up your child(ren). **If Dublin City Schools announce an early release, Dublin Latchkey will not operate in the afternoon, and you must make other arrangements for your child(ren).** A “Plan of Action” form needs to be filled out by the parents/guardians that list the arrangements made. **Dublin Latchkey, Inc. will be in session during Dublin City Schools planned late arrival days, from 7:05 a.m. until 11:00 a.m.** (when children are released to classrooms). Please note that we can only accommodate our currently enrolled a.m. students for these days due to teacher/child ratios. **If Dublin City Schools announce a one (1) or two (2) hour delay due to inclement weather, there will be no morning session of Dublin Latchkey.**

OUTDOOR PLAY

Dublin Latchkey believes that fresh air and outdoor exercise are refreshing and healthy. School sites will provide daily outdoor play when weather and safety conditions are suitable. Indoor large muscle play will be provided in the commons area or gym if weather conditions are too hot, too cold, when it is raining or lightening, or when air quality is poor. **Students should dress appropriately for the weather.** Dublin Latchkey will follow Dublin City Schools guidelines for going outside to play. (All the following temperatures include the wind chill effect.) For temperatures below 20 degrees, there will be no outside play. For temperatures 21 degrees and above, there will be outside play. Please provide sunscreen for your child if you are concerned about skin protection when the sun is out.

DAILY SCHEDULE

The following is the general basic Dublin Latchkey schedule (**schedule may vary at each site**):

Sample AM Schedule:

7:05 – 8:20 a.m. – Crafts/table games/free play/homework/enrichment activities/use of gym

8:20 – 8:30 a.m. – Clean up and bathroom

8:30 – 8:45 a.m. – Group time/sharing/games

8:45 – 8:55 a.m. – Gather belongings and dismissal

Sample PM Schedule:

3:35 – 3:45 p.m. – Welcome/store belongings/attendance

3:45 – 4:00 p.m. – Group time-sharing/games/homework/crafts/enrichment activities

4:00 – 4:20 p.m. – Bathroom/snack

4:20 – 5:55 p.m. – Outdoor play/gym/homework/continue crafts & activities

ENROLLMENT

Dublin Latchkey, Inc. is a **NON-PROFIT** organization and is totally dependent upon user fees for its operation. The annual cost of childcare is divided into nine (9) equal payments: *August/September – May/June*. An annual registration fee provides funds for insurance

payment and yearly start up supplies and expenses. There are two (2) categories of students: *full-time and part-time*. Full-time students attend up to every day during the month for each session they are enrolled. Part-time students attend 12 times or less during the month for each session they are enrolled. An additional charge of \$12.00 per morning and \$15.00 per afternoon will be assessed to those exceeding 12 visits. Dublin Latchkey, Inc. offers a limited number of part-time spots at each school site, which are filled on a first come, first served basis. Attendance for part-time students during the months of August/September and May/June are combined for a total attendance of 12 times per session enrolled. Example: Your child may attend 12 times or less for May and June combined. If you exceed 12 times there will be an additional charge of \$12.00 per morning and \$15.00 per afternoon session. Parents of part-time students will be given a monthly attendance schedule to fill out and return. It is important that this is done on a regular basis so that your site can plan for the days your child(ren) will be in attendance. Children enrolled in only one end of the day cannot exchange an a.m. session for a p.m. session and vice versa. All forms must be completed entirely and submitted in person to our main office located at 5970 Venture Drive, Dublin, Ohio 43017. The first month's tuition and yearly registration fee are due at the time of registration. You will be given a "start day" at that time and may begin attending on that date

PARENT PARTICIPATION

1. Any parent or employee who needs assistance with problems, concerns or complaints about the Dublin Latchkey site may speak to their teachers or call the Director at (614) 793-0871 for help. All staff welcomes your suggestions and concerns. If a problem or concern requires more than a minute or two, the teacher may suggest or require that a parent schedule an appointment or time to talk when the teacher does not have supervisory or other duties.
2. If you wish to contribute your time or talent, please notify the appropriate site. Your participation enhances the program.
3. Lead teachers are available on site to discuss children's needs and progress. Please feel free to discuss these needs briefly when picking up your child. Conferences may also be scheduled at that time.
4. Any parent, custodian or guardian of a child enrolled in our program shall be permitted unlimited access to their child's program during all hours of operation for the purposes of contacting their child(ren), evaluating the care provided by our teachers or evaluating the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. However, in rare situations, if visitations cause disruption or distracts staff from their supervisory duties, visitation may be limited. Upon entering the premises, the parent, custodian or guardian shall notify the Lead Teacher of his/her presence.

