

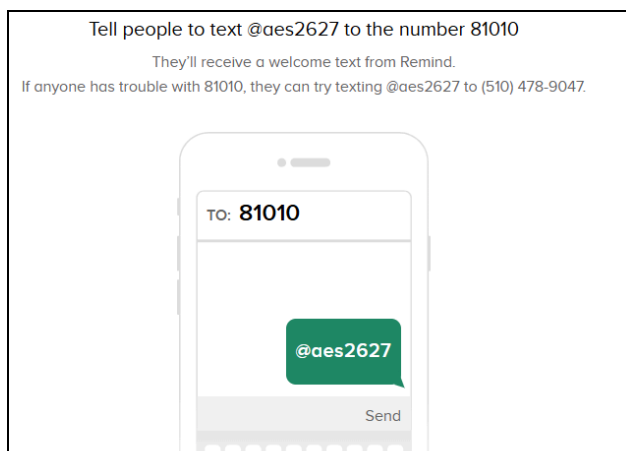


Dear Families,

Welcome to the Athens Elementary School Latchkey Program for the 2026-27 school year. Please familiarize yourself with the information in this enrollment packet. The Latchkey Program is designed to provide a loving, caring environment for your children after the school day is finished. Our latchkey teachers are Mrs. Minieva and Mrs. Lillian.

- Latchkey begins as soon as the school day ends and closes at 5:00pm. All latchkey students **MUST** be picked up BY 5:00pm. **Late pickups result in an automatic \$25 charge plus \$1 each additional minute after 5:10.**
- For afternoon pickup after 3pm - please pick up your child at the gym entrance off Houston Street. If your child normally attends latchkey they will be in latchkey and not in carline after 3pm.
- Only people who are listed on your latchkey form for pickup are allowed to pick up your child.
- We are using the Remind App to communicate with our latchkey program. Please follow the instructions below to sign up for the Remind App. You may message Mr. Looney directly through this App.
- If Latchkey moves to the playground after school, there will be a sign on the pick-up door.
- All latchkey payments will be paid through our school website. If you need to change your latchkey enrollment days, please contact Mr. Looney. As a reminder: you are charged regardless of whether your child attends or not as explained in the attached latchkey agreement.

You can sign up for Remind through text:



Or visit this link to sign up: <https://www.remind.com/join/aes2627>

Please return the application form as soon as possible. We have limited openings, so it will be on a first come, first serve basis.

Thank you for your interest in our after school program. Please feel free to contact us if you have any questions. We welcome your comments and look forward to working with your child and family in the upcoming year. If you have questions or concerns about latchkey, please contact Mr. Looney at 256-233-6609 or Nick.looney@acs-k12.org.

Sincerely,
Nick Looney,
Principal

LATCHKEY PROGRAM

POLICY AND PROCEDURE MANUAL

POLICIES:

The program is equipped and staffed to care for Pre-Kindergarten through third grade children. The program is only available on a full-time basis. You are signing your child up to come to latchkey on a consistent basis. You will be charged even if your child is absent from latchkey. **Drop-in service is not available.**

HOURS OF OPERATION:

The Latchkey Program will begin on Thursday, August 6th, and will end at the end of school in May. For Latchkey, students will be received immediately after school dismisses and are to be picked up **NO LATER THAN 5:00 p.m.** All children must be picked up by closing time. **Failure to do so will result in a fine and/or termination of services. Students not picked up by 5:00 p.m. will be charged a late fee of \$25 to their latchkey account and also \$1 per minute after 5:10.** Nonpayment of late fees could result in termination of services. **If you are repeatedly late, your child will be removed from participation in the program.**

HEALTH AND SAFETY:

If your child becomes ill or injured while attending our program, he/she will be isolated and you will be notified to pick the child up immediately. **All information concerning the child's personal and medical information should be kept updated and current.** Any changes or updated information should be reported to the Latchkey Teachers. **Latchkey does not offer accident insurance on the children enrolled in the program.**

Children may not leave school premises until they have been released only to those authorized adults that are listed on the child's registration form. In an emergency, *written* notification for your child to leave with someone else should be given to the Latchkey Teacher. All children who attend latchkey must be potty trained and able to take care of their own toileting needs.

EMERGENCY PLAN / CANCELLATION OF ACTIVITIES:

Latchkey follows our school emergency plan of action in the event of a tornado warning, storm warning, fire, etc. Latchkey will follow the schedule of the school. **If schools are closed due to holidays, illness, or inclement weather, Latchkey will not offer services. If we are closed for an extended period of time, fees will be prorated based on the days school is closed.** If school closes early due to weather, make sure to let your child's teacher and the office know how they will get home in the afternoon. No refunds are given for days that school closes due to inclement weather.

