

# Latchkey Rules and Regulations

## Zane Trace Local Schools

Patricia Burnheimer, Latchkey Team Leader

740.701.2851

Susan L. Congrove, Director

740.775.1304

### 1. Payment of Fees

- Children will not pay employees.
- All fees are to be paid by parents/guardians to the Latchkey Leader/elementary secretary on a biweekly basis.
- Receipts will be issued.
- Delinquent accounts are grounds for dismissal. There will be a \$10.00 late fee if the total is not paid every two weeks.
- Registration fee is \$25.00, and \$3.50 an hour per student after that.
- Please contact Mrs. Burnheimer via text message with questions or call 740.701.2851.

### 2. Snacks

- All children will be offered snack.
- Snacks are chosen with the children's taste and nutrition in mind.
- If your child does not like the provided snack, you are welcome to send a snack, but there will not be reimbursement of fees.

### 3. Attendance

- Attendance will be taken daily.
- There will be **NO Latchkey** on *snow days, regularly scheduled school holidays, or emergency or early dismissal days.*
- *If Zane Trace Local Schools has a **two hour delay**, then Latchkey will open at **8:00 AM**.*

### 4. Program Opening and Closing

- **Latchkey will be open at 6:00 AM. Latchkey closes at 5:00 PM for students in grades K-4.**
- If a student is picked up after 5:00 PM, there will be a \$10.00 late fee assessed.
- Mrs. Burnheimer must be notified if someone different than the usual person picks up the child.
- Mrs. Burnheimer should be notified if there is anyone that should NOT pick up your child.
- Latchkey is not available for students who have been dismissed from the bus for discipline reasons or students staying after school for detention.
- When parents arrive to pick up their child, they should call or text Mrs. Burnheimer. Mrs. Burnheimer will walk the student to the back door to meet the parent.

Date: \_\_\_\_\_

Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Residential Parent: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

Child's Physician: \_\_\_\_\_

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

Person to be notified in case of emergency when the parent/guardian is not available:

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

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

Relationship to child: \_\_\_\_\_

Special Health Information:

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Additional Information:

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*If emergency medical care is deemed necessary and I cannot be contacted, I authorize the program staff to act on my behalf in granting permission for my child to receive emergency treatment.*

Parent/Guardian Signature: \_\_\_\_\_

**My child will attend Latchkey:**

\_\_\_\_\_ Everyday      Times: Morning \_\_\_\_\_ Evening \_\_\_\_\_  
\_\_\_\_\_ Occasionally

**Names of authorized people to pick up my child: (include yourself)**

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

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

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

**Discipline:**

All Zane Trace Board of Education policies, administrative procedures, and building rules apply to the Latchkey program.

Disciplinary problems will be handled at first with a parent/team leader conference.

Persistent and/or severe disciplinary problems will be grounds for dismissal. The Latchkey Team Leader and Principal will make the decision should this situation arise.

**Emergencies:**

Emergency Medical Health Forms will be kept on site.

Procedures for emergencies will follow Zane Trace Local Schools policies.

**I have read the latchkey program rules and regulations and agree to the terms listed.**

**Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_**