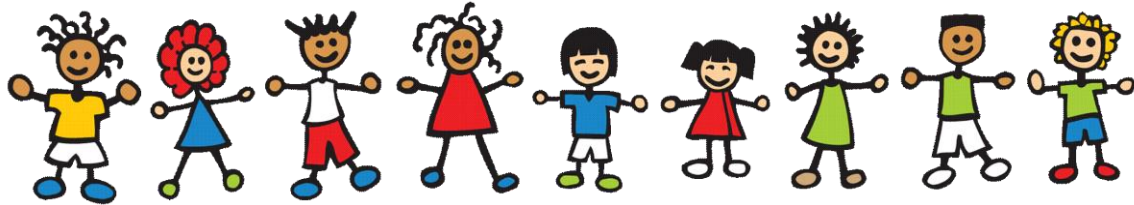


St. Francis School LATCHKEY PROGRAM



Latchkey is our before and after school care program at SFS. The program is offered to all St. Francis School students, from Preschool 3's through eighth grade.

You do not have to “plan” to attend Latchkey. Services are always in place so that it is available when needed.

ARRIVAL & DISMISSAL PROCEDURES

Arrival:

All students, Preschool through 8th grade, may be dropped off as early as 7:00 AM. Please DO NOT arrive before 7:00 AM. When arriving at Latchkey, all students should sign in with the Latchkey teacher on duty in the cafeteria.

Students will stay in the cafeteria until 7:30. At that time, Preschool kids will be taken down to the Latchkey room. Kindergarten – 8th students will stay in the cafeteria, as one of the SFS teachers will be on morning duty at that time. (Occasionally, when staffing is not available, Preschool students will stay in the cafeteria and there will be no charges incurred for that time.)

Departure:

Latchkey is available until 5:30 PM. Please be sure that your child is picked up by that time. Penalty fees will be incurred if your child is picked up after 5:30.

When leaving Latchkey, an authorized pickup person must sign the student out. Latchkey must be notified of any changes regarding the person who will be picking up your child. This can be done with a note sent in with the student or by calling the school office at 765-2618. Please keep the school and Latchkey informed if there are any custody issues or anyone who is NOT permitted to pick up your child.

LATCHKEY FEES

Fees:

The charge is \$4.00 per hour per student, and regular billing times are 7:00 – 7:30 AM and 3:00 – 5:30 PM. (Preschool students may also stay during school hours at the same \$4 rate.) Our sign-in system will calculate the exact hours of Latchkey, and this will be multiplied by \$4 per hour. For example, if your child attended Latchkey for 5 hours and 15 minutes one week, your charge would be 5.25 hours times \$4 for a total bill of \$21.

Payments:

Latchkey bills are sent home based on a two week billing period. Payment is expected at that time, unless other arrangements have been made with the latchkey coordinator. All payments should be placed in a separate envelope marked “Latchkey”. Checks should be made out to the St. Francis Latchkey Program. Please do not combine your Latchkey payment on the same check as other school payments, as they are kept in separate accounts.

Additional Notes:

- Every student dropped off by private vehicle before 7:30 AM is required to sign into latchkey. However, students who ride the early buses will not be charged, regardless of the time they arrive. They will still be required to sign into latchkey upon arrival.
- There is a “window” from 3:00 – 3:15 to pick up your child at dismissal time. After 3:15, the students will be put into Latchkey to wait for their ride. Students may not simply wait in the cafeteria after 3:15. They must sign into Latchkey.
- If you pick up your student at dismissal time, you are not permitted to bring your student back to latchkey for that day. All students staying after school **MUST** be signed into Latchkey. Students are not permitted to simply “hang out” until a basketball game or activity with no supervision. They must be signed into Latchkey and remain with the Latchkey group.

School Activities:

Any student staying after school to participate in a school activity (basketball, music lessons, etc..) will not be charged for Latchkey. All students involved in an after school activity must sign into Latchkey until they are signed out by a coach, teacher, etc. You may send in a snack with your child if needed. (Students who are simply attending an activity but not participating will be charged.)

Parents who are volunteering at an after school activity, such as festival set up, may send their children to Latchkey at no cost while they are volunteering.