

# 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 \$15 weekly or \$4/day

Afternoon \$50 weekly or \$12 day

\*Additional children per family at a reduced of \$2 for A.M. and rate of \$6 for P.M. per child.

## **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

# ICS Latchkey Registration

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

Latchkey Students' Names

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Please list any important information such as allergies, daily medication, medical conditions, etc.

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

Mom's Cell \_\_\_\_\_

Mom's Work \_\_\_\_\_

Dad's Cell \_\_\_\_\_

Dad's Work \_\_\_\_\_

Home \_\_\_\_\_

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

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**\*\*Please notify staff if someone other than listed above will be picking up your child(ren).**