



*A foundation of faith and excellence.*

# St. Joan of Arc

CATHOLIC SCHOOL

## LATCH KEY INFORMATION SHEET 2020-2021

### **REGISTRATION:**

Every child must fill out forms to register to be part of the Latch Key Program. **The registration fee is \$25.00 PER FAMILY/NON-REFUNDABLE** but that registration fee is applicable to the Latch Key payments for September 2020.

Registration for 2020-2021 will be taken by mail (SJA School, 22415 Overlake St. Clair Shores, MI 48080) or dropped at the school office between 8am – 4pm. The registration form is available at [www.stjoan.net](http://www.stjoan.net) or in the School Office. The \$25.00 fee must accompany the registration form. Our license (State of Michigan) requires that the emergency card must be on file before attendance starts.

The Latch Key Director, in consultation with the school Administration, may need to refuse admittance to the program due to past history of behavior problems, or delinquent payments.

All Latch Key fees must be paid before the month starts; with the monthly calendar being turned in with payment at the beginning of each month. A calendar sign-up is sent from Latch Key with your child a week before the due date for families to schedule the next month's use of the program.

### **FEES FOR 2020-2021**

MORNING SESSION:	\$6.00 per child (7:00-8:00 a.m.)	
AFTERNOON SESSION: (Dismissal - 6:00 p.m.)	1 child	\$ 6.00 per hour
	2 children	\$10.00 per hour
	3 or more	\$15.00 per hour

We offer flexibility as to which days and how many days you would like to schedule your child/ren; however, we do require that you schedule for your child/ren's attendance one month in advance. Any unused balances at the end of a month can be carried forward to the next month.

**Key Fob Policy** All Latch Key families will receive a fob at the beginning of the 2020-2021 school year. The fob must be returned at the end of the school year but if you lose your fob a \$10 charge will be required to obtain another one.

---

### *A Foundation of Faith and Excellence*

*As a Catholic community rooted in the teachings of Jesus Christ, St. Joan of Arc School proclaims its mission to lead students in knowing God and the Gospel, through prayer, worship, study and service. As a professional learning community, we promote the highest academic standards of achievement, according to each student's unique abilities and needs.*

*August, 2020*

**ST. JOAN OF ARC SCHOOL LATCH-KEY REGISTRATION FORM FOR 2020-2021**

Child's Last Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Child's First Name \_\_\_\_\_ Room \_\_\_\_\_ Grade \_\_\_\_\_

Child's First Name \_\_\_\_\_ Room \_\_\_\_\_ Grade \_\_\_\_\_

Child's First Name \_\_\_\_\_ Room \_\_\_\_\_ Grade \_\_\_\_\_

Child's First Name \_\_\_\_\_ Room \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_

**PLEASE CHECK THE FOLLOWING TENTATIVE SCHEDULE YOU PLAN FOR YOUR CHILD/CHILDREN TO ATTEND:**

\_\_\_\_ Morning (7:00-8:00)

\_\_\_\_ Part-Time Use (1-2 Days weekly)

\_\_\_\_ Afternoon (3:20-4:20)

\_\_\_\_ Full-Time Use (3-5 Days weekly)

\_\_\_\_ Afternoon (1+ hrs.)

MY CHILD IS INVOLVED IN EXTRA-CURRICULAR ACTIVITIES SUCH AS SPORTS, FORENSICS, BAND, ETC.

THE ACTIVITY IS: \_\_\_\_\_ FOR \_\_\_\_\_.

CHILD NAME

THE ACTIVITY IS: \_\_\_\_\_ FOR \_\_\_\_\_.

CHILD NAME

-----  
Office Use

\_\_\_\_ Registration Form Submitted

\_\_\_\_ Registration Fee Paid

Check# \_\_\_\_\_

\_\_\_\_ Emergency Information Form.

Cash \_\_\_\_\_

Charge \_\_\_\_\_

# ST. JOAN OF ARC SCHOOL LATCH KEY

## September 2020

Session times: AM - 7:00 – 8:00 AM; PM: 3:20-6:00 PM

Use this form to sign up your child/ren for Latch Key for September 2020.

Morning Latch Key has one price - \$6.00 is billed by the half hour.

Afternoon: \$6.00 per hr., 2 children - \$10.00 per hr., 3 or more - \$15.00 per hr.

Start time calculation from 3:20 p.m. Calculate half day from 12:00 noon.

**PLEASE SIGN ONLY FOR THOSE DAYS ON WHICH YOU WANT SERVICE.  
USE <AM> TO INDICATE MORNING AND/OR <PM> to indicate AFTERNOON.  
IF YOU INDICATE <PM> PLEASE INDICATE PICK UP TIME.**

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

Child's First Name: \_\_\_\_\_ Room: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's First Name: \_\_\_\_\_ Room: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's First Name: \_\_\_\_\_ Room: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Name \_\_\_\_\_ CELL PHONE# \_\_\_\_\_

### September 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31 <b>First Day of School</b> NO Latch Key	1 Noon Dismissal	2 Noon Dismissal	3 Noon Dismissal	4 <b>No School</b>
7 <b>No School</b>	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 <b>No School</b>	29	30	<b>No School</b>	<b>No School</b>