

## Don't Forget!

- 1) Updated pictures of ALL individuals authorized to pick up child sent to [seltzerlatchkey@usd259.net](mailto:seltzerlatchkey@usd259.net). Make sure to have them labeled as I do not know who they are.
- 2) Payments are due by FRIDAYS at 6:00 PM. If you fail to make your payment by 6:00 PM on Friday, there will be a \$5 late fee.
- 3) Make sure to send ALL Payment receipts to [seltzerlatchkey@usd259.net](mailto:seltzerlatchkey@usd259.net) every time a payment is made so you are not charged the late payment fee. If payments are made, but receipt is not sent, you will still be charged the \$5 late fee as that is our only way of knowing if a payment is made.
- 4) Make sure to read the Parent Handbook.
- 5) Cash is NOT accepted at Seltzer Latchkey.
- 6) Forms at the back of this packet show you how to make a payment.

Seltzer Elementary  
School Age Program

Parent Handbook 2023 - 2024



11660 E. Lincoln St Wichita, KS 67207

Phone: Office 973-4001 Latchkey 973-4009

E-mail: [seltzerlatchkey@usd259.net](mailto:seltzerlatchkey@usd259.net)

Director: Stephanie Kuye

Assistant Directors:

Emily Kirby, Annie Friend, Mollie Souter

Principal: Carol Dunne

Director of School Age Programs: Lisa Shahankary

Dear Parents/Guardians:

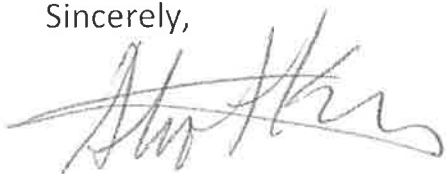
We welcome you and your child to the USD 259 School Age Program at Seltzer Elementary. The School Age Program (SAP) provides a safe, healthy, and nurturing environment where each child's individual development is recognized and supported. Developmentally appropriate activities and experiences are designed to promote each child's physical, social, emotional, cognitive, and creative self.

The SAP is in operation on days school is in session for approximately two (2) hours before and after school. Competent child development professionals guide and encourage children's learning by ensuring that the environment is emotionally supportive and invites active exploration through play and movement.

We are interested in you and your child/children and look forward to getting to know each of you individually. Our hope is that each of you will enjoy your School Age Program experience.

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Sincerely,

A handwritten signature in black ink, appearing to read "Stephanie Kuye", written in a cursive style.

Stephanie Kuye, Director

Emily Kirby, Annie Friend, & Mollie Souter, Assistant Directors

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## **General Information**

Program hours are Monday through Friday 6:30 am to 6:00 pm on school days. We are not open on in-service and holidays. Extended hours are available on early release conference days. Times and dates will be posted in the latchkey area.

Enrollment is first come/first served based on space available. An ongoing wait list will be maintained at each site. Pre-kindergarten children are not admitted to SAP.

Staffing is based on a 15 to 1 ratio. At least one staff member on duty at all times is CPR and First Aid certified.

## **Requirements**

- Children must be 5 to 12 years of age. Five-year-olds must be enrolled in kindergarten (KG must be completed for summer programs).
- Before the child will be considered enrolled the parents must:
  - complete all required forms.
  - pay the non-refundable registration fee per child.
- A parent or guardian must accompany the child directly to and from the supervised School Age Program area upon arrival and departure. The parent must check the child in/out on the Procure computer system. The electronic signature is required.
  - Authorized pickup persons should be 18 years old or older.
  - Authorized persons will provide a photo and be registered on the bio reader.
- Parent gives two weeks written notice prior to withdrawal of their child from the program.
- Parents must keep us notified when emergency numbers change from what was provided on the enrollment form.

## **Insurance**

Our district provides liability insurance and a group insurance. The group insurance covers latchkey students when injured during latchkey. The premium is paid through your registration fee. In the event of an injury the group insurance plan will work as your secondary insurance. If you do not have insurance, it will serve as primary. At the time of injury, you will be given a claim form to complete along with a copy of the explanation of benefits. A copy of the explanation of benefits is available now upon request.

## **Emergencies**

Seltzer has a safe room and in case of a national disaster or civil disorder, parents will be notified through public information stations or radio and TV. An evacuation procedure for Fire, Tornado, High Water, Bomb Threat, Earthquake or School/National Security is posted in each room used by the SAP. A sign will be posted on site as to the location of your child. If a warning has been issued and we are in our safe room, those doors will not be opened until we have an all clear.

Children who are ill or have a communicable disease cannot participate in the program. The parents will be notified of any illnesses or injuries. When serious injuries occur which require transportation of the child for medical care, every effort will be made to contact a parent before EMS (Emergency Medical Services) are contacted. If an emergency does occur, a SAP staff member will remain with the child until a parent or other designated adult assumes responsibility.

