

Brookville Latchkey Academy

REGISTRATION FORM

Send Registration Form and Fee to 533 Western Avenue, Brookville, OH 45309

Child's Name _____ Gender: _____
(First) (Middle) (Last)

Address _____
(Street) (City) (Zip Code)

Home Phone _____ Date of Birth _____ Grade _____

Mother's Name _____ Address _____
(if different from student's)

Mother's Place of Employment _____ Phone _____

Father's Name _____ Address _____
(if different from student's)

Father's Place of Employment _____ Phone _____

IF CHILD DOES NOT LIVE WITH BOTH PARENTS, PLEASE FILL OUT GUARDIAN INFORMATION BELOW

Legal Guardian _____ Address _____ Phone _____

Guardian's Place of Employment _____ Phone _____

EMERGENCY CONTACTS IF NEITHER PARENT/GUARDIAN IS AVAILABLE:

1. Name _____ Relationship _____ Phone _____

2. Name _____ Relationship _____ Phone _____

3. Name _____ Relationship _____ Phone _____

List and explain any physical defects or illnesses that will limit your child's activities. If NONE, please state

List and explain any medication your child is taking _____

List all allergies and/or dietary restrictions and any special precautions or treatments for these allergies/dietary restrictions

Is there anything about your child that the Latchkey staff needs to know to better understand your child?

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RULES AND REGULATIONS

Payment of Fees

- All fees are to be paid by parents/guardians to the latchkey staff. Receipts will be issued.
- Children are not to give payments to staff. Payments need to be made by parents/guardians.
- All accounts need to be paid in advance.
- Parents/guardians will receive weekly notices of account balances
- Nonpayment of tuition is an administrative problem.

Hours

- Latchkey is open from **6:00am-9:00am and 2:30pm-6:00pm.**
- An adult must enter the building and sign-in each child for the morning session.
- Late pick up fees will be assessed at the rate of \$5.00 per minute, per child, past 6:00pm
- A sign-out sheet is available that parent/guardian must sign when picking up their child. No child will exit the building on his/her own.
- If someone other than the person who normally picks up a child is sent, the latchkey staff must be notified. We will not release a child without proper consent.
- The latchkey staff should be notified if there is a specific individual who should not be picking up a child.

Discipline

- Disciplinary problems will be handled first by a parent-staff conference.
- Persistent disciplinary problems are grounds for dismissal.

Emergencies

- Emergency medical and health forms will be kept on site.

Pricing

- Brookville Latchkey Academy will be a weekly rate of \$90.
- Late pick up fees will be assessed at the rate of \$5.00 per minute, per child, past 6:00pm
- There is a \$25 dollar registration fee for one kid, \$40 max for a family, that is due upon registration.

I have read the Brookville Latchkey Academy rules and regulations and agree to the terms.

Parent/Guardian Signature _____ **Date** _____

Please list name of person(s) other than parents, who will be picking up your child

Name _____ **Address** _____ **Phone** _____

Name _____ **Address** _____ **Phone** _____

Please list name of person(s) other than parents, who ARE NOT to be pick up your child

Name _____ **Address** _____ **Phone** _____

Name _____ **Address** _____ **Phone** _____

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LATCHKEY OFFICE ONLY: Application received _____ Amt. Pd. _____ CK# _____