



**ST. LOUIS SCHOOL**  
**LATCH-KEY PROGRAM**

**2009-10**

**Latch-Key Lead Teacher:**

**Melissa Archer**

Phone (school) 815- 875-3424  
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**LATCH KEY CHILD CARE RATES As Of 3-25-09**

**Morning Session**

Billing Code	Time	Charge
5	6:00-7:50 AM with breakfast	\$4.50
7	7:00-7:50 AM with breakfast	4.50
6	7:00-7:50 am without breakfast	3.00
10	7:15-7:50 am with breakfast	4.00
9	7:15-7:50 am without breakfast	2.50
12	7:30-7:50 am with breakfast	3.50
11	7:30-7:50 am without breakfast	2.00

**Afternoon Session**

Billing Code	Time	Charge
3	2:50-3:15 pm no snack	\$2.50
2	2:50-3:30 pm with snack	3.50
1	2:50-6:00 pm with snack	7.00

**Misc Charges**

Billing Code	Time	Charge
8	2:50-6:00 pm with snack 3 child family rate	\$15.00
13	Early Dismissal 12-6 with lunch and snack	10.00
14	Early Dismissal 1:50-6 with snack	9.00
4	Misc charge	

Breakfast and afternoon snacks are provided daily.

Lunch is served on 12:00 dismissal days.

Childcare prices are **subject to change** with Commission Board approval.

If more than one child in a family is attending Latch-Key on a regular basis, a lower rate may be given.

If a student is in Sports activities, Math Club, Art Club or any other activity and needs to come in after the activity is over, they may do so. Charges will be made according to time they are there.

**ATTENDANCE:**

It is importance for us to know when your child (children) will be attending our program so that we may schedule the proper staff, food and supplies needed for that day. Please fill out the proper forms that will be given to you at registration so that we know when you will need our services. We realize that schedule changes and things happen that might have to change your Latch-Key plans. Please contact the office on days when there may be a change. All students are welcome on weekly and daily basis. Students **will not** be allowed to leave with anyone who is not listed on our child pick-up list, unless we are notified in writing.

**ARRIVAL:**

Morning Latch-Key students are to enter the left door of the gym on the East side of the school building. All other doors will be locked. Students will remain in the gym until school starts unless given permission by staff.

**DISMISSAL:**

No student will be released from Latch-Key to anyone that is not listed on the pick up card filled out by the parent or legal guardian unless prior arrangements have been made in writing. In case of an emergency, the parent may give verbal notice to the Director or send a written notice in addition to a phone call. **NO STUDENT CAN GO OUT OF THE GYM TO THE PARKING LOT WITHOUT THE PARENT OR PERSON PICKING THEM UP.** The adult picking up the student is required to sign the attendance sheet, stating their name and time of departure. It is our intent to provide a safe place for your child.

**DISCIPLINE:**

All rules of behavior and conduct as well as rules of dress code, which are part of the school policy, will be enforced in Latch-Key. Students will be reminded by staff of the rules and their responsibility to follow them. We uphold the idea of respect not only for others, but also to one-self.

**MEDICATIONS:**

Latch-Key follows the same rules as written in our school handbook. No exceptions will be made to this policy.

**HOMEWORK:**

All students will be expected to do their homework after snack time unless a written note is sent from home. Students that are not doing homework will be expected to have quiet time doing crafts, playing games or participating in other activities. Latch-Key staff will assist students with their homework.

**ACCIDENTS:**

Accidents, such as skinned knees, will be treated by Latch-Key staff by washing the affected area with water and providing Band-Aids. Ice bags will be available for swelling. If an accident is serious, parents will be notified. If it is not possible to reach a parent or someone near to the family, Latch-Key will arrange to have the student attended by a doctor. Latch-Key has a copy of all medical information provided by the parent or guardian at registration.