

St. Anthony of Padua Parish School

2019 - 2020 LatchKey Program Guidelines

Days and Hours of Operation

Our LatchKey program is available for children in Pre-School through 8th grade from 7:30-8:00am and 3:00pm-5:30pm each day school is in session.

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

After Care Latchkey services will be billed at \$5.00 per child, per day of use. Before School Care is no charge.

Service Date	Bill Date	Due Date
09/03 - 9/30	10/07/19	10/14/19
10/1-10/31	11/08/19	11/15/19
11/1-11/29	12/06/19	12/13/19
12/2-12/20	01/13/20	01/20/20
1/6-1/31	02/07/20	02/14/20
2/3 - 2/28	03/06/20	03/13/20
3/2 - 3/31	04/07/20	04/14/20
4/1-4/30	05/07/20	05/14/20
5/1 - 5/27	06/03/20	06/10/20

Parent Responsibilities

1. Registration Form, and Medical Form must be submitted prior to first day of LatchKey use.
2. Arrive promptly by 5:30pm.
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.