

NEW LOTHROP ELEMENTARY LATCHKEY HANDBOOK 2021-2022

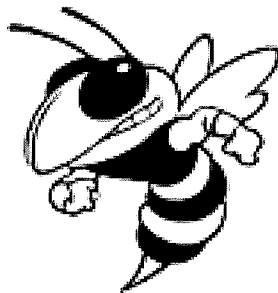


****Due to the COVID-19 pandemic, many of these procedures may be altered/changed/revised based on recommendations from the Shiawassee County Health Director, the Michigan Department of Education or any Executive Orders.**

The Mission of New Lothrop Elementary School:

The New Lothrop Elementary School community will establish the foundation for continued growth by meeting the educational, emotional, social, and physical needs of all students so each may realize his or her individual potential.

WELCOME TO LATCHKEY AT NEW LOTHROP ELEMENTARY SCHOOL!



New Lothrop Elementary School
9387 Genesee St. P.O Box 279
New Lothrop, MI 48460

Phone: 810.638.5026
Fax: 810.638.7289

Hours of Operation: 6:30-7:30 a.m. and 2:45-6:00 p.m.

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LATCHKEY PROGRAM INFORMATION

AT A GLANCE

Days and Hours of Operation

Monday-Friday

Before School: 6:30-7:30 a.m.

After School: 2:45-6:00 p.m.

All students not picked up from school **by 3:00 p.m.** will be checked into Latchkey and charged accordingly.

We follow the School Calendar.

Note:

We WILL operate on:

- Half-days
- Delayed Starts (fog, ice, snow, cold)

We will NOT operate on:

- Scheduled school days off
- Snow Days

If school is canceled after children have already arrived, the school may contact parents to arrange for pick up.

Payment Information:

Registration Fee: A mandatory non-refundable registration fee of \$10.00 per family is collected annually in order for students to be enrolled in our Latchkey Program. No exceptions will be made. Once the registration is complete, parents are welcome to use the latchkey program at any time.

Hourly Cost:

\$4.00 per hour for one child

\$3.00 per hour for each additional child

**Minimum 1 hour charge for A.M. and
1 hour charge for P.M. Care**

Notes:

- After the 1st hour, you will be billed in 15 minute increments, always rounding up.
- Late pick-up is **\$1.00 per minute per child** for each minute after 6:00 p.m.
- Late payments will be charged an additional \$5.00 per week- EVERY week until payment is received or child is removed from the program.
- Please make checks payable to: New Lothrop Area Public Schools.
- **Failure to pay tuition will result in dismissal from the program.** Students will be disenrolled from Latchkey if they have more than 4 past due bills. Full payment will need to be paid and students will need to **re-register** in order to begin services again.
- **Parents who fail to pay Latchkey bills could be at-risk of not being able to chaperone school field trips.**

Latchkey Program Overview:

Philosophy

The New Lothrop Latchkey Program is dedicated to provide an opportunity for safe and quality care for every student enrolled in DK- 6th grade.

Our goals are to:

- Provide a safe, healthy, and caring environment.
- Promote the social, emotional, physical, and intellectual development of each child.
- Provide equipment and materials to meet the developmental needs of all children in the program.
- Establish good rapport with parents, other children, and facility
- Respect families and work to create a partnership with parents to provide the best possible care for all of our Latchkey children.

Enrollment Information

Our Latchkey Program is open to school age children in Developmental Kindergarten- 6th grade.

Billing Procedures

Bills are calculated from the daily attendance sheet. Childcare will be billed on the Wednesday following the service received. Bills will be considered late when they are not paid by the following Monday. A late fee will be added the Tuesday following the late notice. See example below:

Note: Students will be disenrolled from the program if there are 4 or more outstanding bills.

