

<p style="text-align: center;"><b>MADISON LOCAL SCHOOL DISTRICT</b> <b>LATCHKEY PROGRAM – MADISON LOCAL SCHOOL DISTRICT</b> <b>Phone Number 513-420-4994</b></p>
--

*Latchkey is a before and after school childcare program for students in kindergarten through fifth grade. Our purpose is to provide quality care for children of working parents in an educational and safe environment. The Madison Local Board of Education recognizes the need for this service and, therefore, is committed to make available this service to the community. Extensive research has been done, and the following information has been determined.*

- **Hours of Operation:** The Latchkey Program will be open on **school days** only:  
Morning session                      7:00 a.m. to 8:30 a.m.  
Afternoon session                      3:20 p.m. to 6:00 p.m.
- **Parent/Guardian Responsibilities:** **Registration and Emergency Medical Authorization** forms must be completed before your child may attend the program. Forms are available at the Madison Elementary School office. All registration information must be kept up to date.
- **Registration Fee:** There will be a \$15 registration per each child.
- **Method of Payment:** Payment of fees will be on a weekly basis. Fees must be paid by the Tuesday following the week of services. Fees may be paid by check, money order, or in cash. **Checks or money orders are to be made out to the Madison Local School District.** Fees will be determined by the amount of days and times per week the Latchkey services will be used by your child/children. The morning and afternoon fees will be based on the following scale:
  - Morning**
    - Child arrives 7:00 a.m. - 7:30 a.m. -\$8.00 per session
    - Child arrives 7:30 a.m. – 8:00 a.m. -\$7.00 per session
    - Child arrives 8:00 a.m. - 8:30 a.m. -\$6.00 per session
  - Afternoon**
    - Child leaves between 3:30 p.m. and 4:00 p.m. -\$5.00 per session
    - Child leaves between 4:00 p.m. and 4:30 p.m. -\$6.00 per session
    - Child leaves between 4:30 p.m. and 5:00 p.m. -\$7.00 per session
    - Child leaves between 5:00 p.m. and 5:30 p.m. -\$8.00 per session
    - Child leaves between 5:30 p.m. and 6:00 p.m. -\$9.00 per session

The second child in the family enrolled is 50% of the rates stated above.

**\*Delays/Early Dismissal:** Service will be available.

**2 Hour Delay Schedule**

7:00 a.m - 7:30 a.m - \$12.00 per session  
7:30 a.m - 8:00 a.m - \$11.00 per session  
8:00 a.m - 8:30 a.m - \$10.00 per session  
8:30 a.m - 9:00 a.m - \$9.00 per session  
9:00 a.m - 9:30 a.m - \$8.00 per session  
9:30 a.m - 10:00 a.m - \$7.00 per session  
10:00 a.m - 10:30 a.m \$6.00 per session

**2 hour Early Release Schedule**

1:30 p.m - 2:00 p.m - \$6.00 per session  
2:00 p.m - 2:30 p.m \$7.00 per session  
2:30 p.m - 3:00 p.m \$8.00 per session  
3:00 p.m - 3:30 p.m \$9.00 per session  
3:30 p.m - 4:00 p.m \$10.00 per session  
4:00 p.m - 4:30 p.m \$11.00 per session  
4:30 p.m - 5:00 p.m \$12.00 per session  
5:00 p.m - 5:30 p.m \$13.00 per session  
5:30 p.m - 6:00 p.m \$14.00 per session

**OVER** □

**Late Fees:** If a child is not picked up before 6:00 p.m., a late fee of \$5.00 for every fifteen (15) minutes will be added.

**Weather Days:** There will be no Latchkey when the school closes due to weather.

- **Delays followed by School Closing:** Parents will need to make arrangements to pick up their child ASAP after the closing has been announced. A Latchkey attendant will remain with the children until the parent/guardian can pick them up.
- **Procedures:**
  - ❖ **Morning drop-off** – Children are to be dropped off in the front of the building using entrance #5, and then proceed to the cafeteria area. Please make sure your child/children are safely inside and sign in before you leave.
  - ❖ **Afternoon pick-up** – Parents or their designee must come in through entrance #5 to pick up their child/children and ***sign them out***. Designee must be listed on the registration form. Parents/guardians who do not sign their children out will be charged until 6:00 p.m.
  - ❖ **Dress** – Weather permitting, the children may go outside. Please keep in mind that our weather is very changeable. Warm coats, hats, gloves, and scarves are a necessity during the winter season. The guidelines for outside recess will apply for Latchkey.
  - ❖ **Activities** – Program activities will include arts and crafts, individual and group games, opportunity for quiet reading, story time, homework study, or self directed activities, table games, and much more. We request that your child leave all personal toys (including balls) at home.
  - ❖ **Other Activities** - With mutual agreement of the parent/guardian and Latchkey personnel, school children may be permitted to leave the Latchkey program for specific school related activities; for example, sport activities, Boy Scouts, Girl Scouts, etc. A written note from the parent/guardian is required in advance. A child will not be allowed to leave without a signed note on file.
  - ❖ **Latchkey Rules**
    - (1) Children must show respect for staff members.
    - (2) Children must respect each other as well as property.
    - (3) Children must use appropriate language. Inappropriate language will not be tolerated.The same expectations hold for the Latchkey Program as they do during the regular school day. Disruptive students will not be tolerated. A disruptive student will be given a written warning, with the parent/guardian contacted. A second incident could result in removal from the program.
  - Food and Snacks** – A Snack will be provided every afternoon at no additional cost as part of the program if your child is in attendance when the snack is served.
  - ❖ **Sickness/Illness Policies** – The same rules followed by the Madison Local School District will be followed by Latchkey.

**MADISON LOCAL SCHOOL DISTRICT**  
**LATCHKEY PROGRAM REGISTRATION**

Student Name \_\_\_\_\_

**FIRST PARENT OR GUARDIAN**

Name \_\_\_\_\_

Address/Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone# \_\_\_\_\_ Social Security# \_\_\_\_\_

Company/Employer Name \_\_\_\_\_

Address/Employer \_\_\_\_\_

Work Phone# \_\_\_\_\_ Second Work Phone# \_\_\_\_\_

Reference Source: How did you hear about our program? \_\_\_\_\_

Parent Email \_\_\_\_\_

**SECOND PARENT**

Name \_\_\_\_\_

Address/Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone# \_\_\_\_\_ Social Security# \_\_\_\_\_

Company/Employer Name \_\_\_\_\_

Address/Employer \_\_\_\_\_

Work Phone# \_\_\_\_\_ Second Work Phone# \_\_\_\_\_

Parent Email \_\_\_\_\_

AUTHORIZED TO PICK UP CHILD?      YES ☐      NO ☐

**Student Information:**

Name: \_\_\_\_\_

Address (if different from Parent's address above): \_\_\_\_\_

Home Phone# \_\_\_\_\_

Sex: Male • Female • Date of Birth \_\_\_\_\_

Program Admittance Date: \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Sibling Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Sibling Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

**OVER** ☐

**EMERGENCY CONTACT/AUTHORIZED PICK-UP PEOPLE:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_ Second Phone # \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Emergency Contact: Yes• No•

Authorized to pick up? Yes• No•

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_ Second Phone # \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Emergency Contact: Yes• No•

Authorized to pick up? Yes• No•

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_ Second Phone # \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Emergency Contact: Yes• No•

Authorized to pick up? Yes• No•

Special Instructions \_\_\_\_\_

Medical Form (Program Use Only): \_\_\_\_\_

Allergies/Medical Problems: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_