

# ZION LUTHERAN SCHOOL LATCHKEY PROGRAM

## INTRODUCTION

Provided on the following pages is important information about our Latchkey program. We hope this program will be useful as you plan your school year.

## DAYS AND HOURS

Latchkey services will be available on all scheduled school days. There will be no services provided on days when school is not in session.

**If there is no school there is no latchkey.**

Afternoon session only – 3:00 – 6:00pm

**All students here after 3:00pm must be in Latchkey.**

## ENROLLMENT

All students enrolled at Zion are automatically enrolled in the Latchkey program. **You must fill out the attached Latchkey emergency form.** If your child has any special health or allergy issues, please make sure to note it.

## COST

\$3.00 per hour for the first child, \$2.40 per hour for the second and third child.

\*The Board of Education has passed a new policy which states that all students who are in Latchkey for any amount of time under an hour will be charged for an hour (\$3 for the first child and \$2.40 for any others).

## LATE FEES

Students picked up after 6:00pm will be charged \$1.00 per minute.

The fee will be based on the time shown on the Latchkey clipboard. If late pickup becomes a chronic problem, a review of Latchkey services will be done.

## BILLING

Bills will be sent home on a weekly basis. Payments should be made within 48 hours after you have received your bill. Your balance should not exceed \$25.00 or \$35.00 if you have multiple children enrolled. If your bill exceeds the limit consistently, services may be suspended. To reinstate those services, payment must be made according to the agreement decided on by the Principal and/or the School Board.

## PAYMENT

Payments should be made to the school office. **Do not include any other fees in this payment.** Please keep track of your payments. If there is a dispute over the amount due, the burden of proof is on the family.

## **PREPAYMENTS**

We will accept prepayments for our services.

## **LATCHKEY SCHEDULE**

Our daily schedule will vary throughout the year. During the warm months, we will be outside as much as possible and during the winter months we will be indoors using the gym when possible.

### Sample Afternoon Schedule

3:00 – 3:30 Check in and snack

3:30 – 6:00 Homework/Activity time/Quiet time

We provide games and puzzles. Children may bring personal items to use and play. They do so at their own risk.

## **SNACK**

The afternoon snack will be served at 3:15pm. If you would like to send food with your child, please make sure it is healthy and not full of sugar.

## **DROP OFF AND PICK UP**

When picking up your child, please make sure that the Latchkey employee is aware of your departure.

**Remember that anyone picking up your child must be included on the enrollment form and should be ready to show a photo I.D.**

## **RULES**

The rules and guidelines for student behavior that are in the student handbook, pages 11 – 13, are in affect during Latchkey.

ZION LUTHERAN SCHOOL  
LATCH KEY USE

If you would utilize the Latch Key Program here at Zion (even if just once in a while or on a drop in basis), please complete the information below and return it to the school office. This form must be on file to use latchkey services in case of an emergency.

Name of parent/guardian \_\_\_\_\_ Phone \_\_\_\_\_

Name of student(s) that would use latch key \_\_\_\_\_

Emergency Contact 1 \_\_\_\_\_

Phone Number \_\_\_\_\_

Emergency Contact 2 \_\_\_\_\_

Phone Number \_\_\_\_\_

Other considerations, comments or concerns \_\_\_\_\_

*Please return your completed form to the school office. Thank you!*

*Jessica Heckler, Principal*

*728-9995 or [jheckler@ziondecatour.com](mailto:jheckler@ziondecatour.com)*