

2023-2024 School Year

KEY-CARE's Direct PH#: 440-355-2324

Dear Key-Care Family;

WELCOME to KEY-CARE!!

Please review and fill out the attached two forms and return them as soon as possible, along with a payment.

- 1) The Key-Care Information Forms
- 2) The Emergency Medical Form – even if you send one into the office, we operate before and after school hours and our records are not shared.
- 3) Your payment (instructions are attached depending on which form of payment you choose to use)

Please see below:

1) Key-Care charges a flat rate for all of our students, the cost is \$5.00 for the Key-Care AM session per student and an additional \$5.00 for the PM session per student (**Please NOTE: Our Key-Care Fee is subject to change during the school year per our program needs**)

2) **ALL** parents must **come in** and drop their child off during the morning session (this gives us an opportunity to speak with you and relay information as needed to you). This is **MANDATORY**, so please allow yourself the extra time to do so. **Your child will not be permitted into the building without an adult presence.**

3) Parents must provide a note indicating if a child will not be in KeyCare for a day they are signed up for. This is to make sure that each child is safe and goes home the way that is intended for them.

Ms. Melanie

Ms. Ashley

EMERGENCY MEDICAL FORM

SCHOOL _____ STUDENT NAME _____
HOME TELEPHONE _____ ADDRESS _____

PURPOSE – To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

RESIDENTIAL PARENT OR GUARDIAN:

MOTHER'S NAME _____ DAYTIME PHONE _____
FATHER'S NAME _____ DAYTIME PHONE _____
OTHER'S NAME _____ DAYTIME PHONE _____
NAME OF RELATIVE OR CHILD CARE PROVIDER (in case above cannot be reached)
RELATIONSHIP _____
ADDRESS _____ PHONE _____

PART I OR II MUST BE COMPLETED

PART I – TO GRANT CONSENT

I hereby give consent for the following medical care providers and local hospital to be called

DOCTOR _____ PHONE _____
DENTIST _____ PHONE _____
MEDICAL SPECIALIST _____ PHONE _____
LOCAL HOSPITAL _____ EMERGENCY ROOM PHONE _____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above named doctor, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted:

SIGNATURE OF PARENT/GUARDIAN
ADDRESS _____

DATE

.....
PART II – REFUSAL TO CONSENT (Do not complete this portion if Part I was completed)

I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

SIGNATURE OF PARENT/GUARDIAN

DATE

2023-2024

KEYSTONE LOCAL SCHOOL DISTRICT

Key Care Information Form

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Mother's Name: _____ Father's Name _____

Work Phone: _____ Work Phone: _____

Cell: _____ Cell: _____

BUS NUMBER: _____

ANTICIPATED USE OF KEY CARE PROGRAM (CIRCLE DAY/S/AMOUNT TO BE USED)

1) Morning Session 6:30am 9:00am M T W Th F

2) Afternoon Session 2:40pm (KMS) & 3:30pm (KES) - 6:00pm M T W Th F 3)

AS NEEDED - **ANY CHANGES THAT DIFFERS FROM THE ABOVE SCHEDULE NEEDS TO BE REPORTED TO THE MAIN OFFICE BY PARENT/GUARDIAN, AND TO KEY CARE IMMEDIATELY.

THE FOLLOWING PERSON(S) ARE ALSO AUTHORIZED TO PICK UP

MY CHILD: ** MUST HAVE PROPER IDENTIFICATION WITH YOU******

NAME RELATIONSHIP TO CHILD PHONE#

1 _____

2 _____

3 _____

4 _____

Parents Signature: _____ Date: _____

KEY CARE BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM

We are pleased to announce that Key Care is for all Keystone student's kindergarten through eighth grade, we are a before and after school child care program, and will begin on the first day of school. Childcare will be available for **KEYSTONE ELEMENTARY STUDENTS** from **6:30 – 8:50 A.M. AND 3:30 – 6:00 P.M.**, and for **KEYSTONE MIDDLE SCHOOL STUDENTS** from **6:30 – 7:40 A.M. and 2:40 – 6:00 P.M.**

The purpose of Key Care is to provide a safe and enjoyable child care environment for our students under the supervision of qualified staff. The **direct** telephone number to **KEY CARE IS 440-355-2324.**

You may arrange care for your children during part or all of the above mentioned times. Perhaps you only need child care two mornings or afternoons per week, or perhaps your work schedule changes each week. Key-Care hopefully has the flexibility to meet your needs. **The SCHOOL MUST be notified by a parent for ANY CHANGES made to schedules. A student's verbal notice will NOT be ACCEPTED.**

