

# Lawrence Avenue Elementary School

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July 9, 2019

Dear Parent/Guardians,

We are pleased to be offering the “Latch Key” child care program again this year. Latch Key will be housed at Lawrence Avenue Elementary to assist parents who need child care before and/or after the school day. This program is open to students who reside in the Potsdam Central School District. Please note children must be enrolled in Latch Key prior to attending the program. This is not a “drop-in” program nor can it be used as one. The children are supervised by school staff and activities (i.e. books, playground/gym play, puzzles, blocks, board games etc.) will be available.

Registration is now open through **August 9th, 2019**. Space is limited! Please complete your paperwork and return it to the Lawrence Avenue Main Office to hold your spot. Applications turned in after August 9th will be placed on a waiting list if no spots are available. This allows us to ensure proper staffing levels prior to the start of the school year.

- The morning drop off times will occur between 7:00 and 8:30AM. Parents are responsible for their child’s transportation to the program in the morning. If desired, students can breakfast in the cafeteria starting at 8:20AM.
- The afternoon session will run from 3:00-5:00PM and a snack is provided. All children must be picked up by 5:00PM. Children also have the option of riding the late sports bus to their home at 4:15PM.

The costs for the different program options are enclosed. There is a reduced rate for students who qualify for free/reduced lunch. A free/reduced application must be on file with the district to qualify. Parents will need to notify the school if they have an application on file. This information is confidential and not available to school personnel. All parents will be billed by the District Office. Checks should be made out to Potsdam Central School -Latch Key.

Just a reminder that children may NOT be dropped off in the elementary lobby prior to 8:30AM. There is no supervision available. If you need to bring your child to school early, please enroll your child in this program or find alternate child care. Please complete and return all necessary forms to the elementary office. Feel free to give us a call with any questions you may have.

Sincerely,

*Jennifer A. Gray*  
Elementary Principal

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