

## Latchkey Program Information

- Our before and after school PA DPW State Licensed Program provides organized activities and games for your child(ren) throughout the school year.
- Children attend the site at which they attend school. All children attending the before school program must be walked to the appropriate latchkey room, signed-in by their parent or guardian, and released to the latchkey staff. All after-school children must be picked-up and signed-out by 6:00PM.
- PLEASE NOTE: There will be a late pickup fee of \$10.00 for pickup between 6:01 to 6:15PM and \$1.00 per minute thereafter for anytime that the child(ren) are still at the program site.
- The Latchkey Program is for Hampton residents attending a school serviced by the school district bus service.

- **AGE:** 6 (in first grade) to 12 (*as of August 5*)
- **LOCATION:** CENTRAL, POFF, WYLAND
- **DAY & TIME:** Monday, Tuesday, Wednesday, Thursday, \*Friday  
**7:00 to 8:00AM & 3:00 to 6:00PM**  
  
\*EARLY DISMISSAL:  
*on Friday Sept. 9, Oct. 14, Nov. 11, Dec. 9, Jan. 13, Feb. 10, March 9, April 13, & May 11.*  
**7:00 to 8:00AM & 1:30 to 6:00PM**

- **2011-12 SCHOOL YEAR FEES:**

**Before School:**

7:00 to 8:00am	\$ 8.00— one child per morning session \$ 9.00— two children per morning session \$10.00— three or more children per morning session
7:00 to 9:00am (1-hour delay)	\$10.00— one child \$11.00— two children \$12.00— three or more children
7:00 to 10:00am (2-hour delay)	\$12.00— one child \$13.00— two children \$14.00— three or more children

**After School:**

\$14.00— one child per afternoon session
\$16.00— two children per afternoon session
\$20.00— three or more children per afternoon session

**Before & After School:**

\$18.00— one child per day ( <i>morning &amp; afternoon sessions</i> )
\$21.00— two children ( <i>morning &amp; afternoon sessions</i> )
\$27.00— three or more children ( <i>morning &amp; afternoon sessions</i> )

**Half Day:**

(afternoon only)

\$22.00— one child per afternoon session
\$28.00— two children per afternoon session
\$32.00— three or more children per afternoon session

**School Delay:**

Due to weather, etc., see page 6 for details.

## School Delay, Bad Weather Policy

### BEFORE SCHOOL PROGRAM

*(Listen to KDKA radio for details or go to Hampton School Web Site)*

The Before School Program (7:00 to 8:00AM) will not be affected by a delay at the start of school. Staff will report to each site as scheduled. Each site will open at 7:00AM and provide service until school begins. Should the delay turn into a cancellation after the 7:00AM opening time, staff will contact all parents, make them aware of the cancellation and inform them that the children **MUST BE PICKED UP** as soon as possible **because the school will be closing**. In this situation, alternate child care should be prearranged by the parent. **Staff is NOT responsible for arranging alternate care for children**. Once all children have been picked up, the SITE IS CLOSED. The fee will be prorated.

### AFTER SCHOOL PROGRAM

Any time the Hampton School District cancels classes or has an unscheduled early dismissal the **After-School Latchkey Program and all of the other Department of Community Services programs are automatically cancelled**. This means each latchkey site is closed, staff will not report, "**LATCHKEY IS CANCELLED**." **In the case of an early dismissal, students** will be sent directly home from school via school bus by the school district. Alternate child care should be prearranged by the parent.

### BEFORE & AFTER SCHOOL PROGRAM— CANCELLATION DUE TO WEATHER PRIOR TO 7AM

Should the Hampton School District cancel all classes prior to 7:00 AM, all schools are considered CLOSED. **All Department of Community Services programs including Latchkey are cancelled**. Staff will not report. Alternate child care should be prearranged by the parent.

### DURING SCHOOL CANCELLATION

If school is closed in mid-day, **all DCS programs are automatically cancelled including Latchkey**. All children will be sent home on school busses by the school district. In this situation, parents also must prearrange alternate child care. Staff will not report to afternoon Latchkey.