

## Blue River Valley Latchkey Program

**\*\*Include \$20.00 Enrollment fee per student**

Child's Name \_\_\_\_\_

Address \_\_\_\_\_

Age \_\_\_\_\_ Birthday \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Allergies or other Concerns we should be aware of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Family Information

Mother \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Workplace \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Father \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Workplace \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

### Emergency Information

Please list two people who can be reached in an emergency if parents are unavailable.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

The following people are authorized to pick your child up from Latchkey:  
(please make sure they have their photo ID with them)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child's Name: \_\_\_\_\_

### **Latchkey Billing Procedures**

The following fees will be in effect until further notice:

\$20 Enrollment fee PER CHILD

\$3.00 per time slot PER CHILD

Time slots are from 3:00 p.m. to 4:00 p.m., 4:01 p.m. to 5:00 p.m., and

5:01 p.m. to 5:30 p.m.

\$35.00 Returned check fee

- All past-due Latchkey fees must be paid before your child can be enrolled in the program.
- Fees are based on attendance two weeks prior to billing week.
- Latchkey fees are due every two weeks. A fee schedule will be provided at the beginning of the school year. The schedule lets you know when bills will be sent, when they are due, and the dates covered. (Fee schedule may be altered if necessary.)
- Payment is expected by the due date stated on each bill and according to the fee schedule. Once fees are more than 28 days past due, your child cannot continue attending the program. All past-due fees must be paid before your child may resume attending the program.
- All bills will be emailed. You can be included in a group text that lets you know emails have been sent. If you have changed your email or cell phone number, it is YOUR responsibility to promptly ensure we get that information.

### **BILLING**

Email(s): \_\_\_\_\_

Yes, please text me when the invoices have been emailed.

Number(s): \_\_\_\_\_

I have read and understood the Latchkey Billing Procedures.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name: \_\_\_\_\_

### **Parent Responsibilities**

*Please read the following and sign at the bottom to indicate you have read and understood each item.*

1. Latchkey hours are from 3:00 pm – 5:30 pm each day school is in session for Preschool – Sixth grade students.
2. The parent is responsible for seeing that child is picked up by the designated closing time of 5:30 pm. Parents whose children remain past this time must pay an overtime fee of \$5.00 per child for each 15-minute increment beginning at 5:31 on the school clock. The fee will double after 3 occurrences. After 6 occurrences, your child may be dropped from the program.
3. When school is not in session for any reason, there is NO LATCHKEY.
4. If school is dismissed early, Latchkey MAY be provided IF there are enough volunteers to help cover the program.
5. The parent must maintain communication with the program director and keep him informed of any pertinent changes.
6. The parent is responsible for communicating with their children whether their child is a car pick-up, regular bus rider, latchkey bus rider, or other.
7. Blue River Valley will provide transportation from the school to our facility. We adhere to BRV's bus policy (Administrative Guidelines 0008).
8. Children are not our responsibility until they enter our doors from the bus stop (Example: your child gets off at the bus stop, but walks down to the gas station before coming to Latchkey).
9. Children are not allowed to come and go freely from the site. Each child must be picked up by someone to leave Latchkey.
10. Children may not return to Latchkey after leaving the Latchkey for any reason (Example: your child may not attend practice after school and then return to Latchkey afterward).

I understand and agree with the Parent Responsibilities.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name: \_\_\_\_\_

## LATCHKEY DISCIPLINARY GUIDELINES

(updated 7/25/23)

**Parents/Guardians, please read over this with your child so that they understand our rules and consequences. Along with your signature, please have your child Initial at the bottom to indicate you went over this page with them.**

No wrestling, play fighting, or other inappropriate behavior. If it is not tolerated at school, it will not be tolerated at Latchkey. This includes when a student does not listen to the adult volunteers.

There will be no more groups of kids in the bathroom together. It is not a place to play and will reduce the ability of a student to be destructive, bully, turn off lights on others, or engage in other inappropriate behaviors. If a student needs to use the restroom, they must ask the volunteer(s) in charge for a "Bathroom Pass." When they are finished, they will return the pass to an adult volunteer.

Students must stay with the latchkey group unless the student has permission from the volunteer, including the Bathroom Pass.

Students are not permitted to go beyond the outside brick walls of the church along the East side (the outside east walls of the gym and sanctuary). This is so they can remain in view of the volunteers and video cameras.

Consequences of the above actions: 1<sup>st</sup> time = warning, 2<sup>nd</sup> = 10 minutes timeout, 3<sup>rd</sup> = 20 minutes timeout, 4<sup>th</sup> = set out for rest of LK & a conversation with parents/guardians. In timeout or setting out, the student is to sit still and remain quiet, not playing with toys or other students.

