

Latchkey Enrollment Agreements: 2022-23

School Year

Student Name: _____

Grade: _____ Teacher: _____

Expectations of Parents/Guardians– Please initial and sign the following agreements:

Initial:

I understand that without exception, my child will not be allowed to attend Latchkey until all mandatory registration papers and fees are turned into the Elementary Office. I plan to double check my child's forms before I turn them in to make sure that I have completed every line of every form and that I have signed in all of the designated areas. **I understand that the \$10 registration fee must be paid prior to my child enrolling in Latchkey.**

I understand that either **I, or an adult designated by me, must sign my child in and out of Latchkey at the Elementary Cafeteria.** Even if the Latchkey group is outside on the playground when I arrive to take my child home, I realize I still have to check my child out on the Latchkey sign-out sheet. Failure to do so may result in being charged for the full 3 hours of care.

I understand that **children will NOT be allowed to sign themselves out at any time, nor will they be allowed to walk home** on their own when Latchkey closes at the end of the day.

I plan to be courteous when I drop my child off or pick my child up from Latchkey by not double parking and blocking the circle driveway. I will instead use the parking lot on the East Side of the building. For the safety and welfare of everyone concerned, I will never leave my vehicle running or leave other children in my car when I drop off or pick up my Latchkey child(ren).

I understand that Latchkey closes daily at 6 p.m. and that the staff only gets paid until that time. Therefore, I realize being prompt when picking up my child is a must. I further understand that for each minute beyond 6:00 p.m. I will be **billed \$1.00 per minute per child** until I arrive to pick up my child(ren).

I understand that Latchkey billing will be calculated from Monday through Friday, with the invoices being handed out the following Wednesday by Latchkey Billing. Latchkey Billing will hold the invoices until Thursday afternoon, at which time all invoices not handed out, will be mailed. I further understand that my payment is due the following Monday. Any payments not received by the next billing cycle will be charged a \$5.00 late fee. **I understand that my child may be disenrolled from Latchkey if I fail to provide payment.**

I understand that it is not a good idea to send cash payment with my child, therefore, **I will plan to issue a personal check each week made payable to New Lothrop Area Public Schools.** My payments will always be in a sealed envelope and deposited in the Latchkey Drop box located on the left wall just inside the Elementary front doors. Latchkey workers are not allowed to accept payment envelopes. I will deliver them myself.

Expectations of Parents/Guardians

(continued):

Initial:

I will keep the Latchkey Staff informed of changes that may occur in my child's emergency contact information, such as, a change of address, a change in my telephone number whether it be my home, work or cell phone, a change in my employment information or any change in your child's medical history.

I understand that the Elementary Office will notify my child's teacher of his/her latchkey schedule. With that in mind, I will remember to notify the Office (by 12:00 p.m.) whenever my child is going to be at Latchkey on a day other than his/her regularly scheduled day(s).

I understand that if my child needs to take prescription medication while at Latchkey, that the same procedures that are required during the school day also apply to Latchkey. I realize that it is mandatory to have an "Authorization for Administration of Medication by School Personnel" on file before the Latchkey Staff can dispense prescription medication, and the required form must be completed and signed by me as well as a physician. I understand that all medications regardless if it is prescription or non-prescription must be in its original bottle. (If however, the dosage at Latchkey is just a carryover from during school hours and the Elementary Office already has the required form on file, a copy of the form will be made and handed to the Latchkey Director along with the medication.) All medication is kept out of reach of children at all times.

I understand that New Lothrop Area Public Schools are not responsible for any electronics and personal belongings brought from home. If my child should bring any of these items, they are doing so at their own risk. The Elementary School and Latchkey are not to be held responsible for items lost, damaged or stolen during school or Latchkey hours. Per licensing regulations ALL WATER BOTTLES brought to latchkey must be labeled with the students name. We ask that you label ALL personal items brought to latchkey such as coats, toys, hats, etc...

I received a copy of the Latchkey Handbook and plan to follow all of the procedures as outlined.

I understand, and so does my child, that all behavior/discipline rules that are outlined in the Elementary School Code of Conduct carry over to our before/after school programs, which include Latchkey. I will review these rules with my child often.

My signature acknowledging this information is kept on file with my Latchkey Registration. Paperwork.

Printed Name: _____ Date: _____

Parent Signature: _____ Title: _____

Printed Name: _____ Date: _____

Parent Signature: _____ Title: _____

*** Please include the \$10 registration fee (required once per year/per family) when returning this paperwork.**