Example of Payment Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Week 1	2 3:00-5:30 p.m	3 3:00-5:30 p.m	4 6:30-7:30 a.m.	5 ----	6 6:30-7:30 a.m. 3:00-4:00 p.m.	7
8 Week 2	9	10	11 Bill Generated from Week 1: 8 hrs.	12	13	14
15	16 Payment Due for Week 1 services	17	18 Late Notice Sent Home (and new bill sent for Week 2)	19	20	21
22	23	24 Late Fee Added For Week 1 services	25	26	27	28

Note: Monthly statements are issued the first week of the month following services.

Daily Schedule

A typical morning/afternoon in Latchkey looks something like this:

<u>Morning Session:</u>	<u>Afternoon Session:</u>
6:30 - 7:30 : Students arrive for school	2:45: Dismissal from School
7:00 : Breakfast available for purchase	3:00: Check-in/Attendance
Students may: Pull out puzzles, games, work on homework, read a book, socialize with friends, relax	3:10: Bathroom Break/Handwashing
	3:15: Snack
	3:30: Homework/Activity Time*
	5:00: Playground/Open Centers
	5:45: Clean-up and depart for home
	*There may be a movement/recess break during homework time to give students time to unwind.

Of course, the schedule is always subject to change -- ☺

What to Expect:

Be Prepared

Your child will have time for a snack, homework support, and play time outside. Please help your child be prepared for these times by letting them know your expectations for snack and homework time and by sending them dressed for the weather.

Snacks

We have snack time each afternoon. If your child would like to participate in snack time, you can elect to purchase a snack through their Cafeteria lunch account for \$0.75 or send a snack from home. A second snack can also be purchased for an additional \$0.50.

Note: Snacks sent from home should be ready-to-eat or pre-made. Food may not be microwaved at Latchkey.

Snacks for purchase include a drink choice of milk or juice and a variety of snack choices (i.e: assorted fruit, a cheese stick, yogurt, pudding, a muffin, assorted crackers, or popcorn).

All snacks served from our Cafeteria meet the nutritional guidelines of the United States Department of Agriculture. Applications for free and reduced Latchkey snacks are available in the Office.

Homework Support

Our Latchkey Team facilitates a time for students to independently work on their homework. If questions or problems arise, the team is ready to assist as needed.

- Those who do not have homework should plan to do the daily quiet activity until homework time concludes (i.e: read, draw, color, playdough, etc...)

Communication

We communicate with parents on a daily basis during pick-up and drop-off. If any questions or concerns come up, feel free to bring them to our attention.

Outdoor Play

Children are encouraged to dress appropriately for the weather, as we make an effort to go outside every day. If the weather brings light rain or snow, we will go outside. If there is extreme weather or the temperature/wind chill is below zero degrees we will stay inside.

Behavior

We expect our students to follow the Schools' Code of Conduct and to show Hornet PRIDE.

P	Participation	(Actively take part.)
R	Respect	(Treat yourself, others, property, and materials respectfully.)
I	Integrity	(Do the right thing, even when no one is looking.)
D	Determination	(Focus on best effort at all times.)
E	Excellence	(Strive for safety and greatness.)

If students do not follow PRIDE, we will take the following steps:

- Issue a warning
- Move students away from the distraction
- Assign a PRIDE reflection worksheet
- Deduct time from recess, free time, or the computer lab
- Communicate difficulties with parents

If problems persist we may:

- Refer student to the office
- Set up a meeting with parents and administration to problem solve
- Recommend removal from the program

Note: The PRIDE Matrix can be viewed on page 9, and a copy of the Code of Conduct is on the school's website, or one may be provided upon request.

Dismissal Policy

New Lothrop Elementary School may dismiss a child from the program at any time for the following reasons:

- Failure to provide appropriate registration documentation.
- If bills are consistently late or unpaid.
- Excessive late pick-ups (more than two per Trimester).
- If a child endangers the health or safety of staff or other children.
- If meeting between Staff, Principal, and parents does not resolve inappropriate behavior.
- If the director, in consultation with the staff, determines that New Lothrop Elementary is unable to meet the needs of the child and/or parent.
- If a parent behaves inappropriately in front of other parents, staff, or children.

