

Latchkey during Virtual School- Phase 3

Rooms Used

- Preferably child's current classroom/grade
- Children may be divided into lower elementary and upper elementary classrooms or family members.

Rates

Prepay

Parent provides a schedule during registration. Payment is made by Thursday for the upcoming week.

Recommendation: (see notes for price comparison by district)

Daily \$25/day ½ day \$35/day full day

Child Schedule

Latchkey Student Schedule

7:00-8:30 Arrival/Breakfast/enrichment activities

8:30-11:15 Virtual School Support/breaks

11:15-11:45 Lunch

11:45-3:30 Virtual School Support/breaks

3:30-6:00 Snack/Outdoor Activities

Lunch schedule- in classrooms

Outside schedule-stagger classes

Staff (see notes for staff requirements before working with children)

Classroom latchkey staff: current latchkey staff, any current staff not working

Staff schedule

2 staff (per classroom): 6:30-12:30 & 12:30-6:30

2 Door monitors: 6:45-12:45 & 12:45-6:15

2 Additional staff - School Supervisor 6:30-12:30 & 12:30-6:30 (see notes for responsibilities)

Entry and Departure

Entry:

- Adult brings child to office door and provides identity
- Door monitor checks latchkey list

- Door monitor asks COVID questions
- Door monitor buzzes in child and takes temperature
- Door monitor either walks child to class or calls class to inform that child is coming
- Door monitor logs child attendance

Only one family may enter the vestibule at a time. Families may wait outside until the vestibule is clear.

Departure:

- Adult rings doorbell for the office door
- Adult identifies themselves and child they are picking up
- Door monitor calls to the room to have child walk to office or door monitor walks down to pick up child
- Door monitor releases child to adult
- Door monitor logs child out

Only one family may enter the vestibule at a time. Families may wait outside until the vestibule is clear.

-Another option is to call from the car to get the child ready then enter when the door monitor calls back when the child is ready.

Safety procedures

Masks- Masks are worn by students when physical distancing isn't possible

Wellness room-determined by each school

Bathroom-procedures determined by each school