

**ST. MARY'S SCHOOL  
LATCH-KEY PROGRAM INFORMATION  
2011-2012 SCHOOL YEAR**

**OPENING DAY: September 6, 2011**

**ACTIVITIES:    Structured Playtime  
                  Afternoon Snack  
                  Homework  
                  Computers, Games, Puzzles, Videos**

**PLEASE BE SURE TO READ "ALL" OF THE FOLLOWING INFORMATION:**

The Latch-Key Program Enrollment is made available to our WORKING PARENTS, in order to assist them in the safety and welfare of their children.

The program is also available in Emergency Situations to any student not already enrolled in the program by notifying the school by note or a telephone call, stating the reason and name of the person picking up your child/children from the program. Anyone picking a student up from school must use the sign-out book provided.

**I. RULES AND REGULATIONS**

**A. INFORMATION REGARDING DISMISSAL AND CHANGE IN YOUR CHILD'S/CHILDREN ROUTINE.**

All teachers are notified who is enrolled in our Latch-Key Program. It is extremely important, and the parents responsibility to notify their teacher throughout the year of any changes concerning their dismissal and attendance with the Latch-Key routine, especially the younger children.

Any student enrolled on a regular full time or part time basis who will not be attending their normal P.M. session must have a written note to present to their teacher in the morning.

The note should clearly state the date and reason of absence from Latch-Key such as:

1. Going home by car or bus.
2. When attending an extra curricular activity, such as Cheerleading, Art Program, Student Council, Play Practice, Brownies, Etc.
3. **Also, indicate, IF YOUR CHILD/CHILDREN WILL BE PICKED UP FROM THE ACTIVITY THEY ARE ATTENDING OR WILL BE RETURNING TO THE LATCH-KEY PROGRAM.**

All notes will be sent to the Main Office and the Program Supervisor will be informed of any changes in your child's children routine.

**STUDENTS ENCROLLED IN CHILDCARE, WHO LEAVE THE PROGRAM TO ATTEND AN ACTIVITY OFF THE SCHOOL PREMISES, WILL NOT BE PERMITTED TO RETURN THAT DAY. On an occasion where this might occur, please be sure to make arrangements to have your child/children picked up from the activity they are attending.**

## **B. SIGNING OUT**

A Latch-Key Program Sign-Out Book will be provided in order to record the time, student's name and your signature. Even if the students are outside when you arrive to pick them up, you must enter the building to sign the student out before leaving the school.

Students will only be dismissed to the designated persons on your registration form, so please notify the school office of any changes or have a written note stating who will be picking up your child/children that day from the program.

## **C. DISCIPLINE**

Good behavior and respect for one another is a must at St. Mary's School. Any misconduct will be handled as follows:

1. A verbal warning concerning the misconduct.
2. Parent will be notified if conduct does not improve.
3. The Principal will be notified; misbehavior form issued and detailed assignments given.
4. A conference with the Principal, supervisor, parent and child.

## **D. INCLEMENT WEATHER**

In case of an emergency closing because of hazardous weather, the program will remain open for one hour after the time of dismissal, however, **FOR THE SAFETY OF ALL CONCERNED, WE REQUEST THAT THE CHILDREN BE PICKED UP AS SOON AS POSSIBLE.**

## **E. COURTESY**

Please at any time, **DO NOT DOUBLE PARK**, blocking the driveway.

## **F. SAFETY**

For the safety and welfare of all our children, **NO ONE, AT ANY TIME**, during drop off or pick up, is to leave other children in the car or leave their vehicle running.

## **G. TARDINESS**

**The Latch-Key Program ends at 5:30 p.m. SHARP!**

Please be advised that anyone arriving after this time will be **CHARGED AN ADDITIONAL \$5.00 FOR EVERY 15 MINUTES STARTING AT 5:30 P.M.** AVOIDANCE OF THIS FEE WILL BE SINCERELY APPRECIATED.

