

**St. Paul Lutheran School
Childcare/Latchkey Information**

Childcare is for St. Paul students in preschool and kindergarten. Latchkey is for our students in grades 1 – 8. Our goal is to provide quality before and after school care in a safe, secure and stimulating Christian environment, whether your child is with us on a regular basis or just once in a while.

- **Hours**

- | | |
|---------------------------------|-------------------------------------|
| <u>Childcare (PK –K)</u> | <u>Latchkey (grades 1-8)</u> |
| 6:00 to 8:00 am | 6:00 to 8:00 am |
| 11:30 to 6:00 pm | 3:25 to 6:00 pm |
| 3:25 to 6:00 pm | |

- Childcare and Latchkey will be open at 11:30 on Early Dismissal Days. We will be open on No School Days.
- Childcare students arriving before 8:00a.m., must be signed in by a parent or guardian. ALL students (Childcare and Latchkey) must be signed out by a parent or guardian each afternoon.
- Please be sure that anyone picking up your child(ren) is listed on the school emergency form. Staff will ask to see photo identification for verification.
- Students in Childcare and Latchkey will be given appropriate activity choices for before and after school. They may include: play inside choices and board games, inside gym time, outside play time, reading time, art and craft activities and homework time.
- A Study/Homework room will be available for grades 1 – 8 under teacher supervision from 3:30 to 4:30. The fee for this service is the same a Latchkey fee and will be billed as Latchkey. Children will be escorted to the main Latchkey room at 4:30.

(Please return with \$25.00 Registration fee)

Please let us know if your child(ren) will be in Childcare or Latchkey, and indicate what time they will arrive and leave.

Child' Name	Grade	Study Room	Monday	Tuesday	Wednesday	Thursday	Friday

Please help us to staff appropriately by letting us know of any changes in your child's schedule at least 48 in hours in advance.

Parent/Guardian Signature: _____ Date: _____

Office use only: Red. Fee pd: _____ Rec. by: _____ Date: _____

Fee Schedule

Registration Fee:

- \$25.00 per family

Childcare/Latchkey Fees

- \$5.50 per hour/ per child \$150.00 per week maximum per child
- \$1.00 per minute after 6:00pm

- Please be prompt in picking up your child(ren). If a child has not been picked up by 6:00pm, staff will call emergency numbers that are listed on the School Emergency Form.
- For everyone's safety and care, all children remaining at school and after school dismissal will be placed in childcare or latchkey. All children must be under the DIRECT CARE AND SUPERVISION of an adult at all times.
- To ensure the quality and safety of our program, the school may refuse Childcare and Latchkey services to :
 - Students who cause repeated disciplinary problems.
 - Families who are delinquent in payment.
 - Families who abuse pick up time.