Health:

Hand Washing

Students and staff will wash their hands before handling food, after sneezing, coughing or blowing their nose or using the restroom. Hand washing is a must in order to prevent the spread of disease and/or germs.

Medication

Prescription medication that needs to be taken at school must be brought to school in the original container and an "Authorization for Medication Form" needs to be completed by a physician and the parent/guardian. These forms are available in the office. All medication must be kept in a safe location and dispensed as indicated by the physician. Non-Prescription medication can also be dispensed provided it is brought to school in the original container and a release is on file.

Students may NOT have unauthorized medication in their lockers, backpacks or on their person.

Allergies/Health Concerns

It is important that the teacher be informed of any allergies or health concerns that your child may have. Please do not allow your child to attend class when he/she is not feeling well or if he/she could be contagious to others.

Illnesses

Please keep your child home if they have the following:

- Vomiting and/or diarrhea within the past 24 hours
- Fever of 100° or more within the past 24 hours
- Strep throat, Scabies, Scarlet Fever, Conjunctivitis (pink eye), Meningitis and/or other communicable diseases. Ask your doctor for guidelines on when you are able to return, but no less than 24 hours after beginning treatment.
- Head lice
- Chicken Pox
- Colds, influenza, and/or other viral infections

Students not feeling well will be assessed in the office. If an illness is suspected, students will stay in the office and parents will be called to come pick up their child. If a parent is not able to be reached, the contacts on the emergency information section will be called so they can make arrangements to pick the child up from school. Staff follows this same exclusion procedure. If a staff member calls in sick or becomes ill at work, they will not be present in Latchkey, and a substitute will be provided to care for the students.

Communication on Illnesses

As a courtesy, if a confirmed case of a communicable disease or a parasite (ex: strep throat, chicken pox, lice, scabies) is reported, a notice will be sent home and Health Notice will be posted on the Elementary Website under the "Parents" tab. The purpose of this information is to raise awareness in case you are noticing similar symptoms with your child. If additional reports are received up to 2 weeks after the original notice went out, additional notifications will not be communicated.

Safety:

Child Supervision

Our Latchkey program follows the State of Michigan rules for child/adult ratio. Per the provisions of our Latchkey License, the children will be under the direct supervision of a Latchkey worker during Latchkey hours.

Accidents, Injuries, and Incidents

In the event of an injury, accident or medical emergency our immediate concern is to aid the child/children. For minor accidents/ injuries, the staff will use the first aid kit and training they received during their First Aid Class. The staff will fill out an incident report for the parent and it will be sent home at the end of the school day with the child. In the event of a serious medical emergency, the staff will be trained in the following procedures:

One staff member will be sent to get the child information record and first aid kit, the other teacher will stay with the child as they were trained during the staff's mandatory safety training. Parents or emergency contacts will be notified by the office and the appropriate emergency personnel are called (if applicable). First aid will be performed on the child until emergency personnel arrive.

If we are unable to make contact and emergency treatment is required, the child will still be taken to the hospital specified on your emergency card. Your authorization for the program to take emergency medical measures deemed necessary is part of this agreement. An incident report will be completed and filed per child care licensing guidelines using the BCAL-4605 (4-19) form and will be kept in the child's file.

In case of a serious incident the staff will follow the steps listed in the LARA Child Care Centers Book. This book is posted in every classroom and can be found on our parent board. This information can be referenced in section R400.8158 (Incident, Accident, Injury, Illness, Death, Fire Reporting).

All staff will be notified where the first aid kit, EpiPen , AED and BCAL-4605 (4-19) forms are located within the building each year.

Emergency Drills

As mandated by the State of Michigan, emergency drills will be performed periodically during the school year. New Lothrop Elementary School has written procedures for emergency situations, including fire, tornado, and lock-down drills. Emergency drill procedures are posted in the Cafeteria and all classrooms. Children are prepared for these drills by practicing them so they will be familiar with the procedures in case of an actual emergency.

