

LatchKey is the name of the afterschool program at Gervais Elementary School, which runs from 2:30pm-5:00pm, Mo-Tue, Thur, and Fri; and from 1:30pm-5:00pm on Wed. This letter outlines policies and procedures for the LatchKey program for the 2021- 2022 school year. Please note carefully – if you have any questions, please do not hesitate to contact the elementary school front office.

1. For all students, LatchKey services will begin on Wednesday, September 1st, 2021.
2. A flat rate payment is required, in full no later than the 25th day of each preceding month. Payments are required prior to services being rendered, not after.
3. The cost to reserve a spot is a flat rate of \$75 per student per month (Sep, Oct, Nov, Jan, Feb, Mar, Apr, and May), and flat rate of \$50 per student per month (Dec, Jun).
 - a. If a student receiving LatchKey services is not picked up by 5:00pm, the parent/guardian will receive a note of tardiness from the school office. For any subsequent time when that same student is not picked up by 5:00pm, they will be charged an additional \$5 per day that they are picked-up late. These charges will be added to the bill for the following month. If you believe you are going to be late to pick up your child, please call ahead and let us know.
4. Due to COVID-19 mandates and staffing limitations, Latchkey will be capped at 45 students. Enrollment comes on a first-come, first-served basis. A waitlist will be maintained for students desiring to attend after the cap has been reached.
5. If a payment is not received, in full, by the 25th day of each preceding month (August 31st, 2021, for September 2021 services), your student may be unenrolled from LatchKey and replaced by the student who is at the top of the waitlist. If desired, your student will then move to the waitlist for future placement consideration back into LatchKey.
6. Because the flat rate payment secures a student's spot in LatchKey for the month and not for individual days of service, no reimbursement will be issued for students who do not attend one or more days during the month (this includes students who are absent from school due to illness).

LatchKey Behavior Referral Process:

- Student misbehavior will operate on a three-referral process, which will be clearly outlined and reviewed in the student LatchKey contract they will read, and you (parent/guardian) will sign prior to receiving services. Following the third referral, a student may be removed from LatchKey for the remainder of the year.

If you have any questions, please do not hesitate to contact the elementary school front office.

Very Respectfully,

Dr. Creighton Helms
Principal, Gervais Elementary School

===Turn Over for Latchkey Contract===

LatchKey Services Contract: 2021-2022 School Year
(to be completed when the initial payment for services is made)

Student's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Address (for billing): _____

Parent/Guardian's Contact Phone Number: _____

Parent/Guardian's Contact E-Mail Address: _____

Alternative Contact Name and Phone Number: _____

Unless specified otherwise by a phone call to the elementary school front office on the day of, no later than one hour before dismissal (1:30pm on Mon/Tue/Thur/Fri, 12:10pm on Wed), my student will be regularly departing LatchKey by:

- Parent Pick-Up (no later than 5:00pm)
- Walking Home (departing the school no later than 5:00pm)
- Riding the 4:30pm bus (limited seats available)

As a parent/guardian of a student receiving LatchKey services, I understand and agree to the following:

- A flat rate payment is required, in full, no later than the 25th day of each preceding month.
 - \$75 per child per month for full LatchKey months
 - \$50 per child per month for partial LatchKey months (Dec and Jun)
- If a payment is not received, in full, by the 25th day of each preceding month (August 31st, 2021 for September 2021 services), your student may be unenrolled from LatchKey and replaced by the student who is at the top of the waitlist. If desired, your student will then move to the waitlist for future placement consideration back into LatchKey.
- Because the flat rate payment secures a student's spot in LatchKey for the month and not for individual days of service, no reimbursement will be issued for students who do not attend one or more days during the month (this includes students who are absent from school due to illness).

LatchKey Behavior Referral System:

- Student behavior during LatchKey services is expected to be the same as behavior during regular school hours.
- Behavior expectations are outlined in the school student manual. A copy of this manual can be found on the school website (under the "Resources" then "Other Resources" tab) or from the front office.
- If a student violates these expectations during LatchKey services, a LatchKey employee may complete a behavior referral form and submit to the school administration for review and approval.
- Parents/guardians will be notified when a student receives their first behavior referral. If a student receives a second behavior referral, the school administration will request a meeting with the student's parent/guardian to go over the referrals and develop a plan for the student to avoid receiving a third referral. If a student receives a third referral, the student will be removed from LatchKey for the remainder of the year.
- A parent/guardian may contest the nature of a referral only to the school administration and not to a LatchKey staff member. Although Dr. Helms (or his representative) will make every effort to listen to this contest, he retains final authority to determine if the referral will remain or be expunged.

Parent/Guardian Signature: _____

Date: _____

Dr. Creighton Helms, Gervais Elementary School Principal

Date: _____