DISCIPLINE:

Discipline of children shall be consistent and fair. Procedures will be taught and it is our expectation that students will follow procedures to ensure a safe place where everyone is treated with kindness, courtesy, and respect. Students who repeatedly refuse to follow procedures will be dismissed from the program.

SNACKS:

Snacks will be provided daily. If your child has any "food related" allergies, this should be indicated on this form.

INCOME TAX INFORMATION:

It is your responsibility to keep all receipts. The Athens City Board of Education Federal Tax Identification number is **63-6000808**. At the end of the calendar you may request from our bookkeeper a summary of payments for tax purposes.

TUITION:

You may choose to pay weekly or once a month. **Children will be dismissed from the program after a month of non-payment of fees. Payment for latchkey this year is through our website.** Visit <https://aes.acs-k12.org/> and under the “families” tab, click “pay fees online”.

All fees are due regardless of your child’s daily attendance. This is similar to a daycare where you pay to hold your spot even if your child doesn’t attend every day. Consider the following options for latchkey and choose what best fits your child’s needs.

The payment schedule is as follows:

	5 DAYS	4 DAYS	3 DAYS	2 DAYS	1 Day
K-3 Student	\$50.00	\$40.00	\$30.00	\$20.00	\$10.00
PK Student	\$60.00	\$50.00	\$40.00	\$30.00	\$20.00
PK Student (2-2:45 pm only)	\$10.00	\$8.00	\$6.00	\$4.00	\$2.00

***Preschool only latchkey is offered for students who need to stay from 2:00-2:45. The rate is \$2.00 per day (\$10.00 per week). If a preschool student stays past 2:45 they will be charged according to the rates shown above in the table.

LATCHKEY PROGRAM REGISTRATION FORM

Today's Date: _____

Student's Name _____

Grade: _____ **Teacher:** _____

Mother's Name: _____ **Phone #:** _____

Email Address: _____

Father's Name: _____ **Phone #:** _____

Email Address: _____

Emergency Information (2 contacts other than mother and father are required):

If my child is ill or has an emergency and I cannot be reached, please call and release my child to:

Name	Phone #	Relationship
1.		
2.		
3.		

Medical Information:

Physician's Name _____ **Phone #:** _____

Medical Insurance Carrier _____ **Policy #:** _____

PARENT AUTHORIZATION STATEMENT BELOW:

In the event of an emergency, when a parent or guardian is unavailable, I authorize school personnel to make arrangements for my child to receive medical/hospital care including necessary transportation, in accordance with their best judgment. I authorize the physician named above to undertake such care and treatment as is considered necessary. In the event said physician is unavailable, I authorize care and treatment to be performed by a licensed physician or surgeon. I agree to pay all costs as a result.

Parent Signature: _____ **Date:** _____

**LATCHKEY PROGRAM
REQUIRED INFORMATION**

Today's Date: _____

STUDENT'S FULL NAME: _____

Please list below any medical conditions or allergies we need to be aware of:

The school nurse is not on campus during latchkey hours. **If your child has medical needs requiring the nurse you must meet with Mr. Looney before being accepted to the latchkey program.** The Latchkey program does not have access to medication stored in the clinic and will not administer medication of any kind.

Safety is a priority. No student enrolled in the Latchkey will be released from the program without a parent/guardian signature or that of one of the individuals named below.

Name	Phone #	Relationship
1.		
2.		
3.		
4.		

IS THERE ANYONE WHO SHOULD NOT PICK UP YOUR CHILD? IF YES, PLEASE LIST THE NAMES:

Parent Signature: _____ **Date:** _____

**LATCHKEY PROGRAM
ACKNOWLEDGMENT OF RECEIPT**

PLEASE MARK AN "X" IN THE APPROPRIATE BOXES BELOW.

DAYS MY STUDENT WILL ATTEND:

	2:45-5:00 Kindergarten-3rd graders	2:00-5:00 Pre-K Students	2:00-2:45 Only Pre-K Students
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I have received a copy of the Athens Elementary School Latchkey Program policies and agree to comply with all rules and regulations. I understand that the Athens Elementary School Latchkey Program does not have accident/medical insurance on my child and I assume full responsibility for any and all medical expenses incurred due to injury while in the program.

I understand that if I do not pay each month for latchkey services that my child will be dismissed from latchkey. I understand that all students must be picked up by 5:00pm each day and if I am late to pick up I will be charged a late fee. I also understand that all tuition and fees are to be paid regardless of my child's attendance.

Student's Name:

Parent/Guardian Signature:

Date:
