



## Little People Preschool

### **BEFORE AND AFTER SCHOOL LATCHKEY PROGRAM**

**at Highpoint Christian Church  
2545 W. Comet Rd.  
Clinton, Ohio 44216  
[www.highpointchristian.org](http://www.highpointchristian.org)**

**330-854-1025**

**[littlepeoplepreschool.hp@gmail.com](mailto:littlepeoplepreschool.hp@gmail.com)**

Little People Preschool will offer a Before and After School Latchkey Program for students in the Northwest Local School district.

#### Purpose & Goals:

The goal of the Little People Preschool Before and After school Latchkey Program is to provide supervised before and after school care that instills character through positive leadership modeling and reinforcement. Students will be provided time to work independently or with the support of staff to complete homework, as well as supervised games and recreational activities.

We see a rising need to support the families of our communities with a quality before and after school care to benefit working parents. Our aim is to ensure all students are safe and secure while in the care of Little People Preschool's Before and After School Latchkey staff. We will provide an environment that promotes positive character traits such as trustworthiness, respect, responsibility, fairness, caring, and citizenship.

#### Program Details:

The Little People Preschool Before and After School Latchkey Program will be open Monday-Friday on days that Northwest Local Schools are in session. Before School Care begins at 6:30am and students will ride the school bus to school. After school, students will ride a school bus to Highpoint Christian Church for After School Care until 6:15pm.

#### Questions:

Should you have any questions regarding the Little People Preschool Before and After School Latchkey Program, please call 330-854-1025 or email at [littlepeoplepreschool.hp@gmail.com](mailto:littlepeoplepreschool.hp@gmail.com).

**REGISTRATION and CONSENT AGREEMENT  
LITTLE PEOPLE PRESCHOOL  
BEFORE AND AFTER SCHOOL LATCHKEY PROGRAM  
2010-2011 School Year**

Today's Date \_\_\_\_\_ First Date of Attendance \_\_\_\_\_  
 Amount Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ (\$20.00 per family Nonrefundable Fee)  
 (\$10 Registration Fee for each additional child)

School your child(ren) will attend \_\_\_\_\_.

Child's Name	Grade	Date of Birth	Sex	Morning		Afternoon	
				Yes	No	Yes	No (Circle)
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Morning Program begins at 6:30am. Students will ride a Northwest school bus from Highpoint to school.  
 Afternoon Program ends at 6:15 p.m. Students will ride a Northwest school bus to Highpoint from school.  
 Child(ren) may bring a breakfast snack for before school care and a snack for after school care.

**Please fill in Completely:**

(Circle days attending) Drop-off Time (Circle Days Attending) Pick-up Time With Note Only  
 M T W TH F \_\_\_\_\_ M T W TH F \_\_\_\_\_ \_\_\_\_\_

Parent(s) or guardian(s) with whom child resides:

Name \_\_\_\_\_ Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Relationship to child(ren) \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_

Name of Employer \_\_\_\_\_ Work phone \_\_\_\_\_

Name \_\_\_\_\_ Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Relationship to child(ren) \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name of Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Person responsible for payment, if different from above:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Person(s) authorized to call regarding your child: any changes in this list **MUST** be received from you in writing. **NO** unauthorized person will be allowed to pick up your child(ren).

1. \_\_\_\_\_ Phone \_\_\_\_\_ 3. \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_ 4. \_\_\_\_\_ Phone \_\_\_\_\_

## Little People Preschool Before and After School Latchkey Program Registration Policies

1. I agree I will not hold the director, staff or the church responsible for any sickness or personal injury/injuries to my child(ren) while attending The Before and After school Latchkey Program at Highpoint Christian Church or while on the premises. I understand that the safety and welfare of my child(ren) are the utmost of importance to the Before and After School Latchkey Program and staff and that management agrees to take the necessary precautions to safeguard the well being of my child(ren). I understand the Before and After School Latchkey Program is not responsible for any lost or stolen belongings. The child(ren) will be signed in upon arrival and be signed out by an authorized person.
2. I understand I am responsible for providing transportation to and/or from Highpoint for my child(ren).
3. **An overtime fee will be assessed if pickup is after 6:15 p.m.** Parents/guardians whose children remain past the closing of the program must pay the following overtime fees: **\$5 for every 5 minutes after 6:15p.m.**
4. I understand that during vacation periods and days that schools are closed, or delayed by two (2) hours, because of bad weather, there will be **NO** Before School Latchkey Program.
5. I agree to pay on a \_\_\_\_\_ weekly or \_\_\_\_\_ biweekly basis. **BALANCES MUST BE PAID IN FULL WEEKLY OR BIWEEKLY, AS AGREED OR SERVICES WILL BE DENIED UNTIL PAYMENT IS MADE IN FULL.**
6. If my child is having problems adjusting to the program, a conference will be arranged between the staff and myself.
7. In the event of illness, vacation, or other absences such as Scouts, music lessons, and other out-of-school activities, the Latchkey Program staff will be notified. Communication with the Latchkey School Program staff can be made at (330) 854-1025 or through email at littlepeoplepreschool.hp@gmail.com.
8. The Before and After School Latchkey Program operates Monday thru Friday when Northwest Schools are in session. AM Program will begin at 6:30am and PM Program will conclude at 6:15pm.
11. Charges for Before and After School Latchkey Program:  
AM: \$6.00 per day  
PM: \$6.50 per day  
\$3.50 for each additional child per day  
Charges are based on the number of children per family in attendance per day.
12. Ages and grades of children to be served: Kindergarten through Grade 5.

I agree to adhere to Before and After School Latchkey Program registration policies as listed in the Registration Agreement. I give my child permission to participate fully in this program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\* NONREFUNDABLE REGISTRATION FEE \$20.00 \*\*\***  
**(\$10 Registration Fee for each additional child)**