



## **LATCHKEY PROGRAM POLICY**

### **After School Program**

Revised 8/10

Our Latchkey Program is open to all children in Pre-Kindergarten through 9<sup>th</sup> grade needing care due to the parent's work schedule. The program consists of after school latchkey:

1. After school (P.M.) 4:15 P.M. to 6:00 P.M.

Our Latchkey Program is designed to provide fun activities as well as practice reading, writing, math, science, social studies, Arabic and Qur'an.

The cost of the program to parents will be \$100 per child per month (includes snack).

#### Other considerations:

There is an additional charge for parents failing to pick up their child before 4:15 P.M. if your child is not enrolled into the Latchkey Program. The fee will be \$10.00 per every 5 minutes late or any portion thereafter. If your child is not picked up by 6:00 P.M. and the school has been unable to contact the parents or the parents have not called to make arrangements, then Children Services will be contacted.

**If a child is enrolled in the Latchkey Program and has not been picked up by 6:00 P.M., then a \$10.00 fee will be assessed for every 5 minutes late or any portion thereafter.**



## **LATCHKEY PROGRAM SCHEDULE**

### **After School Program**

Revised 8/10

### ***DAILY ACTIVITY SCHEDULE***

#### **4:15 PM – 5:00 PM**

##### Inside/Outside Activity

Weather permitting and during daylight hours, students will be playing outside during this time unless the outside temperature or wind chill is less than 28 degrees.

Students will need to bring coats, gloves and hats when appropriate. Inside activity will consist of coloring, play dough, homework, etc.

#### **5:00 PM**

##### Snack

Students will receive a snack provided by the school. Students can bring their own snack or may finish what they brought for lunch.

#### **5:00 PM – 6:00 PM**

##### Inside/Outside Activity

Weather permitting and during daylight hours, students will be playing outside during this time unless the outside temperature or wind chill is less than 28 degrees. Students will need to bring coats, gloves and hats when appropriate. Inside activity will consist of coloring, play dough, homework, etc.



**LATCHKEY REGISTRATION AGREEMENT**

***After School Program 4:15 pm – 6pm***

Revised 8/10

Please fill out the form below to enroll your child into the PM Latchkey Program (Kindergarten through 8<sup>th</sup> Grade) at Sunrise Academy for the 2010-2011 academic year.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Parent/Guardian Cell or Pager: \_\_\_\_\_

Emergency Information:

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Any known allergies or health conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE: When enrolled, you will receive the latchkey assistant's cell phone number just in case you need to reach them during latchkey hours.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_