



DIVINE MERCY

CATHOLIC SCHOOL

Latchkey Information

EARLY MORNING DROP-OFF

Program Highlights:

- ✓ Drop off 7:15 am
- ✓ Supervision from 7:15-7:50 am
- ✓ Dismissed to playground at 7:50 am
- ✓ \$10 family registration fee (only 1 registration fee per family/per year)
- ✓ Contracted Scheduled Usage \$1.50 per day

AFTERNOON LATCHKEY PROGRAM

Program Highlights:

- ✓ Hours: 2:55 - 5:15 pm school days
- ✓ Contracted Scheduled Usage - \$3.25 per hour
- ✓ \$10.00 non-refundable family registration (only 1 registration fee per family/per year)
- ✓ Daily Snack & Activities provided
- ✓ Open on Early Dismissal Days

Contracted Usage:

1. Contract on a weekly or monthly basis using the Latchkey calendar.
2. Complete calendar and return to school office or Latchkey room by 5:15 on Fridays.
3. Attach prepayment in an envelope marked "Latchkey" or stapled to the calendar.

Drop-In Usage:

1. Notify school office ASAP.
2. Payment is required when you pick up your child/ren that day.

Please note:

- ✓ *A fee of \$5.00 will be charged if you are late picking up your child.*
- ✓ *All services will be charged in full hour increments after the first 15 minutes.*
- ✓ *Latchkey enrollment forms may be printed from our website [www;divinemercury.cc](http://www.divinemercury.cc) or picked up at our Open House.*