

Hosanna-Tabor
Lutheran
School

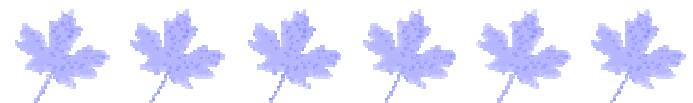
Latchkey
2007-2008

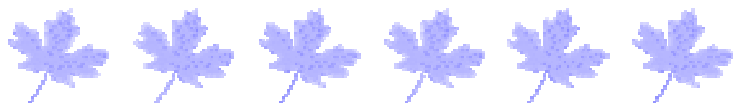
9600 Leverne
Redford, Michigan 48239

Phone: 313.937.2233

Fax: 313.937.2173

Director
Bekah Hoeft

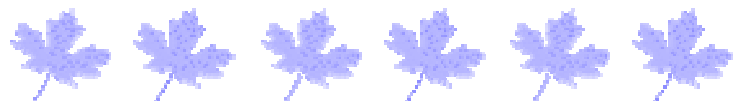




Dear Parents,

Provided in this brochure is important information about our Latchkey program that we hope will be helpful as you plan for the school year. If you have any questions, please feel free to contact the director or Latchkey staff through the school office.

In His Service,
Rebekah Hoeft



First Day and Last Day of Latchkey

Tuesday, August 28, 2007

Thursday, June 5, 2008

Latchkey Hours

7:00 a.m.-7:30 a.m.*

3:00 p.m.-6:00 p.m.*

**Morning latchkey is offered on half-days.*

Afternoon latchkey is provided on half-days if enough people sign up in advance. There is no latchkey provided on days when there is no school.

Enrollment Information

All children attending H-T must be enrolled in Latchkey at the beginning of the school year. To be enrolled, your child must have on record:

- \$10 Registration Fee (Families with multiple children pay \$5.00 for each additional child. The registration fee will be charged **after** attendance of Latchkey has been made.)
- Child Care Contract (1 per family)
- Enrollment and Physical Release Form (1 per child)

Due to licensing regulations, we must have these items in our files **before** your child attends our program. If your child attends Latchkey without these forms filled out completely, there will be a \$5.00 fine for each day he or she attends latchkey without completed forms.

Cost

\$4.00 per hour per child.

The fee is assessed to the next quarter hour. For example, a student picked up at 4:01 would be charged for 1.25 hours.

Late Fee

Students picked up after 6:00 p.m. will have a late fee added to their bill. The fee will be assessed per family, according to the following schedule:

6:00-6:10	\$5.00
6:10-6:20	\$10.00
6:20-6:30	\$15.00
After 6:30	\$15.00+\$1.00 per minute

The fee will be based on the time shown on the Latchkey clipboard. If late pickup becomes a chronic problem, Latchkey staff may choose to suspend Latchkey services.

Billing

Bills are generally sent home on a weekly basis with your child. Payments should be made on a weekly basis. Your balance should not exceed \$50.00 (or \$75 if you have multiple children enrolled). If your bill exceeds the limit consistently, Latchkey services may be suspended. To reinstate those services, payment must be made according to the agreement decided on by the Latchkey staff and/or the School Board.

Billing Questions

Please contact Mrs. Rebekah Hoeft if you have any questions regarding your bill. You may contact her via the school office during the school day and she will be happy to return your phone call or reply to your note as soon as possible. When leaving a message or writing a note, please be as specific as possible so that she is able to answer your question completely.

Payment

Please pay with a check or money order only and keep track of your payments. If there is a dispute over the amount due, the burden of proof is on the family.

Prepayments

We strongly suggest that parents prepay for Latchkey services. For example, if you know your child will be attending Latchkey for four hours one week, you can make the payment of \$16.00 before your child actually attends. This assures you that your bill will never exceed the \$75.00 limit.

Any payments that exceed your child's use of the program for that week will be credited to your account and applied to future hours used. If you have a credit at the end of the school year, and your child will be returning the following year, your Latchkey account will be credited. If your child does not return, your credit is forfeited.

Latchkey Schedule

Our daily Latchkey schedule varies throughout the school year. During the warm months, we like to be outside as much as possible. During the winter months, we are indoors for the majority of the time.

Sample Schedule:

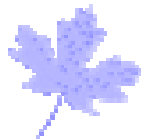
7:00-7:30 Check-in, breakfast, study time,
playtime

3:00-3:25 Check-in and snack

3:25-3:50 Free choice time

3:50-6:00 Homework/Free-choice time

We provide games, art materials, puzzles, and books to read.



Snack

Breakfast is not provided during the morning Latchkey session, but please feel free to send breakfast for your child to eat before the end of Latchkey at 7:30 a.m.

Please provide a healthy snack and small beverage to have at snack time in the afternoon. We would appreciate you limiting the amount of sugar provided for snack time.

Drop off and Pick Up

You may drop off your child for the morning session of Latchkey starting at 7:00 a.m. Please use the Orangelawn entrance of the school building. The morning session ends at 7:30, at which time the children will be escorted to the gym to be picked up by their teachers. If you arrive at 7:30 or later, please use the school's drop-off procedure at the parking lot entrance.

You may pick up your child outside or in the Preschool/Latchkey room. Occasionally, the staff and students in Latchkey will briefly visit other classrooms. A note will be posted if the group is not in the usual place.

Remember that anyone picking up your child must be included on the emergency card and bring a photo I.D. each time your child is picked up so that new workers are able to release your child.

Rules

The school rules and guidelines that students are expected to follow during the school day are also in affect during Latchkey. Additionally, students also need to obey the following rules:

Be respectful of Latchkey staff.
Be respectful of other students.
Be respectful of the materials, equipment, and building.

Students not following the rules will have fair consequences given. For example, a student who does not clean up his or her materials will not be allowed to begin a new game or activity. Students who are disrespectful to other students or staff will be asked to take a time out for a while. If a student acts in a violent way, parents may be called to pick up the child immediately.

Discipline notices and detentions for consistent or violent behavior may also be given as a consequence as outlined in the parent handbook for the school.