



LATCHKEY

Parent Handbook

Summer Camp: Latchkey Summer Camp is offered for 8 weeks during the months of June, July, and August. There are 6 camp locations, one in Flour Bluff ISD, one in Calallen ISD, and 4 in Corpus Christi ISD (Actual site locations rotate each year). Hours of operation are 7:30 am to 6 pm. Breakfast, lunch, and an afternoon snack are provided. Participants also attend weekly field trips and water activity. Transportation for field trips is contracted with each ISD. Staff will only apply spray on sun screen provided by the Parent/Guardian of the child.

Delinquent Fees/Returned Checks: Delinquent or late fees must be paid before child may attend the program. Insufficient checks are handled by Central Cashiering Located at City Hall. If check is returned, payment by check authorizes Central Cashiering to draft or electronically debit customer's checking account for the amount of the check plus service fees and charges as allowed by law.

Vacation Station: Latchkey Vacation Station is offered during Thanksgiving, Winter, and Spring Breaks. Vacation Station is held at Galvan Elementary School. Hours of operation are 7:30 am to 6 pm.

Tuition Assistance:

WorkForce-The Latchkey Program contracts with WorkForce Solutions of the Coastal Bend to offer tuition assistance to qualifying families. Authorization and assessment of fees will be determined by WorkForce. For more information call (361) 882-7491.

Scholarships-Participants must first apply with WorkForce. If denied or put on the waiting list then you may apply for the city's scholarship. Scholarship fee will be based on income eligibility guidelines. Applications must be submitted and approved before scholarship fee is effective.

**Tuition Fees for Corpus Christi ISD Locations
(as of February 1, 2018)**

Afterschool Monthly Fees

1st child \$109 Each additional child \$94

August Fee To be determined

November, December & March Fee

1st child \$97 Each additional child \$87

Pro-Rated Fee \$60 per child registering with 10 school days or less in a month

Summer Camp Fee: \$99 per child/per week

Vacation Station: \$30 per child/per day

Daily Drop In per Child: \$25/Afterschool \$30/Summer

Scholarship: \$70/Afterschool & Summer \$25/Vacation Station

Late Payment Fee: \$20

Subject to change pending budget approval

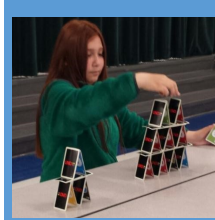
Tuition is due on or before the 1st calendar day of each month.

Late Payment Fees will be assessed on the 2nd. Students will be considered non-registered participant on the 3rd day and sent to the office if payment is not made.

Summer late payment fees are assessed on Monday afternoon.

Only check or money order is accepted at the sites.

Online payment is available during the school year.



Please do not bring cell phones, tablets, electronics, or toys from home.



Welcome to the City of Corpus Christi Parks & Recreation-Latchkey Program. The program is designed to meet the needs and interests of children in a safe and positive environment. This handbook is a guide to understanding the policies and procedures of the Latchkey Program. Please read it carefully and retain it for reference throughout the year. If you have any questions, please speak with your child's site director. It is offered in cooperation with the Corpus Christi, Calallen, and Flour Bluff Independent School Districts:

Corpus Christi ISD School Sites

Barnes	Garcia	Kolda	Montclair	Webb
Berlanga	Galvan	Meadowbrook	Moore	Windsor Park
Calk-Wilson	Hicks	Menger	Sanders	Woodlawn
Club Estates	Houston	Metro-E	Schanen	Yeager
Dawson	Jones	Mireles	Smith	

Calallen ISD School Sites: East Magee Woodriver

Flour Bluff ISD School Sites: Primary Early Childhood Center Intermediate

The Latchkey Program is licensed by the Department of Health and Human Services. The program follows the Minimum Standards Guidelines for Texas School Age and Before or After School Programs.

The program strives to:

- Provide a safe, supervised environment for children
- Provide quality recreation experiences and enhance participant leisure skills
- Develop physical skills and coordination
- Develop a positive self image through participation and achievement

Safety is the number one priority for the Latchkey Program. We follow the school district's guidelines prohibiting weapons, tobacco and alcohol on campuses. Outdoor playground equipment might not meet licensing standards as specified in the Department of Health and Human Services Minimum Standards.

For more information call (361) 826-3499 or visit ccparkandrec.com

The City of Corpus Christi promotes participation regardless of race, color, national origin, sex, age, religion, political belief or disability. Reasonable accommodations are provided upon request and in accordance with the Americans with Disabilities Act. A Reasonable Accommodation Form is provided to all parents of children registered in the Latchkey Program. Upon request, this information can be available in large print or digital file.

Enrollment

Parent/Guardian must complete and sign registration card before the child may attend

- Tuition must be paid before the child is admitted into the program
- It is the parent's responsibility to keep all registration information current
- Parent's will receive written notice of any program or policy changes in a timely manner.
- Children with food allergies Must turn in a complete Food Allergy Emergency Plan **BEFORE** child may start.

