

St. Anthony of Padua Parish School

2018 - 2019 LatchKey Program Guidelines

Days and Hours of Operation

Our LatchKey program is available for children in Pre-School through 8th grade from **7:30-8am and 2:45-4:00pm** each day school is in session. **NO LATCHKEY 2/1/19 & 5/24/19**

Registration / Emergency Medical Forms

Registration and Emergency Medical Forms must be completed and signed by a parent for each program year. It is the responsibility of the parent to keep the LatchKey Program up-to-date on all information pertaining to their child/children: phone numbers, health information, emergency contacts, as well as schedule changes.

Fees

Latchkey services will be billed at **\$5.00 per family, per day of use.**

Service Date	Bill Date	Due Date
8/29 - 9/28	10/04/18	10/15/18
10/1-10/31	11/08/18	11/19/18
11/1-11/30	12/06/18	12/17/18
12/1-12/21	01/03/19	01/14/19
1/7-1/31	02/07/19	02/18/19
2/1 - 2/28	03/07/19	03/18/19
3/1 - 3/29	04/04/19	04/15/19
4/9-4/30	05/03/19	05/13/19
5/1 - 5/24	05/30/19	06/10/19

No LatchKey on these dates:

2/1/2019

5/24/2019

Parent Responsibilities

1. Registration Form, and Medical Form must be submitted prior to first day of LatchKey use.
2. Arrive promptly by 4pm. If you are running late call 440-288-2155 x244.
3. Parent or authorized adult must sign out student.
4. All invoices must be paid within 5 business days of due date or a \$25.00 Late Fee will be assessed.

We reserve the right to suspend services for our LatchKey Program for delinquent or non-payment.

****Please be advised: Latchkey guidelines are tentative and subject to change.