



School Year Child Care Program

If you would like to sign your child up for **2018-2019** school year child care, please return registration packet plus the **\$40.00 non-refundable registration fee (per family)**.

In order for your child to be able to attend the program, you will need the following:

- **The \$40.00 non-refundable registration fee must be paid. One fee per family.**
- **All previous school year and summer latchkey invoices must be paid before your child can attend this school year.**

Please complete this packet and return all registration forms and your registration fee to: Chillicothe City School District, Attn: Preschool & Latchkey Office, 425 Yoctangee Parkway, Chillicothe, OH 45601. If you have any questions, please call Joy Dunn at: 775-4250, Ext. 16117.

Important – All information must be filled out completely. Please be sure to read over the entire registration packet, and sign and initial where indicated.

CHILLICOTHE CITY SCHOOLS CHILD CARE PROGRAM

Registration Form

TODAY'S DATE ____/____/____
Month (Day) (Year)

Child's Name _____ Boy ___ Girl ___ Student Called _____
(Full Name) Last First (Only if nickname)

Address _____
Street (and Apt. # - if applicable) City Zip

Home Phone # _____ Cell Phone #'s _____ Date of Birth ____/____/____
Month Day Year

Has your child ever attended our Latchkey Program before? ___ If so, what building? _____
Yes No

School Building Child Attends _____ Grade _____
(2018-2019 school year) (2018-2019 school year)

Name of Father _____ Social Security # _____
(Required if living w/student)

Address (if different than student) _____ Phone # _____

Employer _____ Work Phone # _____

Name of Mother _____ Social Security # _____
(Required if living w/student)

Address (if different than student) _____ Phone # _____

Employer _____ Work Phone # _____

Name of Guardian (if other than parent(s)) _____ Social Security # _____
(Required)

Employer _____ Work Phone # _____

Home Status:

Living With:

Parents _____ Shared Parenting _____
Mother only _____ Father only _____
Other _____ Father Deceased _____
(Be specific) (Legal documentation is required)

Family Status:

Parents Married _____ Parents Never Married _____
Parents Separated _____ Parents Divorced _____
Mother Deceased _____
Other _____ (Be specific)

If Shared Parenting, who has been legally declared as residential parent? ___ Mother ___ Father (Legal documentation is required)

Program Selection: * (Regular = 3 or more times per week Occasional = 2 or less times per week) *****

KG-6th Grade before school care (6:30 a.m. – 8:00 a.m.) Regular ___ or Occasional ___ basis
KG-6th Grade after school Care (2:00 p.m. - 6:00 p.m.) Regular ___ or Occasional ___ basis

Preschool before school care (6:30 a.m. - 9:00 a.m.) Regular ___ or Occasional ___ basis
Preschool after school care (2:30 p.m. - 6:00 p.m.) Regular ___ or Occasional ___ basis

FIELD TRIP AUTHORIZATION: I am aware that no field trips are scheduled for the Early Child Care Preschool Program or the Extended Day Preschool Program, however, if such an event arises; I give Chillicothe City Schools my permission to transport my child to and from a scheduled field trip.

Signature of Parent/Guardian



CHILD CARE CONTRACT

Cost for participation will be as follows:

****Depending on enrollment, latchkey may be offered to preschool students who attend our all-day classes at the former Mt. Logan Elementary building, and need latchkey for early morning or after school. Those students will be charged a flat rate fee of \$35.00 per week *in addition* to their monthly tuition rate. This includes a minimum attendance of one day up to all days that preschool is in attendance, *Monday through Thursday*.**

Kindergarten through 6th Grade Students who attend Chillicothe Primary, Chillicothe Intermediate, or Bishop Flaget, and need latchkey for early morning or after school, will pay a flat-rate weekly fee of \$35.00 per week. This includes a minimum attendance of one day up to all five days of the week. **Latchkey will be held at the Chillicothe Primary Building for all students starting with the 2018-2019 school year.** Students will be transported by CCSD to their assigned building in the morning and from their assigned building back to Chillicothe Primary, after school. **Parents/guardians will drop off and pick up their child/children at the Chillicothe Primary building.**

