

Lincolnview Latchkey
2025-2026

Welcome to the Lincolnview Latchkey Program. We're excited to partner with you to provide a safe and enriching after school environment for your children. We look forward to a positive and successful year together.

There are several things we would like you to know as you decide about signing your children up.

1. The program hours are 6:00 to 8:00 am and 3:00 to 5:30 pm. Monday - Friday. On school delay or cancellation days we will still open at 6:00 am if cancelled will extend to 11 am. Scheduled delays it is still the same. We will still be here at 6 am and dismiss your children at 10:00 am when school begins at 10:00 am. We ask that your children be picked up promptly by 5:30! (If this becomes a recurring instance you will need to find other arrangements for your child/children).
2. There is a \$25.00 registration fee per child and a \$35.00 registration fee per family. This will be applied to your first invoice. Cost of the program is \$3.25/hr. If you have multiple children each additional child is \$2.25 per child. There will be an additional charge of \$1.00/minute for every minute over the ending time of latchkey. If you are going to be late or need to contact the adult in charge, the phone number is 419-203-5270. Any outstanding balance from the previous year will be applied to your first invoice. As a funded program we would appreciate payments to be made as promptly as possible.
3. **When you resister your child, please make sure your contact information is accurate and updated throughout the year, especially if it would change. We must have all parties listed that have permission to pick up your child. We cannot release your child/children if a person's name is not on the list.
4. It is imperative that we know when your child/children are leaving. A sign out book will be located with staff in the gym or cafeteria. If we are on the playground we would also appreciate you letting us know your child is leaving.

The schedule is roughly the times listed below:

- A. Check-in for students is at school dismissal at 3:05 pm. In the gym. We are there in the gym till approximately 3:15 pm.
 - Certain days will require us to have check in at the Media Center (library) or the Community Center. Mr. Snyder will send out a text on the Remind app. to let everyone know we will be in a different location for pickup. If you have not downloaded the Remind
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app. It is a very useful way to stay in touch with the happenings in the Lincolnview Community.

- After 3:15 pm we will proceed to take the students to the cafeteria. Which is located diagonally across the hall from the gym. At this time we will then dismiss students for a restroom break. Staff will then decide whether we will be going outside to the playground. (Weather permitting). Or doing homework (when applicable) with play time to follow. During the winter months we would like to have a book to read at all times in the student's backpack if they have no homework.
- At approximately 4:30 a snack will be given to students.
- Latchkey staff will expect all students to follow the rules that are established by the program. We also expect students to be respectful to the adults in charge and their fellow students. We will not tolerate "bullying" of any kind. A student will be given a warning if this were to happen. If this were to happen multiple times your child will not be allowed to continue in the program. The final decision will be up to the discretion of the Latchkey Coordinator.

Finally, if you have any questions or problems, please contact me at tetgen@lvlanders.com or call 419-203-5270.

Sincerely,

Tanya Etgen
Lincolnview Latchkey Coordinator

Please sign and return along with your registration papers. This is a documentation that you read and understand the latchkey information. And that you understand our requirements. If you have any questions or concerns at any time throughout the year please feel free to contact me at tetgen@lvlanders or call 419-203-5270.

6/1/25

Printed Name

Signature

Date

Lincolnview Latchkey Registration

Name of Child _____ **Birthdate** _____ **Grade** _____

Address _____

Parent/Guardian Name _____ **Phone Number** _____

Parent/Guardian Name _____ **Phone Number** _____

Emergency Contacts/Pickup..... Child may be released (only to people other than yourself) that you specify. MUST HAVE 4.....Names and Phone Numbers.....

1. _____ **Number** _____

2. _____ **Number** _____

3. _____ **Number** _____

4. _____ **Number** _____

Days your child will be attending Latchkey AM/PM and Days of week _____

Allergies/Medical Conditions/Medications _____

Doctors Name/Phone _____

Dentists Name/Phone _____

Give consent to transfer Child to nearest hospital if necessary..... **Yes/No** _____

Do you have texting (In case of Emergency Latchkey Closings)..... **Yes/No** _____

Parent/Guardian Signature _____ **Date** _____