Transportation

Parents are responsible for delivering and picking up their child. A child will not be released to another parent/adult without the verbal or written notification from the parent. Children must not be dropped off before 6:30 a.m. and they need to be picked up by 6:00 p.m.

Check-in/Check-out

In order to maintain safety and security for all of the students in the building we have protocol for entering the building for pick-up and drop off. Please note that students must be signed in and out every day.

Check-in/Check-out must include the time of arrival in the morning, the time of pick-up in the afternoon, and a signature of the person dropping off or picking up the child.

* Failure to sign-in or sign-out properly may result in being charged for the entire morning or afternoon time frame.

Parking

Please remember not to park in the circle drive when you drop off or pick up your child from Latchkey. You may park in the east or west parking lots. If you have a permit, handicapped parking is located near the circle drive.

Additional Information:

Calendar

Our Latchkey Program follows the New Lothrop Elementary school calendar. If school is closed due to a holiday, break, or professional development day, then Latchkey is closed as well. Copies of this calendar will be sent home at the beginning of the year and can be found on our website.

Cancellations/Severe Weather

Latchkey will operate on delayed start days. If New Lothrop Elementary is closed due to severe weather, the latchkey program will be automatically cancelled.

Electronics/Personal Belongings

If you elect to send your child with electronics for use during Latchkey time, please note that you are doing so at your own risk. New Lothrop Area Public Schools is **NOT** responsible for electronics or personal belongs brought from home. Any property lost, damaged, or stolen while on school grounds is the responsibility of the owner.

Latchkey staff has the discretion to let students know if/when electronics and personal belongings are allowed to be present during Latchkey. Students who do not follow the rules are at risk of losing their privilege to use these items during Latchkey.

Grievance Policy

Our goal is to have a comfortable and productive relationship with all of our students, parents and teachers. If a situation arises that you are not happy with, please follow these steps to resolve your problem:

- 1) Discuss the situation with the Latchkey Staff
- 2) Discuss the situation with the Elementary Principal
- 3) If your problem is not handled to your satisfaction, request a formal meeting with all involved parties by contacting the Principal

Volunteer Participation

Before volunteers may have contact with children while in our care, they must fill out an IChat which includes signing a disclosure statement assuring that they have not been convicted of a felony involving harm or threatened harm. In addition, a staff member will be present at all times when a volunteer has any contact with children while enrolled in the Latchkey Program.

Expectations of Parents/Guardians: Latchkey Agreements:

I understand that without exception, my child will not be allowed to attend Latchkey until all mandatory registration papers and fees are turned into the Elementary Office. I plan to double check my child's forms before I turn them in to make sure that I have completed every line of every form and that I have signed in all of the designated areas.

I understand that either **I, or an adult designated by me, must sign my child in and out of Latchkey at the Elementary Cafeteria.** Even if the Latchkey group is outside on the playground when I arrive to take my child home, I realize I still have to check my child out on Latchkey sign-out sheet. Failure to do so may result in being charged for the full 3 hours of care.

I understand that **children will NOT be allowed to sign themselves out at any time, nor will they be allowed to walk home** on their own when Latchkey closes at the end of the day.

I plan to be courteous when I drop my child off or pick my child up from Latchkey by not double parking and blocking the circle driveway. I will instead use the parking lot on the East Side of the building. For the safety and welfare of everyone concerned, I will never leave my vehicle running or other children in my car when I drop off or pick up my Latchkey child(ren).

I understand that Latchkey closes daily at 6 p.m. and that the staff only gets paid until that time. Therefore, I realize being prompt when picking up my child is a must. I further understand that for each minute beyond 6:00 p.m. I will be **billed \$1.00 per minute per child** until I arrive to pick up my child(ren).

I understand that Latchkey billing will be calculated from Monday through Friday, with the invoices being handed out each Wednesday by Latchkey Billing. Latchkey Billing will hold the invoices until Thursday afternoon, at which time all invoices not handed out, will be mailed. I further understand that my payment is due the following Monday. Any payments not received by the next billing cycle will be charged a \$5.00 late fee. **I understand that my child may be disenrolled from Latchkey if I fail to provide payment.**

I understand that it is not a good idea to send cash payment with my child, therefore, **I will plan to issue a personal check each week made payable to New Lothrop Area Public Schools.** My payments will always be in a sealed envelope and deposited in the Latchkey Drop box located just inside of the cafeteria. Latchkey workers are not allowed to accept payment envelopes. I will deliver them myself.

