

Dublin Latchkey

Parent Handbook



**5970 Venture Drive
Dublin, Ohio 43017
614-793-0871
Office email: dublinlatchkey@sbcglobal.net
Website: www.dublinlatchkey.org**

Dublin Latchkey Programs

-Dublin City Schools-

Dublin Latchkey, Inc. is an independent, community, non-profit providing before and after care educational programming district wide for Dublin City Schools for over 43 years. We serve all 15 elementary and 5 middle schools. Dublin Latchkey is not affiliated with Dublin City Schools.

DLI Main Office

Address:

5970 Venture Drive

Dublin Ohio 43017

Office Hours: 9:00am to 2:00pm

Phone: 614-793-0871

Email: Dublinlatchkey@sbcglobal.net

Website: www.Dublinlatchkey.org

School Sites

Elementary Schools

Bailey	4900 Brandonway D.	(614) 746-4173	bailey.dubkey@gmail.com
Bishop	6855 Cacchio Lane	(614) 673-5225	bishop.dubkey@gmail.com
Chapman	8450 Sawmill Road	(614) 746-4167	chapman.dubkey@gmail.com
Deer Run	8815 Avery Road	(614) 726-0332	dre.dubkey@gmail.com
Depp	9001 Gardenia Ave.	(614) 400-3395	depp.dubkey@gmail.com
Eli Pinney	9989 Concord Road	(614) 746-2170	pinney.dubkey@gmail.com
Glacier Ridge	7175 Glacier Ridge Blvd.	(614) 849-8415	glacier.dubkey@gmail.com
Hopewell	4303 Bright Road	(614) 400-4493	hopewell.dubkey@gmail.com
Indian Run	80 W. Bridge Street	(614) 746-4172	indianrun.dubkey@gmail.com
Olde Sawmill	2485 Olde Sawmill Blvd	(614) 746-4174	oldesawmill.dubkey@gmail.com
Riverside	3260 Riverside Green Dr.	(614) 746-4175	riverside.dubkey@gmail.com
Scottish	5950 Sells Mill Drive	(614) 746-4176	scottishcorners.dubkey@gmail.com
Thomas	4671 Tuttle Road	(614) 746-4170	thomas.dubkey@gmail.com
Wright	2355 W. Case Road	(614) 746-4168	wright.dubkey@gmail.com
Wyandot	5620 Dublinshire Dr.	(614) 746-4178	wyandot.dubkey@gmail.com

Middle Schools

Davis	2400 Sutter Parkway	(614) 602-7216	davis.reach@gmail.com
Eversole	9001 Gardenia Ave	(614) 725-6689	eversole.reach@gmail.com
Grizzell	8705 Avery Road	(614) 726-0112	grizzell.reach@gmail.com
Karrer	7245 Tullymore Drive	(614) 602-7698	karrer.reach@gmail.com
Sells	150 W. Bridge Street	(614) 746-4169	sells.reach@gmail.com

* Dublin Latchkey Inc will be interchangeably referred to as Dublin Latchkey, Dublin Latchkey Program(s), the organization and Latchkey in the following document.

Dublin Latchkey Programs

Mission Statement

The mission of our Organization is to meet the needs of children, families, and schools within the Dublin community. We are committed to providing a safe, educational environment that offers developmentally appropriate activities in a structured before and after-school setting.

Program Goals

- Students who participate in academic support and enrichment activities will demonstrate increased success and academic achievement, as evidenced by improved homework completion rates, stronger course grades, and greater engagement in learning.
- Students engaged in social skills and youth development activities will show improved social and emotional well-being by building positive relationships and demonstrating increased community awareness.
- Students participating in physical, health, and recreational activities will develop stronger nutrition and health practices, physical development, leadership abilities, social and emotional learning (SEL) skills, and self-confidence. Growth will be reflected through increased physical activity and enhanced overall wellness.
- By developing effective working relationships with families, schools, and the broader community, the program will increase parental and school involvement, improve coordination of services, strengthen community support, enhance overall program quality, and better meet the needs of youth and families.

Program Curriculum

Elementary

Dublin Latchkey operates fifteen elementary school sites, each uniquely developed within a consistent curriculum framework. Our program distinguishes itself by maintaining an educational foundation rather than a primarily recreational focus. While most courses and activities are elective, a limited number of structured components ensure consistency and quality across sites.

Weekly educational themes guide programming and activity planning. Each teacher delivers weekly lessons in math, science, cultural studies, and social and emotional learning (SEL). Lessons are intentionally designed to integrate engaging, hands-on activities that make learning both meaningful and enjoyable. In addition, all students participate in at least twenty minutes of reading each week.

Throughout the year, students experience a variety of special events, cultural celebrations, and guest speakers that enrich their learning. During the winter months, students may participate in focused educational offerings such as robotics, sign language, Young Rembrandts, and B.E.W.I.S.E., providing opportunities to explore new interests and expand their skills.

Middle School

The REACH curriculum is designed to support middle school students in becoming efficient learners, strong communicators, and responsible, engaged members of their communities. The curriculum is diverse in content and is organized around two primary focus areas: Life Skills (including STEM, cooking, financial literacy, and related topics) and Homework/HOPS (Homework Organization and Planning Strategies).

The educational modules include Study Skills and Test-Taking Strategies, Problem-Solving Techniques, Presentation Skills, Service Learning, Technology, Social Skills, Bullying Awareness, Teamwork, and additional Life Skills development.

Homework

Dublin Latchkey provides basic materials, a designated space, and daily opportunities for students to complete their homework; however, students are responsible for initiating and managing their work time. If you have any questions or need assistance regarding your child's homework, please contact your school's Site Director.

Community Engagement

As a nonprofit organization dedicated to the education of children, Dublin Latchkey is committed to teaching students the value of community and encouraging them to become responsible, contributing members of it. At each site, students have opportunities to participate in meaningful roles and activities—such as leading daily announcements or serving as snack helpers—that support and strengthen their Latchkey community.

In addition, each site selects a local or national charity to support throughout the year. Students learn about the selected cause, develop an understanding of community needs, and explore ways they can make a positive impact.

