

2008-2009

## **Welcome to the All-day Latchkey Program**

Hello, my name is Mrs. Julie Burns and I'm the latchkey director. The all-day latchkey program is for the boys and girls that didn't qualify for Mrs. Smith's class and for the boys and girls that need extended care before or after Mrs. Smith's class. The latchkey program is available daily between the hour's 6:00am and 6:00pm. We will send home a calendar for the school year at a later date.

**Items that are needed daily:** The boys and girls need to have a book bag (**please do not send a bag with wheels**), a change of clothes and a beach towel or blanket for rest time.

**Lunches:** The boys and girls will be able to purchase a school lunch just like the big kids. We will send a menu home with your child at the beginning of each month. We ask that you please mark the lunches that your child would like to eat. Please send back the marked menu and the money for the month in an envelope by the next school day. Our lunchtime will be at 11:30 and we will have lunch with the Kindergarten and first grade. **If you are eligible for free or reduce breakfast or lunch please contact Mrs. Bohanon in the school office.**

**Payment:** Payment is due at the beginning of each month. Rates are on one of the attached forms. **There is a \$15.00 non-refundable enrollment fee** do before or on the first day your child will attend. Checks are made payable to High Mount School. If payments are late there will be a late charge applied. If you have any questions about payment please give me a call at 233-1054 ext.207. We also accept CHASI assistance. For more details about the CHASI assistance please give me a call.

**General Information:** you will need to sign your child in and out daily. If your child will need to eat breakfast he or she will need to be at school no later then 8:10. If your child will be absent please call us at 233-1054 ext.207 and leave a message. On early dismissal days we will provide latchkey. So, if your child is in the PM Pre-k class they can come and spend the day with latchkey.

**We are looking forward to another great year!**

**If you have any questions or concerns please give me a call and I will help you in anyway that I can. This will be our third year with the all day latchkey program and we are looking forward to another great year.**

**Sincerely,  
Julie Burns**