

# ICS Latchkey Registration

There is a once a year \$10.00 registration fee per family.  
Please send fee in with this form.

## Student Information

Name	Grade	Date of Birth
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Please List any important information such as allergies, daily medication, medical condition, etc.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Parent Information

Parents' Names \_\_\_\_\_

Mom's Cell # \_\_\_\_\_ Mom's Work # \_\_\_\_\_

Dad's Cell # \_\_\_\_\_ Dad's Work # \_\_\_\_\_

Home # \_\_\_\_\_

Who do you prefer that we contact first if needed?  Mom  Dad  either one

You will receive weekly attendance forms to complete

Preferred email \_\_\_\_\_

Please list 3 additional people who will be picking up your child(ren).

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**PLEASE NOTIFY STAFF IF SOMEONE OTHER THAN LISTED ABOVE WILL BE PICKING UP YOUR CHILD(REN).**

# LATCHKEY INFORMATION

## Purpose

To provide supportive care for your child before and after school.

## Registration

There is a yearly registration form and a non-refundable \$10 fee for latchkey. This is to hold a place for your child(ren) and provide current information for the staff.

## Fees

Morning \$2/day

Afternoon \$8/day

\*Additional children per family at a reduced rate.

## Weekly Scheduling

You will receive a weekly google form to complete and return. This must be completed to ensure your child's safety and place for them that week.

## Drop Off / Pick Up

Morning latchkey is held in the gym beginning at 6:45 am with drop off being at the doors by the office.

Afternoon latchkey is in the school building with home being in the cafeteria. Sign out is required at pick up.

## Snack

A snack is provided daily at 3:15 pm. If you know that your child will be at latchkey after 5:00 pm, they can bring a small, healthy snack from home.

## Daily Hours

Morning 6:45 am - 7:50 am

Afternoon 3:00 pm - 6:00 pm

*See the Latchkey Program Handbook for more information.*