

St. John XXIII Latchkey Program

The St. John XXIII Latchkey Program was established to offer parents and students an opportunity for before and after school care based on the same Christian values that we live by during the school day. The program is open from 6:30am - 7:30am and 2:45pm - 6:00pm when school is in session.

There is no latchkey on Snow or Emergency Dismissal days. In addition to a school messenger phone call, announcements are made on local broadcast television and radio. On days with a one or two hour delay, latchkey is still open at 6:30am.

There will be one adult who will supervise the morning program and two adults who will supervise the afternoon program. Occasionally we may have volunteers that assist with our program.

Latchkey students are given an opportunity to work on their homework, do projects with us, play outdoors (weather permitting), play indoors, and make new friends. The program accepts children from kindergarten through eighth grade.

If you have any questions or messages for the latchkey program during school hours, please call the school office at 513-424-1196 ext. 100. If there is no answer, please leave a message and we will get back to you as soon as possible. You may also email kmcqueen1@stjohn23school.org.

FEES FOR LATCHKEY 2021-2022

- **AM & PM LATCHKEY = \$75 PER FAMILY PER WEEK**
- **AM ONLY LATCHKEY = \$40 PER FAMILY PER WEEK**
- **PM ONLY LATCHKEY = \$60 PER FAMILY PER WEEK**
- **DAILY LATCHKEY = \$30 FOR AM & PM**
\$15 FOR AM ONLY
\$25 FOR PM ONLY

*****PLEASE NOTE THAT A \$5 LATE FEE FOR EACH MINUTE PAST 6PM MAY BE ASSESSED FOR HABITUAL LATE PICKUPS*****

Thank you,
Kathi McQueen, Latchkey Coordinator
Leah Guehring, Latchkey Assistant

St. John XXIII School Latchkey Program Instructions

Please instruct your child(ren) to go straight to Latchkey immediately when dismissed by the teacher for PM Latchkey. It is expected that children behave in a Christian manner at all times to adults and their peers. The St. John XXIII Code of Conduct, as defined in the Parent/Student Handbook will be in effect. The St. John XXIII School Latchkey Program reserves the right to dismiss a child(ren) from the program at any time upon notification to the parent.

There are 4 ways to let us know your child(ren) will be attending latchkey.

- 1) Send a note **or** the attached latchkey schedule sheet with your child to the school
- 2) Call 513-424-1196 ext 100
- 3) Send an email to kmcqueen1@stjohn23school.org
- 4) In person, directly to Kathi or Leah

Please make any changes by 1:45PM.

PAYMENT

- All payments are to be paid in advance online through FACTS SIS
- All bills should remain current
- Students will be admitted to Latchkey only upon completion of payment

Children can be enrolled in the latchkey program at any point during the school year. Enrolling your child(ren) is a great way to have an emergency back-up for dismissal.

LATCHKEY STUDENTS WEEKLY SCHEDULE

Date: _____

Week of: _____

Child(ren) Name(s) _____

Teacher(s)/Room(s) _____

Dear Latchkey Parents,

Please indicate, on the schedule below, what you wish your child(ren) to do upon dismissal on any given day. If there are any changes after this schedule has been given to your child's teacher, please notify Mrs. McQueen (kmcqueen1@stjohn23school.org) and your child's teacher by either sending a note or leaving a message at the school office at 513-424-1196 ext. 100.

Please use the initial key below to complete this week's schedule.

CR: Car Rider **LK:** Latchkey **BR:** Bus Rider

W: Walker **ASA:** After School Activity

Monday: _____ _____

Tuesday: _____ _____

Wednesday: _____ _____

Thursday: _____ _____

Friday: _____ _____

Parent's Signature: _____

Please return this form to the Latchkey Coordinator on or before the Monday of this schedule week. It will be forwarded to the appropriate teacher(s).

ST. JOHN XXIII LATCHKEY PROGRAM REGISTRATION

Family Name (last name): _____

Parent(s) Name(s): _____

Cell Phone(s) : _____

Work Phone: _____ Home Phone: _____

Email: _____

The following child(ren) will participate in the St. John XXIII Latchkey Program

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Days and Hours your child(ren) will be attending: **PLEASE CIRCLE**

Monday	Tuesday	Wednesday	Thursday	Friday
	AM ONLY	PM ONLY	AM & PM	

The following person(s) are approved by me to be my substitute when I am not able to pick up my child(ren).

Name	Cell Phone	Home Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

I agree to all the regulations and procedures of the Latchkey Program as described in the information sheet.

Signature: _____ Date: _____

****Please return this form to the St. John XXIII Office prior to the intent to use the Latchkey Program****