

**ST. JOAN OF ARC LATCH-KEY INFORMATION SHEET  
2015-2016**

**REGISTRATION:**

Every child must register to be part of the Latch Key Program. The registration fee is \$25.00 PER FAMILY and is NON-REFUNDABLE. The registration fee is applicable to Latch Key payments for September.

Registration for 2015-2016 will be taken by mail (22415 Overlake St. Clair Shores, MI 48080) by Drop-off at the Parish Center (all summer) or school office (after August 3); or on the first day of school, September 1, 2015. The registration form is available at [www.stjoan.net](http://www.stjoan.net) or at the Parish Center. The \$25.00 fee must accompany the registration form.

The Latch Key Director, in consultation with the school Administration, may need to refuse admittance to the program due to filled quotas, past history of behavior problems, or delinquent payments. An emergency card must be on file before attendance starts.

All Latch Key tuition must be paid before the month starts; with the monthly calendar being turned in with payment at the beginning of each month.

A calendar sign-up is sent from Latch Key with child a week before the due date for families to schedule the next months use of the program.

**FEES FOR 2015-2016**

MORNING SESSION:	\$5.35 per child (7:00-8:00 a.m.)	
AFTERNOON SESSION: (Dismissal - 6:00 p.m.)	1 child	\$ 5.35 per hour
	2 children	\$ 9.60 per hour
	3 or more	\$12.25 per hour

We offer flexibility as to which days and how many days you would like to schedule your child/ren; however we do require that you schedule for your child/ren's attendance one month in advance.

**Key Fob Policy** All Latch Key families will receive a Fob at the on set of the 2015-2016 school year. A \$10 dollar deposit fee is required upon receiving the Fob. The Fob must be returned at the end of the school year; at this time your deposit will be returned. If you lose your Fob another \$10 will be required to obtain another one.

**LATCH-KEY REGISTRATION FORM FOR 2015-2016**

Child's Last Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Child's First Name \_\_\_\_\_ Room \_\_\_\_\_ Grade \_\_\_\_\_

Child's First Name \_\_\_\_\_ Room \_\_\_\_\_ Grade \_\_\_\_\_

Child's First Name \_\_\_\_\_ Room \_\_\_\_\_ Grade \_\_\_\_\_

Child's First Name \_\_\_\_\_ Room \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_

**PLEASE CHECK THE FOLLOWING TENTATIVE SCHEDULE YOU PLAN FOR YOUR CHILD/CHILDREN TO ATTEND:**

\_\_\_\_ Morning (7:00-8:00)

\_\_\_\_ Part-Time Use (1-2 Days weekly)

\_\_\_\_ Afternoon (1+ hrs.)

\_\_\_\_ Full-Time Use (3-5 Days weekly)

IS YOUR CHILD INVOLVED IN EXTRA-CURRICULAR ACTIVITIES SUCH AS SCOUTS, SPORTS, FORENSICS, BAND, YOUNG REMBRANDTS ETC. WHICH \_\_\_\_\_

\_\_\_\_ PAID REGISTRATION FEE

\_\_\_\_ AMOUNT

\_\_\_\_ EMERGENCY CARD