

St. Augustine Catholic School Latchkey Policy Acknowledgement

The St. Augustine Catholic School Latchkey Policy outlines the steps that the school is taking to prevent an overage and violation of the caregiver to student ratio as per our licensing requirements.

An electronic version of this document is available for viewing on our website. Please review and complete the acknowledgement below. **This form must be returned to the school office for every family that will be using our Latchkey Program for the 2020-21 school year.**

Policy Summary

If children arrive at latchkey without prior notice, we will be taking the following steps to prevent this issue:

1. On the first occurrence, we will make a phone call reminder to return the calendar.
2. On the second occurrence, a \$50.00 fee will be charged per child in addition to regular latchkey rate.
3. On the third occurrence, a \$100.00 fee will be charged per child in addition to regular latchkey rate.
4. On the fourth occurrence, the family will be dismissed from the latchkey program for 2020-2021 school year.

Parent Acknowledgement

By signing below, you acknowledge your understanding of the St. Augustine School Latchkey policy and agree to its terms and conditions.

Student(s) Name(s) (Please print)

Parent/Guardian Signature: _____

Date: _____