

# Welcome To St. Margaret's Latch Key Program

St. Margaret School has had a Latch Key program for over 20 years. Your children are in loving hands that want to ensure that they are not only safe after school, but that they are in a fun and comfortable environment. The after school program has basic structure and is otherwise a more relaxed atmosphere. We ask that you provide your child(ren) with a snack or two and toys or play clothes (if you deem necessary). We will occasionally provide snacks, so please note on the registration if there is anything that they are unable to eat/drink. We do provide games, legos, coloring books, balls, jumprobes etc for the children, but if they have something special that they would like to play with- they may bring it in.

**Please be sure that your child's name is on anything that they bring to LatchKey.**

A typical day in Latch Key consists of the following:

The children line up and are dismissed as a group. They are brought into the Latch Key Room where they eat their snack and role is taken. Once they have eaten their snack and we have determined the children that should or should not be there- the time is theirs. We do provide an area for the children to do their homework and the Latch Key Staff is there to provide assistance if necessary. If you want your child to complete their homework, please make sure that you let the Latch Key Staff know so that they can make sure that before they play they are doing their homework. Some parents would prefer that homework is NOT done in Latch Key, so unless we know otherwise, no child is made to do their homework!

When you register your child for Latch Key, we ask that you provide us with an emergency contact or two. This needs to be someone who is able to pick up your child- in case of emergency. For example, sometimes bad weather will occur and while the school may remain open until regular dismissal, Latch Key may close early. In that case you would be notified that you or your emergency contact would need to pick up your children by the designated time. Your emergency contact may also be needed in case of an illness. Please make sure that this person is within 15 minutes of school and is able to pick you children up if necessary.

**Please make sure that you are registered for GLOUCESTER ALERT- this will be our means for communication for Latch Key cancellations or early closing.**

The basic rule in Latch Key is communication. Please make sure that you communicate any changes in schedule, issues or problems with the Latch Key Staff and as things may change on our end- we will communicate them with you!

We look forward to taking care of your child!  
Thank you!

Please feel free to contact me with any questions, Paula Wiest, Latch Key Coordinator.

Phone- 856-423-9455 or Email [disney47@verizon.net](mailto:disney47@verizon.net)

# Latch Key Information 2010-2011

**Registration Fee- \$15.00 per family**

**Afternoon Latchkey will begin on the first day of school**

**Latch Key Hours:**

**Full School Day: 2:45pm – 6:00pm**

**Half School Day: 12:00pm – 6:00pm**

**(Half Day Latchkey is determined by the number of children scheduled to attend)**

## **Latch Key Rates: (Effective September 1, 2008)**

(Please note rates are subject to change each school year)

One Child:	\$12.00 Daily \$60.00 Weekly
2 Children	\$16.00 Daily \$80.00 Weekly
3 or more Children	\$18.00 Daily \$90.00 Weekly

### **Half-day Latch Key Rates:**

One Child:	\$24.00
2 Children	\$32.00
3 or more Children	\$36.00

- Payment is due each Monday for the following week. If school is not in session for a full week, the daily rate is in effect. Payment may be given to one of the Latch key persons in charge when picking up your child/children. If Monday doesn't work for you, please inform the Latch Key staff and we will work with you.
- As with anything else in the school, all bills must be paid by the end of the school year or your child will not be given their report card.
- In an effort to make Latch key as comfortable as possible, we ask that you provide snacks and play clothes for them.
- When your child is out sick, latch key must be notified, please advise the school office when you call that your child/children attend the Latch Key program.
- If your child will not be attending Latch Key on a specific day when they would normally, you **Must** send a note to the teacher and to Latch key, informing us of the change. If no note is sent the child/children will go to Latch Key.

**\*\*\*Please make sure that you are registered for GLOUCESTER ALERT- this will be our means for communication for Latch Key cancellations or early closing!\*\*\***

**\*\*\*\*If you need to reach us during normal Latch Key hours, you may contact us at 856-384-8880.\*\*\*\***

If you have any questions, please contact the Latch Key Coordinator, Paula Wiest via phone 856-423-9455 or via email, [disney47@verizon.net](mailto:disney47@verizon.net).

\*\*\*PLEASE NOTE- admission into the Latch Key Program is on a first come first serve basis, as we only have a limited number of spaces.\*\*\*

# Latch Key Late Policy

**Latch Key hours are from 2:45 – 6:00pm.**

**If for any reason you are going to be late picking up your child(ren), please follow the procedures below.**

- **Please contact Latch Key (856-384-8880)** and let us know what the situation is and that you will be later than your normal pick up time. Please determine if you will still be able to pick your child(ren) up by 6:00pm.
- **If you will not be able to make the 6:00pm closing time, please contact your emergency contact to pick up your child(ren).**
- **There will be a \$5.00 late charge for every 15 minutes for the first 3 occurrences. After the 3<sup>rd</sup> occurrence, the charge is \$20.00 for every 15 minutes.**
- Payment of late fees are due the week that the lateness occurs and can be part of the weekly payment or a separate payment. Cash and Check are accepted.
- Excessive lateness will be handled on an individual basis.

**Thank you!**