

OUR LADY OF MOUNT CARMEL -LATCH KEY ENROLLMENT FORM

Latch Key will be available mornings from 7:00 AM to 8:00 AM and afternoons from 3:00 PM to 5:15 PM.

Please complete this form indicating which days you will be definitely be using Latch Key, especially for the morning session, and return this form to the school office **no later than September 8th, 2016**. If you are not sure which days are definite or will only be using Latch Key occasionally, please indicate "As Needed".

FAMILY NAME: _____ Home Tel. Number _____

Student Names	Grade	Days Attending AM	Days Attending PM

<u>MOTHER</u>	<u>FATHER</u>
Place of Employment:	Place of Employment:
Work Phone #:	Work Phone #:
Cell #:	Cell #:

In the event that either parent above cannot be reached, please provide the names of LOCAL CONTACTS who can be called in an emergency:

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>PHONE NUMBER</u>

OUR LADY OF MOUNT CARMEL SCHOOL – LATCH KEY PROGRAM

Dear Parents/Guardians:

For the 2016-2017 school year, the Latch Key Program will be available for morning sessions from 7 AM to 8 AM and afternoon sessions from 3 PM to 5:15 PM.

If you are enrolling your children into the program, please complete the attached form and return to the school office no later than September 8th, 2016.

Children will be supervised at all times during these hours. The fees for the Latch Key program are as follows:

1 Child ----- \$ 8.00 per hour

2 Children - \$10.00 per hour

3 Children -- \$12.00 per hour

4 Children -- \$15.00 per hour

On half days of school, the program will run from 12:00 Noon to 5:15 PM. After 5:15, you will be charged a late fee of \$1.00 per minute.

There is no hot lunch served on half days, therefore all children using Latch Key on these days must bring in a bagged lunch and drink from home.

Bills for Latch Key will be sent home on a bi-weekly basis and payment is expected upon receipt of bill. Rates are billed to the next 15 minute interval. (For example: if your child is at Latch Key until 4:35, you will be billed for 1 hour and 45 minutes). **Please make all checks payable to “Our Lady of Mount Carmel School” and do not combine the payment with any other check.**

Latch Key (for grades PK-8) will begin on the first full day of school – Thurs., Sept. 8th.

Prompt payment of all bills sent is expected. Unpaid fees may result in your child/children not being able to continue to use the Latch Key Program.