POLICIES AND FEE STRUCTURE FOR 2009 - 2010

1. Notification of any medical, emotional or physical condition is required before enrollment into Dublin Latchkey, Inc. This information is needed to adequately provide for the health, the safety and the welfare of the children in the program. The Director will arrange a conference time at your convenience, if necessary.
2. Dublin Latchkey, Inc. offers a limited number of part-time spots at each school site. Any student registered as full-time (a.m. or p.m.) at the beginning of the school year (August/September) **MAY NOT** change their status to part-time until January 1st – *subject to the availability of a part-time opening at the site and session and approval by the main office.*
3. Failure to notify your child's program of any absence will result in a five- (5) dollar fee. Notification can be conveyed directly to a Dublin Latchkey personnel, by a written note given directly to a Dublin Latchkey teacher, a note written in the proper section of the sign in/out book or by calling the Dublin Latchkey, Inc. school site cellular telephone number listed on the front page of this Parent Handbook. Telephone notification must be done no later than 3:15 p.m. The safety of the children is Dublin Latchkey's priority. A search process is in effect when a child does not arrive as expected and does not end until the child is found. The process consists of checking and rechecking the site's voice mail messages, checking with the school office, searching the classroom, halls and the restrooms. Parents and/or emergency designees are contacted as well. This is a stressful process that removes one (1) teacher from the entire group of children. For the safety of your child and the other children in the program, please call your school site's voice mail when your child is absent. Your consideration in avoiding this time consuming and disruptive process is appreciated.
4. Planned absences from Dublin Latchkey care, up to one (1) month in length, will pay half of the full time fee in order to reserve their space at their site for the following month. **This fee must be pre-paid at our main office, 5970 Venture Drive, Dublin, Ohio 43017 and is non-refundable. Spots will be held for one (1) month only per school year.** This is a one (1) time only occurrence. If the program is not full, only a re-entry fee of fifteen (15) dollars is charged. In either case, the Site Director must be notified. If the absence is less than a month, the regular fee applies.
5. Dublin Latchkey, Inc. is not responsible for any items from home that are lost or stolen.
6. Registration and initial payment fees are **NON-REFUNDABLE**. *Exception: If the child had been removed from the Dublin City School District, and we are notified by the child's new school by August 1st, the initial payment fee may be refunded.*
REGISTRATION FEES ARE NON-REFUNDABLE IN ANY CASE.
7. A thirty (30) dollar charge is assessed for a returned check. After two (2) returned checks, payment must be made in the form of a money order. Cash is **NOT** accepted.
8. Children may not be signed in before 7:05 a.m. Children need to be picked up by 6:00 p.m. Beginning at 6:00 p.m., you will be charged \$1 for every minute per child that you are late. If you or your emergency designee has not picked up your child by 6:25 p.m., the police and Franklin County Children's Services may be contacted. **After two (2) late pick-ups, a conference will be held between the Director and the parents. It is at the Director's discretion when a child will be dismissed from the program due to continuous late pick-ups, and such dismissal may occur after two (2) late pick-ups.**

