

Admission Agreement

The following is a verbal and written understanding of the policies and procedures between The Latchkey Alternative Center and enrolling student/family.

Enrolling families will find more detailed information about the following in the Parent Handbook.

- Business hours are 6:30am-6pm.
- Programs for ages 2-13 in separate groups.
- Latchkey is licensed through The California Community Care Licensing Division. (650) 266-8880.
- Any family interested in enrollment must complete a physical tour with the child at the facility and a short in person interview to determine best class placement.
- Please read your Parent Rights and Personal Rights forms in your enrollment package.
- Morning snack, Afternoon snack for all students and a lunch for Preschool offered.
- Tuition payments are due on the 1st of each month. \$25 fee for any returned checks. Checks, cash and or money orders are accepted.
- No refunds are given for enrolled time unused.
- Special needs circumstance/modifications for students will be evaluated individually.
- \$12 an hour is imposed for students are that are left beyond the 6pm pick up time.
- No months are prorated. First month exception applies, withdrawing your child requires a 2-wk notice.
- Physical and violent behavior is not acceptable towards themselves or others. May be asked to leave.
- Any student that has been suspended from their elementary school are not allowed to attend Latchkey
- We allow birthday celebrations. Please see procedure book for more information.
- Latchkey may use photos and or video for our private social media sites.
- Ill students are not allowed to attend.
- Preschool students must be signed in and out with complete signature daily.
- Schoolage students may sign in and out with written permission. Staff members will sign students in and out for FDR elementary class times.
- All students must be on campus by 9am.
- Food items brought to the facility need to be authorized by the staff.
- Toys are not allowed unless a share day has been designated.
- Speak to a staff member or administration for any concerns or questions immediately.
- Please read your enrollment package and parent handbook completely.

By signing this agreement, you acknowledge that you have read the above in full and agree to the policies and procedures of the program.

_____	_____	_____
Parent Signature	Date	Date of enrollment
_____	_____	_____
Staff Signature	Date	Date of enrollment