

OUR LADY OF GOOD COUNSEL PARISH SCHOOL

2025-2026 After School Latchkey Program Handbook & Information

Mission

The primary goal of Our Lady of Good Counsel's after school program (Latchkey) is to provide a loving and faith-filled environment that fosters each child's development and reinforces our school mission.

Philosophy

Together parents and staff can make this Mission Statement a reality. This is accomplished through:

- Instructing and nurturing our children in their faith journey by establishing a Christian atmosphere of love, respect, personal responsibility, and social concern.
- Providing a sound foundation of academic excellence through a learning process that encourages intellectual inquiry for future achievement in all areas of life.
- Recognizing that each child is different and has unique talents and skills.

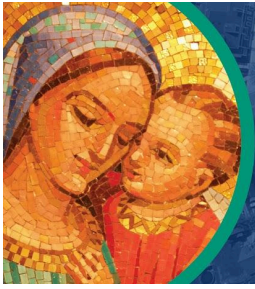
Admissions and Registration Policy

Latchkey is available to students in Kindergarten-6th grades unless you are a current latchkey family. We only have an afternoon program that runs from 3:10-5:30p.m.

Every child must register to enter the OLGC Latchkey Program. There is no "DROP-IN" service. The nonrefundable registration fee is \$50.00/1 child or \$90/family. This fee covers the current school year and is not applied toward the monthly payment. Registration can be done online by filling out the Latchkey form: [Latchkey form](#). Upon receipt of registration, the forms listed below will be sent to you to via email to complete and return to the Latchkey Director.

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Here are the forms that will be sent to you once you register. They must be downloaded, completed, signed and returned:

1. Latchkey Handbook
2. Child Health Assessment
3. Licensing Statement
4. Behavior Policy
5. Family Agreement
6. MI Child Information Card

Once ALL forms are completed, signed, received and reviewed, the latchkey director will contact you to confirm admission.

Withdrawals

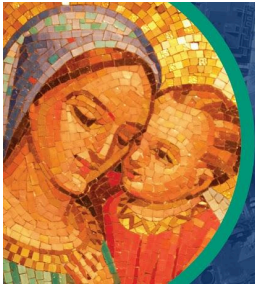
Withdrawals must be in the form of written notification addressed to the Supervisor of the program. There is a no refund policy if the withdrawal happens during the already paid schedule, unless the withdrawal is a recommendation of the Supervisor or School Principal.

The OLGC Latchkey Supervisor may refuse admission on continued enrollment in the program due to filled quotas, past history of behavior problems, truant payments, parents repeatedly late in picking up a child, or with any reason deemed not to be in the interest of the program.

Each school year registration priority will be given to those currently enrolled in the OLGC Latchkey Program. These families will be notified of impending enrollment and must register on or before the registration deadline. Any registration turned in after the deadline will be treated as a new family registration and will be considered on a first come, first serve basis. Other families not currently enrolled in the program will be considered as applications are received and will be notified of availability.

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Latchkey Program Fees (Afternoon ONLY)

Afternoon Session:

Hours Available: 3:10 pm - 5:30 pm Monday-Friday

Daily Rate: \$21 per child

**Family Discount:* If you have more than one child enrolled in the OLGC Latchkey program, you will receive a 10% discount for additional siblings.

Half Days & School Closures

The OLGC Latchkey program follows the school's calendar. **On half days there will be no afternoon services on these days.** If the school closes because of weather or building problems, OLGC Latchkey will also be closed. Refunds are not given in these circumstances. In case of an emergency, OLGC Latchkey will follow the emergency plans developed by the school.

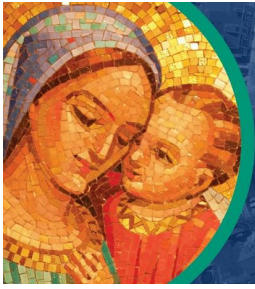
Pick up Policy and Late Fee

Please pick up your child no later than 5:30 PM. If you anticipate being late to pick up your child, let the Latchkey staff know by using the App, ClassDojo. This helps relieve your child's anxiety when the other children have already been picked up.

There will be a \$1.00 late fee (per child) for every minute past 5:30 PM if late pick-ups continuously recur. The fee will be added to your monthly billing statement. Although notification through the App ClassDojo makes us aware of your delay, this does not eliminate the late fee, as the staff of OLGC Latchkey is still caring for your child.