9. Emergency Contacts: Parents cannot be listed as emergency contacts. At least one person must be listed who can be contacted in the event of an emergency or illness if parents cannot be reached. Any person listed should be able to assist in contacting the parent and at least one person listed must be within one hour of the site and able to take responsibility for the child in case the parent cannot be contacted.
10. Two (2) week's notification is appreciated to withdraw from the program. Please call (614) 793-0871 to give notification. Withdrawal will be effective on the first of the following month.
11. Employment of Dublin Latchkey staff by parents for personal childcare is at the parent's own discretion and is not monitored by Dublin Latchkey. Parents are responsible for investigating the backgrounds of potential personal caregivers. Dublin Latchkey assumes no responsibility for the actions of employees beyond Dublin Latchkey hours.
12. **Dublin Latchkey requires that any changes in information given on a child's original enrollment forms be submitted, in writing, to the site's Lead Teacher immediately. This would include, but is not limited to, change of employment (and telephone number change), change in home telephone number, etc. Any change in pick up restrictions affecting a natural parent must be accompanied by legal documents to support the requested change. The other parent may be notified of any such requested change.**
13. Dublin Latchkey, Inc. has a zero tolerance policy for violent and disruptive behavior from parents and children. Verbal or physical aggression is grounds for immediate suspension or dismissal. The presence of a weapon or threat of a weapon is grounds for immediate suspension or dismissal from our program. We value the safety of our children and staff.
14. If, in the opinion of our staff, a parent or guardian appears to be unable to safely transport his/her child(ren), we will suggest an emergency designee be contacted for this purpose. Should the parent or guardian refuse, Dublin Latchkey, Inc. will notify the proper authorities.
15. Dublin Latchkey, Inc. reserves the right to inspect backpacks and/or clothing as long as it is reasonable at inception and in scope.
16. If payment is not received by the 15th of the month, your child may not attend until we receive payment, unless an arrangement has been made with a Director.

PAYMENT

Payments are due on the first (1st) school day of the month and are considered late on the fifth (5th) school day of the month. A late fee is then added and increases on the fifteenth (15th) of the month (see fee section) Please make payments by check or money order. Make checks payable to Dublin Latchkey, Inc. and put in the school site's payment box. DO NOT send payments with your child. A registration fee and first (1st) month's tuition are required

at the time of registration. There is a discount for siblings. **Payments are NON-REFUNDABLE.**

FEES FOR 2009-2010 SCHOOL YEAR

STATUS	FIRST CHILD	SECOND CHILD
Monthly Full-time A.M.	\$ 118.00	\$114.00
Monthly Full-time P.M.	\$ 182.00	\$176.00
Monthly Part-time A.M.*	\$ 88.00	\$ 85.00
Monthly Part-time P.M.*	\$ 131.00	\$126.00
Monthly Full-time A.M. & P.M.	\$ 300.00	\$290.00

*Attends 12 times per month or less per session enrolled

MISCELLANEOUS FEES

Registration fee	\$35.00/child	\$45.00/family
Late payment fee	\$ 5.00	\$10.00 on the 15 th of month
Returned check fee	\$30.00	
Late pick-up fee	\$ 1.00 per minute beginning at 6:00 p.m.	per child
Failure to notify absence fee (Per occurrence)	\$ 5.00	

HEALTH POLICIES

The following forms, required by the Ohio Department Job & Family Services, must be completed and filed on site before attendance. Emergency forms must be updated as changes occur and annually thereafter. Dublin Latchkey, Inc. reserves the right to exclude children if the parents are unwilling to sign consent for transportation in case of an emergency.

1. **EMERGENCY/HEALTH RECORD** – each child must have on file the first (1st) day of attendance. (This form is double sided).
 - a. The **emergency** portion **MUST** contain parental consent for transport, work telephone numbers, addresses and telephone numbers of both parents and the addresses and telephone numbers of at least one (1) person able to assume responsibility for the child in the event the parents cannot be reached and their relationship to the child. At least one (1) person listed must be within one hour of the site. This form must also contain the names, addresses and telephone numbers of the child's physician and the preferred hospital.
 - b. The **health record** portion must list the following:
 - Allergies (food, medication or environmental)
 - Special health or medical conditions
 - Medications, food supplements or medical food currently using
 - Dietary restrictions, including those for medical, religious or cultural reasons
 - History of hospitalization
 - History of disease

2. JFS 01235 "Medical/Physical Care Plan" as required by form JFS 01234
3. JFS 01217 "Request for Administration of Medication" when a child needs to be administered medication during Dublin Latchkey hours (this form is available, however it is preferred that all medications be stored and administered by the school office).
4. Emergency Transportation Authorization. Dublin Latchkey, Inc. reserves the right to refuse admittance to any of their programs should the parent/guardian not give permission to transport.

