

St. Mary Catholic School

Latchkey Program

The St. Mary Catholic School Latchkey Program is provided as a resource to assist working parents with childcare before and/or after school and provides activities for the children in a safe secure environment. This program is available during the school year while school is in session. Latchkey **does not operate on non-school days** (closed on weekends, holidays, snow days, Christmas and Easter break, etc.) **or the afternoon on ½ days of school.**

Registration

Children must pre-register for latchkey. An annual \$20.00 non-refundable registration fee per family is due at the time of registration. **Registration forms and emergency cards must be completed prior to attending.**

Fees

Tuition will be paid on a weekly or monthly basis. Schedules, along with payment, must be received by 6:00 p.m. on the Friday prior to the week your child will attend. Payments must be made in the exact amount or by check as staff are not equipped to make change. ***Missed days can not be refunded or transferred. When a child enrolls in the program, he/she is reserving space, staff, and program supplies.***

	<u>Regular</u>	<u>Drop-In</u>
AM Latchkey 6:45AM – 8:00AM	\$5.00/session per child	\$15.00/session per child
PM Latchkey 3:15 PM – 6:00 PM	\$10.00/session per child	\$15.00/session per child

Late Fees

The latchkey program ends at 6:00pm and the **staff is not scheduled beyond this time.** A \$10 fee will be charged per quarter hour or any part of that quarter hour that a child remains beyond 6pm. **The fee must be paid directly to the staff person and is not included in the latchkey fee.**

Policy and Procedures

All parents must accompany their child or children into the building in the morning and come into the building in the evening to pick them up. It is important that the children are signed in and signed out as they arrive and depart from the program. Children may not sign themselves in.

The Latchkey program will follow the same policy as stated in the school handbook with regard to medication, a child who becomes ill or injured, dress code and discipline.

Changes must be in writing to adjust schedules that have been submitted for multiple weeks in advance. Credit cannot be given for changes made in the current week.

Parents will need to provide a snack for their children in the afternoon sessions. Snacks will not be provided by the latchkey program but there will be a time in the program schedule for quiet time and snacks for the students.

ST. MARY SCHOOL
LATCHKEY PROGRAM
REGISTRATION FORM

**REGISTRATION FEE - \$20.00 PER FAMILY REQUIRED TO PARTICIPATE IN THE
LATCHKEY PROGRAM BEFORE STUDENTS CAN ATTEND**

FAMILY NAME: _____

PARENT/GUARDIAN NAMES

MOTHER/GUARDIAN _____ FATHER/GUARDIAN _____

ADDRESS _____ ADDRESS _____

PHONE _____ PHONE _____

EMAIL ADDRESS _____ EMAIL ADDRESS _____

PLEASE CHECK PROGRAM IN WHICH CHILD IS EXPECTED TO PARTICIPATE

CHILD NAME _____

DATE OF BIRTH _____

GRADE _____

AM LATCHKEY	PM LATCHKEY
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CHILD NAME _____

DATE OF BIRTH _____

GRADE _____

AM LATCHKEY	PM LATCHKEY
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CHILD NAME _____

DATE OF BIRTH _____

GRADE _____

AM LATCHKEY	PM LATCHKEY
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CHILD NAME _____

DATE OF BIRTH _____

GRADE _____

AM LATCHKEY	PM LATCHKEY
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**TUITION WILL BE PAID ON A WEEKLY OR MONTHLY BASIS. SCHEDULES, ALONG WITH
PAYMENT, MUST BE RECEIVED BY 6:00 P.M. ON THE FRIDAY PRIOR TO THE WEEK YOUR
CHILD WILL ATTEND.**

I HAVE READ/ AGREE TO THE POLICIES OF THE ST. MARY LATCHKEY PROGRAM.

PARENT SIGNATURE _____ DATE _____