

**HOLLIS SCHOOL LATCHKEY**  
**Parental Agreement**  
**2021-20202**

I, \_\_\_\_\_, hereby agree to comply with the rules and regulations of the Hollis School Latchkey Program regarding fees, attendance, required medical records, and other items specified in the application.

I understand that Latchkey is in session from 6:30 a.m. until school begins and from the end of the school day until 6:00 p.m.

I understand Latchkey payments are due **EACH FRIDAY** (or the last school day of the week) **for the current week**. A late fee of \$5.00 per day will be charged and after one week of non-payment, my child(ren) will not be allowed to return to Latchkey.

I understand that a **\$30.00 NON-REFUNDABLE registration fee** will be charged for each child per school year.

I understand that after school Latchkey is open from the time school is dismissed until 6:00 p.m. **A \$1.00 per minute fee will be charged for any time after 6:00 p.m. that the child is not picked up**. A child may also be discharged if he/she is picked up late **three (3)** times.

I understand that for each child enrolled in the program the minimum amount charged is \$20.00 per week. I will not be charged for the following:

The Hollis School Latchkey Program receives notification of a child's extended illness with written documentation from a doctor, health official, etc.

**ALL OTHER TIMES WILL BE CHARGED WITHOUT EXCEPTIONS.**

I understand that I will continue to be charged for the entire time I have reserved UNTIL I have personally notified the Hollis School Latchkey Program that I have made other arrangements for my child/children.

I understand that my child will be allowed one week of non-attendance for personal vacation with no charge. Notification must be provided to the Latchkey Director one week prior to such vacation.

**NSF Fees**

I understand that I will be charged a \$25.00 for each Return Item Notice received from the bank for Non-Sufficient Funds.

**Discipline Policy**

Children are entitled to a pleasant and harmonious environment at the program. The Latchkey program cannot serve children who display chronically disruptive behavior. Chronic disruptive behavior is defined as verbal or physical activity which may include but is not limited to:

- Behavior that requires constant attention from staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day or program time. If a child cannot adjust to the program setting or behave appropriately, then the child may be discharged.

Reasonable effort will be made to assist children to adjust to the program. Disruptive behavior will be dealt with in the following manner:

- Our rules and regulations are based on those in the Hollis School District Handbook. These rules pertain to the playground, bus behavior, after school activities as well as in general. The standards of behavior expected by the school system will NOT stop at school

dismissal time. We expect the same behavior and respect during the Before and After School Programs.

- Violation of rules will not be tolerated. Discipline will be handled at the Latchkey Coordinator's discretion. An example is listed below:

First Offense: The first strike requires a discussion with the Latchkey Coordinator and the student. A report will be sent home.

Second Offense: The second strike requires a discussion with the Latchkey Coordinator, the parent, and the student. A report will be sent home.

Third Offense: The third strike (removal from the program) requires a discussion with the principal, Latchkey Coordinator, the parent, and the student. A report will be sent home. A formal letter will be given to the parent and the principal.

- In the case of a student harming property, themselves, other students or staff, continually not following the instructions of the Latchkey staff, disrupting activities, using illegal substances, threatening harm to staff or participants, or any other endangering behavior, the Latchkey Coordinator will complete an incident report, and the child may be immediately removed from the program without following the protocol listed above. When removal is right according to the punishments listed above, the Latchkey Coordinator and the school principal will be notified prior to its implementation. The length of program removal of no shorter than two (2) weeks will be used except in extreme cases where severity of the student's behavior would make return unacceptable. The Latchkey Coordinator and the principal will together determine the appropriate removal time. Our students and staff's safety is very important. Verbal harm (hurtful words) to other students or staff will not be allowed. Multiple discharges are cause for permanent removal from the program and will be determined by the Superintendent.

Students will be expected to report to Latchkey as soon as possible after school is dismissed. Children must stay at their required location until a parent signs them out, or written permission by the parent(s) has been given to let the child leave with another adult.

By signing this agreement, I understand that this facility and program is not licensed or regulated by DCFS.

I further acknowledge that I understand that no firearms are allowed on school property.

I recognize that the Hollis Latchkey program will follow all guidelines regarding COVID 19 safety. This includes all guidelines set forth by the Illinois Department of Public Health, the Illinois State Board of Education, and Hollis Grade School.

Personal Property

I understand that Latchkey is not responsible for lost or damage to personal property.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date