RATES FOR EACH MONTH ARE AS FOLLOWS:

- **SEPTEMBER** 4 WEEKS CHARGED @ \$35.00 = \$140.00
- **OCTOBER** 5 WEEKS CHARGED @ \$35.00 = \$175.00
- **NOVEMBER** 4 WEEKS CHARGED @ \$35.00 = \$140.00
- **DECEMBER** 4 WEEKS CHARGED @ \$35.00 = \$140.00
- **JANUARY** 5 WEEKS CHARGED @ \$35.00 = \$175.00
- **FEBRUARY** 4 WEEKS CHARGED @ \$35.00 = \$140.00
- **MARCH** 4 WEEKS CHARGED @ \$35.00 = \$140.00
- **APRIL** 4 WEEKS CHARGED @ \$35.00 = \$140.00
- **MAY** 5 WEEKS CHARGED @ \$35.00 = \$175.00
- **JUNE** 1 WEEK CHARGED @ \$35.00 = \$ 35.00

IF YOU ARE DROPPING OUT OF THE PROGRAM, you must contact the Latchkey office and notify the secretary as soon as possible. We need to know if you are dropping out so we can offer services to anyone on the waiting list.

- **A \$40.00 per family non-refundable registration fee is required at time of enrollment.** Your child is not enrolled until the registration fee is paid. All previous years' (school year and summer) latchkey invoices must be paid before enrolling in the latchkey program for a new school year.
- Previous summer latchkey invoices are due on their scheduled due dates. You will receive an invoice each month for the previous month's service. (Ex. you will receive your August invoice in September and your May invoice in June). **All invoices are due by the marked due date at the bottom each month.** All invoices will be sent out each month, within the 1st week, unless computer problems arise. If you do not receive an Invoice by the 15th of the month, please contact the Latchkey Office at: 775-4250, Ext. 16117

All invoices must be paid by the 20th of each month to avoid interruption of child care services. _____ (Initial)

(Child Care Contract Cont'd)

For children who have not been picked up by 6:00 P.M., an additional fee may be charged. Teachers will keep a record of all students who are not picked up by 6:00 p.m. _____
(initial)

I have read and agree to the terms listed above.

Parent/Guardian Signature _____ Date _____

Signing In/Out Procedures
For All Buildings: Preschool, K-2, and 3-6

In order to keep your child safe and to help our Child Care staff to know what time your child arrives and leaves every day, we need you to **COME INSIDE TO SIGN YOUR CHILD IN AND/OR OUT EVERY DAY - YOU MUST ALWAYS PUT THE TIME AND PLEASE WRITE CLEARLY. Please do not use military time.** This sign in/out procedure is required by the Chillicothe City Schools District Board.

DO NOT DROP YOUR CHILD OFF OUTSIDE THE BUILDING.

This will also insure the safety of your child so that you are sure he/she arrives in the Child Care room.

ALL CHILDREN ARE REQUIRED TO BE SIGNED IN/OUT BY PERSONS 16 YRS OF AGE OR OLDER. Do not send other children in who are under 16 years of age to sign in/out your child.

Sometimes when you come to pick up your child they might be playing outside but always remember to stop inside to sign them out. If you have relatives and/or friends dropping off and/or picking up your child, please make sure they are aware of the sign in/out procedures.

**Failure to comply with these procedures,
will result in your termination from the Child Care Program. _____**
(Initial)

Thank you for your cooperation in this matter. If you have any questions or concerns, please call Joy Dunn at 775-4250, ext. 16117.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE PROCEDURES FOR SIGNING IN & OUT MY CHILD FOR THE CHILD CARE PROGRAM.

Child's name – (list all children in the child care program)

Parent/Guardian Signature

Date

CHILlicothe City Schools Child Care Program

Rules and Regulations

Hours 6:30 A.M. until school starts and after school until 6:00 P.M.

