

Activities

Your child will have the opportunity to enjoy activities during Latch Key. Possible activities will include:

- Games & cards
- Puzzles & block play
- Crafts & coloring sheets
- Playground Time
- Reading & Homework time

We strive to make the program enjoyable for all children in grades Pre-K through 4th grade.

Medications

If your child requires asthma or allergy medicine, the medication must be provided to the school. We will also need a written plan from the doctor when this medication is to be given. If a child is required to take a controlled medication, the medication must be given prior to or during school times by our school nurse.

School Delay/Closing

Parents are asked to listen to the local radio or news stations or check Facebook to keep updated on closings.

Please note the following:

CLOSED: No Latch Key

TWO HOUR DELAY: AM Latch Key will be delayed two hours as well.

DELAYED START*: NO AM Latch Key

EARLY RELEASE*: NO PM Latch Key

*Delayed Start/Early Release are planned release times for Staff Development.

Education is a partnership between home and school.



We value parent involvement at every level and encourage you to partner with us. In order for this partnership to be effective, we need to be able to communicate frequently.

Please feel free to call, write a note or email us if you have concerns or questions about your child's experience in our Latch Key program.

Lawrence Avenue
Elementary School



LATCH KEY A Parent's Guide

Elementary Office

Phone: (315) 265-2000 Ext. 248

Fax: (315) 265-5458

Ms. Jennifer Gray
Elementary Principal
jgray@potdam.k12.ny.us

Our Philosophy

To provide a safe, nurturing environment for your child before and after the school day centered around play and socialization.

Behavior Expectations

We expect students to contribute in a positive manner to our school community. The following is a list of rules for the Latch Key program:

1. Show respect
2. Make good decisions
3. Solve problems appropriately

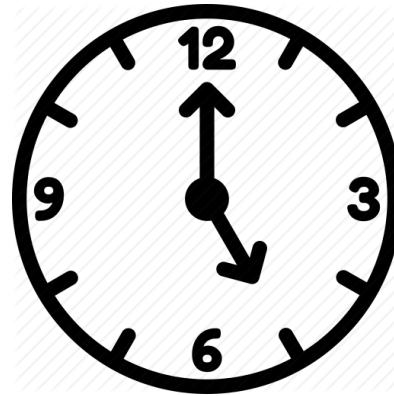
Children who do not follow the program's rules may be dismissed from the Latch Key Program. Reasons for dismissal include but are not limited to the following reasons:

- Physical or verbal aggression, threats or intimidation.
- Swearing or the use of vulgar and/or inappropriate language.
- Destruction of public or personal property.
- Continued disrespect or disobedience.
- Disregard for the school district's policies on weapons, tobacco, alcohol, etc.
- Aggressive or threatening behavior toward any staff or children.

Hours of Operation

Morning Session:
7:00AM-8:30AM

Students will be dismissed from Latch Key when our school day begins.



Afternoon Session:
3:00PM-5:00PM

Students will be dismissed by their teacher at the end of the day to the Latch Key Program where parents will need to pick up their child(ren) by 5:00PM. We are unable to supervise children past 5:00PM.

Program Fees

Fees will be assessed on a semester basis per child.

1st Semester=Sept. through Jan.
2nd Semester=Feb. through June

The rate is the same regardless of whether or not your child is in attendance each day.

Reduced rates are available for students who qualify for the free/reduced lunch program and have an application on file.

Payment is due prior to the start of each semester unless other arrangements have been made ahead of time with our school business office.

Checks can be made payable to PCS.

In the event that payment is not received, your child will not be able to attend Latch Key until payment is received.

Please see additional paperwork for annual Latch Key Rates.

Save on costs!
Pay in full for the entire year and receive a discount!