Since Key Care must be self-supporting, **the cost of this PRE-PAID child care is a \$5.00 flat rate for the AM session per child and a \$5.00 flat rate for the PM Sessions per child. Parents are asked to pay in ADVANCE.** Payments can be made by checks, on-line, money orders and cash. **CASH PAYMENTS MUST BE IN AN ENVELOPE WITH THE CHILD'S NAME, DATE AND THE PARENTS NAME. CHECK PAYMENTS NEED TO HAVE THE CHILD'S FIRST AND LAST NAME IN THE MEMO AREA OF YOUR CHECK.**

KEYCARE ACCOUNT BALANCES - **ANY** account that has a **balance of \$50.00 and over** those child/children **WILL NOT BE PERMITTED** to attend our Key-Care Program until the account is **paid in full.**

Payments can be made directly to the Key-Care staff or the Elementary School office when Key Care is not open. Payments can also be made online (Directions enclosed in this packet). **We are a prepaid program therefore ALL accounts need to be paid in full by the last day of school.** Prices for payments

not made by the end of the school year are subject to price increases (if applicable) the following SCHOOL YEAR.

You may enroll your child in Key Care at any time during the year. Our Key-Care workers must know in advance which your child/children will be attending the program on a given day and the proper paperwork needs to be filled out **BEFORE** they attend.

******AFTER 6:00 P.M******

Per our principal's office, and backed by the Board of Education, a school policy is in effect for students not picked up by **6:00 P.M.** For any student/s remaining after 6:00 P.M. there will be a late fee. **The fee charged to parents is \$10.00 for every fifteen minutes late, it MUST be paid in full before the next visit to Key Care.** If it is not paid in full your child will not be allowed back into the program until it is paid. After 2 hours (8:00P.M.) the police will be called. After 6:00 P.M. you will be charged \$10.00, even if you arrive before 6:15 P.M.

EXAMPLE: 6:00-6:15PM = \$10.00 (15MIN)

6:15-6:30PM ANOTHER \$10.00 is charged

6:30-6:45PM ANOTHER \$10.00 is charged

2023-2024

KEYCARE

****IMPORTANT INFORMATION****

1. Key-Care is closed whenever school is closed due to snow or other calamity. Key-Care will follow the school calendar. If school is canceled, Key Care is canceled.

2. Key-Care is located and accessed using the elementary school gym. During the time frame of 8:15am-8:45am please bring your child to the KES cafeteria doors when dropping them off this is only for the AM session.

3. **Parents must come in to the drop off/pick up door with their child EVERYDAY and make sure their child gets signed in on the sign-in sheets in the A.M. as well as you MUST sign them OUT in the PM on the attendance forms located in the gym. Your child will not be permitted into the building without an adult presence.**

4. Children will only be released to the parent or the other individuals who are listed on the Key-Care Information form. **OUR KEY CARE WORKERS WILL ASK TO SEE IDENTIFICATION.**

5. Snacks will be provided before and after school at no additional cost

6. Parents should give notice whenever there are any schedule changes for Key-Care. **A NOTE IS NECESSARY** for any changes. **A child's verbal notice WILL NOT be accepted.** The safety of the child is always the main concern of our staff. Whenever in doubt, the child will stay.

7. **ALL ACCOUNTS NEED TO BE PAID IN FULL BY THE LAST DAY OF SCHOOL.**

8. **Emergency Medical Authorization cards will be kept on file in the Key-Care Program. Parents MUST fill them out annually and return them to Key Care as soon as possible.**

9. Any students not picked up in the care rider line on time are automatically sent to KeyCare. Any student bus rider, when the bus driver sees that no one is home and can't drop the child off, will bring the student back to the school to Key Care and will be charged accordingly per our Key-care Guidelines.

10. If there are **changes in your schedule**, you must **NOTIFY KEY-CARE OR THE SCHOOL**, if Key-care has not been notified, we must go by your original Key-care Paperwork Schedule that you have turned into us. The Direct Number to Key-care is 440-355-2324.

Below is a list of our Key-Care rules – Please review these with your child:

Infractions handled by administration:

Fighting
Damage to property
Throwing objects that cause injury
Chanting/Harassment Intimidation
Leaving area without permission
Stealing
Inappropriate conversations
Weapons
Disrespect
Drug Paraphernalia
Swearing
Sexual Harassment

At any point in time if your child is breaking these rules and is unable to control their behavior after attempts have been made to correct the issues by the keycare staff, office, and parents, the KeyCare service will no longer be available to that child for the rest of the school year.

KEY-CARE RULES 2023-2024

RULES IN GYM

Follow ALL KES rules the same as when you are in school.

