

**ST. JOAN OF ARC LATCH-KEY INFORMATION SHEET  
2019-2020**

**REGISTRATION:**

Every child must register to be part of the Latch Key Program. **The registration fee is \$25.00 PER FAMILY/NON-REFUNDABLE.** The registration fee is applicable to Latch Key payments for September.

Registration for 2019-2020 will be taken by mail (22415 Overlake St. Clair Shores, MI 48080) by Drop-off at the Parish Center (all summer) or school office (after August 5); or on the first day of school, August 27, 2019. The registration form is available at [www.stjoan.net](http://www.stjoan.net) or in the School Office. The \$25.00 fee must accompany the registration form. An emergency card must be on file before attendance starts.

The Latch Key Director, in consultation with the school Administration, may need to refuse admittance to the program due to past history of behavior problems, or delinquent payments.

All Latch Key tuition must be paid before the month starts; with the monthly calendar being turned in with payment at the beginning of each month.

A calendar sign-up is sent from Latch Key with your child a week before the due date for families to schedule the next months use of the program.

**FEES FOR 2019-2020**

MORNING SESSION:	\$6.00 per child (7:00-8:00 a.m.)	
AFTERNOON SESSION: (Dismissal - 6:00 p.m.)	1 child	\$ 6.00 per hour
	2 children	\$10.00 per hour
	3 or more	\$14.00 per hour

We offer flexibility as to which days and how many days you would like to schedule your child/ren; however we do require that you schedule for your child/ren's attendance one month in advance.

**Key Fob Policy** All Latch Key families will receive a Fob at the beginning of the 2019-2020 school year. The Fob must be returned at the end of the school year but if you lose your Fob a \$10 charge will be required to obtain another one.

**LATCH-KEY REGISTRATION FORM FOR 2019-2020**

Child's Last Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Child's First Name \_\_\_\_\_ Room \_\_\_\_\_ Grade \_\_\_\_\_

Child's First Name \_\_\_\_\_ Room \_\_\_\_\_ Grade \_\_\_\_\_

Child's First Name \_\_\_\_\_ Room \_\_\_\_\_ Grade \_\_\_\_\_

Child's First Name \_\_\_\_\_ Room \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_

**PLEASE CHECK THE FOLLOWING TENTATIVE SCHEDULE YOU PLAN FOR YOUR CHILD/CHILDREN TO ATTEND:**

\_\_\_\_ Morning (7:00-8:00)                      \_\_\_\_ Part-Time Use (1-2 Days weekly)

\_\_\_\_ Afternoon (3:20-4:20)                      \_\_\_\_ Full-Time Use (3-5 Days weekly)

\_\_\_\_ Afternoon (1+ hrs.)

MY CHILD IS INVOLVED IN EXTRA-CURRICULAR ACTIVITIES SUCH AS SPORTS, FORENSICS, BAND, ETC.

THE ACTIVITY IS: \_\_\_\_\_ FOR \_\_\_\_\_.

CHILD NAME

THE ACTIVITY IS: \_\_\_\_\_ FOR \_\_\_\_\_.

CHILD NAME

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Office Use

\_\_\_\_ Paid Registration                      \_\_\_\_ Amount

\_\_\_\_ Emergency Card

**ST. JOAN OF ARC SCHOOL**  
**LATCH KEY SIGN-UP: August 2019**

Session times: AM-7:00 – 8:00 AM; PM: 3:20-6:00 PM.

**Use this calendar-form to sign up your child/ren’s Latch Key participation for the month of August.**

Return this form with time requested. Unless otherwise noted rates are per-child.

**Morning Latch Key has one price - \$6.00 is billed by the half hour.**

**Afternoon: \$6.00 per-hr., 2 children - \$10.00 per-hr., 3 or more - \$14.00 per-hr.**

Start time calculation at 3:20 p.m. Calculate half day from 12:00 noon.

**CODE: SIGN ONLY FOR THOSE DAYS ON WHICH YOU WANT SERVICE BY WRITING LETTERS AND NUMBERS IN THE BOXES OF THE DAYS YOU WANT. USE THIS CODE TO INDICATE MORNING AND/OR AFTERNOON AND AFTERNOON PICK UP TIMES.**

**AM = Morning**

**PM = Afternoon**

**IF YOU INDICATE PM BE SURE TO ALSO PUT PICK UP TIME.**

**ALL CREDIT SLIPS MUST BE USED WITHIN THE CURRENT SCHOOL YEAR.**

**LATCH-KEY PHONE NUMBER (586) 775-8441.**

Child’s Last Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Child’s First Name: \_\_\_\_\_ Room: \_\_\_\_\_ Grade: \_\_\_\_\_

Child’s First Name: \_\_\_\_\_ Room: \_\_\_\_\_ Grade: \_\_\_\_\_

Child’s First Name: \_\_\_\_\_ Room: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent’s Name \_\_\_\_\_

**CELL PHONE#** \_\_\_\_\_

**August 2019**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27 <b>First Day of School</b>	28	29	30

**ST. JOAN OF ARC SCHOOL**  
**LATCH KEY SIGN-UP: September 2019**

Session times: AM-7:00 – 8:00 AM; PM: 3:20-6:00 PM.

**Use this calendar-form to sign up your child/ren’s Latch Key participation for the month of September.**

Return this form with time requested. Unless otherwise noted rates are per-child.

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Child’s First Name: \_\_\_\_\_ Room: \_\_\_\_\_ Grade: \_\_\_\_\_

Child’s First Name: \_\_\_\_\_ Room: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent’s Name \_\_\_\_\_

**CELL PHONE#** \_\_\_\_\_

September 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 <b>No School</b>	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27 <b>No School (Prof. Dev.)</b>
30				