I will keep the Latchkey Staff informed of changes that may occur in my child's emergency contact information, such as, a change of address, a change in my telephone number whether it be my home, work or cell phone, a change in my employment information or any change in your child's medical history.

I understand that the Elementary Office will notify my child's teacher of his/her latchkey schedule. With that in mind, I will remember to notify the Office (by 12:00 p.m.) whenever my child is going to be at Latchkey on a day other than his/her regularly scheduled day(s).

Expectations of Parents/Guardians (continued):

I understand that if my child needs to take prescription medication while at Latchkey, that the same procedures that are required during the school day also apply to Latchkey. I realize that it is mandatory to have an "Authorization for Administration of Medication by School Personnel" on file before the Latchkey Staff can dispense prescription medication, and the required form must be completed and signed by me as well as a physician. I understand that all medications regardless if it is prescription or non-prescription must be in its original bottle. (If however, the dosage at Latchkey is just a carryover from during school hours and the Elementary Office already has the required form on file, a copy of the form will be made and handed to the Latchkey Director along with the medication.) All medication is kept out of reach of children at all times.

I understand that New Lothrop Area Public Schools is not responsible for any electronics and personal belongings brought from home. If my child should bring any of these items, they are doing so at their own risk. The Elementary School and Latchkey are not to be held responsible for items lost, damaged or stolen during school or Latchkey hours.

I understand, and so does my child, that all behavior/discipline rules that are outlined in the Elementary School Code of Conduct carry over to our before/after school programs, which include Latchkey. I will review these rules with my child often.

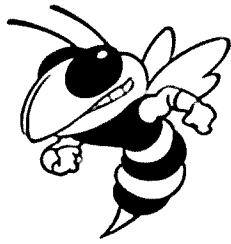
My signature acknowledging this information is kept on file with my Latchkey Registration.

Licensing Notes:

The New Lothrop Elementary School Latchkey Program is approved (licensed) by the State of Michigan Department of Consumer and Industry Services, Bureau of Regulatory Services. We meet or exceed all standards of quality established by Public Act 116 of 1973.

The New Lothrop Elementary Latchkey Program does not discriminate in the enrollment policy on the basis of race, creed, sex, national origin or handicap. All children age 5 years or older, in the New Lothrop Area Public Schools are eligible for the program.

The New Lothrop Elementary Latchkey Program maintains a licensing notebook which includes all of our licensing inspection reports, special investigation reports (if there are any) and all related corrective action plans. This notebook is available during business hours for parents to review. This information is also available at www.michigan.gov/michildcare.