Healthy Bodies; Healthy Minds

Dublin Latchkey programs promote healthy living habits through its programming and education.

Food and Nutrition

A healthy afternoon snack is provided at each site and includes two(2) of the four(4) food groups. Each school follows a health and wellness initiative that ensures at least three servings of fruits

and/or vegetables are included in the weekly snack schedule. Current weekly menus are displayed at the parent table and are also available in the school site's monthly newsletter.

Alternative Snacks: If a child has dietary restrictions, parents may provide alternative snacks to be stored in the site pantry. Any snack sent from home must include two food groups. If a snack does not contain two food groups, Dublin Latchkey will provide the missing component. The four food groups include meat/meat alternatives, breads/grains, fruits/vegetables, and dairy.

Food Allergies: Dublin Latchkey does not serve food containing peanuts or peanut by-products. However, parents must notify staff if their child has a food allergy so that appropriate accommodations can be made.

Special Events: All food items contributed for snack time, special events, parties, or celebrations must be prepackaged. If a child has a serious food allergy or dietary limitation, parents are required to provide a nutritious snack daily.

Breakfast: A designated space is available for students who bring breakfast from home. Dublin City elementary schools also offer breakfast for purchase.

Physical Activity

Outdoor Physical Activity

Dublin Latchkey believes that fresh air and outdoor exercise are essential components of a healthy lifestyle. School sites provide daily outdoor play when weather and safety conditions permit. Students should be dressed appropriately for the weather.

Dublin Latchkey follows Dublin City Schools guidelines when determining outdoor play eligibility. All temperatures listed below include the wind chill factor:

- **20°F and below:** No outdoor play
- **21–25°F:** Limited outdoor play (up to 15 minutes)
- **26°F and above:** Outdoor play permitted
- **Above 90°F (including heat index):** No outdoor play

Parents are encouraged to provide appropriate winter clothing (coat, gloves, scarf, etc.) during colder months and sunscreen if additional sun protection is desired.

Indoor Physical Activity

When weather conditions are too hot, too cold, rainy, or when air quality is poor, indoor gross motor activities are provided in the commons area or gymnasium. Students must wear appropriate footwear, such as tennis shoes, to participate. For safety reasons, students wearing heels, flip-flops, or sandals will not be permitted to engage in indoor physical activities.

In addition to daily physical activity, Dublin Latchkey offers special enrichment opportunities throughout the year, such as martial arts, yoga, and rugby, to keep students active and engaged.

Program Limitations

- Our programs strive to provide a 1-12 teacher to student ratio. We are unable to provide 1-1 care.
- Our homework table provides a place and assistance for academic work; however, we are unable to provide individual hourly tutoring.
- We are unable to have unscheduled parent teacher conferences during Latchkey hours as it compromises our student's safety. The Site Director has scheduled conference hours available to parents posted on the program tri-fold board.
- We are unable to purchase snack specific items for individual children.
- Due to our program structure and location in the school building (multiple direct exits to the outdoors), we are unable to provide care for children who hurt themselves, physically hurt other students, physically hurt teachers, who flee the commons area, who cannot follow teachers safety directions or bully other students.

Staffing and Supervision

Education and Background

School Site Staff

One-third of Dublin Latchkey teachers have degrees in childhood education and are licensed k-12 teachers. Nearly 70% of our staff are college degreed. All of our teachers have experience and education specific training in developmental education. All staff members receive state certified courses in child abuse, first aid/CPR and communicable disease. The Site Directors and Assistant Teachers attend a minimum of 6 hours of educational professional development annually in content areas of child development, nutrition composition, discipline management, curriculum planning, music, art, administration and parent/family engagement. Every Site Director attends a seven (7) hour workshop provided by the Ohio Department of Job and Family Services on current State Child Care Licensing laws. All teachers hired must complete a Bureau of Criminal Identification and investigation (BCII) and Federal Bureau of Investigation (FBI) background check. The BCII check is required to be updated every five (5) years.

Program Director Staff

Dublin Latchkey recognizes that our program's success is dependent on our staff's support and dedication from our Program Directors. All of our Directors have decades of experience in the education field and with the organization. They have been selected based on their curriculum vitae, dedication to quality, Dublin Community involvement and area of teaching credentials. We have an education specialist in elementary and middle school curriculum, special education, reading intervention, health and physical education.

Teacher to Student Ratios

The teacher/pupil state ratio shall never exceed 1:18 and the maximum group size is 2:36. In an effort to provide the best possible program environment, Dublin Latchkey strives for 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.

Parent Involvement and Participation

Parent participation

Any parent 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 are court documents limiting access and conditions of the nonresidential parent. 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 Site Director of his/her presence.

If you wish to contribute your time or talent, please notify the appropriate school site. Your participation enhances the program.

To ensure the safety and well-being of the children at Dublin Latchkey, parents must refrain from confronting other children. We understand that conflicts need to be addressed, but please let any concern be addressed by the Site Director or other staff member. Parents and staff members must treat each other with respect. All parties will conduct themselves in a professional manner.

Parent Feedback and Annual Survey

Our mission is to serve the needs of the Dublin Community and we depend on parent feedback for continual growth and development of our programs. Please contact us with any suggestions, ideas or concerns. We have an anonymous 10 question survey we send out via email link; however, you may fill a survey at any time as the link is on the front page of our website.

Parent-Staff Communication

Dublin Latchkey staff will strive to engage in daily communication with parents as well as providing any information for upcoming events and different activities with newsletters and emails. During Latchkey hours, we are unable to meet for unscheduled conferences due maintaining the safety of our students and potential inappropriate context of the conversation.

If a parent has a concern, it should be addressed according to the following:

Level One: Teacher

The issue or concern should be first addressed with the teacher. Contact level two, if the issue involves the teacher, child abuse, substance abuse or any other serious allegation.

Level Two: Site Director

If the concern was not brought to the attention of the Site Director previously or the resolution conflicts with policies stated in our parent handbook or our DCY licensing rules, contact the Site Director.

