

Adopted 03-12-19

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. (An additional charge of \$3.00 for every 15 minutes after 6:00 P.M. will have to be paid when the child is picked up late). 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. When outstanding balance amounts are not paid it will place students in jeopardy of losing Latchkey privileges.

The cost for Latchkey is \$6.00 per child per day, and an additional \$4.00 for the next sibling and an additional \$3.00 for each sibling after that. (Example: if you have two (2) children it would cost \$10.00 per day, 3 children would cost \$13.00 per day, etc.). You are only charged for days attended.

We request payment 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 WILL BE REVOKED IF YOUR BALANCE IS ABOVE \$100.00

ALL STUDENT LATCHKEY CHARGES ARE DUE IN FULL BY THE LAST DAY OF SCHOOL. ANY STUDENT WITH AN OUTSTANDING BALANCE WILL NOT BE ALLOWED TO START LATCHKEY THE NEXT SCHOOL YEAR WITH A BALANCE DUE.

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

In case of an emergency please call 918-616-2941.