

**LATCHKEY BEFORE & AFTER SCHOOL PROGRAM 2016-2017**

**WHEN:** The **After School Program** will begin the first day of school and run every Monday through Friday, 3:00pm-6:00pm. The **Before School Program** will begin the first day of school and run every Monday through Friday, 7:00am- 8:50am.

**WHERE:** Taft Elementary School, Toleman Road, Washingtonville, NY

**WHO:** This program is open to all children in the Washingtonville School District and/or residents of the Town of Blooming Grove. The Town of Blooming Grove tries to include all residents in our programs. There are certain situations, due to staffing and training that sometimes we are unable to accommodate all. These situations will be handled on a case-by-case basis. Transportation will be provided to Taft Elementary School from Little Britain, Round Hill, Washingtonville Middle School, and private and parochial schools by a school bus operating through the school district. **PARENTS MUST ARRANGE FOR TRANSPORTATION FOR THEIR CHILDREN FROM THE PROGRAM AT TAFT AT/OR BEFORE 6PM.**

**FEES:**

**AFTER SCHOOL:**

**5 DAYS PER WEEK:** 1<sup>st</sup> Child: \$150 per month  
Additional children: \$100 each per month

**2 OR 3 DAYS PER WEEK:** 1<sup>st</sup> Child: \$100 per month  
Additional children: \$75 each per month

**BEFORE SCHOOL:**

**5 DAYS PER WEEK:** 1<sup>st</sup> Child: \$75 per month  
Additional children: \$50 each per month

**2 OR 3 DAYS PER WEEK:** 1<sup>st</sup> Child: \$50 per month  
Additional children: \$25 each per month

**\*\*PAYMENTS MUST BE RECEIVED BY THE FIRST SCHOOL DAY OF EACH MONTH. \*\***

Payments received after the first school day of the month will be charged an additional \$10 late fee. Late and/or missed payments must be received by the 15<sup>th</sup> of month or your child will not be able to continue in the Latchkey Programs. The Program cost is divided into ten equal payments throughout the school year.

**ATTENDANCE:** The Latchkey Programs are not equipped and will not follow up or make phone calls to determine the whereabouts of a child who is absent. **If you must reach the coordinator after 3:00pm, call the Recreation office at 914-755-1353 or 496-9201.** In the event that you are running late for pick-up, you **must** make an alternate arrangement! As with the Town of Blooming Grove Recreation Programs, credit is given ONLY if we cancel a program. **“NO REFUNDS”.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**LATCHKEY BEFORE & AFTER SCHOOL PROGRAM 2016-2017**

**PLEASE READ THIS PACKET CAREFULLY AND SIGN ALL APPROPRIATE PLACES.**

UPON REGISTRATION YOU WILL NEED THE FOLLOWING:

- 1. COMPLETED REGISTRATION PACKET AND 1<sup>ST</sup> 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:** \_\_\_\_\_



**LATCHKEY BEFORE & AFTER SCHOOL PROGRAM 2016-2017**

**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: 1<sup>st</sup> child \$100.00 per month - 2<sup>nd</sup> child \$75 per month

Before School: 1<sup>st</sup> child \$50 per month- 2<sup>nd</sup> child \$25 per month

**2 Days:** \_\_\_\_\_

**3 Days:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_