COMMUNICABLE DISEASE POLICY

There will be at least one (1) person on site trained in the prevention, recognition and management of communicable disease who will observe the children daily. The Ohio Department of Health's "Child Care Communicable Disease Chart" is located in the Dublin Latchkey area. Please do not send your child to school if he/she displays any of the following symptoms:

1. Diarrhea (more than one (1) abnormally loose stool within a 24 hour period)
2. Severe coughing causing a child to become red or blue in the face or to make a whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis, redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
6. Temperature of 100 degrees Fahrenheit taken by axillary method in combination with any other signs of illness (*teacher may use own discretion of any temperature amount*).
7. Untreated, infected skin patch(es), unusual spots or rashes
8. Unusually dark urine and/or gray/white stool
9. Stiff neck with an elevated temperature
10. Sore throat or difficulty swallowing
11. Vomiting more than one time or when accompanied by any other sign or symptom of illness
12. Evidence of untreated lice, scabies or other parasitic infection

A child who displays any of the above symptoms will be immediately isolated and his/her parents will be contacted to pick up him/her immediately. The isolation area is adjacent to the Dublin Latchkey area and within sight and hearing distance of the staff. The child will be provided with a cot and/or mat. The cot will be cleaned and sanitized before it is used again by another child. In the event that a child's temperature rises to 103 degrees and/or vomiting or diarrhea becomes frequent, the life squad will be summoned if the parents or guardian cannot be located.

Please contact the staff immediately if your child contracts a communicable disease. Parents will be notified of any occurrence of a communicable disease by posting a sign on our parent board. A child may return to the program after 24 hours if no sign of communicable disease exists when checked by a staff member. The child may return prior to 24 hours with a note signed by a physician. If a child has been absent from school during the entire day, the child **MAY NOT** attend the p.m. session of Dublin Latchkey.

A mildly ill child, one with symptoms of a low-grade temperature (*teacher's discretion*), a runny or stuffy nose or a child returning following an illness will be expected to follow the normal routine.

A teacher who displays any of the above symptoms of communicable disease **WILL NOT** be permitted in the program. A teacher may return after 12 hours if there is no indication that a communicable disease is present. A substitute will be contacted in a teacher's absence.

MANAGEMENT OF ILLNESS

Dublin Latchkey, Inc. will not administer any medications unless there is no alternative. If there is no other alternative, a JFS 01217 "Request for Administration of Medicine" must be completed by a physician before a staff member (medication forms available on site) can administer any medications. A parent/guardian must also sign the form. Medications must be in the original container with the directions for administering to the child. Upon receipt of the medication, a staff member shall verify the amount of medication brought and indicate that amount on the medication log form (staff and parent must initial). Staff of Dublin Latchkey will document each time medication is administered to the child on the medication log. This log will remain with the child's file at the school site. Any unused medication unclaimed by the parent will be destroyed by a staff member with a witness when a prescription is no longer to be administered or at the end of a school year.

No employee who is authorized by Dublin Latchkey to administer a prescribed drug and who has a copy of the most recent statement would be liable to civil damages for administering or failing to administer the drug, unless the staff member acted in a manner that would constitute "gross negligence or reckless misconduct."

Children shall be permitted to carry and use, as necessary, an asthma inhaler, provided the child has prior written permission from his/her parent and physician and has submitted appropriate form. The physician must represent in writing that the immediate administration of such medication during bronchial spasm(s) is medically indicated in that delay in such administration could have significantly adverse medical consequences. Any parent or guardian requesting that a child carry and use an asthma inhaler shall release from liability and indemnify Dublin Latchkey, Inc. and its employees for damages or injury resulting from use, misuse or nonuse of such medication, except if Dublin Latchkey or its employees are grossly negligent or engage in reckless misconduct. The child should use the inhaler under supervision of a staff member and the incident will be documented on the medication log.

