

## NEW & RETURNING TRANSITIONAL KINDERGARTEN – 5TH GRADE

# 2020-21 LATCHKEY INFORMATION

### REGISTRATION

**NOTE:** All households registering for Latchkey must be in the Recreation Center registration system. You are in our system if you have registered for a program or class at the Rec Center in the past 2 years. To confirm, or if you are new, please contact Jan Alpert: [jalpert@hwmi.org](mailto:jalpert@hwmi.org).

Registration begins on **MARCH 16, 2020\* at 12 NOON:**

- **Online @ <https://recreation.hwmi.org/>** – credit card payment only  
or
- **at the Gillham Recreation Center front desk** – credit card, check or cash payment accepted

#### \*REGISTRATION START DATES:

Monday March 16<sup>th</sup>: Huntington Woods residents and Grandfathered Royal Oak Section residents  
Monday March 23<sup>rd</sup>: Royal Oak Section residents (non-Grandfathered) and BSD teachers

- **A non-refundable deposit must accompany each registration.**

#### LATCHKEY REGISTRATION FEE (per child)

**\$65\*** – After-School/Vacation Day(s)

**\$65\*** – Early Morning/After-School/Vacation Day(s)

**\$65\*** – Early Morning/Vacation Day(s)

**\$25** – Early Morning only

\*\$60 for each additional sibling within the same household

- **Information you will be providing upon registration:**

- Your child's grade in the upcoming school year (2020-2021)
- The anticipated days and times you will need in Latchkey
  - When selecting days, please be mindful of those families who may not have flexibility in their schedule. **Select only the days of the week that you plan on your child attending.** Additional days can be added during the school year, should space allow.
- Your child's t-shirt size – **NEW FOR 2020/2021** – to be worn on field trips

> If you register online, you will be prompted to answer questions about this information.

> If you register at the Rec Center, you will complete a form to provide the information, and then the front desk clerk will enter your answers.

### PLACEMENT NOTIFICATION/WAITLIST

**Due to state licensing guidelines each classroom has limited space. Registration will continue until daily classroom (grade) maximums have been reached.** Therefore, some students may be on a waitlist, and we will notify families if space becomes available. With Burton School's Kids' Zone <https://www.berkleyschools.org/parents/latchkey-kids-zone> we anticipate that all after-school Latchkey requests will be accommodated.

### OTHER INFORMATION

- **Minimum Two Days/Week Requirement – NEW FOR 2020/2021**
  - Children must be pre-registered each month for a minimum of two days per week, not including Vacation Days.
- **Daily Rates – NEW FOR 2020/2021**

<b>Early Morning (7:00-8:00a) - \$8.00</b>	<b>After-School (3:15-6:00p) - \$13.00</b>
<b>Half Vacation (11:15a-6:00p) - \$36.00</b>	<b>Full Vacation/Snow (7:00a-6:00p) - \$47.50</b>
- **Full and Half Vacation Day Enrollment**
  - On half and full vacation days maximum enrollment is 70. An additional fee for each field trip will be charged.
- **After-School Latchkey Pick-Up**
  - Only students in grades TK-1, registered and paid for Latchkey on that day, will be picked up from Burton and walked to the Gillham Recreation Center.
- **After-School Classes Procedure**
  - Should you enroll your child in an after-school class or activity, they will start at Latchkey and then be escorted to the class. Your child will be returned to Latchkey after class and must be checked out by a parent. The hourly after-school rate is not reduced if your child attends a class/activity.

If you have any questions please contact Jenny Morgan, Latchkey Program Director: 248.541.3030 or [jmorgan@hwmi.org](mailto:jmorgan@hwmi.org)