**Latchkey 2024/2025 School Year Packet Given\_\_\_\_\_\_\_\_\_**

Before and after school latchkey will be offered at Norwood Elementary for the 2024- 2025 school year. The program is licensed by the State of Ohio and the Department of Education. Enrollment is open to any child in grades K-5 who lives or is enrolled in the Jefferson Local School District. Student’s time is well organized with activities such as arts and crafts, games, outdoor play, and homework help.

**Program Hours:** Latchkey will be offered from 6:30 am to 8:16 am and after school from 3:15 pm to 6:00 pm. We will follow the school calendar and **will not be open on snow days.**

**Fees:** This program is financially self-supporting. Parent’s fees and tuition is based on the costs of staff salaries, fees for fiscal agent, materials, equipment and food.

There is a $35.00 ($30.00 if enrolled in summer camp) non-refundable registration fee to enroll in the program. These fees are used to cover staff training, supplies, materials, processing forms, etc. In certain circumstances, Mrs. Willis may waive the registration fee. Title XX assistance is available to qualified students. We encourage payments to be made **by cash or check, payable to Madison/Champaign ESC**. Payments should be given to a staff member or mailed to 899 Norwood Dr., West Jefferson, OH 43162. **Payment online is also available at https://www.mccesc.org/pay-online/latchkey.**

The fees for the Latchkey program are based on the annual tuition cost for each child. You will receive an invoice in advance for monthly fees**. Payments must be made ahead of your student attending the program!** Payments can be made in full, weekly, or bimonthly.

 **1st child** **2nd child/children**

FULL-TIME/5 days or more

A.M. and P.M. $100.00/week $80.00/week

A.M. only $70.00/week $60.00/week

P.M. only $80.00/week $70.00/week

PART-TIME/Less than 5 days

A.M and P.M. $30.00/day $26.00/day

A.M. only $26.00/day $22.00 day

P.M. only $27.00/day $23.00/day

Tuition is not prorated for any reason, including holidays, illness or family vacations. **Students must attend at least two days a week.** We do not charge for family vacation weeks if notified **one week** prior to vacation.

Please fill out the registration form below and drop off or mail to Latchkey Program, Norwood Elementary 899 Norwood Dr., West Jefferson, OH 43162. For additional information contact Rachel Willis at 614-879-7642 ext. 4159. Enrollment is limited and on a first come first serve basis.

Child’s Name Grade Level for 2024/2025

2nd Child’s Name Grade Level for 2024/2025

Full Time AM & PM \_\_\_\_\_

Full Time AM Only \_\_\_\_\_\_

Full Time PM Only \_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Part Time | Monday | Tuesday | Wednesday | Thursday | Friday |
| A.M. |  |  |  |  |  |
| P.M. |  |  |  |  |  |

\*Please indicate what Part Time Days and AM/PM your child will be attending Latchkey \*

Parent/Guardian’s Name(s)

Address

Home Phone Number Work Phone Number

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Date Starting Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fee Date Paid \_\_\_\_\_ QuickBooks\_\_\_\_\_\_\_\_

**\*We communicate heavily through email, please make sure you list the one you check regularly\***