Level Three: Director

If the resolution is still out of compliance with our policies listed in our Parent Handbook/DCY licensing. The parent or guardian may contact the Director of their child's school building or the department Director, in writing, that must include:

1. The specific nature of the concern and a brief statement of the facts that brought on the concern.
2. What steps were taken to resolve the issue, and why the given resolutions will not rectify the situation.
3. The resolution parent wishes to take and the reason why they feel that such action should be taken. Please note, any action that is contrary to our policies or licensing will not be accepted.

ALL decisions regarding policies found in our parent handbook or involve DCY licensure are final.

Level Four: Executive Director

If the concern does not involve policy stated in our parent handbook/DCY licensure and the concern is still unresolved, the parent may submit in writing a request that the Executive Director resolve the concern.

The Executive Director or designee shall review all material relating to the concern. The parent will receive the decision in writing. All decisions are final.

Dublin Latchkey has a zero-tolerance policy for violent, threatening, and/or disruptive behavior from parents. Examples of such behavior include but are not limited to yelling, use of vulgar or profane language, belligerent behavior, threats of physical harm toward staff or children, or the actual infliction of physical harm to another. This type of behavior could result in the child's immediate disenrollment from the Latchkey program. In some circumstances, immediate suspension or dismissal may be deemed necessary due to behavior that jeopardizes their own or others safety. Suspension or dismissal is at the sole discretion of Dublin Latchkey, Inc.

Parent Responsibilities

Parents' Responsibilities are...

- Informing staff if their child will be absent in the afternoon session of Latchkey.
- Checking the parent mailbox, reading the parent information board, newsletter and emails from our program.
- Informing Site Directors of any change in home, work and cell phone numbers, addresses and emails.
- The safety and supervision of any non-enrolled child while picking up enrolled children.
- Filling out and submitting all necessary medical forms. Keeping medications current and available on site.
- Picking up their children no later than 6:00 p.m.

Daily Schedule

Typical Schedule

Dublin latchkey programs operate only when Dublin City Schools are in session.

Elementary School

The daily hours of operation are Monday – Friday from 7:05 a.m. until 9:05 a.m. and from 3:30 p.m. until 6:00 p.m.

Middle School

The REACH program daily hours of operation are Monday – Friday from 7:05 a.m. until 8:10 a.m. and from 3:10 p.m. until 5:30/6:00 p.m.

Elementary

Mornings

7:05–8:30 STEM/enrichment/ activities
gross motor/homework
8:30–8:45 Clean up and bathroom
8:45–9:05 Group time/sharing/dismissal

Afternoons

3:30-4:00 Welcome/attendance/group time
4:00-4:20 Bathroom/snack
4:20- 5:55 Physical Activities/homework
crafts and enrichment activities
5:55-6:00 Clean-up and leave premises
7:05–8:30 STEM/enrichment/ activities
gross motor/homework

Middle School Reach

Mornings

7:45-8:10 Structured activities
8:10- 8:15 Accompanied to middle school

Afternoons

3:10-3:20 Attendance/ Announcement
3:25-3:45 Snack
3:50-4:20 Mini Lessons/STEM Activities
4:25-5:00 Homework Center/ Quiet
Activities
5:00-6:00 Social /Free Time/ STEM

As a school age only program we do not have a resting or napping policy in place as it is not our daily schedule.

Abbreviated School Day

Early Dismissal

If Dublin City Schools announce an unscheduled early release for elementary or middle school, **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 lists the arrangements made.

Late Start Due to Weather

If school is canceled prior to the beginning of the school day, Dublin Latchkey is closed. If Dublin City Schools announce an elementary school closure during morning Latchkey hours, you must return to pick up your child(ren). 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.

Enrollment Procedures

Enrollment procedures for New Families for the current school year

1. Please visit our sign-up page at dlsinfo.org/signup to make your enrollment request.
2. You will be notified by email if your request has been approved, waitlisted, or denied. You will receive a registration code if your request is approved or waitlisted to log back into our Parent Portal to create a Dublin Latchkey account and complete the enrollment application.
3. Once you submit your application, it will be reviewed for completeness and accuracy. Upon approval, an email will be sent with payment details to secure your enrollment in the program.

* Please note email responses are not automated.

There is a 3-business day waiting period from the date your application is approved and processed and after your payment has been submitted until your child/children can start a Latchkey program.

Spring Enrollment for the Following Fall School Year

Spring enrollment for the following school year is staggered in the months of April and May. In March, specific dates and enrollment tiers will be made public on our website's front page. After our tiered enrollment process is complete, for those buildings that still have spots available, parents may enroll anytime.

Current Family Enrollment

Families who are currently enrolled in a Dublin Latchkey program will have ***priority*** to re-enroll their child/children for the following school year during the Current Family enrollment period. Families will receive an enrollment packet from the Site Director of the Latchkey program. All families will be required to sign upon receipt of their packet. Detailed instructions with dates and deadlines to submit and secure enrollment requests for the following school year will be included. Please read all the information carefully. After the Current Family enrollment period we open up the Latchkey program to New Families. ***PLEASE be mindful of your deadline to enroll.***

- If you are unsure of the building your child will attend, please note, we are able to place your child on only two rosters.

Enrollment Tiers

We progress down the priority levels until each building is full and has the maximum waitlist number. In the event you do not get into our programs, please request placement on the waitlist as we have many changes in the Fall and are able to get most students in by January.

ALL ENROLLMENTS, INCLUDING PART-TIME IS A FIRST COME FIRST SERVED BASIS FOR EACH INDIVIDUAL SCHOOL SITE. THEY ARE NOT GUARANTEED FROM PREVIOUS YEAR.

1. Tier 1: Currently enrolled families will have priority to re-enroll their children and currently enrolled siblings for the following school year.

2. Tier 2: Students put on the waitlist for the current year but have yet to get into a program. This includes siblings that will be starting in the fall.
3. Tier 3: New family enrollment days specific to buildings will be posted online by April. Buildings will be assigned specific days to submit enrollment requests.

