

Newton Falls Teacher's Latch Key Program

September 28, 2016

Dear Parent or Guardian:

The Newton Falls Classroom Teachers Association's Latch Key program will begin November 2, 2016 and will be held each Wednesday that **school is in session**, except for conference week of February 15, ending on March 8, 2017. The program will begin at 3:30, with students being transported from the Elementary to the Middle School by buses. Students must be **picked up** promptly between 5:30 and no later than 5:45 p.m. at the **front entrance** of middle school. Students will need to be signed out at the entrance and a photo ID will be required. Your child must be in attendance at school on days of the program to participate. In case of an emergency during the session, you may contact us at 330-872-0695 ext. 3301.

A **Student Information Form** is attached and must be returned by **October 26, 2016**. Your student will **not** be permitted to participate until the form is returned. We will be limiting our number of participants to 120 this year, so return your form as soon as possible. Forms will be taken on a first come first serve basis and names after 120 will be placed on a waiting list. You will receive a letter stating whether or not your child is attending or on the waiting list.

It will be assumed your child is attending and they will be kept after school on each Wednesday during the program unless the **school is notified by a note from the parent that they are not attending that day**. If an emergency arises then please call the appropriate school office before the dismissal time to inform us the student is to ride the bus home.

Your child will not participate in the program for the following reasons:

- Late Pick-ups past 6:00 p.m.
- Consistent disrespectful/disruptive behavior as outlined in school handbooks.
- Refusal to participate in planned activities.

The students will rotate through various stations throughout the afternoon.

Activity Schedule

3:30- 3:50 Attendance-Restroom-Snacks

3:50- 4:10 First 20 minute rotation is homework/silent reading for all groups then next station is activities.

4:10- 4:30 Stations

4:30- 4:50 Stations

4:50- 5:10 Stations

5:10- 5:30 Clean up Rooms -Return Items to cart-Return to Cafe-Prepare for home.

5:30-5:45 Dismissal- Parents sign out at entrance and pick up students in Cafe with release card.

If you would like further information please contact Peggy Giuliano at giulianom@nfschools.org or Sue Layshock at layshocks@nfschools.org.

Thank you for your continued cooperation and support,

The Newton Falls Classroom Teachers

11/3/2016 UPDATE: There are currently 125 students already enrolled in the program with names on a waiting list to join. Any additional students will be put on the waiting list as well.

(Cut on line and return bottom portion if attending Latch Key Program)

Latch Key Program Student Information- Return by Oct 26, 2016

Name _____ Grade _____

Address _____

Phone _____

List any food allergies _____

Parent Name and Contact Info: _____

All Others Available for Pick-up (Must have photo ID for student pick-up)

Name

Phone Number
