



KIRTLAND ELEMENTARY SCHOOL LATCHKEY CHILDCARE
Registration Information Form
2018 – 2019

Please completely fill in the form below and return with a \$60 deposit for each child to the Kirtland Elementary School Office
 Attention: Latchkey Childcare

STUDENT INFORMATION

Child's Name	Grade	Teacher	Birthday

PARENTS / GUARDIANS INFORMATION*:

Name		Name	
Address		Address	
Home Phone		Home Phone	
Cell Phone		Cell Phone	
Work Phone		Work Phone	
Email Address		Email Address	

**Please Note: All Parents and Guardians must provide proper ID upon pick of their child.*

PLEASE LIST EMERGENCY CONTACTS OR GUARDIANS THAT MAY PICK-UP YOUR CHILD

Name	Relationship to Child	Home Phone	Cell Phone

IMPORTANT INFORMATION / MEDICAL INFORMATION

LATCHKEY HOURS

- Morning Elementary Latchkey Childcare: 6:30 AM – 8:30*AM (or *start of school)
- Afternoon Elementary Latchkey Childcare: 3:25*PM – 6:00 PM (or *end of school)
- Children must be picked up by 6:00 PM. *(Late fees apply for late pick up)*
- Latchkey is currently \$3.00 per hour, charged in 15-minute increments.
- Preschool Latchkey Childcare: Mornings 8:30 AM until start of Preschool
 Afternoons from 2:30 PM – 3:30 PM
 (Afternoon Preschool requires a 5 student minimum enrollment)
- Latchkey conforms to the Kirtland Elementary School Code of Conduct