

FRANKLIN LOCAL SCHOOL DISTRICT

S.K.I.L.L.

Safe Kids In Local Latchkey

REGISTRATION FORM

Child's Name _____ Boy _____ Girl _____

(First) (Middle) (Last)

Address _____

(Street) (City) (Zip Code)

Home Phone _____ Date of Birth _____ School _____ Grade _____
(2016-17 school year)

Mother's Name _____ Address _____

(if different than student's)

Mother's Place of Employment _____ Phone _____

Father's Name _____ Address _____

(if different than 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 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 diet restrictions and any special precautions or treatment for these allergies/diet restrictions _____

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

LATCHKEY OFFICE ONLY
Application received _____
Amt. Pd. _____ Ck# _____

Parent/Guardian Signature Date

Franklin Local School District

S.K.I.L.L. LATCHKEY

(Safe Kids In Local Latchkey)

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 other school employees.
- We ask that all accounts be paid in advance.
- Parents/guardians will receive weekly notices of account balances.
- Nonpayment of tuition is an administrative problem. **Delinquent accounts past 72 hours are grounds for dismissal.**

Attendance

- Attendance will be taken each day for safety and security.
- If your child is ill and will not be in school, please notify the school office staff.

Hours

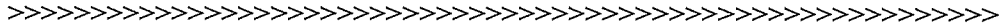
- Latchkey opens at **6:30 a.m. and closes at 6:00 p.m.**
- An adult must enter the building and sign-in each child for the morning session.
- We ask that every effort be made to pick up children by 5:45 p.m.
- Late pick up fees will be assessed at the rate of \$1.00 a minute, per child, past 6:00 p.m.
- At least one employee must stay until all students have been picked up.
- 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 or the school office personnel must be notified. We will not release a child without proper consent.
- The latchkey staff or the school office should be notified if there is a specific individual who should not be picking up a child.

Discipline

- All board of education policies, administrative procedures, and building rules apply to the S.K.I.L.L., Latchkey program.
- 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.
- Procedures for emergencies will follow instructions indicated on Emergency Medical Treatment Request form on file.



I have read the latchkey program rules and regulations and agree to the terms listed in them.

Parent/Guardian Signature _____ Date _____

Please list name of person(s) other than parents, who will be picking up child/children from latchkey.

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Please list name(s) of person(s) who are not to pick up child/children from latchkey.

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____