



## Sunrise Academy Latchkey - Rules, Agenda and Policies

Latchkey is an after school care program from 4:00PM – 6:00PM Monday through Friday. Students should not be in latchkey unless their parents have enrolled them into the program.

### Rules and Policies

- \*Latchkey will always be in the first classroom on the left by the front office in Building A.
- \* Parents should inform the latchkey teacher of any allergies their child may have.
- \* Students should never leave the latchkey area without the teacher's permission.
- \* Parents must sign out their child when picking them up. Please do not call your child's cell phone and ask them to come outside. The parent must come inside to pick up their child.
- \* If parents are running late it is greatly appreciated if parents call the latchkey teacher to let him/her know of their possible late arrival.
- \* **Late pick-ups after 6PM** may result in a late fee charge of \$10 for the first 10 minutes and an additional \$5 for every 5 minutes after 6:10pm.

### NON- Latchkey Students

If students are not enrolled in latchkey but are late being picked up after school (after 4pm) then a late fee will be applied after the first late pick up.

**Latchkey Charge – First 10 minutes late = \$10 per student.**

- **After 10 minutes late = Every 5 minutes late = \$5 extra**
- **Example: Parent comes at 4:07pm = \$10 per kid**
- **Example: Parent comes at 4:15pm = \$15 per kid**
- **Example: Parent comes at 4:30pm - \$30 per kid**

***\*Parents can pay at the time of pick up, or have the option of being billed by the office.***

### \*Daily Latchkey Agenda

4:00pm – 4:10pm: Kids get settled, attendance taken.

4:10pm - 4:45pm: Homework and/or Reading

- Homework is to be worked on every day for the first 45 minutes of latchkey. Homework is done on the “honor system.” While efforts will be made to see that the child completes homework, the final responsibility for completion of homework rests

with the child. Parents are encouraged to stay involved in the homework process and check all homework completed at the latchkey program.

- If the child does not have homework that day, then they will be required to read a book or the Quran for 45 minutes.

4:45pm – 5:00pm: Snack Time

- Snacks are provided each day for children in the latchkey program. If a child has allergies to certain foods, parents must make sure to let the latchkey teacher know.
- During snack time, students should be seated in the classroom eating their snack. To avoid choking or spilling, no running or playing is permitted while eating or drinking.

5:00pm – 6:00pm: Free Time

- Latchkey teacher has the choice of keeping the kids inside or taking them outside for free time. If it is cold or raining, then kids can stay in the classroom and play games. If the weather is nice, then the kids have the option of going outside to play on the playground. This is the latchkey teacher's decision. If going outside, then ALL students must go outside. If the decision is to stay inside, then ALL students stay inside. **This is not a negotiation with the students.**

Safety Guidelines:

- Parents must sign out their child every day. If someone other than the parent is picking up the child, then the parent must call the office prior to 3:00pm to let the school know. If parent does not call, then we are obligated to keep the child at school until the parent has been contacted for confirmation.