SAFETY POLICY

Dublin Latchkey, Inc. affirms that all reasonable procedures will be taken to insure the safety and well being of the children enrolled. In order to accomplish that duty, the following rules apply:

1. **NO** child is released to anyone other than his/her parents or designees. If the person responsible for picking up the child is not on the emergency list, it is acceptable for the parent to leave a message at the child's site location indicating the person picking up the child that day, write a note to the teacher or communicate to the teacher in person. A

photo ID will be checked by our staff of all persons who pick up the child other than the parents/guardians.

2. Parents/Guardians that have custody of their children will be allowed to designate others to pick up their children. If there is shared custody between parents, either parent will be allowed to designate others to pick up their children. If custody lies with one parent, legal documentation is needed to prove this and only that parent will be allowed to designate other contacts to pick up their child (ren).
3. Anyone picking up a child from any Dublin Latchkey, Inc. program that is unknown to the Dublin Latchkey teachers will be asked for identification in the form of a photo ID (valid driver's license or state identification card). Information from the driver's license or state identification card will be recorded and kept on file for safety purposes.
4. Written permission from parent/guardian is required to release a child to anyone under the age of 16 years of age.
5. Children are permitted to run errands inside the building or use the restroom alone or in groups of no more than six children (Exception: Indian Run and Riverside) without adult supervision as long as they are within hearing distance of a staff member, they are checked every five minutes, and the restroom is for the exclusive use of Dublin Latchkey at the time. Also, a group of six or fewer children, fourth grade or older, may engage in activities which pose no physical risk to their safety in a room without a staff member, as long as the staff member can see or hear the children at all times and checks on the children at least every five minutes.
6. Weather Alert Procedures (*posted in Latchkey area*):
 - a) Fire Drills – practiced monthly
 - b) Tornado Drills – practiced in the Spring

* a telephone is available for emergencies
7. For all general emergencies, children will be evacuated to a safe location (location will vary at each school site). 911 will be called and staff will be responsible for making sure that all children are accounted for once children are safe and attendance is taken. Staff will carry cellular phones and call all parents to inform them of emergency and advise parents to pick up their children.
8. Parents are responsible for bringing in and picking up their children directly to and from the childcare staff members, as well as signing in and out their children in the sign in and out book provided to them at the parent table.
9. **Dublin Latchkey students will take NO field trips.**
10. Aerosols are **NOT** permitted.
11. Injuries:
 - a) Minor injury – treated by staff member

- b) Serious injury – treated by staff member and parent notified immediately. If a staff member cannot treat the child’s injury, the Life Squad will be contacted and parents notified immediately. If the parents have not arrived by the time Life Squad leaves for the hospital, a staff person will accompany the child to the hospital until parents arrive.
 - ❖ All teachers are trained in American Red Cross Multi Media Standard First Aid at the beginning of the school year if they are not yet certified.
12. Staff are required by law to fill out an incident/injury report for the following reasons (One copy is given to the parent and the other copy is placed into the child’s file):
- a. Illness, accident or injury which requires first aid treatment
 - b. A bump or blow to the head
 - c. Emergency transporting
 - d. Unusual or unexpected event which jeopardizes the safety of children or staff
- The parent/guardian must sign the incident/injury report on the day the incident/injury occurs.
13. At least one (1) person trained in child abuse prevention and recognition is on site.
- ❖ Dublin Latchkey staff is required by law to report to Children’s Services or to law enforcement any suspicion of child abuse or neglect or if a child faces a threat of suffering abuse or neglect. Dublin Latchkey strives to protect children from abuse and neglect.

SUPERVISION OF CHILDREN

Upon the arrival and departure to and from the Dublin Latchkey site, all children will check in and out with their home base teacher for attendance purposes. Children are under the teacher’s direct supervision at all times with the following exceptions:

1. A parent or guardian must sign a permission slip in order for a child to participate in specified activities conducted in the building. The permission slip indicates the child’s name, nature of the activity, location of the activity, arrangements for transporting children to and from the activity, time period for which permission is given, the starting and ending time of the activity and parent or guardian’s signature and date.
2. Children are permitted to run errands inside the building or use the restrooms alone or in groups of no more than six children (Exception: Indian Run and Riverside) without adult supervision as long as they are within hearing distance of a staff member, they are checked every five minutes, and the restroom is for the exclusive use of Dublin Latchkey at the time. Also, a group of six or fewer children, fourth grade or older, may engage in activities which pose no physical risk to their safety in a room without a staff member, as long as the staff member can see or hear the children at all times and checks on the children at least every five minutes.
3. With mutual agreement between the parent/guardian and the site, children may be permitted off the premises for specific activities when the parent/guardian has given

written permission. The written permission will be kept on file and will specify the child's destination, arrangements for transportation to and from the activity, time of arrival and departure, as well as the duration in which the permission is given.