## Snacks

A nutritious snack is provided to each child in SAP during the afternoon at no additional cost.

## Program Rules and Behavior Expectations

1. Positive and appropriate behavior is expected.
2. Children are expected to respect the rights of others.
3. School Safety rules are to be followed.
4. Children are to obey the adults in charge in a respectful and courteous manner.
5. Please keep personal items at home. Staff is not responsible for any personal items brought to school.

Our goal is to provide safe and positive childcare. The purpose of discipline is to help guide a child toward developing appropriate problem-solving strategies and to provide a comfortable and non-threatening environment for all children. The following methods of guidance will be implemented in the program in this sequence:

- Describe the expected behavior to the child for the selected activity using the CHAMPS Model.
- Utilize redirection—guide the child’s interest to a new activity and state specifically the behavior expected from the child.
- Implement time out—removal from the activity. Aggressive and disruptive behavior will result in removal for the activity.
- Activities for rewarding positive behavior and self-esteem will be encouraged.

Evaluation of problem behavior will include parents and staff. SAP guidance and discipline policy does not include: corporal punishment, verbal abuse, threats, or derogatory remarks about the child or the child’s family, binding or tying to restrict movement or enclosing in a confined space, withholding or forcing food (K.A.R. 28-4-589).

**\*\*\*See BOE Policy 1463 - School Age Program Pupil Discipline and Staff Responsibilities.**

## Reasons for Dismissal

Your child may be dismissed from the School Age Program for the following reasons but not limited to:

1. Continual late payments.
2. Non-payment of fees for two weeks.
3. Non-attendance of child for ten (10) consecutive school days without notification in writing or payment. **(Scheduled days missed during the absence will be charged at the daily rate.)**
4. Failure of child or parent to comply with School Age Program policies.
5. Repeated behavior problems.
6. Non-compliance of parent/guardian of program hours of operation (repeated late pick-up).

## Medication

Required medication during SAP must be in the original container with label clearly marked and required paperwork completed.

## Parent Communication

We encourage parents to visit and observe at any time. Policies, menus, daily schedule and announcements are posted for your information and convenience.

Contact will be made through phone calls, e-mails, bulletin boards, messages through Procure or newsletter.

It is vital that you inform the staff in writing of changes concerning:

- Phone numbers for yourself and authorized persons on the account.
- Address, schedule, or family changes that may affect your child so we may better care for them.

Upon request parent may view their student's file.

## Daily Schedule

Each day the children in attendance will have an opportunity to participate in a variety of activities ranging from homework help, arts and crafts, outdoor play, free choice activity time and organized game time.

## Charges, Payments and Credit

### *Charges*

- Registration fee per child is paid at the time of enrollment and is nonrefundable.
- Transfers to another site during the year do not pay another registration fee.
- If the child leaves and re-enrolls during the year, a new registration fee must be paid.
- Weekly contracted days are charged at the beginning of the week.
- There is no charge for days school is not in session.
- A minimum of 2 specific set days per week is required.
- Parent will pay for their child's contracted schedule with the School Age Program regardless of attendance.
- Contracted days cannot be traded for different days of the week. If your child attends on a different day than the ones contracted, you will be billed for those days at the end of the week. The charge is titled "Extra Hours".
- A \$5 late fee will be charged on a balance due the last school day of the week.
- \$1.00 per minute late pickup fee per child will be assessed starting one minute past closing time and continuing until your child is picked up. If at thirty minutes past closing time we have been unable to contact an authorized pickup person, your child will be considered abandoned and an officer will be called to collect the child.
- The third child and/or any additional children in each family attending a School Age Program will be charged half price for contracted hours. Registration fee is not half price.

### *Payments*

- Payment is due at the beginning of the week.
- Checks, Credit/Debit and DCF cards are accepted. Web payments through MPP require a confirmation to the director before payment is credited to your account. Only one late payment will be voided due to the delay of confirmation notification. (Reference E-5 enrollment form) **NO CASH PAYMENTS!**
- Each child is allowed one (1) sick/vacation day to use during the school year for each contracted day of the week. Parent must request the credit from the Director. Illnesses that require absence for more than five (5) consecutive days will receive a special administrative consideration.

# Latchkey Late Pick Up Policy

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*All accounts are charged \$1 per child for each minute after 6:00 pm*

## Over five minutes

1<sup>st</sup> time – late by five minutes or more receives a reminder the program closes at 6:00 pm and repeated late pick up is a reason for dismissal from the latchkey program.

2<sup>nd</sup> time – late by five minutes or more receives a copy of their signed E-2. Highlighted is the line repeated late pick up under the heading: **reasons for dismissal**. Parent is notified the next time they are over five minutes late it will be their last week in the latchkey program.

