



SULLIVAN WEST ELEMENTARY SCHOOL

33 Schoolhouse Road, Jeffersonville, NY 12748
Tel. (845) 482-4610 ext. 2141 Fax: (845) 482-9883

Rod McLaughlin
Principal

Kevin Carbone
Assistant Principal

August 2023

Dear Families,

We will be continuing the Latchkey Program for students in Kindergarten to Sixth Grade. The goal of the program is to provide after-school supervision for children from 3:30 PM to 5:30 PM. The children will be able to participate in organized activities such as arts and crafts, computer lab, indoor and outdoor play. Homework support will also be available for all grades. Children will also be provided a healthy snack during the afternoon, covered by a **\$12.00** per day per child fee or **\$14.00** per day per child for unscheduled/as needed participation. If you have an alternate payment, please indicate on your application. The program will be held at the Sullivan West Elementary School. Our morning program is from 7:15 AM to 8:20 AM. Daily fee is **\$6.00** per child or **\$7.00** per child for unscheduled/as needed participation. *They do not need to attend every day to take advantage of these programs.* Students may have breakfast after the morning program in our cafeteria.

We are excited about continuing to make this opportunity available to district students in the Sullivan West Elementary School, **but** limited space is available. Preference will be given to students on a first come first serve basis and who will be attending all five days. **Dismissal is promptly at 5:30 PM each evening.** If you have an emergency and will be late for pick up, please call and notify us at **845 482-4610 ext. 2154.**

The Latchkey Program will be open every day school is in session, beginning Thursday, September 7, 2023. **When there is a 2 hour planned morning delay and ½ day parent teacher conferences the Latchkey Program will not be open.** If school is closed for any reason, the Latchkey Program will also be closed. There may be some instances of extreme weather, where Latchkey will be cancelled; and children will be sent to their emergency dismissal sites from school. **This will be communicated to parents through the ParentSquare and radio. Parents will not be charged for days that Latchkey is not in session.**

The monthly fee for the program must be pre-paid by the first Friday of each month. Payments are non-refundable. **Children whose payments are more than 1 week late will be subject to removal from the program.** This fee allows the Sullivan West Elementary School to sponsor this program, provide supervision, snacks and activities. Without it, the program would be

unavailable. Please indicate the specific days of the week your child will attend the program. While children do not have to attend every day to be a part of the program, *they can attend only on the days that have been specified on the completed application although changes can be made during the school year.*

If you are interested in having your child attend the Latchkey Program, please complete the attached application and return it, along with the program fee for the first two weeks, per child, addressed to the **Casey Ross, Latchkey Coordinator**. **Checks** should be made out to: **Sullivan West Elementary School**. Incomplete applications or applications without the first payment will not be eligible for consideration for entrance into the Latchkey Program until payment and/or corrected application are returned. You will be notified that your child(ren) have been accepted into the Latchkey Program. Other applications received, will be placed on a waiting list in order of date received and notified if a space becomes available during the school year. Applications will be accepted starting in August 2023 and throughout the year. **Should you have any questions please call Casey Ross at (845) 482-4610 ext. 2129.**

SWE Latchkey Lateness Policy

Latchkey ends at 5:30 PM. All students need to be picked up by 5:30 PM each night. All SWE Latchkey workers are off duty at 5:30 PM. A late fee of \$6.00 is charged for pick-ups after 5:30 PM.

- Lateness beyond 5:45 PM will incur a second late fee of an additional \$12.00.
- Repeated lateness beyond 5:45 PM will begin a process that will lead to the child being removed from Latchkey. Steps are as follows:
- **Late beyond 5:45 PM (1-5) times** – additional \$12 charge each occurrence.
- **6th time late** – child is removed from program for 1 week. May return after 1 week.
- **7th time late** – child is removed from program for the remainder of the school year.

Sincerely,

Rod McLaughlin
Elementary Principal