Absolutely not tolerated: punching, kicking, biting, choking, bullying, or other aggressive behaviors. The consequence for these actions will be an automatic set out for the rest of Latchkey and a conversation with parents/guardians.

Latchkey volunteers will document these incidents and their consequences. If the student has reached the 4<sup>th</sup> consequence three times, the Latchkey program may drop the student from the program for the safety of the other students and the volunteers. Depending on the severity of the incident, the Latchkey program may immediately drop the student from the Latchkey program before the third time.

The Latchkey volunteers will ensure the students understand why they are in timeout or setting out, and what decisions they could have made that would have been better. We hope to help the students learn so they can make the necessary changes and make better future decisions.

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

Student Initial here: \_\_\_\_\_

Date: \_\_\_\_\_

**Mt. Summit Christian Church  
Latch Key Child Care Waiver and Emergency Contact**

Child's name: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian #1 name: \_\_\_\_\_

Parent/Guardian #1 phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian #2 name: \_\_\_\_\_

Parent/Guardian #2 phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency contact if  
Parent(s) can't be reached: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Special notes regarding your child:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We, the undersigned, are the Parent(s)  Guardian(s)  (check one) of the above named child and we agree, in taking advantage of Latch Key child care service provided by Mt. Summit Christian Church ("MSCC"), to release and hold harmless MSCC, its officers, directors, agents, employees and volunteers, from any and all claims, demands, suits, costs and charges, in connection with or arising out of the child care service, including, but not limited to, bodily harm or injury to our children, except only for loss, harms or injury occasioned by gross negligence or intentional misconduct by the MSCC and/or its officers, agents, employees and volunteers and further authorize MSCC and/or its officers, agents, employees and volunteers to administer, or cause to be administered, at my/our sole cost and expense, medical treatment and/or medication to the above named child/children in the event of any emergency.

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the person in charge to take my child to the closest available medical treatment facility and I give my consent for any and all recommended medical treatment for my child when the child is in this individual's care.

**DO NOT sign unless in the presence of a Notary Public. Valid ID is required.**  
Signature of Parent or Guardian: \_\_\_\_\_  
Signature of Parent or Guardian: \_\_\_\_\_

Dated \_\_\_\_\_  
Dated \_\_\_\_\_

Notary: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
County: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_

*seal*

**MUST BE NOTARIZED**

***This page was intentionally left blank***

## 2023-2024 Latchkey Fee Schedule

Period	Dates Covered		# of Days	Date Sent	Date Due
1	8/10	8/18	7	Mon, 8/21	Fri, 8/25
2	8/21	9/1	10	Tues, 9/5	Fri, 9/8
3	9/5	9/15	9	Mon, 9/18	Fri, 9/22
4	9/18	9/29	10	Mon, 10/2	Fri, 10/6
5	10/2	10/6	5	Mon, 10/16	Fri, 10/20
6	10/16	10/26	9	Mon, 10/30	Fri, 11/3
7	10/30	11/10	10	Mon, 11/13	Fri, 11/17
8	11/13	11/21	7	Mon, 11/27	Fri, 12/1
9	11/27	12/8	9	Mon, 12/11	Fri, 12/15
10	12/11	12/20	8	Tues, 1/2	Fri, 1/5
11	1/4	1/12	7	Tues, 1/16	Fri, 1/19
12	1/16	1/26	9	Mon, 1/29	Fri, 2/2
13	1/29	2/9	10	Mon, 2/12	Fri, 2/16
14	2/12	2/23	9	Mon, 2/26	Fri, 3/1
15	2/26	3/8	10	Mon, 3/11	Fri, 3/15
16	3/11	3/22	10	Mon, 4/1	Fri, 4/5
17	4/1	4/12	10	Mon, 4/15	Fri, 4/19
18	4/15	4/26	10	Mon, 4/29	Fri, 5/3
19	4/29	5/10	10	Mon, 5/13	Fri, 5/17
20	5/13	5/23	9	Tues, 5/28	Fri, 5/31

### TOTAL BALANCE DUE FRIDAY, May 31, 2024

\*This schedule is based on the 2023-2024 academic year calendar for Blue River Valley Schools. These weeks contain Snow Make-up and the Planned E-Learning Days so the actual days covered may be different. We will adjust to any changes BRV schools make to the school calendar.

#### Contact Info

Mt. Summit Christian Church  
Office: 765-836-4335

Rev. James Petty, Latchkey Director: 765-730-2512  
Email: [mssc@msscdisciples.org](mailto:mssc@msscdisciples.org) Website: [msscdisciples.org](http://msscdisciples.org)