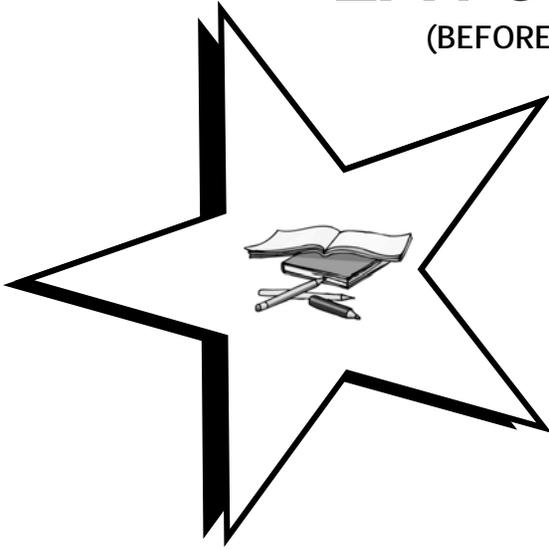


# Tri-County Christian School's LATCHKEY PROGRAM

(BEFORE AND AFTER SCHOOL EXTENDED CARE)



(2014-15) SCHOOL YEAR

MORNING LATCHKEY HOURS:

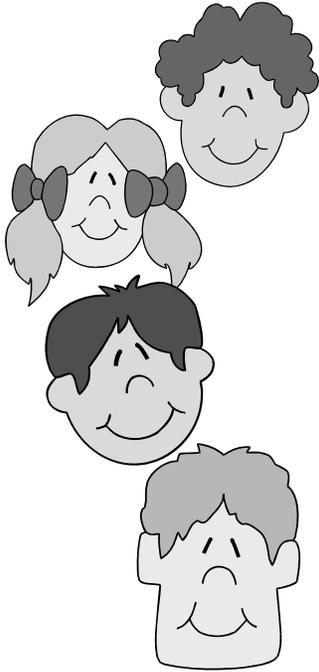
\*6:00 a.m. until 8:15 a.m.

AFTERNOON LATCHKEY HOURS:

3:15 p.m. until 6:00 p.m.



\*Beginning latchkey time is contingent upon need. Advance notice is required if latchkey is needed before 7:00 a.m. Please give as much notice as possible (minimum 24 hours) by calling the office at (815) 233-1876.



## FEES AND POLICIES:

- ✓ Latchkey cost is \$3.00 per hour—time is billed by the ¼ hour per child.
- ✓ Latchkey cards must be purchased PRIOR to using latchkey services. Cards can be purchased in 8-hour (\$24.00) or 16-hour (\$48.00) increments. Any hours remaining at the end of the school year will carry over to the next year. Latchkey cards can be purchased in the office.
- ✓ If there is an extenuating circumstance and your child needs to go into latchkey and does not have a card, you will be responsible to pay the fee no later than the next day. A notice of cost incurred will be sent home with student.
- ✓ Any child not picked up from school by 3:25 p.m. will go to latchkey at that time. Please understand that this is for the supervision and protection of your children. Fees will be assessed accordingly.
- ✓ If you child is not picked up by 6:00 p.m., and arrangements have not been made prior to that day with the latchkey supervisor, there will be a charge of \$10.00 per half-hour (billed in ½ hour increments). The minimum charge will be \$10.00.
- ✓ Students wanting to have milk during their time in latchkey will need a separate milk card that will be kept in latchkey. If you would like to purchase a latchkey milk card, they are \$15 for 40 milks. You can send payment in through your student's folder or by stopping in the office. Please clearly mark payment "Latchkey Milk".
- ✓ If you would like your student to have an afternoon snack during latchkey, you will need to send one with him/her to school that day.

Morning Latchkey Supervisor: Mrs. LeAnn Boeck, Mrs. Talena Wuebbels

Afternoon Latchkey Supervisor: Ms. Mary Ackerman

*On half days, latchkey services are ONLY available in the morning.  
There are NO latchkey services on days when there is no school.*