Program Policies and Procedures

General Policies

1. Parents are responsible for bringing in and picking up their child when signing them in/out for the day.
2. Dublin Latchkey students do not take field trips or participate in swimming activities.
3. Aerosols are NOT permitted.
4. Dublin Latchkey does not enroll based on Immunization status. If a child meets our enrollment requirements and is a current student in a public or private school, they may participate in our program. If a child is not vaccinated, they will be isolated from any potential outbreaks.
5. All employees of a childcare center are required under section 2151.421 of the Ohio revised code to report any suspicions of child abuse or neglect to the Department of Children's Services in Franklin County.
6. Children's files all contain medical information, registration forms, tuition/compliance forms, and any accident/incident reports. All files and personal information is kept confidential and stored in a secure location. This information is only accessible by site staff. Parents may review THEIR child's file upon request to the Site Director.
7. Dublin Latchkey is not responsible for any items from home that are lost, stolen, or damaged.
8. 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.
9. **Two (2) weeks notification is required to withdraw from the program.** Please call (614) 793-0871 to give notification. **Withdrawal will be effective on the first of the following month.**
10. 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.
11. Dublin Latchkey requires that any changes in information given on a child's original enrollment forms be updated in the parent portal 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.

12. 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.
13. Dublin Latchkey, Inc. reserves the right to inspect backpacks and/or clothing as long as it is reasonable at inception and in scope.
14. A child may not attend the program without the necessary completed forms on file, along with any required medication(s).
15. For those parents who require space for breastfeeding, please visit the teacher's lounge.
16. Dublin Latchkey does not conduct formal evaluations on students or report information to DCY (DCY Administrative code 5101:2-17-02)
17. **Problem or issue resolution for employees related to the program:** to resolve any issues or problems related to the program, first should be brought to the attention of the Site Director. Please see parent-staff communication policy on page 7 for guidance on procedures.
18. Dublin Latchkey maintains a written security plan to ensure that access to the center is limited to parents and guardians of children in care and authorized persons. Individuals who are not parents or guardians of children enrolled in the program must be authorized by Dublin Latchkey before accessing program areas. Any additional individuals must be an authorized contact listed in the child's file and/or parent portal, or must be communicated directly from the parent/guardian.
19. The doors to the Dublin Latchkey program will remain locked, and authorized contacts will be admitted by Dublin Latchkey staff.
20. Latchkey staff will monitor daily access to the program and will take reasonable steps to prevent unauthorized individuals from entering areas where children are receiving care. Site-specific access procedures may vary based on the school building in which the program operates.

Enrollment and Registration Policies

1. Dublin Latchkey is a NON-PROFIT organization and is solely dependent upon user fees for its operation. Our organization 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.
2. We will make reasonable accommodations and modifications to our programs as long as it does not fundamentally alter our structure or puts your or other students' safety in jeopardy. Better communication can only further benefit your child's growth. If you believe that it would benefit your child, we encourage that families sign the Dublin City Schools contact waiver when applicable. This optional waiver allows DCS and Latchkey staff members to better coordinate our efforts in serving your child.
3. Notification of any medical, emotional or physical condition is required before enrollment into Dublin Latchkey. This information is needed to adequately provide for the health, safety and welfare of the students in the program. The program Director will arrange a conference time at

your convenience, if necessary. Failure to disclose medical, emotional or physical conditions could lead to dismissal from the program.

4. All children must be toilet trained without the use of training pants or other aids.
5. Children enrolled in only one end of the day cannot exchange an a.m. session for a p.m. session and vice versa.
6. The State of Ohio Department of Children and Youth Child (DCY) Care License is posted in the Latchkey area for review. It specifies the number of children the program is licensed to serve. 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. These may also be obtained from the Ohio DCY website. To report suspected violations by the center, you may contact the Ohio DCY (1-877-302-2347). 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.
7. After the new school year has started, new students must complete all forms entirely and submit them online.. Available spots must be confirmed through the main Latchkey office. You will then be given a "start date" at that time and may begin attending on that date. If space is unavailable at the time of registration, there may be a waiting list option. When space becomes available, contact will be made for continuing enrollment and start dates.
8. Enrollment for the following school year is only available to families whose balance is paid in full.
9. If payment is not received by the 5th school day of the month, your child may not attend until we receive payment, unless an arrangement has been made with the Director of Accounts. Late payments can be grounds for suspension or dismissal from the program.

Tuition and Fee Policies

1. The first month's tuition and yearly registration fee are due at the time of registration. The annual cost of childcare is divided into nine (9) equal payments: August/September through May. Your spring registration payment will cover the first August/September monthly payment. An annual registration fee provides funds for insurance payment and yearly start up supplies and expenses.
2. There are two (2) enrollment categories for students: full-time and part-time.
 - a. **Full-time students**

Full-time students attend up to every day during the month for each session they are enrolled.
 - b. **Part-time students**
 - 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 only are combined for a total attendance of 18 times per session enrolled.
 - 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.
3. Tuition will only be prorated if the student's initial enrollment in the program occurs during the first month of your enrollment. Tuition cannot be prorated for any other reason, including calamity days, leaving the program, illness or family vacations. Our fee structure is 9 equal payments over the course of year, independent of the number of program days in a calendar month.
 4. One (1) change in enrollment status is allowed each school year. Any other changes to a student's enrollment status will result in a \$30.00 fee. This fee does not apply to waiting list status changes. Children enrolled in only one end of the day cannot exchange an a.m. session for a p.m. session and vice versa.
 5. **All status change requests must be made by July 31st for any enrollment changes** to be effective at the start of the new school year. For processing reasons, status change requests made after July 31st will not be effective until October of the current school year.
 6. Failure to notify your child's program of any afternoon (p.m. session) absence will result in a ten (10) dollar fee. Notification of your child's absence can be conveyed directly to Dublin Latchkey personnel, by a written note given directly to a Dublin Latchkey teacher, sending an e-mail to their Dublin Latchkey school site or by calling the Dublin Latchkey, Inc. school site cellular telephone number listed on the front page of this Parent Handbook. School site notifications (email, text, VM) must be done no later than 3:00 p.m. The children's safety 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, the restrooms and buses. 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.
 7. Planned absences from Dublin Latchkey care, up to one (1) month in length, will require the payment of half of the tuition fee in order to reserve their space at their site for the following month. This does not apply to part-time enrolled children. 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 Latchkey main office must be notified. If the absence is less than a month, the regular fee will apply.
 8. Enrollment and initial payment fees are NON-REFUNDABLE. Exception: If the child had been removed from the Dublin City School District, and we are notified in writing by the child's new school by August 1st, the initial payment fee may be refunded. Notification must be on the new school's letterhead. **REGISTRATION FEES ARE NON-REFUNDABLE IN ANY CASE.**

