

# St. Mary's Latchkey Program

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St. Mary's School offers a latchkey program for students in Pre-K through 6<sup>th</sup> grade, open to both St. Mary's students and public school students.

**New this year:** the latchkey program will be offered during school vacations and some holidays (as long as we have at least 5 students). *Nursery students may participate on a case-by-case basis.*

The program will be open before school (6:30-7:30 a.m.) and after school until 5:30 p.m.

## *The afterschool latchkey program will be structured as follows:*

- 2:15 pm - 2:45 pm: St. Mary's students assemble and students from the public school arrive. Free time (including outdoors, weather permitting) and snacks.
- 2:45 pm - 3:30 pm Homework time - assistance available. (Mini-classes offered for those interested in the Fall)
- 3:30 pm - 4:30 pm Additional homework time, if needed. Structured games/crafts. Story time (age dependent).
- 4:30 pm - 5:30 pm Free time (including outdoors, weather permitting).

## *The fees for the latchkey program are as follows:*

\$7 per hour for one child.

\$6 (each) per hour for two children.

\$5 (each) per hour for three or more children.

***The fee is based on one hour increments. You are charged 1, 2, or 3 hours - no parts of an hour.***

Billing Periods
2:15 - 3:30 pm is 1 hr
3:30 - 4:30 pm is 1 hr
3:30 - 4:30 pm is 1 hr

We hope your children will join us!

***Michele Lallier, Principal***

*St. Mary's students' families will be billed through their FACTS® accounts.*

*Non-St. Mary's students' families must register with the school prior to the first time at Latchkey. An account will be set up for them on FACTS®. There is a \$25.00/family registration fee for non-St. Mary's students.*

*Account balances must be paid in full when due. Children of families who are not current with their payments will not be able to attend Latchkey until balances are paid.*

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# Latchkey Registration (St. Mary's Students)

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

Grade level: \_\_\_\_\_

Parent(s) Names: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Days of the week attending:

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

Approximate time of pickup: \_\_\_\_\_

Would your child attend on holidays or during school vacations?

Yes \_\_\_\_\_ No \_\_\_\_\_

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

Printed Names of Parent/Guardian \_\_\_\_\_

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*Please return this form as soon as possible (by August 31st) to:*

*Terry Feuka  
St. Mary's School Office  
2 Powers Street  
Canton, NY 13617*

*Questions? Please call Terry or Paul in the office - 386-2543  
or Michele Meyers, Principal - 386-3572*

**FEEL FREE TO SHARE THIS WITH FRIENDS AND NEIGHBORS!**



# NON ST. MARY STUDENT LATCHKEY REGISTRATION

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PREFIX: \_\_\_\_\_

PARENT'S FIRST NAME: \_\_\_\_\_

PARENT'S LAST NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

EVENING PHONE: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

STUDENT FIRST NAME: \_\_\_\_\_

STUDENT LAST NAME \_\_\_\_\_

OTHER SIBLINGS WHO WILL  
ALSO BE ATTENDING LATCHKEY \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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## TELEPHONE CONSUMER PROTECTION ACT CONSENT NEEDED:

TO PROVIDE THE BEST SERVICE POSSIBLE, DO YOU CONSENT TO FACTS USING AUTOMATIC TELEPHONE DIALING SYSTEMS AND AN ARTIFICIAL OR PRE-RECORDED VOICE TO PROVIDE UPDATED INFORMATION REGARDING YOUR AGREEMENT? THIS WOULD INCLUDE CALLS MADE TO THE PHONE NUMBERS LISTED ON YOUR ACCOUNT, INCLUDING WIRELESS NUMBERS. DOES FACTS HAVE YOUR CONSENT TO CONTACT YOU BY THESE METHODS?"

YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_

PRINTED NAME OF PARENT/GUARDIAN \_\_\_\_\_



## LATCHKEY

### HOW TO PAY YOUR CHILD'S LATCHKEY BILL

ST. MARY'S CONTRACTS WITH FACTS MANAGEMENT SYSTEMS TO PROCESS ALL TUITION/LATCHKEY INVOICES AND PAYMENTS. ONCE YOU HAVE TURNED YOUR REGISTRATION FORMS TO MRS. MEYERS, GO TO:

<https://online.factsmgt.com/signin/3M935> TO SET UP YOUR PAYMENT PLAN.

ONCE YOUR PAYMENT PLAN IS SET UP, AN INVOICE WILL BE SENT TO YOU.

(NOTE: DO NOT SEND YOUR REGISTRATION FEE TO ST. MARY'S, JUST FOLLOW THE DIRECTIONS ON THE FACTS WEBSITE.)

