

# NORTHEASTERN ELEMENTARY LATCHKEY

## 2022-2023 SCHOOL YEAR

Dear Parent,

Please read this letter with your child and sign below indicating you support and understand the following guidelines for the Latchkey program.

In order to enroll your child in the Latchkey program, you will need to register your child by completing this registration form and turning it into the Elementary office. There is a \$20.00 registration fee per family. **Payments are to be made via PaySchools Central (New for 2022!) on the district website and if paying by check, checks are to be made payable to Northeastern Elementary.**

**Latchkey is open from 2:10 p.m. until 5:45 p.m.**

The charge per hour is \$4.00 for the first child and \$3.00 for each additional child. ½ hour rate is \$2.00 for the first child and \$1.50 for each additional child. **After 5:45 p.m. you will be charged \$10.00 for every 15 minutes you are late.**

The Latchkey personnel will sign your child in when they arrive and the parent or person picking up the child will sign them out.

**\*\*\*\*\*You will pay on Monday or Tuesday only of each week. Amounts due will not be carried more than one week. If not paid weekly, your child will not be allowed to stay in Latchkey until the amount is paid in full. This is Board Policy and will be enforced.\*\*\*\*\***

**Please keep your receipts for tax purposes. The school does not provide information for income tax purposes. The tax I.D.# you will need is 31600-1517.**

**Rules for Latchkey:**

1. All school rules apply.
2. No hitting, pushing, shoving or kicking will be permitted.
3. Be respectful to others at all times.

**Consequences:**

1<sup>st</sup> Offense: Latchkey staff will talk with child and a time out will be given.

2<sup>nd</sup> Offense: Latchkey staff will talk with parent and a time out will be given.

3<sup>rd</sup> Offense: Latchkey staff will report incident to Ms. Swafford or Mr. Dobbelaere.

\*At that time, one of the principals will handle the situation accordingly. Suspension from Latchkey may be a consequence \*\*

Thank you for your support! We are looking forward to another great year with your child.

Anne Cunningham, Latchkey Director

---

Child's Name

---

Parent Signature

---

Date

**PLEASE READ INFORMATION ON OTHER SIDE**

**NORTHEASTERN ELEMENTARY SCHOOL**  
**NOTICE TO LATCHKEY PARENTS**

- Payments are to be made weekly.
- **Your child may not return until prior balance from previous week has been paid.**
- Parent or guardian **MUST** sign child out.
- Please make sure your child picks up their toys before leaving the room.
- We are an after-school program. Once a child leaves the building, they cannot come back to Latchkey.
- Parents/ guardians will pick up their child(ren) outside of the cafeteria at Door 10.