9. A nineteen (19) dollar charge is assessed for a returned check. After one (1) returned checks, payment **MUST** be made through Electronic Funds Transfer (EFT). Dublin Latchkey, Inc. will require that you enroll in this service. Cash is **NOT** accepted at the school site but will be accepted at our administrative office.
10. 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 \$1.00 per child for every minute 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.
11. If payment is not received by the 5th school day of the month, **your child may not attend until we receive payment**, unless an arrangement has been made with our office. . Late payments can be grounds for suspension or dismissal from the program.

Medical Care Policy

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

Medication(s) and DCY medical forms **MUST** be dropped off 1 week prior to the start of the new school year for students enrolled to start in August. Parents will be sent a reminder in the summer.

Emergency Information

1. Each child must have this on file the first (1st) day of attendance (this form is three [3] pages).
2. 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.
3. **Emergency Transportation Authorization.** Dublin Latchkey will refuse admittance to any of their programs should the parent/guardian not give permission to transport.
4. The health record portion must list the following:
 - a. Allergies (food, medication and/or environmental)
 - b. Special health or medical conditions
 - c. Medications, food supplements or medical food currently using
 - d. Dietary restrictions, including those for medical, religious or cultural reasons.
 - e. History of hospitalization and History of disease

Medical/ Physical Care Plan (DCY 01236)

1. This form is needed when a child needs to be administered medication during Dublin Latchkey hours. Medication(s) and all DCY medical forms must be completed and kept on site on the child's first day of attendance. Our program does not have access to the school's nurse or their medication storage.
2. A parent/guardian must sign the form. A physician may also need to complete a portion of this form. Medications must be in the original container, with an unexpired prescription label attached, 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). Dublin Latchkey staff 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. A staff member will destroy any unused medication unclaimed by the parent with a witness when a prescription is no longer to be administered or at the end of a school year.
3. No employee who is authorized by Dublin Latchkey to administer a prescribed drug and who has a copy of the most recent medical form 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."
4. 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 DCY form 1235. 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 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.
5. Due to the fact that there are some medical treatments and procedures that legally Dublin Latchkey is not trained, nor qualified to perform, children will be enrolled on individual basis. We will make every attempt to serve all children.
6. Emergency medical devices and medications may include, when applicable, an Automated External Defibrillator (AED), naloxone, or other emergency medication or medical device authorized for use at the program.

Dublin Latchkey complies with the Americans with Disabilities Act (ADA) and is committed to providing children with disabilities equal access to and participation in our programs and services. Dublin Latchkey will consider reasonable accommodations to policies, practices, procedures, and activities when necessary to allow a child with a disability to participate in the program, unless the requested accommodation would fundamentally alter the nature of the program or create a direct threat to the health or safety of the child or others.

Requests for accommodations will be considered on an individualized, case-by-case basis. Dublin Latchkey will work collaboratively with parents/guardians and, when appropriate and authorized,

the child's health care providers, school personnel, and other qualified professionals to identify reasonable accommodations that support the child's safe and successful participation in the program.

When a child with a disability requires medication administration or a disability-related health or care procedure during Dublin Latchkey hours, the program will make reasonable efforts to provide or arrange for the necessary care in accordance with applicable Ohio Department of Children and Youth (DCY) requirements, the child's written medical/physical care plan, and the written instructions and authorizations required for the medication or procedure.

Medication and health-care procedures may include, when applicable, administration of prescribed medication, emergency medication, monitoring of a medical condition, assistance with a medical device, or other routine care procedures that can be safely performed by appropriately trained and authorized Dublin Latchkey staff. All required medical forms, written parent/guardian authorization, physician authorization when required, medication, equipment, and supplies must be provided and kept current as required by DCY and Dublin Latchkey policy.

Dublin Latchkey staff will administer medications and perform care procedures only when they are authorized, trained, and permitted to do so under applicable law and program policy. Staff will follow the child's current written medical instructions and document medication administration and applicable care procedures as required.

Dublin Latchkey will not deny enrollment or participation solely because a child has a disability or requires reasonable disability-related accommodations, including medication administration or care procedures. If a requested medical service or procedure requires specialized medical training or licensed medical personnel that Dublin Latchkey is not legally permitted or qualified to provide, the program will conduct an individualized assessment and work with the parent/guardian to determine whether a reasonable accommodation or alternative arrangement can be made that will allow the child to safely participate without fundamentally altering the program or creating a direct threat to health or safety.

Parents/guardians are responsible for providing complete and current medical information, required medical forms, medications, medical equipment, supplies, and written instructions necessary for their child's care. Parents/guardians must notify Dublin Latchkey promptly of any changes to the child's medical condition, medication, treatment, or care needs.

Dublin Latchkey will maintain the confidentiality of information concerning a child's disability and medical needs and will share such information only with staff or other individuals who have a legitimate need for the information to safely provide care and appropriate accommodations.

Nothing in this policy limits Dublin Latchkey's obligation to comply with the Americans with Disabilities Act, applicable Ohio law, or Ohio Department of Children and Youth child-care licensing requirements.

Tuition and Fees

*Please see Fee section on Dublinlatchkey.org for current tuition rates.

MISCELLANEOUS FEES

Registration fee	\$35.00/family
Late payment fee	\$10.00
Returned check fee	\$19.00
Late pick-up fee	\$1.00 per child per minute beginning at 6:00 p.m.
Failure to notify absence fee	\$10.00 per occurrence
Change Fee	\$30.00 per occurrence (after one change)

Payment Methods

EFT

- EFT start date will be in October of each school year and will run through May.
- There is a bank fee of \$.45 PER transaction, a total annual cost of \$4.05 per year.
- Payment will occur on the 3rd or 4th day of each month (unless on a weekend or bank holiday, it will occur the next business day).
- EFT enrollment is available in the parent portal.

