



"Today's Learners, Tomorrow's Leaders"

## Latchkey Program and Procedures

Our latchkey program at Unioto Elementary is a safe and fun-filled environment to meet the needs of students and parents. We provide homework help, snacks, and activities to help your child be active and have fun before and after school.

The program's capacity is up to 80 children. You may enroll your child(ren) in latchkey at anytime of the year as long as there is still room available. You will need to complete everything in this packet and return it to the Superintendent's Office located in the Administrative Building. Administrative office hours are 7:30 – 3:30.

**Your child will not be able to receive our services until the following papers are completed and returned:**

- **Student registration**
- **Medical Emergency form**
- **Pick-up list**

**The pick-up list is very important; please include any person that you think may be picking up your child. If a person comes to pick up your child and they are not on the list, your child will not be able to leave with them. The list can be changed throughout the year; just let us know if you would like to make any an adjustment to your pick-up list.**

**PARENTS OF OTHER LATCHKEY STUDENTS MAY NOT PICK UP YOUR CHILD IF THEY ARE NOT ON THE LIST.**

After you have completed and turned in the forms, your child(ren) are ready to come to our program. If they are signed up for morning latchkey, you will be able to drop them off at 6:30 a.m. (no earlier) and you **MUST** sign your child in. They will be with Ms. Judy and she will dismiss them to begin their school day. We do not provide a breakfast or morning snack, however if you would like to send one with your child that would be fine.

The after-school latchkey starts at 2:40. All latchkey students will report to the cafeteria. A staff member will take the kindergarten to wash up and then to the latchkey room to have snacks and work on activities. The rest of the students will wash up and have their snack and begin working on their homework or reading a book. Staff will sign they assigned group in and will help children with homework if they need it. After a brief study time, we dismiss into groups for activities or free time, (children are grouped by grade level). Our activities will include education, physical fitness, school-project related, and are always fun!!! By 4:30 the number of students has decreased and our groups are combined.

Our services end at 6:00 p.m. If you are late, we will wait in the latchkey room with your child. **Every minute past 6:00 will cost \$1.00** (note: all money must go the Superintendent's Office). **IMPORTANT: The child MUST be signed out by the person picking them up. THE SIGNOUT SHEET WILL ALWAYS BE WITH THE LATCHKEY DIRECTOR/STAFF, WHEREVER THE STUDENTS ARE.**

We are looking forward to a great year! If you have any questions regarding registration, fees or payments, feel free to contact Karen Day at 773-4102.

Kd/April 2015