Hornet PRIDE Matrix

	P	R	I	D	E
	Participation	Respect	Integrity	Determination	Excellence
	<i>Actively take part.</i>	<i>Treat others as you want to be treated.</i>	<i>Do what's right, even when no one is looking.</i>	<i>Focus on best effort at all times.</i>	<i>Strive for safety and greatness.</i>
Classroom	<ul style="list-style-type: none"> • Be on time • Be engaged • Be prepared 	<ul style="list-style-type: none"> • Follow adult directions • Value others' property and ideas 	<ul style="list-style-type: none"> • Maintain personal space • Do your own work 	<ul style="list-style-type: none"> • Ask if you do not understand • Do your best • Always keep trying 	<ul style="list-style-type: none"> • Be neat and organized • Keep four on the floor
Hallway	<ul style="list-style-type: none"> • Stay with your class • Stay in a single file line 	<ul style="list-style-type: none"> • Keep feet on the ground • Keep hands, feet, and body to self • Be respectful of property • Use voice level 0 or 1 	<ul style="list-style-type: none"> • Get there, get back • Report problems • Help others • Value school property 	<ul style="list-style-type: none"> • Stay focused • Use time wisely 	<ul style="list-style-type: none"> • Keep hallways clean • Be an ally • Keep locker clean • Walk
Restroom	<ul style="list-style-type: none"> • Go, flush, wash 	<ul style="list-style-type: none"> • Wait your turn • Give others privacy • Use voice level 1 	<ul style="list-style-type: none"> • Maintain personal space • Report problems • Use water wisely 	<ul style="list-style-type: none"> • Return to class quickly and quietly 	<ul style="list-style-type: none"> • Keep area clean • Keep feet on the floor
Arrival/Dismissal	<ul style="list-style-type: none"> • Be on time 	<ul style="list-style-type: none"> • Follow adult directions • Keep hands, feet, and body to self • Use voice level 2 	<ul style="list-style-type: none"> • Report problems • Maintain personal space • Help others 	<ul style="list-style-type: none"> • Stay in designated area • Go directly to your destination 	<ul style="list-style-type: none"> • Enter and exit in an orderly manner • Walk
Bus	<ul style="list-style-type: none"> • Be on time 	<ul style="list-style-type: none"> • Follow adult directions • Use appropriate language • Use voice level 2 	<ul style="list-style-type: none"> • Report problems • Value school property • Maintain personal space 	<ul style="list-style-type: none"> • Be prepared for your bus stop • Set a good example 	<ul style="list-style-type: none"> • Enter and exit in an orderly manner • Stay seated while on the bus • Walk
Cafeteria	<ul style="list-style-type: none"> • Include others • Stay focused on eating 	<ul style="list-style-type: none"> • Follow adult directions • Use table manners • Use voice level 2 	<ul style="list-style-type: none"> • Keep area clear of trash • Maintain personal space • Stay with your lunch choice 	<ul style="list-style-type: none"> • Remain seated • Raise hand for assistance 	<ul style="list-style-type: none"> • Make healthy eating choices • Walk • Eat your own food
Playground	<ul style="list-style-type: none"> • Include others • Respond quickly to the whistle 	<ul style="list-style-type: none"> • Follow adult directions • Keep hands, feet, and body to self • Show kindness in words and actions 	<ul style="list-style-type: none"> • Ask for permission to reenter the building • Go where you need to go 	<ul style="list-style-type: none"> • Be a good sport • Stay in the designated area 	<ul style="list-style-type: none"> • Use playground equipment appropriately • Keep woodchips and snow on the ground
Library	<ul style="list-style-type: none"> • Be engaged • Return books on time 	<ul style="list-style-type: none"> • Follow adult directions • Use voice level 0-1 	<ul style="list-style-type: none"> • Follow procedures for browsing and checking out books 	<ul style="list-style-type: none"> • Use time wisely • Stay focused • Enter and exit with your class 	<ul style="list-style-type: none"> • Keep four on the floor • Push in chairs • Walk