Bank Drafted Check

- Your bank or third party can issue a check (usually free of charge) to be sent to our main office.
- Attn: Admissions Director, 5970 Venture Drive, Dublin, OH 43017.
- Please have the following in the memo: your child's name and your child's school.

Credit Card Payments

- Transaction Fees Apply
- 2.2% + .30 cents for Visa, Mastercard and most other cards.
- 3.5% for American Express Cards
- You can make one-time payments or set up auto payments through the ledger section of your Dublin Latchkey online account.

Personal Check at the School Site

- Use the red drop box next to the sign in/out device at your school site.
- Should we receive your personal check returned to us for any reason, you will be required to provide a cashiers check, money order or cash at our office.
- Should your tuition payment be late two (2) times, you will be required to provide a cashiers check, money order or cash at our office.

Arrival and Departure Policies

Morning Arrival:

1. All children must be accompanied into the building and signed in by a parent or guardian. Children may be signed in to their school site at 7:05 am.

Afternoon arrival:

1. When dismissed from class by the final bell, students must report DIRECTLY to Latchkey staff and check in for the afternoon session attendance.
2. PARENTS MUST NOTIFY SITE DIRECTOR IN ADVANCE OF A CHILD'S ABSENCE FROM THE AFTERNOON PROGRAM. This can be done anytime, day or night. We do ask that the notice be given before 3:00pm the day of the absence. You may notify the school site via email, text, voicemail or phone. Please do not call the main office, your message will not be delivered to the school site.
3. Failure to notify the Latchkey site will result in an additional \$10 fee for each child finding inquiry.
4. 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:
 - a. 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. Activities include but are not limited to: DCS after school classes, girl scouts, teacher helpers, DLI educational courses, Safety patrol.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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.

5. **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.
6. 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).
7. Anyone picking up a child from any Dublin Latchkey 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.
8. All authorized persons must be at least 16 years of age. A child may not arrive or leave from the program alone. Children may not be dropped off at the entrance of the building or be sent in alone. Every child must be signed in/out by a parent or guardian.
9. In the event that a parent/guardian or authorized person does not pick up the child within half an hour of the program's closing time, with no contact made to the Latchkey school site staff, school staff will assume that a personal crisis or emergency has occurred. The local police and children's services will be contacted to assist in a plan in locating the parents or guardians.

Personal Property Policy

Students may bring personal property to Latchkey to share with friends and use during that time. Dublin Latchkey takes no responsibility for lost, damaged or stolen items. Each school site does have their own policy regarding personal items and when children are able to use them. Parents are encouraged to clearly mark children's belongings in order to prevent confusion and misunderstandings.

Technology Policy

1. Dublin City Schools has banned students from bringing personal electronics to school. As a general policy we discourage students from bringing personal electronics from home as our program's aim is to foster the development of social and academic skills. Personal electronics include, but not limited to: computers, tablets, e-readers, cell phones, any web enabled devices, video game systems and cameras.
2. Dublin Latchkey assumes no responsibility for theft, loss, damage and/or misuse of the personal electronic device(s).
3. Students will have limited access to electronic devices during Latchkey sessions unless approved by a supervising teacher, administrator or an IEP team.

4. Middle school students are provided laptops from DCS for homework and free time.
5. When given the privilege for use of electronics, if a student is misusing the electronic device for any unauthorized or inappropriate content, consequences will be taken. A behavior report will be written up for the first incident, the next incident may call for dismissal from the program.
6. Staff and students are not permitted to use social media during Latchkey, with the exception of each site's private Homeroom app, which is only available for approved contacts to view.
7. Photographs, videos, recordings, names, artwork, or other information that could identify a child will not be published or shared through Dublin Latchkey's social media accounts, website, newsletters, promotional materials, or other public communications without the appropriate written authorization from the child's parent or legal guardian, when such authorization is required.

Custody Arrangements Policy

It is the mission of Dublin Latchkey 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 dis-enrolled.

In the event of a difficult situation, we ask that you make an appointment to meet privately with the Site Directors 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.

- The parents/guardians are responsible for providing the most current copy of legal documentation concerning custody arraignments and court ordered access for each child. Independent of the court ordered parent visitation schedule, Latchkey will not deny any parent access without a court document stating there shall be no contact with the 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, unless court documents specify otherwise. 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.

Bullying Policy

Bullying behavior will not be tolerated at Dublin Latchkey. There are different conditions and circumstances that need to occur to define actions and a situation as bullying. Children do joke around with one another by calling each other names or even engaging in physical contact at times. These are not labeled as bullying. The difference lies in the relationship of the victim and their bully, as well as frequency and intent of interactions. REPEATED actions from one child towards another are considered bullying. Bullying and harassment of any kind will be just cause for dismissal..

Physical

REPEATED force towards/upon a person's body or personal belongings. Examples include, but are not limited to; hitting, pushing/shoving, punching, kicking, tripping, elbowing, pinching, flicking, throwing objects at, hair pulling, restraining, inappropriate touching, damage to physical property.

Verbal

REPEATED use of negative and/or damaging words towards or in regards to another person. This includes spoken and written actions. Examples include but are not limited to; negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake compliments, and sexual orientation attacks.

Cyber

REPEATED use of email or electronic devices in a negative manner towards or in regards to another person. Examples include but are not limited to; posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, twitter fights, posting negative videos, negative statuses, hate pledges, texting photos, nasty emails, hacking photos, sending mean forwards.

Behavior Guidance, Management and Social Development

Our student behavior management system involves the use of positive reinforcements, modeling and behavior management systems to assist our students in making better choices, understanding the rules and safety limits that keep them safe in our program. Along with keeping our students safe, our practices help shape students' behavior in learning needed social skills and interpersonal regulation.