## **H. CONCERNING THE P.M. SESSION ONLY**

There is **NO P.M.** Latch-Key program in session before Thanksgiving, Christmas, and Easter vacation and the last day of school. Also keep in mind these days are an early dismissal.

## **II. PROGRAM FEES**

***All families are required to pay a \$25.00 registration fee.***

A. Extra Care Payments

1. All payments should be made by check to St. Mary's School.
2. Be sure all payments are placed in an envelope labeled with your name and Latch Key.
3. Latch Key payment is due no later than one week after distribution of statement.
4. A late payment fee of \$5 will be charged for each week a payment is overdue.

B. Extra Care Rates (See attached rate sheet.)

PLEASE BE SURE TO READ ALL THE LATCH-KEY INFORMATION, RULES AND REGULATIONS BEFORE SIGNING THE FORM BELOW. RETURN THE SIGNED FORM ALONG WITH YOUR REGISTRATION FORM TO THE SCHOOL OFFICE.

THANK YOU!

**ST. MARY'S SCHOOL LATCH KEY PROGRAM – 2011-2012 SCHOOL YEAR  
PRE-KINDERGARTEN – 8<sup>TH</sup> GRADES  
REGISTRATION FORM**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

In case of emergency, contact _____	
Relationship _____	Phone _____

**LIST PERSON/PERSONS AND RELATIONSHIP, AUTHORIZED TO PICK UP  
YOUR CHILD/CHILDREN FROM THE PROGRAM.**

NAME	RELATIONSHIP

_____ Full-time (Monday-Friday) AM SESSION 7:00 – 8:15 A.M.
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_____ One Child	7:00 – 8:15 AM
_____ Two Children	} AM & PM SESSIONS &
_____ Three Children	3:15 – 5:30 PM

_____ One Child	
_____ Two Children	} PM SESSION 3:15 – 5:30 PM
_____ Three Children	

## Extra Care Rate Sheet 2011/2012

These rate increases average approximately 10% over the 2010/2011 rates.

Please note that our rates are well below neighboring Catholic schools. Also, in most cases these other schools do not give discounts for additional children or for families using these services on a weekly basis.

### Registration Fee

There is a one-time yearly registration fee per family of \$25.00.



### Before School Care (7:00 – 8:15 AM)

Number of Children	Daily	Weekly	Weekly Discount Savings!
One Child	\$5.50	16.50	\$11.00/week
Two Children	\$11.00	\$24.00	\$31.00/week
Three Children	\$16.50	\$30.00	\$52.50/week

### After School Care (3:15 - 5:30 PM)

After school care rates apply as noted below. There are two different time categories.

Students leaving prior to 4:00 pm will not be charged for a full session. Also note that there is an additional fee for half-day dismissals.

Number of Children	Until 4:00 pm	Weekly Until 4:00 pm	After 4:00pm	Weekly After 4:00	Weekly Discount Savings!	Half Day Dismissal Rates
One Child	\$5.50	\$26.50	\$9.00	\$44.00	\$1.00/week	\$10.00
Two Children	\$10.00	\$32.50	\$14.50	\$55.00	\$17.50/week	\$15.00
Three Children	\$15.00	\$50.00	\$18.00	\$65.00	\$25.00/week	\$20.00

*Late Fees: Pickup after 5:30 pm will result in a \$5.00 fee per every 15 minutes.*

### Combined Weekly Rates – Before & After Care

These rates apply to families using both the before and after care programs. A combined weekly discount will only be applied to those utilizing both programs.



Number of Children	Weekly	Weekly Discount Savings!
One Child	\$55.00	\$5.50/week
Two Children	\$65.00	\$14.00/week
Three Children	\$75.00	\$20.00/week

### Emergency Use: Non-Registered Parents

\$6.50 Per Day, Per Child 7:00 – 8:15 am
\$10.50 Per Day, Per Child 3:15 – 5:30 pm