

# "Pirates Kidz Kove"



## Latchkey Program

2018-2019  
Handbook  
Information Guide  
&  
Registration Forms

Black River Education Center  
Room # 16

Cathy Hufenbach, Owner/Operator

Contact Information:  
330-416-6260  
pirateskidzkove@gmail.com

**Mission Statement:**

The mission of "Pirates Kidz Kove" Latchkey is to provide childcare that meets the needs of each child and family within a safe, educational environment. The program offers a loosely structured program that provides planned activities.

**Hours:**

The program will run Monday-Friday when school is in session. When Black River is delayed so is latchkey. If there is a snow day or school break latchkey will be closed. Hours will be from 6:30 a.m. until the start of school and then again from the end of the school day until 5:30 p.m. (Late fees and penalties will apply.) When schools starts late or there is any early release latchkey will be open.

**Arrival & Dismissal:**

Drop-off and pick-up will take place at the start of the front loop of the BREC near the west end of the school. **Your child MUST be dropped off at the Latchkey entrance door ONLY.** Children will only be released to names on the registration form. Unless prior arrangements have been made. (Identification may be requested upon pick up.)

During the middle school arrival and dismissal the loop may not be used. You will have to park and walk your child around or adjust drop-off and pick-up times. Approximate times will be 7:15-7:30.

**Location:**

Latchkey will be located in room # 16.

**Breakfast & Snack:**

Breakfast is available daily through the BREC for a fee, it is offered at 8:45 a.m. There will be a microwave and will be available for any child who chooses to bring their own breakfast. To provide a light snack served daily after school, a monthly charge of \$10.00 will be applied for each student. All snacks provided will be peanut free. If your child has a specific allergy or dietary restriction, you will need to provide your child their own afternoon snack and the \$10.00 fee will be waived.

**Ill Children:**

If your child is ill please do not risk the health of the other students. There will be no administered medications. All medical emergencies will be referred to the school nurse during school hours. If school nurse is not available parents will be notified, if parent cannot be contacted the emergency contact list will be used.

**Absences:**

The student's schedule changes from day to day. **If your child normally attends Latchkey on a set schedule, please notify us if he or she will be absent. Contact by phone call, text or email.**

**Sporadic Attendance:**

**If your child does not attend on a regular schedule, please let us know in advance when your child will be attending. Contact by phone call, text or email.**

**Discipline:**

Discipline focuses on self-control. Rules are in place for three main reasons.

1. To prevent possible harm to self
2. To prevent possible harm to others
3. To prevent possible damage to property

**Consequences:**

1. A child who is having problems with the guidelines of the program will be removed from the group to a designated timeout area until he or she is able to return and deal with the situation in an appropriate manner.
2. For serious or recurrent problems the parents will be notified.
3. A child may be suspended from the program up to five days for serious or recurrent infractions. Parents will be given a written notice at least 24 hours in advance.
4. If upon return to the program following a suspension and the child's behavior continues to be inappropriate, enrollment may be terminated. Parent will be given a written notice at least 24 hours in advance.

**Items From Home:**

Your child is welcome to bring items from home to play with at Latchkey but items must be school appropriate. "Pirates Kidz Kove" is not responsible for any broken, lost or stolen items. So please be aware of any items your child may be bringing to school.

**Registration:**

Any student attending latchkey must have the appropriate registration forms filled out prior to attendance. There is a \$20.00 per child / \$40.00 per family nonrefundable supply fee, due each year.

The "Pirates Kidz Kove" Latchkey program is open to all students enrolled in the Black River Local School District, including afternoon Pre-K.

**Payment:**

Pre-payment is required at the end of each week. Payments are as followed:

# of Children	Hours	Cost
1	10	\$40.00
1	20	\$80.00
2	10	\$77.50
2	20	\$155.00
3	10	\$112.50
3	20	\$225.00

The figures are based on an hourly rate of \$4.00 for the first child, \$3.75 for the second and \$3.50 for the third. If payment for service is not made your child will be unable to attend the program. Latchkey is a self-supported program. There will be a minimum of one hour charge per session. After the first hour, rates are charged as \$1.00 per 15 minutes per first child,

Payments may be made by either cash or check. Checks are to be made payable to "**Pirates Kidz Kove**". There is a \$35.00 insufficient fund fee for all checks returned from the bank. No child may attend until all financial obligations have been taken care of. (Cash or money order ONLY for anyone who has a check returned from the bank.)

**ALL forms in this packet must be filled out completely and returned to the address below along with the supply fee.**

**"Pirates Kidz Kove" Latchkey  
257 County Road 40  
Sullivan, Ohio 44880**

# "Pirates Kidz Kove"



## Registration Form

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Parent's Contact Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Schedule	Arrival time	Pick-up time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please call, text 330-416-6260 or email [pirateskidzkove@gmail.com](mailto:pirateskidzkove@gmail.com) with any changes to the schedule.

I have received and read "Pirates Kidz Kove" Latchkey Program 2018-2019 Handbook & Information Guide.

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

# "Pirates Kidz Kove"



## Authorization Form

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Emergency Contacts:

List only the names (First and Last) of those who have the authority to be contacted if I cannot contact the parent/guardian.

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relation: \_\_\_\_\_

### Allergy Information:

\_\_\_\_\_ No Allergies

Allergies:

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Treatment Plan(s):

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