



## **LATCHKEY, RESPITE & I-CAMP**

### **MISSION STATEMENT**

Our mission is to operate and initiate any programs needed in the Sapulpa/Tulsa area for families with persons with developmental disabilities.

### **LATCH KEY**

The need for after school care for k-12 students with developmental disabilities caused Show to inaugurate a latch key program in 2010. To be eligible, a child must have a current IEP on file. The Sapulpa Public School system provides the transportation from Sapulpa Schools to the facility at 1500 E Dewey where students are provided after school activities until 6pm Monday through Friday. The latch key program is a “two-star” facility licensed by the Oklahoma Department of Human Services; therefore eligible families can utilize their Medicaid subsidy for this program. Reservations for the program need to be made in advance for each week.

### **I-Camp**

When school is not in session for breaks or holidays, and each summer, we provide “I-Camp” at a daily rate during school hours until 6pm. On these days, the staff will have extra activities and educational opportunities. You will be given a calendar of available days and schedule of deadlines for reservations for this program.

### **RESPITE**

Respite Care is provided free of charge for families of children with disabilities. This program provides a safe place with qualified, caring staff who understands the needs and desires of children with disabilities. Housed at 1500 E. Dewey, respite is equipped with many activities including a playground and arts and crafts. The caregivers receive temporary, short-term relief from the responsibilities of daily care of the children and cherish their afternoons and evenings “out.” This program is run at no cost to the parents every Tuesday and Thursday 4:00-8:30pm, two Saturdays a month 10-4pm, and the first Friday of each month from 5:30pm-10:30pm for “Date Night.” Reservations are required for all respite activities. You will be given a schedule of deadlines.

## **STAFF**

Because of the unique nature of our programs, we have high standards for our staff. They are all DHS certified and background checked as required. They also receive 20 hours annually of training specific to working with children and/or people who have disabilities. They are all first aid/CPR certified and receive training in medication administration. Collectively, our staff has many years of experience in education, special education and special services, making them highly qualified to handle the extra demands and circumstances required. We also maintain a low teacher to student ratio to better handle these additional needs.

## **FACILITY**

Our building is next door to Good Shepherd Episcopal Church at 1500 E. Dewey. We have a large, open room with stations for activities such as art, dramatics, science exploration, etc. cafeteria style tables for eating and of course a hand washing station. Our fenced in play area has state of the art playground equipment designed to be as safe as possible for children of all ages and sizes.

## **RESERVATIONS**

To make reservations please call (918) 227-3332, or Robert Lawrence at (918)224-7214, or Carol Matthews at 224-3400, ext. 1115. If a reservation has been made and your child is unable to attend, please call to cancel the reservation. Failure to call for a reservation can result in your child losing the privilege to attend the programs.

Note: The number of children with reservations determines the number of staff that will be available.

## **EMERGENCY CONTACT INFORMATION**

It is important that the staff know how to contact you or another family member in case of emergency. You will need to give this information to the supervisor each time that you bring your child. If you need to call during hours of operation, the number is (918) 227-3332.

## **ILLNESS**

Please do not bring your child if he/she is ill. No child will be accepted at a session that has any of the following symptoms: diarrhea, vomiting, bad cough, fever, unexplained rash, or known contagious disease. If your child was not permitted to attend school, they will not be permitted to attend our programs. If your child becomes ill while at our facility, please be prompt in picking him/her up after being contacted by a staff member.

## **MEDICATIONS**

A completed medication form must be on file to give the staff permission to administer prescription or non-prescription medications. Changes in medications must be given promptly to the supervisor to update the records.

## **DOCUMENTATION**

Must provide a current IEP.

## **CANCELLATION OF SESSION**

You will be contacted by phone if a session needs to be cancelled. If we are unable to contact you, there will be a notice posted on the door of the building. If the Sapulpa Public Schools are cancelled due to bad weather, Respite/Latchkey will also be cancelled.

## **CLOTHING**

All children must wear shoes. Please bring a sufficient number of wipes and briefs, if appropriate. Each child should bring a change of clothing.

## **BEHAVIOR**

If a child becomes abusive to others or exhibits other difficult behavior problems, you will be called to pick up your child before the session ends. Continued disruptive behavior may result in the child being suspended from attending for several sessions.

## **DISCIPLINE**

According to licensing regulations, discipline will never include punishment that is humiliating or frightening to a child such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food, or punishment for lapses in toilet training. These and other forms of physical punishment are prohibited and will never be used, even

at the request of a parent. Instead, our staff uses discipline that is constructive and educational and appropriate to the child's age and circumstances.

### **CHILD CARE SAFETY - Child Abuse**

Our love of children prompts us to help provide the best possible life experiences for them. We have been trained to recognize the signs of abuse and neglect, and are required by law to report to Social Services any suspected abuse or neglect of any child we care for. Training in child abuse and neglect is renewed at least every two years.

### **MEALS**

If your child or children will be in the program through dinner on Tuesday, Thursday or Saturday, please send a sack lunch or items that are microwaveable. Sandwiches, chips, and fruit are good food items to send. Juice and a snack will be provided at each session.

### **PICK UP TIME**

Respite sessions end promptly at 8:30 p.m. on Tuesdays and Thursdays and on Saturday at 4:00 p.m. Latchkey sessions end promptly at 6pm Monday-Friday. Delay in picking up your child or children at the designated time may affect your opportunity to utilize the program in the future.

### **ADDITIONAL NOTES**

If you should have questions, please call Carol Matthews, Monday-Friday, 8:00 a.m. - 4:00 p.m. at 224-3400, ext.1115 or Robert Lawrence (918) 224-7214.

- Please make sure that you have your child's meal at Respite in accordance with the scheduled time.
- If you have a child in briefs please bring three (3) extras for the staff to place in storage. This will allow for days when you may forget or do not bring enough supplies.

Thank you for your cooperation in helping to make our program a positive experience for children, parents and staff.