

ST. HILARY SCHOOL  
LATCHKEY

*Before and after school  
care program*

---

**FAMILY  
HANDBOOK**

---

---

Latchkey Office  
Phone: 330-873-1282  
Email: [latchkey@st-hilary.org](mailto:latchkey@st-hilary.org)

# HOURS OF OPERATION & STRUCTURE

---

The program will be provided on scheduled school days.

We will not operate if there is a snow day, scheduled holiday, or scheduled day off. If there is a day with early dismissal, afternoon latchkey will not be provided.

A calendar, on the school website, is provided for your reference.

## BEFORE SCHOOL:

6:50 a.m. - 8:00 a.m.

Open to students in Grades K-8

## AFTER SCHOOL:

2:50 p.m. - 6 p.m.

Open to students in Grades K-6\*

### Late Pick Up Fee:

Our program ends at 6:00 p.m. We ask that your child is picked up by that time. **If your child is not picked up by 6:00 p.m., a late fee of \$1.00 per minute will be charged to compensate for your child's supervision.** If you are unable to pick up your child by 6:00 p.m., please have someone on your emergency contact list do so.

*\*Please contact the Latchkey office for arrangements for older students.*

The Latchkey Program is structured to provide a safe and enjoyable environment for all children. With our program being an extension of the school day, **all school rules must be followed.**

Each afternoon, the following will be provided:

- A drink and snack
- Quiet / homework time
- Free play time (arts and crafts occasionally provided)
- When time permits: Children will participate in organized games such as: kickball, dodge-ball, basketball, board games, bingo, etc.
- Fridays are often movie days, as the children typically have no homework

## F E E S   &   C O M M U N I C A T I O N

---

|                | REGISTRATION<br>FEE | AM<br>CARE          | PM<br>CARE          |
|----------------|---------------------|---------------------|---------------------|
| One Child      | \$25                | \$7/DAY<br>\$30/WK  | \$10/DAY<br>\$45/WK |
| Two Children   | \$45                | \$10/DAY<br>\$50/WK | \$16/DAY<br>\$70/WK |
| Three Children | \$55                | \$13/DAY<br>\$65/WK | \$18/DAY<br>\$80/WK |
| Four Children  | \$60                | \$17/DAY<br>\$86/WK | \$20/DAY<br>\$90/WK |

Please do not send checks or cash to the school office.

You can pay your balances through the Digital Academy Portal once you receive your invoice.

The Latchkey staff will make sure all your children are accounted. **However, it is your responsibility to call the Latchkey office and inform us if your child will not be coming on a scheduled day, including days in which your child is absent from school or leaves early from school for any reason.**

**It is also your responsibility to update your child's digital Latchkey form if your schedule changes.** This is done through the Digital Academy Portal.

When you call to report your child absent from school, when you pick up your child early from school, or when there is a deviation from the usual routine, please call the Latchkey office at 330-873-1282. **It is imperative that we know where each and every child is.**

The Latchkey office phone number is the only number you may use to leave messages for Latchkey. There is a Latchkey voicemail where you can leave a message; a staff member will be in the office every day by 2:30 p.m.

**PLEASE DO NOT CALL THE SCHOOL OFFICE WITH LATCHKEY MESSAGES,. THE LATCHKEY PHONE NUMBER IS 330-873-1282.**

# DAILY SCHEDULE

---

## MORNING:

**6:50 a.m. - 8:00 a.m.**

- Breakfast (cereal, milk, juice) available every morning.
- Quiet activities (puzzles, board games, coloring) are permitted.
  - Students may work on homework.

## AFTERNOON:

**2:50 p.m. - 6:00 p.m.**

*2:50 p.m. - 3:15 p.m.*

- Dismissal bell rings + students proceed to the Multi-purpose room. Supervisor checks all students in.

*3:15 p.m. - 4:00 p.m.*

- Homework for grades 1-8
- Story-time / quiet activities for K

*4:00 p.m. - 4:20 p.m.*

- Restroom + snack

*4:30 p.m. - 6:00 p.m.*

- Playtime outside (weather permitting) or in the gym until program ends for the evening

## HOMEWORK / QUIET TIME

We have found with a three-hour after-school program it is in the best interest of the children to provide 30 minutes of supervised quiet / homework time each day.

If a child does not have homework, he/she is asked to quietly read or do a quiet academic activity. Parents are asked to encourage their children to work diligently at completing homework during this time or bring a book to read in case they have no homework.

Kindergarten students are taken to a separate area from the group working on homework for supervised activities.

\*Please note: The children will go outside every day (weather permitting). Please be sure that your child has appropriate clothes for the weather. Your child may bring play clothes to change into if he or she desires. Non-scuff shoes must be worn at all times.