

St. John XXIII Latchkey Program

The St. John XXIII Latchkey Program was established to offer parents and students an opportunity for before and after school care based on the same Christian values that we live by during the school day. The program is open from 6:30-7:45 am and 3:00-6:00 pm only when school is in session.

There is no Latchkey on Snow or Emergency Dismissal days called by Middletown City Schools. In addition to a School Messenger phone call, announcements are made on local broadcast television and radio. On days with a one or two hour delay, Latchkey is still open at 6:30 a.m.

There will be one adult who will supervise the morning program and two adults who will supervise the afternoon program. Most afternoons we will have help from the Fenwick High School student service volunteers program.

Latchkey students are given an opportunity to work on their homework, do projects with us, play outdoors (weather permitting), play indoors, and make new friends. The program accepts children kindergarten through eighth grade.

If you have any questions or messages for the Latchkey program during school hours, please call the school office at 513 424-1196. Before and after school hours, please call our cell number 513 464-1493. If no answer, please leave a message, we will get back to you as soon as possible.

Fees for the Latchkey Program for 2018-2019

- **AM & PM Latchkey - \$70 per family per week**
- **AM only Latchkey - \$40 per family per week**
- **PM only Latchkey - \$60 per family per week**
- **Daily Latchkey - \$25 for AM & PM**
 - **\$15 for AM**
 - **\$20 for PM**

There is a \$5 late fee for each minute past 6:00 pm.

Thank you,

Karen Stewart, Latchkey Director
Martina Gassmann, Assistant

St. John XXIII Catholic School Latchkey Program

Please instruct your child(ren) to go straight to Latchkey immediately when called on the PA for PM Latchkey. It is expected that children behave in a Christian manner at all times to each adult and to their peers. The St. John XXIII Code of Conduct, as defined in the Parent/Student Handbook will be in effect. The St. John XXIII School Latchkey Program reserves the right to dismiss a child(ren) from the program, at any time, upon notification to the parent.

Those parents who would like to occasionally use the program, please note the following:

- Send a note to Karen Stewart. Same day payment required.
- PM Latchkey Only – In case of a change of plans, please contact the school office before 1:45 PM at (513) 424-1196.
- If you have questions, call the school office or the Latchkey cell at (513) 464-1493 and leave a message for Karen Stewart.

Payment

- All payments for weekly attendance must be paid on the Monday prior to that week's services, unless other arrangements have been made.
- All bills should be current at the end of the month.
- Students will be admitted to Latchkey only upon completion of payment each month.
- Payments may be made via the lock box in the school cafeteria or through PayForIt.net. If making a payment via the lock box, please use the envelopes that are provided and fill them out completely. Money may not be given directly to the latchkey employees.

**St. John XXIII Catholic School Latchkey Program
Contact & Release Information**

Family Name: _____

Parent (s): _____

Work Phone(s): (____) _____ (____) _____

Home Phone(s): (____) _____

Cell Phone(s): (____) _____ (____) _____

Pager Phone(s): (____) _____

E-mail _____

The following children will participate in the St. John XXIII Latchkey Program:

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Days and Hours your child/children will be attending: *please circle*

Monday Tuesday Wednesday Thursday Friday

AM only

PM only

AM & PM

The following person(s) are approved by me to be my substitute when I am not able to pick up my child(ren).

Name	Cell Phone	Home Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

I agree to all the regulations and procedures of the Latchkey Program as described in the information sheet.

Signature _____ Date _____

This form must be returned to the St. John XXIII School Office before the first day of school.

LATCHKEY STUDENTS WEEKLY SCHEDULE

Child(ren) Name(s) _____

Teacher (s) _____
Room (s) _____
Date _____
For the week of _____

Dear Latchkey parents,

Please indicate, on the schedule below, what you wish your child(ren) to do on any given day. If there are any changes after this schedule has been given to your child's teacher, please notify Ms. Stewart and your child's teacher by either sending a note or leaving a message at the school office at (513) 424-1196 or the Latchkey cell at (513) 464-1493.

Please use the initial key below to complete this week's schedule.

- CR: Car Rider
- LK: Latchkey
- BR: Bus Rider
- W: Walker
- ASA: After School Activity

	AM	PM
Monday:	_____	_____
Tuesday:	_____	_____
Wednesday:	_____	_____
Thursday:	_____	_____
Friday:	_____	_____

Parent's Signature: _____

Please return this form to the Latchkey director on or before the Monday of this schedule week. It will be forwarded to the appropriate teacher(s).

Thank you in advance, Karen Stewart