

**HIGHLAND LOCAL SCHOOL DISTRICT'S**

**HIGHLAND EXPRESS**

**CHILD CARE PROGRAM**

**GRANGER ELEMENTARY**

**HINCKLEY ELEMENTARY**

**SHARON ELEMENTARY**

**DISTRICT PHONE NUMBERS: 330/239-1901**

**330/278-2727**

**330/668-1901**

Our Highland Express Program has been developed to meet the needs of working parents and their children. We feel that children need a comfortable, loving environment where each child's developmental needs can be met. Although this time can be used to complement the child's school day, our program will have it's own identity. We do not want the program to be a continuation of the school day. We will seek to be as home-like as possible and provide a flexible curriculum with appropriate activities to interest all age groups. Opportunities will be available so each child's social, emotional, physical and cognitive needs can be met in self-directed activities.

We realize that there is nothing more precious to you than your children and it is important to have competent, loving people caring for them. It is the goal of our program to provide this and most important, to help build each child's self esteem and self image. Children who feel good about themselves are more likely to do well in school and succeed in life.

**PROGRAM RATES**

There is a \$35.00 registration fee for each child re-enrolled in the program. (Family cap registration fee is \$100). Tuition is a flat rate of \$11.00 per session regardless of the amount of time a child spends in the program daily. There is no tuition reduction for additional family members.

Morning ----- \$11.00

After School ----- \$11.00

Both before and after ----- \$22.00

Tuition must be paid online or by check. If you must pay by cash, please have exact change. We cannot make change. Make checks payable to Highland Local School District and please include "Highland Express" or "Latchkey" in the memo description. **All fees are expected to be paid in full by the end of each month. Unpaid balances may result in your child being excluded from attending the Latchkey Program.**

**HOURS**

The program hours will be from 6:30-8:45 a.m. (Morning Session) and 3:30-6:00 p.m. (Afternoon Session), each day school is in session.

**OVERTIME FEES**

The program ends promptly each day at **6:00 p.m.** If you are late picking up your child, an overtime fee will be charged. The fee is \$10.00 each 15-minute period you are late.

**AM PROGRAM**

Parent must sign in child and verbally check with staff member before leaving premises.

**PM DISMISSAL POLICY**

The person picking up a child must sign out and verbally check with a staff member before leaving the premises. If anyone other than a parent will be picking up the child, a staff member must be notified by either a note or a phone call from the child's parents or guardian before the child will be allowed to leave.

**INCLEMENT WEATHER/EMERGENCY DISMISSAL -- NO MORNING PROGRAM**

If school is delayed, there will be *NO MORNING PROGRAM*. In the event Highland Elementary Schools are closed prior to the regularly scheduled dismissal time, the Highland Express program will not be held. Children will be sent home per instruction given on the Emergency Dismissal form.

### **COMMUNICABLE DISEASE POLICY**

A child suspected of having symptoms of a communicable disease will be isolated until his/her parents arrive. Parents will be notified by note if their child has been exposed to a communicable disease. A child will be isolated if any of the following symptoms are observed: head lice, severe diarrhea, Pink Eye, fever of over 100 degrees, severe runny nose or severe sore throat.

### **MEDICATION POLICY**

We prefer not to administer medications of any kind, but if necessary, special arrangements can be made.

### **EMERGENCY AND ACCIDENT POLICY**

In case of an emergency and/or accident, we will follow the posted medical and dental plan. We will administer first aid, summon emergency transportation if needed, and contact the parents. An Incident Report will be completed and sent home to the parents.

### **STAFF/PARENT RELATIONSHIPS**

Our staff will be available for any questions and concerns parents may have regarding their children. With your help, we will become a valuable resource for parents to link home and school.

### **CHILD ABUSE**

We are required by law to report any suspected incidents of child abuse or neglect to the appropriate government agency.

### **TOYS FROM HOME**

If a child would like to bring in a game or toy from home, it must be kept in a bag in the child's locker until it is approved by the supervisor. **NO toy guns. If a toy causes problems, it must be left at home.**

### **DISCIPLINE CLAUSE**

The same school rules for student conduct found in the Student Handbook apply to any child attending the Latchkey Program. Students may be referred to the building principal for follow through of consequences.

### **\*\*\*PLEASE CALL\*\*\***

IT IS IMPORTANT TO CALL THE SCHOOL AND LEAVE A MESSAGE OR SEND A NOTE IF YOUR CHILD WILL NOT BE COMING TO THE PROGRAM AFTER SCHOOL AS SCHEDULED.

### **PROGRAM INFORMATION**

The Highland Express was developed as a result of community interest. Start-up costs were funded through a state grant. The program is open to all students in the Highland School District grades Pre K-5. The Highland Express program provides childcare in a group setting. The program does not exclude qualified students with disabilities and offers reasonable modifications to the program to afford qualified students with disabilities an equal opportunity to participate in the program. The program is not required to provide modifications that constitute an undue burden for the District or result in a fundamental alteration of the program. The Highland Express does not discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

### **HIGHLAND LOCAL SCHOOLS**

#### **ADMINISTRATION OFFICE**

**3880 RIDGE ROAD**

**MEDINA, OHIO 44256**

**330/239-1901 330/278-2727 330/668-1901**