3<sup>rd</sup> time – late by five minutes or more the parent is notified this is their last week in the latchkey program.

## Under five minutes

1<sup>st</sup> time – late less than five minutes receives a reminder the program closes at 6:00 pm and repeated late pick up is a reason for dismissal from the latchkey program.

2<sup>nd</sup> and 3<sup>rd</sup> time – late less than five minutes receives a verbal reminder late pick up is reason for dismissal from the latchkey program.

4<sup>th</sup> time – late less than five minutes receives a copy of their signed E-2. Highlighted is the line repeated late pick up under the heading: **reasons for dismissal**. Parent is notified the next time they are late it will be their last week in the latchkey program.

5<sup>th</sup> time – late less than five minutes the parent is notified this is their last week in the latchkey program.

## Wichita Public School Age Program Behavior Guidance and Discipline Policy

### Expectations

- ✓ Each SAP child is held responsible for their personal actions. The right to participate in the SAP carries with it the obligation to maintain acceptable behavior.
- ✓ Acting in a defiant manner or any show of disrespect by word and/or action towards any staff member will not be permitted.
- ✓ Profanity and vulgarity are not permitted.
- ✓ A pupil who steals or maliciously destroys or defaces property will be expected to make restitution as part of the consequences or be removed from the SAP program.
- ✓ Parents should be involved in assisting the SAP staff to ensure a meaningful and positive solution to their child's behavior actions.
- ✓ Profanity from parents directed at SAP staff is reason for dismissal from the program.

### Staff will use positive behavior management

- Review the expected behavior of the child for the selected activity in a positive statement.
- Provide choices – would you rather play with this or this? State specifically the behavior expected from the child.
- An age-appropriate think time, away from others will be given as needed. The child remains in think time only long enough to regain self-control. Staff will use the CHAMPS/Second Step as needed to help students regain control.
- Think time and re-think sheets are completed in a designated area under visual staff supervision.

### Think Time and Re-Think Sheets

1. Behavior infractions result in think time as the first step.
2. Re-think sheets are completed as the second step. Re-think sheets are signed by the parent and kept in the student's folder.

### Behavior Report

1. A SAP behavior report is completed after three rethink sheets.
2. Two SAP behavior reports for violation other than zero tolerance will result in a two-day suspension from the SAP.
3. Three behavior reports for violation other than zero tolerance will result in termination from the SAP.

### Zero Tolerance Behaviors Include but are not limited to:

*Hitting, bullying, sexual harassment/gestures, extreme disrespect by word/action*

1. First Zero tolerance violation will automatically receive a behavior report and receive a two-day suspension from the SAP or possible termination from the SAP depending on the severity of the incident.
2. Second Zero tolerance violation will receive a behavior report and result in termination from the SAP.

**Bringing a weapon is automatic termination from the SAP and possible expulsion from school.**

- ❖ *Parents are informed of their child's behavior by the latchkey director or assistant director.*
- ❖ *Suspension days are charged but an absent credit can be used upon request from parent.*
- ❖ *Termination from the SAP is for the remainder of the school year and possibly the following year.*

SAP may permanently remove any child whose behavior creates a significant risk of harm to the health or safety of other children or staff without following the guidance steps outlined above.



## USD 259 SAP Confidentiality Policy

- All information and family records are kept confidential. Only authorized staff and regulatory agencies have access to student files.
- Directors will share this policy with each staff member and each parent or other adult responsible for the child or youth. This policy will be a part of all latchkey staff orientation.
- This policy will be followed and printed in the parent handbooks or posted on the SAP bulletin board.

Nothing in this policy shall limit access to confidential records by the KDHE secretary, the secretary's designee, the secretary of department of children and families, or law enforcement personnel.  
Per KDHE regulation KAR 28-4-582(e) (6) and KAR 28-4-587(h) (1) (G)

**BOE Policies** are available online at [USD259.org](http://USD259.org). A paper copy is available upon request.

BOE 1450 – School Age Programs

BOE 1115 – Sexual Harassment of Employees

BOE 1116 – Sexual Harassment of Pupils

BOE 1119 – Harassment of Pupils based on race, color, religion, gender, national origin, age or disability

BOE 1120 – Harassment of Employees based on race, color, religion, gender, national origin, age or disability

BOE 1232 – Acceptable use of computers, networks, internet, e-mail, telephones & other online services

BOE 1462 – Pupil Behavior – Assault and/or Battery of Staff Member

BOE 1463 – Pupil Discipline and Staff Responsibilities

BOE 1464 – Pupil Behavior – Regulations

BOE 1465 – Pupil Behavior – Alcohol, Drugs, Drug Paraphernalia, and/or Other Controlled Substances

BOE 1466 – Possession or Use of Weapons

BOE 5117 – Reporting Suspected Child Abuse and or Neglect

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- Review your transactions
- Read helpful hints

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