

ST. PIUS X LATCHKEY PARENT AGREEMENT

The St. Pius X Latchkey Program Staff agrees to:

- 1. Provide after school care for your child.
  - 2. Provide a quality program that is in keeping with the Philosophy and Goals of the program.
- \_\_\_\_\_ **Latchkey Director** \_\_\_\_\_ **Signature Date**

We, the parents of: \_\_\_\_\_ agree to:

- 1. Pay the family registration fee of \$25
- 2. **Complete and return all required Latchkey forms, updating them when necessary.**
- 3. Give two weeks’ advance notice in writing in the event of withdrawal from the program. If less than a 2 weeks-notice is given, it is understood that payment must be made for those two weeks. Re-enrollment may require payment of a new registration fee and will be based on space availability.
- 4. Make contracted weekly payments unless other arrangements are made. Failure to make regular payments may result in a late fee of \$10/week after the second missed payment and the removal the student(s) from the program if payments are more than one-month delinquent.
- 5. **Inform the Latchkey Program in writing, in person, or by phone of absences from the program on regularly scheduled days of attendance, regardless of the reason for the absence.** Consistent failure to notify the Latchkey staff on those days when attendance is expected but does not occur may result in a penalty of \$5.00 per incident.
- 6. Arrange for early pick\up as soon as possible if the Latchkey staff feels that our/my child is too ill to remain at Latchkey.
- 7. Notify the Latchkey staff when picking up our/my child/ren.
- 8. Observe the required 6: 00p.m pick up time. There is late fee of **\$1 per minute** after the second late pick-up has occurred; after five occurrences, the fee is **\$5 per minute**. Failure to pay a late fee within a week and/or consistent lateness may result in dismissal from the Latchkey Program.
- 9. Read the Latchkey Student Agreement and discuss it with our/my child/ren.
- 10. **INITIAL THE RECEIPT OF AND AGREEMENT WITH THE LATCHKEY HANDBOOK.**
- 11. Pay the regularly scheduled payment every week even when my child/ren is/are not attending for any reason. Payment is due for the entire week, regardless of whether there is school every day, according to the St. Pius school calendar or for calamity days.
- 12. Take Protecting God’s Children, be fingerprinted and submit the results from the Ohio Bureau of Criminal Investigation to the **Diocesan Safe Environment Office 197 East Gay St. Columbus, OH**, to volunteer in this program. This policy applies to grandparents and other family members as well.

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Parent’s signature \_\_\_\_\_ Date \_\_\_\_\_ Parent’s signature \_\_\_\_\_ Date \_\_\_\_\_