

LATCHKEY BEFORE & AFTER SCHOOL PROGRAM 2017-2018

PLEASE READ THIS PACKET CAREFULLY AND SIGN ALL APPROPRIATE PLACES.

UPON REGISTRATION YOU WILL NEED THE FOLLOWING:

- 1. COMPLETED REGISTRATION PACKET AND 1ST MONTHS PAYMENT**
- 2. IF YOUR CHILD ATTENDS A SCHOOL OTHER THAN TAFT ELEMENTARY, YOU WILL NEED TO CALL THE BUS COMPANY AND MAKE APPROPRIATE ARRANGEMENTS.**

There will be no registration fee, but you must pay for the first month when you sign up. All payments are due by the first school day of each month. If your payment is not received by the first school day of the month, you will have a \$10 late charge added to your balance. Payments must be handed in to the Latchkey Director or Site Supervisor or at the Blooming Grove Recreation office. **Checks and money orders will only be accepted at Latchkey. Cash payments must be made at the Recreation office.**

If for any reason your child does not attend the Latchkey Programs, you still owe the full payment unless otherwise discussed with the Town of Blooming Grove Recreation Department Director.

If you are planning to remove your child from the Latchkey Program(s), you must submit a letter of removal in order to cease accrual of fees.

The Before and After School Programs are closed during holidays. The After School Program is closed anytime there is a cancellation of after school activities. However, the Recreation Department will be holding mini camps during extended closures (Winter Break and Spring Break). Payment is expected in full for said days. The Blooming Grove Recreation reserves the right to cancel the Latchkey Programs in the event of inclement weather or in the event of an emergency.

AFTER SCHOOL ONLY: Please utilize the appropriate phone numbers in the event of an emergency or alternate pick-up. In the event you may be late, please make alternate arrangements to pick-up your child on time. Excessive lateness will be penalized with late fees. You will receive a warning after the first late pick-up and be charged a \$15 late fee for any late pick up from that point on.

Recreation Office: 845-496-9201

Transportation Department: 845-497-4000 (ext. 27101)

I have read and agree to the following rules and regulations listed above:

Parent/Guardian Signature

Date

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Authorized Pick-Up Form

Please provide below the names, addresses, and phone numbers of three responsible adults, **other than yourself**, who live locally, and can pick up and care for your child until you return home in the event of early dismissal from the Latchkey Programs. These persons must be available during the program hours (7:00am-9:00am) and/or (3:00pm-6:00pm). Your child will not be released to anyone who is not listed on this sheet unless a handwritten note is provided stating otherwise or a voice confirmation from the parent/guardian.

Child Name(s): _____

Alternate Pick up 1:

Name: _____

Home Phone: _____ Cell Phone: _____

Alternate Pick up 2:

Name: _____

Home Phone: _____ Cell Phone: _____

Alternate Pick up 1:

Name: _____

Home Phone: _____ Cell Phone: _____

Parent/Guardian Signature: _____

Date: _____

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Part-Time Enrollee Form

Please specify, below, the day(s) of the week in which your child will be attending the Latchkey Program(s). If this day(s) changes, advance notice must be given to the Recreation Department and to the school in which your child attends (after school only). (Reminder: A note should be sent in to your child's teacher making him or her aware that your child will be attending the Latchkey After School Program on specified dates.)

Drop-In for Before and After School (fee is per child per program):

Fee: \$10 per day per child

*Drop-in students must be paid for in full on or before the date your child is attending. Students will not be accepted to the program unless they are paid for.

Two or Three Days per Week:

Fee: After School: 1st child \$100.00 per month - 2nd child \$75 per month

Before School: 1st child \$50 per month- 2nd child \$25 per month

2 Days: _____

3 Days: _____

Parent/Guardian Signature: _____