



Latchkey Enrollment Contract 2026-2027

Before School Care: 6:45 am-school begins **FREE**

After School Care: Pick up by 5:30 p.m. **\$9.00**

Circle planned days: M T W TH F

- It is my desire to have my child/children enrolled in the Latchkey Program at Onsted Community Schools. This program will follow the Onsted Community Schools Parent and Student Policy Handbook posted on the website. I also understand that my child is being accepted on a two week trial basis. During this time, the staff will make observations and evaluations pertaining to the child's ability to adapt to the program surroundings. Unless otherwise notified, the child/children will be accepted and permanently enrolled. I further understand that if the policies outlined in this handbook were not adhered to, it would be sufficient cause for the removal of the child/children from the program.
- I understand that my child must be potty trained to attend.
- I understand that I am contracting for school year only arrangements. Latchkey services follow the Onsted Community Schools calendar. Services are not available on days without school or days with early dismissals.
- I will be responsible for all charges and any other fees that are charged to my account.

Student: _____ Homeroom Teacher: _____

Birthdate: _____

Phone Number: _____ Email: _____

Emergency Phone Number(s): _____

Student may be picked up by (Full Names): _____

Any allergies or medical concerns we should be aware of: _____

Parent/Guardian Signature

Date

Questions may be directed to Tamyra Maige at oes.latchkey@onstedschools.us or 517.467.7046 or 517.467.5607.

Out of School Time (OST) Handbook

- At the beginning of each school year, we explain rules and expectations to all students. We remind all students that our school rules apply before and after school during latchkey and any school events.
- We hope that students enjoy their time at latchkey and that we do not have many behavior concerns. We will follow our building acknowledgement and behavior system. Students may be asked not to return to latchkey if their behavior is unsafe and violates school rules. Please contact the latchkey supervisor or the Principal, Mrs. Holt, if you have any concerns.
- Refer to [Board Policies](#)
- Fun and engaging activities are important to our team. We plan a schedule that allows students to relax, interact with other students, be creative, get homework help as needed, get fresh air, and be safe. Our basic schedule is below. Students will not use technology, including their mobile phones, during latchkey. Games, puzzles, toys, and the playground will be available. We encourage children to use their home language including nonverbal forms of communication, such as hand gestures, facial expressions, etc. to help express their thoughts, needs, dislikes, and approvals.
- Survey to provide feedback about our program and student interests.
- Students may have a snack during after school latchkey. School will provide water and a snack. Please send an extra set of clothing in case students need them. Sometimes the room where latchkey is located gets chilly. Please consider sending a sweatshirt.
- Payment for our latchkey service is expected weekly. If a family has any difficulty making a payment they should contact the office and communicate immediately. Without communication, we cannot continue providing latchkey services until full payment is received.



After School Latchkey Schedule

- 2:50-3:05 Arrival and Check In
- 3:05-3:30 Free Choice activities and bathroom breaks as needed
- 3:45 Snack at table
- 4:00 Count and visual check to go outside to play on the playground, weather permitting
- 4:00 On bad weather days, students continue to have activities available and/or homework help.
- 5:30 Latchkey ends

This reflects a typical daily schedule and may be altered as needed

After school pick up is behind the elementary school on the playground or in the Latchkey room (see map)

