

Mission Statement

St. John School is a Catholic Community, called by Christ, to educate children Physically, Academically, Spiritually, and socially, providing them with the keys they need for successful living in this world and for all eternity.

Adopted: April 20, 1999

By St. John School Committee

“Quality early education programs provide a safe and nurturing environment that promotes social, emotional, physical and cognitive development of young children while responding to the needs of families.”*



*Developmentally Appropriate Practice. National Association for the Education of Young Children, 1986

ST. JOHN THE BAPTIST SCHOOL AND LATCHKEY

PEOPLE

I will show respect and kindness to all adults and fellow students at all times.

PROPERTY

I will treat the property of my parish, my school, my fellow students, and my own, with care and respect.

SAFETY

I will obey all playground, bus, classroom, school, and home rules made to keep me safe.

PRIDE

I will follow our uniform code and wear my school uniform with pride for myself and my school.

RESPONSIBILITY

I will accept responsibility for my attitude, behavior, and character.

ADMISSION POLICY

St. John School will give preference to St. John Parish parishioners, regarding enrollment, on a space available basis. St. John School admits students of any race, national and ethnic origin to all rights, privileges, programs and activities generally accorded students at St. John School. It does not discriminate on the basis of race or ethnic origin in the administration of its educational policies; admissions, athletic and other school or parish administered programs. St. John School policy acknowledges Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568). St. John School does not discriminate on the activities, which it operates, and St. John School does not violate the requirements of Title IX. St. John Latchkey is open for any students that attend St. John School with all forms completed before the first day of starting Latchkey.

WITHDRAWAL POLICY

St. John Latchkey discharge policy:

1. Accounts not Current Parents will receive a written warning when accounts have been delinquent a minimum of 2 weeks. If the account is not paid within a week of receiving the letter, the child/children will not be permitted to attend Latchkey until accounts return to good standing.
2. Behavior Parents will be spoken to when their child is acting in a way which hinders, interferes, or disrupts. This behavior will not be tolerated. The student will receive warnings from the staff. If a behavior change is not seen, a parent conference will be held. If their behavior is still not changed, the student will not be permitted to attend Latchkey. We follow the St. John School Discipline Policy.
3. Paperwork all forms must be kept up to date, and filled out in full. If forms are not turned in by September 19, the student will not be able to attend until all forms have been returned.

ADMINISTRATIVE INFORMATION

Registration information:

State licensing requirements mandate you to provide the school with the necessary information about your child. The packet must be completed for your child before the start of the school year.

This packet includes:

CHILD INFORMATION CARD/EMERGENCY CARD. This provides the school with essential information on where to reach you during class time, emergency contacts, whom your child can be released to, etc. Please keep these phone numbers up to date! If someone arrives to pick up your child that is not listed on this card, the staff will not release your child to this person. We will try to contact you. If we are unable to reach you, we will not release your child. You may also send in a note in the morning with your child saying who will be picking him/her up. If you need to add someone to the card, please send name, phone number, address and relationship of that person in writing to your child's teacher or contact the office.

- Good Health statement
- Copy of immunization record
- Verification of Acceptance policy

LATCHKEY CHILD REQUIREMENTS TO START LATCHKEY 1. Up to date on immunization. 2. Child placement contract. 3. Good health statement 4. Emergency card filled out in full 5. Registration form and fee \$20.00 **LATCHKEY POLICY** 1. Statement will be sent home on Tuesday of the following week. Balance will be due on Friday. 2. Hourly rate is \$3.75 per hour 3. After 6pm ~ \$1.00 per minute will be added to your bill. 4. There is no return to latchkey after sports or activities. **Attendance Policy:**

4. There is no return to latch



It is essential for you as the parent to keep Latchkey up to date on the attendance of your child. Weekly or Monthly attendance notes are appreciated. If you need to do a drop in day or your child will be absent, please contact the school office or the Latchkey office. **Latchkey hours of Operation:** Latchkey will be open from the time of school dismissal until 6:00p.m. This includes any early dismissals as well. We follow the St. John School calendar.

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In case of inclement weather we follow Monroe Public/Parochial Schools cancellation policy. The Latchkey program will be cancelled if Monroe Public Schools are cancelled.



ASBESTOS AND RADON

In compliance with Asbestos Hazard Emergency Response Act of 1986, St. John School must issue this annual report to you regarding the status of Asbestos in our school. A professional inspection was performed in the fall of 2001 by the Archdiocese of Detroit. Be assured that, to the very best of our experts' knowledge, there is no threat from asbestos to our students, staff or visitors in the St. John the Baptist School building. Radon checks are done periodically. To date, no hazard from this gas has been identified. A check will be made during this school year.