4. Several children enrolled in a Dublin Latchkey, Inc. program are transported to and from Dublin Latchkey sites by either Dublin City Schools or by transportation arrangements made by parents/guardians. The children are under the supervision of the driver while being transported. Arrangements must be made for the child(ren) to be accompanied in and signed into the Dublin Latchkey program area upon arrival.

BEHAVIOR MANAGEMENT

All employees of Dublin Latchkey, Inc are responsible for ensuring that reasonable, developmentally appropriate child guidance and management techniques are followed. The following techniques are used in disciplining the children:

1. Setting clear limits
2. Redirecting the child to an appropriate activity
3. Showing children positive alternatives
4. Modeling the desired behavior
5. Reinforcing and praising appropriate behavior
6. Encouraging children to control their own behavior, cooperating with others and solving problems by talking things out
7. Separation from problem situations
8. Reviewing the reasons why children are separated and explaining the behavior that is expected

According to Licensing Rule 5101:2-12-22, when children's behavior is unacceptable, the child care staff member shall not:

1. Abuse, endanger or neglect children
2. Utilize cruel, harsh, unusual or extreme techniques
3. Utilize any form of corporal punishment
4. Delegate children to manage or discipline other children
5. Use physical restraints on a child
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control
7. Place children in a locked room or confine children in any enclosed areas
8. Confine children to equipment such as cribs or high chairs
9. Humiliate, threaten or frighten children
10. Subject children to profane language or verbal abuse
11. Make derogatory or sarcastic remarks about children or their families
12. Punish children for failure to eat or sleep or for toileting accidents
13. Withhold any food (including snacks and treats), rest or toilet use
14. Punish an entire group of children due to the unacceptable behavior of one or a few
15. Isolate and restrict children from all activities for an extended period of time.

Physical assistance will be used to prevent a child from hurting others, himself or attempting to leave the Dublin Latchkey area unattended. When a child's behavior is inappropriate, the

teacher will approach the situation in a pleasant manner, redirect the child's actions and offer a solution to the problem while remaining fair and consistent. If this is ineffective, the teacher will use isolation. Isolation will always be within sight and hearing distance of the Dublin Latchkey area and will equal one minute for every year old the child is. Physical punishment is not used. A "behavioral slip" is used for chronically inappropriate behavior problems, such as: physical violence, deliberate violation of rules, etc. This slip is given to the parents for their signature. After three (3) behavioral slips have been issued, the parents will be called in for a conference with the Dublin Latchkey teacher and Director. At this time, the Director will communicate and consult with parents about a specific behavior management plan. This specific behavior management plan will be in writing and must be signed by the parent/guardian. This may result in either a Dublin Latchkey suspension or dismissal from the program. Parents will be given 24 hours notice for dismissal or suspension. No reimbursement of fees paid is given for the days during a child's suspension. However, in some circumstances, immediate dismissal may be deemed necessary. Chronically 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 Dublin Latchkey time. If a child cannot adjust to the program setting and behave appropriately, the parent may be asked to find alternative childcare.

DIVORCE/SEPARATION POLICY

It is the mission of Dublin Latchkey, Inc. to be a support to families and to promote positive development for children. We recognize that many families are in transition and have experienced divorce and separation. In order to provide the best possible care for your child, who is our main priority, we feel that it is imperative that we be able to maintain good relations with all the significant adults in his/her life. If this is not possible, your child or children may be disenrolled. The Directors ask that you make an appointment to meet privately with them and the Lead Teacher in order to discuss any matters of importance in relation to the divorce/separation and any other issues that may help us in the care of your child. It would be helpful to discuss the child's general feelings as you see it so we may be appropriately responsive to your child when he/she is with us. In an effort to minimize situations which may be uncomfortable for you, your child and our staff, we ask that parents refrain from talking about custody issues, visitation disputes and problems with, or talking negatively about the child's other parent in front of the children. Please note, we cannot deny a parent access to their child upon the word of the other parent unless we have a copy of a court order stating that this is the case. Once again, it is the child's well being that is our main priority and we need to be able to maintain good relations with both parents.