1. Payment of Fees

- All fees are to be paid by parents/guardian to the secretary by the 20th of each month. You can pay online, mail or drop off payments to the Latchkey office, located at: 425 Yoctangee Parkway.

No payments can be accepted at any of the Latchkey child care sites. _____
(Initial)

- You will be billed monthly for the previous month's service.
- Nonpayment of tuition is an administrative problem. Non-payment of tuition will result in discontinuation of child care, until full payment is made.

2. Snacks

- All children will be offered a snack after school. You will be required to pack a lunch for your child, if they attend child care on any day that school is not in session; **we are unable to provide meals on these days.**
- Snacks are arranged through Chillicothe City Schools Food Service Department and are chosen with the children's taste and nutrition in mind.
- If your child does not like the snack provided, parents are welcome to send a snack. However, there will be no reimbursement on tuition.
- If your child is on a special diet, parents are responsible for providing snacks for the child by the week or month. Please notify us if your child has any food allergies.

3. Attendance

- Attendance will be taken each day for attendance and security.
- Extended care **may** be offered on 1 or 2 hour delays, early dismissal and snow days unless emergency conditions are issued by the city and/or county.
- If** child care is being offered on a scheduled day that school is closed, there will be a sign up sheet at your child care location the week before the scheduled school closed day.

You must sign your child up in order to use the service on that day and once you sign your child up for that day, you must call to cancel if they are not going to attend or you will be billed for that day. _____
(Initial)

4. Program Closing

- The program closes at 6:00 P.M.** In the event that parents cannot pick up their child by 6:00 pm, an extra fee may be added to your billing.

5. Clothing

- The children normally spend some time outdoors each day, so we ask that you provide appropriate clothing and shoes for this purpose. ****Note – Flip-flops, sandals, etc. tend to come off and get rocks & other debris inside of them causing injuries to their feet.**

6. Special Circumstances

- It would be extremely helpful for us if you could provide any information on special circumstances in the life of your child which may affect his/her behavior or experiences in the Child Care program.

7. Discipline

- Disciplinary problems will be handled first by a Parent/Guardian & Staff conference.
- Persistent disciplinary problems are grounds for dismissal.
- See Child Care Rules and Regulations, Code of Conduct and Behavior Management/Discipline Guidelines for details.

CHILD CARE PROGRAM RULES AND REGULATIONS (continued)

8. Emergencies

- Emergency Forms will be kept on-site. Procedures will follow Chillicothe City Schools' procedures.

9. Special Situations

- A copy of all custody/guardianship paperwork, in reference to your child, may be required.
- **All children must be potty-trained in order to attend the child care program.** _____
(Initial)

10. Signing In/Out

- All children must be signed in and signed out, every time they arrive or leave.
- Person signing must be 16 years of age or older.
- Staff is not authorized to sign your child in or out for you.

I have read the Child Care Program Rules and Regulations and agree to the terms listed in them.

Parent/Guardian Signature

Date

On occasion, your child may be photographed, speak on the radio or appear on television for Chillicothe City Schools.
Please check below whether this is permissible for your child.

Yes _____

No _____

Parent or Guardian Signature

Chillicothe City Schools Child Care Program
Code of Conduct

The Chillicothe City Schools Child Care Program provides all students access to quality child care and equal consideration under the rules and regulations governing behavior. The Code of Conduct is designed to make children and parents aware of the rules and regulations and consequences of failure to obey. The Classroom/Bus Rules and Regulations will serve as policies and procedures which govern student conduct and disciplinary actions for the child-care program. The program staff may deal with student misconduct in a variety of ways including but not limited to:

Child conferences, Documentation, Parent conferences, Separation, Restitution, Apology

Serious infractions which knowingly committed may cause or causes harm to self or another child or staff member may require emergency removal and/or exclusion from the program.

Behavior Management/Discipline Guidelines

- There shall be no cruel, harsh or unusual punishments.
- No discipline technique shall be delegated to any other child.
- No child shall be subjected to profane language, threats, derogatory remarks, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, sleep or toileting accidents.
- Techniques of discipline shall not humiliate, shame or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.