All staff members of Dublin Latchkey are responsible for ensuring that reasonable, developmentally appropriate child guidance and management techniques are followed. The following techniques are used for the behavior management of 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. Separating the individual from problem situations
8. Reviewing the reasons why children are separated and explaining the behavior that is expected

According to Licensing Rule 5101:2-12-19, when children's behavior is unacceptable, the childcare staff member **shall NOT**:

- Abuse, endanger or neglect children
- Utilize cruel, harsh, unusual or extreme techniques
- Utilize any form of corporal punishment
- Delegate children to manage or discipline other children
- Use physical restraints on a child
- 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
- Place children in a locked room or confine children in any enclosed areas
- Confine children to equipment such as cribs or high chairs
- Humiliate, threaten or frighten children
- Subject children to profane language or verbal abuse
- Make derogatory or sarcastic remarks about children or their families
- Punish children for failure to eat or sleep or for toileting accidents
- Withhold any food (including snacks and treats), rest or toilet use
- Punish an entire group of children due to the unacceptable behavior of one or a few
- Isolate and restrict children from all activities for an extended period of time.

Student Behavior Management Policy

Physical assistance and/or intervention may be used to prevent a child from hurting others, himself or attempting to leave the Dublin Latchkey area unattended. When a child's behavior disrupts a Latchkey activity or threatens the safety of the child or others, the teacher will approach the child, attempt to redirect the child and offer a solution to the problem while remaining fair and consistent. If this approach is ineffective, the teacher may direct the child to move, or use physical assistance to guide the child to a safe and quiet place. Separation will always be from peers, but within sight and hearing distance of the Dublin Latchkey personnel. Physical punishment shall **NEVER** be used. Once the child has re-established a neutral disposition, he/she will be integrated back into the day's activities.

Incident Reports

A "behavioral slip" will be used for chronically disruptive or unsafe behavior. This slip shall be given to the parents for discussion and a signature. Based on the severity of the infraction, the parents may be contacted by the program's Director to discuss the issues and establish a written safety intervention plan. Prior to the student's return to the program, a parent signature is required to acknowledge receipt of the safety plan. A signature does not necessarily evidence acceptance of the safety plan from the parent, only acknowledgement of its existence. "Chronically disruptive or unsafe behavior" is defined as receipt of three (3) behavior slips and may result in dismissal from the program. Examples include but are not limited to: causing a

physical injury, taunting, name-calling, encouraging others to exclude a child from a group, threatening physical harm, and damaging property. If a child cannot safely participate in the Latchkey environment after a safety plan has been implemented a parent may be asked to find alternative childcare.

Immediate Suspension or Dismissal

Dublin Latchkey has a zero-tolerance policy for violent, threatening, and/or disruptive behavior from children or parents. Examples of such behavior include but are not limited to yelling, use of vulgar or profane language, belligerent behavior, threats of physical harm toward staff or children, or the actual infliction of physical harm to another. This type of behavior shall result in the child's immediate permanent disenrollment from the Latchkey program. In some circumstances, immediate suspension or dismissal may be deemed necessary due to behavior that jeopardizes their own or others safety. Suspension or dismissal is at the sole discretion of Dublin Latchkey.

No reimbursement of tuition or fees paid shall be given for the days a child is suspended or dismissed. A child who has been dismissed from the program, for any reason, may not seek entrance in future years.

Employee Conduct

Dublin Latchkey employees are expected to maintain professional conduct and to protect children from inappropriate language, media, materials, and behavior.

Employees shall not expose children to profanity, sexually explicit material, violent or age-inappropriate media, discriminatory or harassing language, or other content or behavior that is inappropriate for the children's age or developmental level.

Employees may not use personal electronic devices or media in a manner that exposes children to inappropriate content. Employees are responsible for ensuring that any media, websites, videos, music, games, or other materials presented to children are appropriate for the program and the children's age group.

Employees shall not engage in conduct that could reasonably be considered threatening, abusive, degrading, humiliating, sexually inappropriate, or otherwise harmful to a child.

Concerns regarding employee conduct may be reported to the Director or administrator. Dublin Latchkey will review reported concerns and take appropriate action consistent with applicable law, licensing requirements, and Dublin Latchkey policies.

Emergency and Accident Procedures

General Student Emergencies

Minor injury or Illness

For nonlife-threatening injuries, students will be treated by a staff member who is certified in first aid. If the situation warrants, the parent will be called to pick up their child.

Serious injury or illness

Any serious illness or injury will be treated by a staff member and a parent will be notified immediately. If a staff member cannot treat the child's injury, the Emergency Squad will be contacted and parents notified immediately. If the parents have not arrived by the time Squad leaves for the hospital, a staff person will accompany the child to the hospital until parents arrive.

Incident Reports

Staff is required by law to fill out an incident/injury report for the following reasons

- o Illness, accident or injury which requires first aid treatment
- o A bump or blow to the head
- o Emergency transporting
- o 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 serious Incident/injury occurs. DCY must be electronically sent a copy of the report for serious incidents/injuries.

Management of illnesses

A child who displays any of the following symptoms:

- o Temperature of 100 degrees Fahrenheit or higher.
- o Diarrhea (three or more abnormally loose stools within 24 hours).
- o Severe cough, causing the child to become red or blue in the face, or to make a whooping sound.
- o Difficulty or rapid breathing.
- o Yellowish skin or eyes.
- o Redness of the eye or eyelid, thick purulent (pus) discharge, matted eyelashes, burning, abnormal itching or eye pain.
- o Stiff neck with an elevated temperature.
- o Untreated, infected skin patch, unusual spots or rashes.
- o Evidence of untreated lice, scabies, or other parasitic infections.
- o Sore throat or difficulty swallowing.
- o Vomiting more than one time when accompanied by any other symptom of illness.

will be immediately isolated and his/her parents will be contacted to pick him/her up 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. All linens and blankets used by ill child will be laundered before being used by another child. Mats will be washed with soap and water, as well as sanitized with an appropriate germicide.