Regarding custody matters, PLEASE UNDERSTAND by enrolling your child YOU ARE AGREEING to Dublin Latchkey's rules: All parents/guardians listed on the Child Enrollment and Health Information shall be authorized to pick up your child **on any day** that Dublin Latchkey is in session. Copies of official court documents must be provided before Dublin Latchkey can restrict a parent from picking up his or her child. **Parents with joint custody are required to agree** prior to returning this paperwork to Dublin Latchkey **on all persons listed** as persons granted permission to pick up the child **on any day** Dublin Latchkey is in session. If Dublin Latchkey receives a completed permission to pick up list, you will be deemed to have agreed upon the list, and Dublin Latchkey will release to any

person who is on the list on any day. Again, joint custody parents must agree on the list before the list is returned to Dublin Latchkey.

EMERGENCY EVACUATIONS

In case of an environmental emergency such as fire or tornado/weather alert, consult the posted evacuation plan/diagram to the “safe place” your child will be. This is posted on the tri-fold board at the parent table.

If there is an emergency evacuation due to a bomb threat, gas leak, etc, please see the location below where your child can be picked up:

Bailey Elementary:

Primary Evacuation Location: Outside back doors of school to playground.

Secondary Evacuation Location: Wyandot Elementary School, 5620 Dublinshire Dr

Chapman Elementary:

Primary Evacuation Location: Outside front doors of school

Secondary Evacuation Location: Dublin Baptist Church, Sawmill Road

Deer Run Elementary:

Primary Evacuation Location: Outside back doors of school to playground

Secondary Evacuation Location: Grizell Middle School

Glacier Ridge Elementary:

Primary Evacuation Location: Blacktop area behind school building

Secondary Evacuation Location: Baseball diamond near the parking lot

Indian Run Elementary:

Primary Evacuation Location: Field behind the school

Secondary Evacuation Location: Sells Middle School, 150 W Bridge St

Olde Sawmill Elementary:

Primary Evacuation Location: Playground behind school building

Secondary Evacuation Location: Near bike rack in front of school

Eli Pinney Elementary:

Primary Evacuation Location: Blacktop area behind school building

Secondary Evacuation Location: Baseball diamond near parking lot behind school

Riverside Elementary:

Primary Evacuation Location: Front door end of sidewalk

Secondary Evacuation Location: Connie Denny’s home or Friendship Village

Scottish Corners Elementary:

Primary Evacuation Location: Blacktop playground through back doors of commons area

Secondary Evacuation Location: Office building across the street from school

Thomas Elementary:

Primary Evacuation Location: Outside back doors

Secondary Evacuation Location: Office building west of the school

Daniel Wright Elementary:

Primary Evacuation Location: Under the flag pole in front of the school

Secondary Evacuation Location: Baseball Diamond behind school

Wyandot Elementary:

Primary Evacuation Location: Field behind north end of school

Secondary Evacuation Location: Prince of Peace Lutheran Church, 5475 Brand Rd

THANK YOU!!!

Thank you for choosing Dublin Latchkey, Inc. as your childcare provider. Our organization's commitment in the development of children is exceptional. Our sites provide a pleasant, positive environment suitable for learning and various activities for children to participate in.

Dublin Latchkey is aware that selecting a childcare program is a difficult decision for parents. It is also a significant adjustment for both the child and the parents. Our programs strive at making this transition a subtle and pleasant experience for the parents as well as the children. You may receive a call from the Lead Teacher sometime the week before school starts to answer any questions you might have and for you to let them know your child's first attendance day and their normal attendance schedule.

If you have a question, comment or concern, please call our office at (614) 793-0871.