Attendance Requirements: Each participant must meet the following requirements with or without reasonable accommodation:

- Be between 5 and 13 years old
- Be able to take responsibility for and handle his/her own personal hygiene
- Be able to administer his/her own medication
- Be able to follow instructions and comply with Latchkey rules and guidelines
- Not pose an imminent threat of physical harm to himself/herself or others
- Be able to take responsibility for and handle interaction with others
- Be able to participate without lifting assistance from staff
- Immunization records, screening records and tuberculosis results must be on file at the school's office

Parental Action Notice: Parents/guardians must be responsible for their actions and the actions of all authorized persons listed on the registration form. The City of Corpus Christi Parks and Recreation Department reserves the right to refuse service to anyone if there are any safety concerns to children or staff. Examples include: offensive conduct or language, under the influence of alcohol or intoxicating substance, failure to follow sign in and out guidelines, unresolved custody disputes, excessive late pick ups, etc.

Medication

Parent/Guardian must fill out an Authorization to Dispense Medication form. Medication must have child's full name and be in the original container. Medication will be given as stated on the label directions to the child for whom it is intended for, and will not be given after its expiration date.

Sign In/Out Procedures:

- Children must be signed in and out daily.
- Only authorized persons listed on the pick up list, with a picture ID will be allowed to sign out a child .
- Parent will be called if person picking up child is not on the pick up list.
- A Minor Sign-Out waiver must be submitted and approved if an adult cannot sign out the child. 13 years or younger will not be permitted to sign out a child.
- The City reserves the right to refuse to release the child to any person if circumstances so warrant.
- Person signing out child will be responsible for relaying information to parents.

Notification:

- The parent who registers the child is the first point of contact and is the only person who may review or modify the registration card.
- Parents may visit the program at anytime during program hours, as long as the program / activities are not affected. Parents must check in with site director for authorization if parent wants to participate in program activities. No taking pictures/videos of any children during program activities.
- Parents may review a copy of the minimum standards and the site's most recent inspection.

Activities: Children are encouraged to participate in a variety of individual and group activities which may include: music & dance, board games, organized games, fitness, arts & crafts, drama, reading, and science. Homework time during snack or end of the day.

Late Pick Up Fee: Child(ren) must be picked up no later than 6:00 p.m. late pick up fee will be assessed, \$10 every 15 minutes or fraction thereof per family. Payment is due the next school day.

Discipline and Guidance:

Latchkey staff use a positive approach by reminding children of behavior expectations daily and by using clear, positive statements and redirection to discipline when rules are disregarded or ignored. Staff will not be physically or emotionally damaging to the child. Disciplinary measures will be age appropriate to the incident and severity of the behavior demonstrated. Behavior issues are recorded on participant's registration form and parents will be notified when issues arise.

If a child behaves in a way that creates a risk to themselves or anyone else or leaves the program without supervision, the child will be suspended (temporarily or permanently). The parent will be called to pick up the child immediately.

No refunds will be granted if a child is suspended or terminated.

Depending on the severity of the infraction, one written referral may warrant up to permanent suspension from the program.

Youth Disciplinary Action Progression

Time Out	up to 1 minute per age of child
3 written referrals	1 day suspension
4 written referrals	2 day suspension
5 written referrals	3 day suspension
6 written referrals	Termination

Participant Illness: If a child becomes ill while in our care, staff will:

- Care for the child apart from other children
- Contact the parent to pick up the child
- Give appropriate attention and supervision until the child is picked up
- For minor injuries, parents will be notified and must sign incident report to be filed on site. A copy will be provided to the parent

A child must be picked up immediately if illness or behavior issues occur which require greater need for care than staff can provide without compromising the health, safety and supervision of other children.

Snack: All sites will be provided an afternoon snack if the ISD dose not provide supper. If your child has any dietary restrictions or allergies, please contact the site director. An alternate snack may be provided with a signed letter of authorization from a physician. If the parent provides the snack, the Latchkey Program is not responsible for meeting the child's daily nutritional needs.

This institution is an equal opportunity provider. "This institution is an equal opportunity provider."

Reasonable Accommodations: A Reasonable Accommodations form must be submitted for children needing to take medicine during program hours. Parents may request reasonable accommodations for their child with limited disabilities by contacting the Latchkey Office at (361) 826-3499.

Latchkey Staff: Program staff may include teachers, para-professionals, district staff and college students. All staff receive training in safety, supervision, positive discipline, age-appropriate activities, CPR and First Aid.

Employees are exempt from receiving vaccines based on age of children in our care and based on the level of risk employee presents to children.

After School Program Hours/Early Dismissal: Program hours are from the end of the regular school day until 6:00pm. Children must report to the cafeteria to be signed in by Latchkey staff. The program follows the same calendars as each participating school district from August through June. The Latchkey Program will be available on early dismissal days.

Participant Rights: Parents, guardians or child representatives have the right to be informed of procedures regarding disciplinary actions. Parents with any questions or concerns about policies and procedures please follow :

Step #1: Contact on-site director

Step #2: Contact program director or Latchkey administration at 361-826-3499

Toll Free Child Abuse Hotline: 1-800-252-5400

Parents may contact DFPS Child Care Licensing at (361) 878-3451 or visit DFPS website at www.dfps.state.tx.us

Emergency Preparedness Plan: Refer to supplemental booklet.