

SAPULPA PUBLIC SCHOOLS LATCHKEY ENROLLMENT

_____AM
_____PM

Name _____ Grade _____ Teacher _____

Home Address _____ Phone _____

Father's Name _____ Work Phone _____ Cell Phone _____

Mother's Name _____ Work Phone _____ Cell Phone _____

Email Address _____

Local Doctor or other person to call in case of emergency:

(Name & Phone Number)

Other people who may pick up my child—or be notified in case of emergency:

(Name & Phone Number)

(Name & Phone Number)

Please see that all emergency numbers on cards are working numbers. If a number is disconnected or changed you must let us know immediately!

Parents Consent for Treatment—I hereby authorize the LatchKey staff to act for me according to their best judgement in any emergency requiring medical attention and hereby waive and release Sapulpa Public Schools and said staff from any and all liability to any injuries or illness incurred while in LatchKey.

School Employee ☐ _____

Enrollment Fee Paid ☐ (Signature of Parent or Guardian)

LatchKey hours are from 7:15am to 8:30am and 4:00pm to 5:45pm. We allow a 15 minute grace period until 6:00 for emergencies only. If your child is not picked up by 6:00pm there will be a late fee charged.

Late fees are \$10.00 for every 15 minutes: 5:45pm—6:00pm = \$5.00

6:01pm—6:15pm = \$10.00

6:16pm—6:30pm = \$20.00

6:31pm—6:45pm = \$30.00

This will be determined by school time. The late fee is per child, not family.

If you are going to be late and know it, please let us know. Also, if someone different is pick up your child, let us know.

**** Our policy requires you sign your child in each morning and out each afternoon. This is a safety procedure.**

ANY STUDENT DISRUPTING THE LATCHKEY PROGRAM WILL BE WITHDRAWN FROM THE PROGRAM.

(Signature of Parent)

Complete and sign the SAPULPA LATCHKEY ENROLLMENT FORM and return to your school site front office.