I acknowledge that I have read and understand the Code of Conduct and the Behavior/Management Discipline rules for the Chillicothe City Schools Child Care program, set forth by the Ohio Department of Education.

Parent/Guardian Signature

Date

**CHILICOTHE CITY SCHOOLS
STATEMENT OF WHO CAN/CANNOT PICK YOUR CHILD UP
FROM LATCHKEY (CHILD CARE)**

STUDENT'S NAME: _____

The person who will pick up my child on a regular basis is:

| | | | |
|-------|--------------|--------------|------------|
| _____ | _____ | _____ | _____ |
| Name | Relationship | Phone Number | DL# OR SS# |

In the event that the above named does not pick my child up, my child may be **released to any one of the names listed below:**

| | | | |
|-------|--------------|--------------|--------------|
| _____ | _____ | _____ | _____ |
| Name | Relationship | Phone Number | DL # OR SS # |

| | | | |
|-------|--------------|--------------|--------------|
| _____ | _____ | _____ | _____ |
| Name | Relationship | Phone Number | DL # OR SS # |

| | | | |
|-------|--------------|--------------|------------|
| _____ | _____ | _____ | _____ |
| Name | Relationship | Phone Number | DL# OR SS# |

I give my permission to release my child to anyone listed above.

| | |
|------------------------------|-------|
| _____ | _____ |
| Signature of Parent/Guardian | Date |

Please call the latchkey office at 740-775-4250, ext. 16117 if any of this information changes. You will also need to give the information to your child's teacher.

Please list all names of those who **cannot pick your child up for any reason.** If no one fits this category, please put N/A:

| | | |
|-------|--------------|-----------------------|
| _____ | _____ | _____ |
| Name | Relationship | Description of person |

| | | |
|-------|--------------|-----------------------|
| _____ | _____ | _____ |
| Name | Relationship | Description of person |

If you have a photo of anyone who is not to pick your child up, please provide us with one. Thank you.

2018-2019 SCHOOL YEAR

IMPORTANT DATES FOR CHILD CARE PROGRAM

September 3.....Labor Day (Child care is CLOSED)

September 4.....Students' First Day (Child Care is OPEN)

October 19.....COTA Day (Child Care is OPEN)

November 12.....Veterans Day Observance (Child Care is CLOSED)

November 21-25.....Thanksgiving Break (Child Care is CLOSED)

December 21.....Early Dismissal (Child Care is OPEN)

December 22-January 6.....Winter Break

Child Care is OPEN at the Chillicothe Primary Building on the Following Dates:

- December 27
- December 28
- January 3
- January 4

Child Care is CLOSED on the Following Dates:

- December 24
- December 25
- December 26
- December 31
- January 1
- January 2

January 7.....School resumes (Child Care is OPEN)

January 21.....Martin Luther King, Jr. Day (Child Care is CLOSED)

January 25.....Teacher In-Service (Child Care is OPEN)

February 18.....Presidents' Day (Child Care is CLOSED)

March 18-22.....March Break (Child Care is OPEN March 18, 19, 20, 21 & 22)

April 19-22.....Spring Break (Child Care is CLOSED)

May 27.....Memorial Day (Child Care is CLOSED)

June 6.....Students' Last Day (Child Care is OPEN)



My School Bucks School Store Instructions for paying your Preschool/Latchkey Bills online

Want to pay your bill online? Now you have that option. Simply follow the instructions below to get started:

- 1. Go to myschoolbucks.com and click "Register for an Account:**
- 2. Create an account for you and your children (choose the option "School Store" for preschool & latchkey payments).**
- 3. You can prepay or simply pay the balance due with your credit, debit or electronic check.**
***Note a small service fee may apply.**

Register for your FREE account today!

www.myschoolbucks.com

Simple and secure online transactions

**Questions? Need help signing up? You can call
Joy Dunn, Preschool/Latchkey Secretary at:
740-775-4250, Ext. 16117 for Technical Assistance.**