Teacher's Name_____

HILLDALE LATCHKEY PROGRAM
2026-2027

The Latchkey program is an extended care service provided to our students. It is for elementary students in grades pre-school to 5th grade. It is staffed by experienced childcare providers. It provides convenient childcare immediately after school and alleviates any transportation problems. Students will have playground time, games, homework time, and snack time.

It begins immediately after school; students are to meet in the Gym at 3:25 P.M. Children must be picked up by or before 6:00 P.M. There is an additional charge of $1.00 per minute for each minute after 6:00 P.M. If a student is picked up after 6:00 PM more than twice, latchkey services will be terminated. If a student is picked up by 3:45 P.M., there will be a $2.00 charge, please be sure and write the time down, otherwise you will be charged full price. Also, it is up to our parents to keep their accounts up to date. We send statements out at the beginning of the month. Outstanding balances cannot go over $100. If this occurs, it will place students in jeopardy of losing Latchkey privileges.

The cost for Latchkey is $8.00 per child per day, and an additional $6.00 for the next sibling and an additional $5.00 for each sibling after that. (Example: if you have two (2) children it would cost $14.00 per day; 3 children would cost $19.00 per day, etc.). You are only charged for days attended.

We request payment to be made in advance, or at the time you pick your child up. Please send payment in an envelope with your child's name on it. **YOUR LATCHKEY PRIVILEGE COULD BE SUSPENDED IF BALANCES ARE NOT KEPT CURRENT.**

CHILDREN MUST BE PICKED UP AND SIGNED OUT BY PARENTS ONLY, UNLESS THE PARENT NOTIFIES US OF ANY CHANGE.

_____	_____	_____
Child's Name	Child's Name	Child's Name
_____	_____	_____
Mother/Guardian's Name	Cell Phone Number	Work Phone Number
_____	_____	_____
Father/Guardian's Name	Cell Phone Number	Work Phone Number
_____	_____	_____
Additional Emergency Name	Cell Phone Number	Work Phone Number

_____

Mailing Address City State Zip Code

_____

Food Allergies? Medical Information

Person(s) who have permission to pick up child _____ _____

Name Phone Name Phone

Name of anyone who should not pick up your child _____

The school system assumes no financial responsibility for the medical cost of an accident occurring to a student while participating in a sport or other school activities, including latchkey. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. We have selected an insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma.

I will not hold Hilldale Public Schools or any employee of said school liable for any accidents or injuries.

X_____ _____

Signature of Parent/Guardian Date