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OLGC Latchkey Program Procedures

Program Structure

Our after school latchkey program is structured by developmental age-appropriate levels. Kindergarten-3rd grade students will be together in the library and 4th-6th grade students will be housed in the gym. During their time in both areas, students will have access to stem bins, books to read, coloring and art projects, etc. Students will not be permitted to use the computers in the library during latchkey hours.

All students will begin in their age-level area and begin with a prayer and a quick snack. When weather permits, the students will all go outside to play on the playground as a whole group. If the weather is inclement, students will remain in their age-appropriate spaces. A rule of thumb that we will follow is, if the weather permits, students will remain outside for the entirety of latchkey.

Per state licensing rules, as the number of students decreases, all students will be brought together in the gym for dismissal.

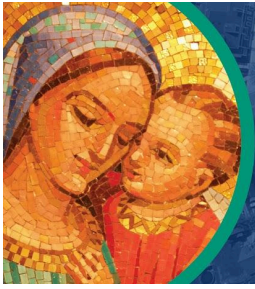
Something new for this upcoming school year will be homework time. We have another licensed space for students to go to quietly complete homework if needed. This space will be supervised by one of our latchkey staff. More to come on how this will be rolled out.

Checking in

It is important that children check in with the Latchkey staff for the afternoon session by walking to the designated latchkey areas so that they can be checked in by the latchkey staff. This procedure is imperative for the safety of your child. Students that are in Kindergarten-2nd grade will be picked up by the latchkey staff and all other grade levels will walk directly to latchkey. If your child will not be attending a regularly scheduled day, please notify the latchkey staff through the ClassDojo App, or by calling the front office at 734-453-3053 before 3:00 PM.

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Signing Out

It is equally important that parents assume the serious obligation of using the Class Dojo App to sign out their child before leaving the building/playground areas for the afternoon session daily. When pulling up in the parking lot or out front, please be sure to let the latchkey staff know you are here through the app even if the students are playing on the playground. **State licensing requires all parents to sign out their child(ren) and Class Dojo is our documentation.**

For safety reasons, If someone other than the parents or legal guardians will be picking up or if the person is not on the emergency card, notification to the latchkey staff must be given prior to the pickup and the full name of the person must be given. This can be done through the Class Dojo App. The parents or legal guardians are the only people who can authorize the latchkey staff to release your child to another individual.

If someone other than a parent is picking up and arrangements have been made with the latchkey staff, please know that the adult will be asked to show a photo ID so they can match the name you gave them to the ID. Otherwise, a child will not be allowed to leave latchkey unless a parent has been contacted and a verbal authorization has been given.

No minor (under the age of 18 years of age) may sign out a student for a parent.

Custody and Visitation

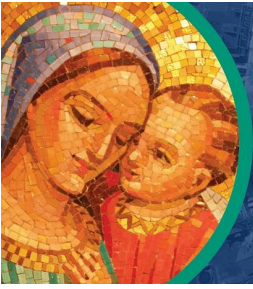
We ask that you provide the school with any legal documents supporting restrictions. We will follow the instructions provided in the documents. Please provide updates as necessary.

Letters to Parents/Regulations

It is important that all communications from OLGC Latchkey be read thoroughly as this is our main avenue of alerting you to policies and changes. Communications may be in the form of an email or Class Dojo alerts.

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Personal Belongings

Please use some visible identification to mark all apparel as well as lunchboxes and backpacks. Before leaving the school grounds with your child, check to see that he/she has all the items that belong to him/her. Check the lost and found items regularly. We cannot assume responsibility for loss or damage to any personal belongings brought by the children. Personal belongings such as toys, games, etc should be left at home.

Snacks

A small snack will be provided by OLGCLatchkey, unless otherwise instructed by the family. Please notify OLGCLatchkey staff of any food allergies your child has so that we can adjust the snack to accommodate for any allergies. If you feel more comfortable sending your child in with a snack that is compatible with their allergy, that is perfectly fine.

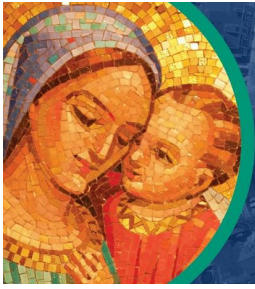
NO OUTSIDE FOOD IS ALLOWED unless it is for allergy purposes and prior arrangements have been made with the latchkey staff ahead of time.

PG Movie Agreement

The school allows all children to view G rated movies without a permission slip. I understand that my child may be viewing appropriate PG rated movies in Latchkey on inclement weather days.

