

# WSCA Latchkey Enrollment

\_\_\_\_\_ AM

\_\_\_\_\_ PM

Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Local Doctor or other person to call in case of emergency:

\_\_\_\_\_  
Name & Phone Number

Other people who may pick up my child-- or be notified in case of emergency:

\_\_\_\_\_  
Name & Phone Number

\_\_\_\_\_  
Name & Phone Number

Please see that all emergency numbers are working numbers. If a number is disconnected or changed you must let us know immediately!

Parents Consent for Treatment-- I hereby authorize the LatchKey staff to act for me according to their best judgement in any emergency requiring medical attention and hereby waive and release West Side Christian Academy and said staff from any and all liability to any injuries or illness incurred while in LatchKey.

Please check the following.

School Employee \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

Enrollment Fee Paid \_\_\_\_\_

LatchKey hours are from 7:30am to 8:30am and 3:15pm to 5:30pm. We allow a 15 minute grace period until 5:45 for emergencies only. If your child is not picked up by 5:45pm there will be a late fee charged.

This will be determined by school time. The late fee is per child, not family.

If you are going to be late and know it, please let us know. Also, if someone different is to pick up your child, let us know.

\*\* Our policy requires you to sign your child in each morning and out each afternoon. This is a safety procedure.

**ANY DISRUPTING THE LATCHKEY PROGRAM WILL BE WITHDRAWN FROM THE PROGRAM.**

\_\_\_\_\_  
Signature of Parent or Guardian

**Complete and sign the WSCA LATCHKEY ENROLLMENT FORM and return to your school site.**