1. Keep your hands to yourself
2. Always ask when leaving the room. (Exp: Getting a drink of water & going to the bathroom)
3. Go only to where you tell us you are going and come right back
4. Never kick, stand or walk on the bleachers

5. You may take out any of your own personal toys you would like to play with, but you must put them away when you are finished playing
6. Only use the toys as they are meant to be used
7. Keep your conversations school appropriate
8. NO screaming or yelling
9. NO bullying
10. No Phone calls, pictures, or videos
11. When using electronic devices, it **must be school appropriate**
12. No eating in the gym
13. No slamming into or hanging on the mats
14. All book bags must remain on the bleachers

RULES IN THE CAFETERIA

1. Keep your hands to yourself
2. Always sit down when eating or drinking
3. Always clean up after yourself when finished eating
4. No running, playing or wandering around the cafeteria
5. NO bullying
6. No Phone calls/usage during breakfast/snack time (unless permission is asked)
7. No pictures/video's taken
8. No electronic device usage is permitted during breakfast/snack times.

RULES FOR OUTSIDE (when we are able to go)

1. Keep your hands to yourself
2. No talking in the hallway when going outside or coming back in
3. When going back in for any reason, only go where you said you will be and come right back out.
4. Do not go anywhere else in the building unless you ASK first
5. Obey all of the same rules as the school rules
6. Stay on or near playground at all times
7. Always ask to leave to use the restrooms and/or get a drink of water, as well as going back inside the building to stay.
8. NO bullying
9. NO screaming or yelling

Keycare is not responsible for the damage of any items brought from home. It is your child's responsibility to keep track of their personal belongings while in KeyCare.

2023-2024 PAYMENTS
WHEN PAYING BY CHECK OR MONEY ORDER:

1) Put the **CHILD'S NAME ON YOUR CHECK IN THE MEMO AREA** or **MONEY ORDER, PLEASE ALWAYS ATTACH THE CHILD'S NAME TO THE PAYMENT**

2) Make Checks Payable to: **KEY CARE**

3) When paying by coins, **ALL** coins need to be in coin wrappers **PRIOR** to bringing them in for payment with the **CHILD'S NAME** printed on them.

4) **ALL Bank NSF Fees** will need to be paid in full for **ANY Returned Checks** by the **Parents** for their **student's account**.

WHEN PAYING BY CASH:

1) **CASH PAYMENTS MUST BE PLACED IN AN ENVELOPE. PLEASE DO NOT HAND CASH OUT OF POCKET WITHOUT INFORMATION ATTACHED.** You may use a post it so that our records match yours for payment.

WHEN MAKING A PAYMENT ONLINE:

1) **FOLLOW THE INSTRUCTIONS ATTACHED ON THE NEXT PAGE**

Please keep in mind, **this program is pre-paid and ALL delinquent accounts must be paid IN FULL by the last day of school.** We thank you for your help and assistance in making things run smoothly. If your account is over the \$50 limit your child will not be permitted to enter the building with KeyCare in the morning and in the afternoon they will be deferred to their secondary way of getting home via bus or car rider line.

Thank you,
The Key Care Staff
Ms. Melanie
Ms. Ashley

2023-2024 PAYMENTS

Please see BELOW the Transaction Fee Charge changes effective 9/6/22 by PaySchools

Food Service Deposits

TRANSACTION AMOUNT	ASSOCIATED FEE
\$0.00 - \$24.99	\$1.65
\$25 - \$49.99	\$2.00
\$50 or more	4.50%

School Fees and All Other Non-Food Service Payments

TRANSACTION AMOUNT	ASSOCIATED FEE
Any	4.50%

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PAYMENTS

PAY FOR IT – STEPS:

- 1) Set up an account in Pay For it
- 2) Log into the account
- 3) Across the top tab, click on student accounts
- 4) A drop-down menu will appear
- 5) Click on Fund Student Account
- 6) Your children's names will pop up, select your child/children whom you want to apply

the amount to

- 7) Go to the amount column, highlight and put in amount
- 8) Click on create transaction
- 9) In the next screen, select a payment method (this is the one you set up originally in Pay for It)
- 10) Then Transaction Complete will appear, that means it was a success

IF YOU CHOOSE TO APPLY ONLY THE AMOUNT DUE

- 1) Click on pay applied
- 2) Student accounts
- 3) Click on Make a Fee Payment and click on the + sign

When dropping your child off in **the A.M. parents MUST COME IN with your child and make sure that they are signed in, this will make it easier for you to receive any important information regarding your child and/or your Key-Care account when necessary.** For safety purposes, in **THE P.M. YOU NEED TO SIGN THEM OUT, and please have your identification with you.**

Thank you,
The Key Care Staff
Ms. Melanie
Ms. Ashley

2023-2024