



Student/Parent Handbook

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www.brookvillelatchkeyacademy.com

Mission Statement

Brookville Latchkey Academy aims to provide a safe and nurturing environment where each child is accepted as an individual of worth and value. Through age appropriate activities, we want to help students develop socially while also reinforcing important content from the school's curriculum.

Admission

Before attending Brookville Latchkey Academy, the registration form and fee must be turned in, and the Emergency Medical Form needs to be on file before child's first day of attendance.

Pricing and Hours of Operation

Rates for the 2025-2026 school year

Full-time rate is \$105.00 a week. It is full-time if students are here for 5 or more hours a week.

Part-time rate is \$65.00 a week. It is part-time if students are here for less than 5 hours a week.

- All tuition payments are billed weekly and are due Friday at the end of the week. If paying monthly, tuition is due the first Friday of each month. If a check is returned, a \$20.00 fee will be charged to your account. All future payments will need to be in cash or money order.

Brookville Latchkey Academy will be open Monday- Friday from 6:00am-9:00am and 2:30pm-6:00pm.

General Procedures

Transportation

Children will be walked to and from school each by Brookville Latchkey Academy staff every day. Middle school students will walk to school at 7:35 and elementary students will walk to school at 8:45.

Drop Off/ Pick Up

Children can be dropped off anytime between 6:00-8:30am. Children **MUST NOT** be dropped off in front of the building and left to enter on their own. Parents are to escort each child to the lobby and be sure the caregiver is aware the child has arrived.

Children are to be picked up by 6:00pm each evening. Your child will not be permitted to leave the building on their own and should be picked up in the lobby and checked out by the caregiver.

A late fee of **\$5.00 per minute** will be assessed to your account for late pickups. If a child has not been picked up by 6:15pm and no communication has been made, the police must be notified.

If someone other than the parent is going to pick up the child, the center must have those on file. The party picking up the child must show valid identification before the child will be released.

Bad Weather/ School Closings

In the event school is delayed due to inclement weather, the latchkey will open at the regularly scheduled time and will remain open until all students are at school. In the event that school is canceled, Brookville Latchkey Academy will also be closed.

Planned Closures

Brookville Latchkey Academy will be closed for Thanksgiving break, Christmas break and spring break. These closings will coincide with the days Brookville Local Schools is closed for these breaks. For any other school closing due to a national holiday or teacher in-service, Brookville Latchkey Academy will be closed as well.

Sick Child

Children will be sent home for the following reasons and will need to be picked up within an hour:

- A temperature 100 degrees or higher.
- Diarrhea 2 times or 1 time with a fever
- Rash with another symptom
- Unknown Rash that worsens throughout the day

*If your child is not attending Brookville Local Schools due to illness, he/she should not attend Brookville Latchkey Academy for the day.

After School Absences

As we are not affiliated with Brookville Local Schools, the school office cannot share transportation and attendance information with us. If your child is going to be absent for the afternoon session or will be arriving late due to an after school activity, please communicate this to the staff as soon as possible.

Snacks

Brookville Latchkey Academy will not serve breakfast or dinner, but morning and afternoon snacks will be provided daily. **Information concerning children with food allergies will be posted in both the office and the food prep area. Please make the staff is aware of any food allergies your child has.** Upon opening, a list of the snacks served will be available at BrookvilleLatchkeyAcademy.com If you do not wish for your child to have the snacks on the list, you will need to provide the snack yourself. These can be purchased ahead of time and stored in the latchkey for your child.

Accidents or Emergencies

When a child receives any injury (even minor) while under the care of any staff member of Brookville Latchkey Academy, an Incident/Accident Report must be filled out. The child's name, date and the time must be written at the top of the report. The nature of the injury will be documented, and the circumstances of the incident will be briefly described in the report. The employee will then sign the report.

Upon the arrival of the parent/guardian for pick up, he/she is given the report and asked to sign it. The original report is kept in the child's file, and the copy of the report may be taken home by the parent/guardian.

In the event of an emergency, your child will be transported to the pediatrician of your choice, or to the nearest hospital. Every effort will be made to contact you for instructions prior to leaving. If you are unavailable, we will transport your child to the appropriate location and a staff member will accompany your child.

The emergency form from your child's packet will be taken with your child. A member of the latchkey staff will contact the doctor or hospital to inform them of the situation and our pending arrival. We will continue to attempt to reach you to inform you of the incident/accident and where you should meet your child.

Continence Policy

It is expected that all children in attendance are toilet trained. If special accommodations are needed due to a disability/medical condition, please notify the staff.

Discipline Policy

Brookville Latchkey Academy expects caregivers to maintain control of students at all times. It is our aim that intentional planning and thoughtful preparation will help engage students and minimize the need for disciplinary action. However, in the event it is necessary, these are the disciplinary guidelines used by the staff:

1. State the desired behavior in a positive way on the first offense
2. Redirect/Remove on the second offense
3. Tell the child why he/she is being redirected or removed from an activity. Provide positive reinforcement and a return to activities as soon as it is appropriate.

Do not respond to other children tattling. Only intervene when a negative behavior is observed. Investigate the incident without making accusations.

BE CONSISTENT! The following steps are suggested:

1. Try non-verbally to discourage negative behavior.
2. Verbally remind the child of the classroom rules.

3. Reposition the child near yourself, away from the distractive situation.
4. If there continues to be a problem, have the child sit in the redirect/remove area.
5. If all interventions are unsuccessful, a meeting with guardian/s will be requested.

Brookville Latchkey Academy may require removal of a child, but only if all other interventions have been unsuccessful in correcting the negative behavior. Violence or other extreme disrespect towards caregivers or other children will not be tolerated and may result in immediate removal from all programs at the latchkey.

Photo Release Consent Form

As a parent or guardian of this student, I hereby consent to the use of photographs and/or videotape taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

____ Yes, I give consent for Brookville Latchkey Academy to photograph my child for publicity/promotional/educational/social media purposes.

____ No, I do not authorize Brookville Latchkey Academy to photograph my child for any event.

Parent Signature: _____ Date: _____

Student's Name: _____ Date: _____

I have read and agree to the rules, payments, and procedures in this handbook.

Parent Signature: _____ Date: _____

Student's Name: _____ Date: _____