ACCIDENTS AND INSURANCE

Minor knee scrapes and bruises will be treated in the office. (All staff members have completed a first aid course.) Any injury of questionable or more serious nature will be initially treated and parents will be contacted immediately. If we are unable to contact a parent, and emergency room treatment appears needed, the principal will transport the student or call for an ambulance. Parents will be responsible for any costs incurred. St. John School does have student insurance through Michigan Catholic Conference. A copy of this policy will be sent home annually. This is a supplement to your family medical insurance and / or can be extended for 24-hour coverage for your child. Questions may be directed to the school office. Additional copies of the policy and claim forms are available from the school office.

ADDRESS CHANGES AND PHONE NUMBERS

It is important that school records be accurate. If you have a change of address or telephone number, contact the office immediately. Unlisted phone numbers will be considered private information unless otherwise directed. It is essential that the school have accurate phone numbers and addresses so that, in, emergency situations, we can reach parents or appointed emergency contacts.

DISCIPLINE

In order to utilize the opportunities available to them both educationally and spiritually, it is necessary that students develop self discipline and motivation. The school's job is to ensure that the rights of all students are protected so that the maximum learning and Christian development can take place and to provide structure. The purpose of Rules and Procedures is to maintain a safe, orderly environment for all school citizens.

Latchkey Rules

1. Follow directions the first time given
2. Do your own Work Quietly.
3. Stay seated unless told to get up.
4. Keep your hands feet & objects to yourself.
5. Treat all latchkey property with respect.

School wide rules include:

1. No student is to chew gum at any time on school grounds including the playground, gymnasium or school grounds.
2. No spitting, gum allowed on school grounds.
3. Students are to show respect to all adults and students at all times.
4. No student is allowed to leave school grounds, without specific parental permission, at any time during Latchkey.
5. No Insubordination and/ or verbal abuse, and / or gross disrespect to teacher or supervising adult or other child
6. No Fighting (physical assault upon another student, no matter who throws the first blow)
7. No Physical assault of any staff member
8. No Possession of drugs and / or alcohol, or weapons
9. No Destruction of school property
10. No Destruction of personal property
11. No Sexual, ethnic, or racial harassment

When punishment is necessary, as often as possible, conflict resolution skills will be practiced. The goal for disciplinary action is to change unacceptable behavior to acceptable behavior in the most gentle but effective way possible.

Specific disciplinary steps:

1. Verbal warning to the student.
2. Time out
3. Written assignment and a verbal notice to the parent
4. Detention for ½ hour before school at 7:15 am.
5. Severe offense one week suspension from Latchkey
6. Expulsion from St. John Latchkey

MEDICAL REQUIREMENTS

The Michigan Immunization Law requires “all children enrolling in any public, private, parochial or denomination school in Michigan for the first time shall submit a statement signed by a physician that they have been immunized or protected against small pox, diphtheria, tetanus, pertussis, rubella, measles, and poliomyelitis.” Forms are provided, the school office, for physician’s completion, will admit No child without this form on file. The Latchkey must also have on file a list of any allergies (to medication, insects, etc.) and any on going illnesses or conditions that may or may not require medication.

LATCHKEY STAFF REQUIREMENTS

1. Red Cross: First aid and CPR Certification.
2. State Police finger print check
3. FIA (Family Independence Agency) clearance check perpetrator of child abuse and/or neglect on the child abuse/neglect central registry system.
4. TB test
5. I chat
6. Statement of Good health from doctor.
7. On going staff training every other month.
8. Signed written screening policy for all staff and volunteers.
9. Have a written statement signed and dated by staff at the time of hiring indicating all of the following information:
 - (i) The individual is aware that abuse and neglect of children is against the law.
 - (ii) The individual has been informed of the center’s policies on child abuse and neglect.
 - (iii) The individual knows that caregivers are mandated by law to report abuse and neglect.

EVACUATION

If there would be an evacuation during Latchkey, our procedure would be, the children would be bused to Bedford High School 8285 Jackman Rd. for parents to pick up.

**Verification of Acceptance
St. John Latchkey Handbook
2009/2010**

This is to certify that both parent and student have read the handbook and agree to abide by the rules and regulation contained here.

Parent signature _____ Date _____

Student signature _____ Date _____

This page needs to be returned to St. John Latchkey by September 19.