New Lothrop Latchkey Health Care Plan

1. Procedures for registering students:
 - ALL students must have proper registration paperwork on file
2. Hand washing procedures for staff and students:
 - Wet hands under warm water and apply soap.
 - Rub hands together getting between fingers, fingernails, and backs of hands while counting to 10.
 - Rinse hands under warm water. Leave water running.
 - Dry hands using single use paper towel. Use towel to turn faucet off.
 - Use hand dryers when appropriate. If paper towel is used, throw it away.
 - Hand washing is done before handling any food, after sneezing, coughing, or blowing nose, and if fingers were in the child's mouth.
3. Food Labeling and Storage:
 - Any open box shall be labeled with the date opened.
 - Food storage must be at least 6 inches above the floor.
 - Food, already served, may not be served again, unless it is in an unopened wrapper.
 - Milk shall meet the grade "A" quality standards and be served within 7 days of opening.
 - ALL tableware, utensils, food contact services, and service equipment shall be thoroughly washed, rinsed, and sanitized after each use.
4. Distributing Medications during Latchkey:
 - ALL medications (oral and topical) will be given to the child by Latchkey Staff or Administration only. Prescription medication shall not be given unless there is an Authorization to Administer Prescription Medication form completed and signed by a licensed physician.
5. Handling Bodily Fluids:
 - Use Universal precautions whenever handling bodily fluids. Call a custodian to clean and sanitize the area.
6. Cleaning/Sanitizing Materials:
 - Wash vigorously with warm water and detergent then rinse with clean water.
 - Submerge, wipe, and spray with sanitizing solution and let air dry.
 - Tables are cleaned/sanitized with an antibacterial heavy duty counteractant before and after snack (or other food use) daily. They are also cleaned at the end of each day to remove any markings, materials or germs that may still be on them.
 - Toys and other equipment are sanitized twice a month using water/bleach mix – sprayed and air dried.
7. Illness:
 - Parents will be contacted in the event of an illness. Students may lay on a mat or on a cot while waiting for parents to arrive. If the office is open, they can wait in the office.
8. Minor Injuries:
 - Treat injury as needed, using universal precautions (ice pack, cleaned and band aid, etc.)
 - Fill out accident report and distribute copies as noted on form.
9. Major Injuries:
 - Apply first aid using universal precautions and notify the building administrator/supervisor.
 - Call police/fire/ambulance if necessary.
 - Contact parent/guardian immediately.
 - DO NOT MOVE the injured person if injuries are of serious nature.
 - Submit a written accident report immediately with a FULL description of what you witnessed.
10. Reporting Child Abuse/Neglect:
 - When a member of the staff has a reason to believe child abuse/neglect has occurred or is occurring, they are to make an immediate verbal report to their supervisor as well as Child Protective Services (989) 725-3200. They should also submit a written DHS-3200 within 72 hours.

New Lothrop Area Public Schools 2021-2022 School Calendar

Approved 3-15-21



If any changes occur in this calendar we will be sure to communicate it via school messenger, our district website, and our district Facebook page.

2021

Monday, August 23	Professional Development Day
Tuesday, August 24.....	Professional Development Day Open House – Elementary School 5:00 – 6:00 p.m. Open House – Jr. High/High School 6:00 – 7:00 p.m.
Wednesday, August 25.....	No School for students & staff
Thursday, August 26.....	First Day of School
Friday, September 3	No School for students & staff
Monday, September 6.....	No School – Labor Day
Thursday, October 21	Half Day for Students Students will be released at 11:15 a.m. DK-12 Parent/Teacher Conferences (Conference Schedule: 1:30-7:30 p.m., Dinner 4:30-5:00 p.m.)
Friday, October 22	No School for students & staff
Wednesday, November 24.....	No School – Thanksgiving Vacation
Thursday, November 25	No School – Thanksgiving Vacation
Friday, November 26	No School – Thanksgiving Vacation
Monday, November 29	School reconvenes
Friday, December 17.....	Christmas Vacation begins at the end of the day

2022

Monday, January 3	School reconvenes
Monday, January 17	No Students – Professional Development Day
Thursday, February 17	DK-12 Parent/Teacher Conferences (Conference Schedule: 4:00-7:00 p.m.)
Friday, February 18	No Students – Professional Development Day
Monday, February 21.....	No School – President's Day
Friday, March 11	No Students – Professional Development Day
Friday, March 25.....	Spring Break begins at the end of the day
Monday, April 4.....	School reconvenes
Friday, April 15.....	No School – Good Friday
Monday, May 30.....	No School – Memorial Day
Friday, June 10	Last Day of School (½ day) Students will be released at 11:15 a.m. Teacher records day until 1:00 p.m.
Monday, June 13.....	½ Professional Development Day

The Board and Association recognize that if the New Lothrop Area Public Schools negotiated calendar cannot provide the required minimum number of hours (or days if mandated by the state) of student instruction for purposes of receiving State Aid (1098 hours), then the Board may add the hours at the end of the school year to receive its complete share of state aid.
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