

Regular school hours for Kindergarten through Eighth Grade are from 8:15 a.m. to 3:15 p.m.

Latchkey Program services will be available from 7:00 a.m. to 8:00 a.m. and from 3:15 p.m. to 5:30 p.m. The weekly cost is as follows:

	GENERAL ENROLLMENT	AFTER SCHOOL ACTIVITIES ENROLLMENT*
First Child	\$40	\$25
Second Child	\$30	\$20
Each Additional Child	\$25	\$15

***NOTE: Only for students participating in activities that meet at least twice each week, e.g., band, choir, PAL, drill team, all athletics, etc. Verification from staff sponsor is required.**

PAYMENT IS DUE EACH MONDAY. The above fees are due regardless of the number of days per week that your child stays for Latchkey Program services.

**FEES ARE DUE EACH WEEK EXCEPT: December 20-31, February 21-25, March 25-31
THANKSGIVING WEEK (November 22-26) fees will be prorated: \$25, \$19, \$16 (1st, 2nd, additional child)**

THE SCHOOL CLOSSES AT 5:30 P.M. Late fees are to be paid to the Main Office. **Charges: \$1.00 per minute, beginning at 5:35 p.m.** Late fees must be paid in order for your child to attend Latchkey Program activities the next day. Students will be excluded from receiving services until the late fee is paid to the Main Office. Students must also be signed in and out daily.

REGISTRATION

_____ will utilize Latchkey Services beginning _____ Grade _____ Teacher _____
Child's Name Date

It is understood and agreed that fees will be paid in advance for this service. Fees are payable by check, money order, VISA, MasterCard or American Express. **Cash will not be accepted. Fees are due regardless of absences, illness or holidays.**

Check and credit card payments will be processed immediately upon receipt. A charge of \$25 is assessed for returned checks. If a check is returned, you will be required to make all future payments by an alternate method. **All fees must be paid in advance. Failure to meet your financial responsibility for two consecutive weeks will result in your child being excluded from receiving services; your child will be dismissed from the building by 3:30 p.m.**

Enrollment in the Latchkey Program is continuous; daily/week-to-week services are not provided. TERMINATION OF ENROLLMENT BY PARENT MUST BE SUBMITTED IN WRITING. FAILURE TO NOTIFY PEC IN WRITING THAT YOUR CHILD IS NO LONGER ATTENDING LATCHKEY WILL RESULT IN CHARGES BEING INCURRED UNTIL WRITTEN NOTIFICATION IS PROVIDED. Parent Initial _____

I understand that by signing this form, my child will be enrolled in the Latchkey Program continuously, until notification is provided to Plymouth Educational Center. I further understand that I am responsible for all weekly and late fees incurred as a result of enrollment in the Latchkey Program.

Parent/Guardian _____ Address _____

City/ZIP _____ Day/Work # () _____ Evening # () _____ Pager # () _____

Emergency Contact _____ Day/Work # () _____ Home # () _____ Pager # () _____

Parent/Guardian Signature _____ Enrollment Date _____

Parent/Guardian Social Security Number (Required) _____