Medication

Medication cannot be administered to any child unless written permission has been given by the parent and signed by the child's physician and on file with the office. Please alert the OLGCLatchkey Supervisor if medication is needed to be taken during after school latchkey as the medication is housed in a locked closet in the office and the latchkey staff does not have access to it unless they know and arrangements have been made beforehand.



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Discipline Policy

OLGC provides an environment that allows children to explore their settings with age appropriate limits. By doing this, many behavioral issues will be prevented. We are here to help children learn virtues, problem solving skills, and to help them take responsibility for their choices and actions. Latchkey is a very loosely structured environment that is meant to allow the students to wind down from a long day of academics, but expectations will still need to be followed.

If behavioral issues do occur, they will be handled using the following methods in conjunction with OLGC's Education in Virtue behavior model:

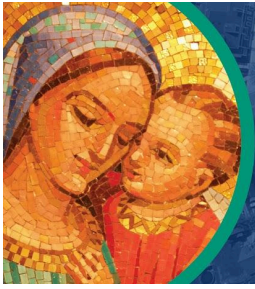
1. Redirection will always be used first when a child is involved in a negative behavior. The staff member will direct the child to another activity.
2. If the behavior continues, staff will talk with the child about the behavior and educate him/her using the virtues on more appropriate ways to handle the situation.
3. When a staff member has to speak with a student a third time, the student will be removed from all activities and be asked to sit out for the remainder of their time at latchkey.

Following a third offense, parents will be notified at pick-up time about the continued behavior and the following steps will be taken as well:

- a. an email will be sent to the Dean of Students and the behavior will be documented in FACTS in which you will receive another notification via email as well. This is to document patterns of behavior/dates/times.
 - b. Depending on the level of the offense, as stated in the Education in Virtue flowchart, students will be given a consequence at school the next day as well to ensure students understand that latchkey is an extension of their day at OLGC.
4. After three behavior notices in FACTS, a parent meeting will take place to discuss behavior and next steps.

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5. If after the parent meeting behavior continues, the student will be suspended from latchkey for one week.

6. If behavior after a suspension from latchkey continues, the student will no longer be able to attend latchkey for the remainder of the year.

The OLGC rules and discipline policy have been created to ensure the safety and well-being of every child enrolled in the program.

**** For any child who poses a risk of harm to the health and safety of another child or OLGC staff, the above steps may not have been taken due to the severity of the behavior. At the discretion of the Latchkey Director and school Principal, the student will be immediately and permanently excluded from the program.**

Electronic Devices

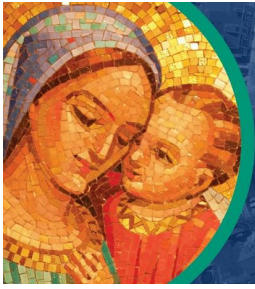
Students who attend after school latchkey are not permitted to use laptops, iPads, cell phones, Apple Watches or any other electronic devices per our OLGC school policies. Devices will immediately be confiscated and given to the parent at pick-up. The result is an automatic In School Suspension (ISS) the very next day at school as stated in our school handbook.

Parent and/or Legal Guardian Responsibilities

1. Parents are asked to download the free App, ClassDojo, on their mobile phones to enable communication between parents and staff during Latchkey hours as the front office will be closed. The Supervisor of the Latchkey program can assist parents with this task.
2. Parents must notify the latchkey staff of any changes of emergency telephone numbers, days of service, etc, to ensure they have the most updated information.

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3. Parents must notify the staff of any changes needed to the emergency card. Remember, staff WILL NOT release your child to anyone not listed on the emergency card unless prior arrangements have been made with the latchkey staff. A photo ID and name is required. (Please see the Signing Out language above for details).
4. Parents must pick up their child immediately if their child becomes ill. A child MUST BE FEVER FREE FOR 24 HOURS BEFORE RETURNING TO LATCHKEY or as the current health and safety regulations require.
5. Parents are encouraged to talk with a staff member if they have any concerns.
6. After 5:30 PM, a fee of \$1.00 per minute, per child will be charged if lateness is continuously recurring.
7. Parents must notify the school if your child will be absent through the App, ClassDojo, or you may call the front office at 734-453-3053 before 3:00 PM.
8. While we want all of our students to be a part of the OLGC Latchkey Program, parents must understand that the school has the right to unenroll a family from Latchkey per the guidelines outlined in the handbook.

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