



Elementary Principal
 Middle School Principal
 Latchkey Coordinator
 Website

Mr. Samuel Shaffer
 Mr. Rob Linkhart
 Mrs. Tracy Wood
www.nelsd.org

Dear Parent,

Please read this letter with your child and then sign the bottom of it indicating that you understand and support the following guidelines for the latchkey program. Latchkey will operate on a ratio of 1:25 (staff/student) depending on staff availability. If there are more eligible registrations than available seats the selection process will be on a first come first serve basis.

In order to enroll your child(ren) in the latchkey program you will need to register them by filling out an application form for each child. There is a \$20.00 registration fee per family. The charge per hour is \$4.00 for the first child, \$3.00 for each additional child. The charge for ½ hour is \$2.00 for the first child, \$1.50 for each additional child. Additional charges will occur if there is a 2 hour delay or early dismissal. Please make checks payable to Northridge Latchkey. You may also pay online using Payschools. Latchkey is open at 6:30 a.m. until classes begin and again from 2:10 p.m. until 5:45 p.m.

AFTER 5:45 P.M. YOU WILL BE CHARGED \$10.00 FOR EVERY 15 MINUTES THAT YOU ARE LATE.

Latchkey personnel will sign your child in when they arrive and the parent or caretaker picking them up will sign them out. You will be charged for the time that your child is in the latchkey program.

Latchkey charges are to be paid weekly. Amounts due will not be carried more than two (2) weeks. If the charges are not paid by the second week, your child will not be permitted to stay in latchkey until the amount due is paid in full. **THIS IS BOARD POLICY AND WILL BE ENFORCED.**

Please keep all of your receipts for tax purposes. The school will not provide information for income tax purposes. The tax I.D. # you will need is 31-6001517.

Rules for latchkey:

1. All school rules apply just as if you were in your classroom or on the playground.
2. No hitting, shoving, pushing or kicking will be permitted.
3. Do not touch, use or take another person’s property without their permission.
4. Be respectful to other students and latchkey personnel at all times.

Consequences:

- 1st Offense: Latchkey staff will talk with the student.
- 2nd Offense: Latchkey staff will talk with the parent.
- 3rd Offense: Latchkey staff will report the incident to the building administration. At that time, they will determine the next step in the discipline process. Suspension from latchkey may be a consequence.

Rob Shaffer, Elementary Principal
 Rob Linkhart, Middle School Principal

Tracy Wood, Latchkey Coordinator
 Latchkey Phone # (937) 342-4627

Child’s Name

Parent/Guardian Signature