- In the event that a child's temperature rises to 103 degrees and/or vomiting or diarrhea becomes frequent, the Emergency 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 anonymously of occurrence of a communicable disease by posting a sign on our parent board Trifold board.
- If a child has been absent from school due to illness during the school 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 (*Latchkey teacher's discretion*), a runny or stuffy nose or a child returning following an illness will be expected to follow the normal routine.
- Site director will contact parents/guardians immediately if the child is too ill to participate in Latchkey.
- Children who are discharged from program may return after **24 hours** of being symptom free from any illness or communicable disease, or less than 24 hours with a doctor's note stating they are not contagious.
- Other parents/ guardians will be given a written notification when children have been exposed to a communicable disease.
- 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.

Symptoms for Discharge

All staff members at each school site are trained to recognize common symptoms of communicable diseases or other illnesses that could be present during program sessions. Staff members shall observe each child as they enter the school site. Precautions shall be taken for children exhibiting signs of any communicable disease.

A child with the any of the following symptoms shall be immediately isolated from the other students and discharged to a parent or emergency contact:

- Temperature of 100 degrees Fahrenheit or higher
- Diarrhea (three or more abnormally loose stools within 24 hours)
- Severe cough, causing child to become red or blue in the face, or to make a whooping sound
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick purulent (pus) discharge, matted eyelashes, burning, abnormal itching or eye pain
- Stiff neck with an elevated temperature.
- Untreated, infected skin patch, unusual spots or rashes
- Evidence of untreated lice, scabies, or other parasitic infections.
- Sore throat or difficulty swallowing
- Vomiting more than one time when accompanied by any other symptom of illness.

Program staff shall follow the Ohio Department of Health Communicable Disease Chart to assist in the recognition and appropriate management of suspected illness. Chart is posted in the site area.

School Site Emergencies, Drills and Procedures

Weather Alert Procedures (posted on Trifold Board): Dublin Latchkey ensures that each school site will conduct monthly safety drills consisting of fire drills, tornado drills, and emergency/ lock down drills. Staff will have the cell phone available at all times for emergencies.

Fire Drills

A fire escape plan is posted on site, at all times, in each location. The plan will show all suggested routes and exits in case of fire. Fire drills will be documented, signed by Latchkey staff and posted. Children and staff will practice evacuating the building with the most direct route. Latchkey staff will notify the proper authorities.

Tornado Drills

Tornado drills are conducted during the months of March through September. Tornado safety procedures, with suggested safe areas are posted at all times, in each school site. Tornado drills will be documented, signed by Latchkey staff and posted.

*Should a tornado warning be put into effect and sirens sound, children and Latchkey staff will proceed with tornado drill and move to designated safe areas. Everyone will remain in a safe area until sirens stop and the danger has passed.

Lock Down, Scatter, and Secure Drills

Lock down and emergency drills will be conducted throughout the year and recorded. Site staff and students will also discuss different options that can be taken for different situations.

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 to call parents directly to inform them of an emergency and advise parents to pick up their children.

In the event of an evacuation, parents will be contacted by Latchkey for further instructions on reuniting families.

Emergency Evacuation Locations

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:

Mary Emma Bailey Elementary

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

Secondary Evacuation Location: Wyandot Elementary School, 5620 Dublinshire Dr.

Bishop Elementary

Primary Evacuation Location: Outside back doors of school.

Secondary Evacuation Location: Dublin Jerome High School, 8300 Hyland-Croy Rd. Dublin, OH 43016

Albert Chapman Elementary

Primary Evacuation Location: Outside front doors of school
Secondary Evacuation Location: Dublin Baptist Church, 8450 Sawmill Road

Deer Run Elementary

Primary Evacuation Location: Outside back doors of school to playground
Secondary Evacuation Location: Grizzell Middle School, 8705 Avery Road

Abraham Depp Elementary

Primary Evacuation Location: Jerome Village Community Center, 7875 Ryan Pkwy
Secondary Evacuation Location: Jerome Church 10531 Jerome Rd

Glacier Ridge Elementary

Primary Evacuation Location: Blacktop area behind school building
Secondary Evacuation Location: Baseball diamond near the parking lot

Hopewell Elementary

Primary Evacuation Location: Lifetime Fitness on Hard Road
Secondary Evacuation Location: Dublin Scioto High School

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, 6507 Baffin Dr. or Friendship Village

Scottish Corners Elementary

Primary Evacuation Location: Blacktop playground through back door of commons area
Secondary Evacuation Location: Office building across the street from school

Griffith 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 flagpole 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: Dublin Presbyterian Church, 5775 Dublinshire Dr.

Davis Middle

Primary Evacuation Location: Front flag pole

Secondary Evacuation Location: Football Stadium Entrance

Eversole Run Middle

Primary Evacuation Location: Jerome Village Community Center, 7875 Ryan Pkwy

Secondary Evacuation Location: Jerome Church 10531 Jerome Rd

Grizzell Middle

Primary Evacuation Location: Front flag pole

Secondary Evacuation Location: Football Stadium Entrance

Karrer Middle

Primary Evacuation Location: Outside back doors to playground/tennis Courts

Secondary Evacuation Location: Football Stadium Entrance

Sells Middle

Primary Evacuation Location: Front flag pole

Secondary Evacuation Location: Football Stadium Entrance

Note: A copy of this document is required to be given to the parent upon enrollment of their child in the licensed child care center.

The child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free phone number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review-online at <https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12>.

Administrators and each employee of the center are required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center is permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, the parent or guardian shall is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at <https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search>.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call: Write or Call:
OCC/ACF/HHS ODJFS
Southwest Region Bureau of Civil Rights
1301 Young Street, Suite 958 30 E. Broad St., 30th Floor
Dallas, TX 75202 Columbus, OH 43215-3414
214-767-3849 (614) 644-2703 (voice)

1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961
bcr-fax@jfs.ohio.gov (e-fax)
Civil_Rights@jfs.ohio.gov (e-mail)

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit <https://childrenandyouth.ohio.gov/for-families>.

For more information on Medicaid health screenings and early intervention services for your child, please visit <https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/> and <https://ohioearlyintervention.org>.

For information on cash food assistance, please visit <https://jfs.ohio.gov/cash-food-assistance>.