Summer Latch Key Program
Flexible • Fun • Safe

Welcome! I am pleased you have enrolled your child(ren) in our Summer Latch Key program. I would like to provide you with information regarding this effort. Please review this information as your schedule allows. If you have questions, feel free to call me at any time. Key points for your Summer Latch Key program include:

1. Summer Latch Key will begin on Tuesday, May 28, 2019, at the Lincoln Education Center.
   NOTE: Due to the district’s construction plans, we will be closed on Monday, August 26 and Tuesday, August 27 (school starts Wednesday, August 28).

2. A Latch Key enrollment form AND a Summer Enrollment form must be completed before your child attends.

3. We politely request that you use the West door by the playground when entering Lincoln Education Center.

4. Daily hours will be from 7:45 am to 6:00 pm.

5. We will provide supervised child care Monday through Friday.

6. Breakfast will be provided at 8:30 am and a snack at 4:00 pm. Youth must bring a bag lunch for noon, milk will be provided.

7. As a participant in this program, your child will have the opportunity to participate in summer swimming lessons, summer library, and the City of Detroit Lakes Summer Recreation program. This will provide a wide and diverse offering of activities for the children to experience.

8. Children participate in field trips and parents may join us for family BBQs.

9. FEES: flexible scheduling, pay for the time you use. See attachment.

10. For more complete information on the Detroit Lakes School Age Child Care program, feel free to request a copy of the Latch Key Parent Manual. It does an excellent job of specifically discussing items that might be of concern for you.

In closing, I hope this information is useful. Again, if you have questions or would like to discuss this program in further detail, always feel free to call. Thank you.

Sincerely,

Sandi Westrum
School Age Child Care Coordinator
Summer “Latch Key” will open on Tuesday, May 28, 2019, at Lincoln Education Center. The hours will be from 7:45 am to 6:00 pm, Monday through Friday. A $10.00 annual registration fee will be charged—any registration fee paid prior to this time will carry through the summer months. Cost will be $2.75 per hour. Flexible scheduling, pay for the time you use.

We will participate in the Detroit Lakes Summer Rec program, summer library, and the Red Cross swimming lessons.

NOTE: You must register your child with Community Center for swimming lessons if you want them to participate. Please register early as the lessons fill up fast. Please indicate on your registration sheet that your child will be participating in Latch Key.

NOTE: You must sign the summer rec AND library permission slips if you want your child to participate in these activities.

We are looking forward to another fun summer.

Latch Key Staff
**Summer Latch Key**  
**at Lincoln Education Center**  
**Registration Form**

Child(ren)’s Name(s)

1. __________________________
2. __________________________
3. __________________________

**SCHEDULE**

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List the hours your child will attend. Please be sure to indicate if your child is attending ½ days, whether its am or pm. If schedule varies, please indicate an approximate schedule.

**Special Schedules**

Please indicate any special times your child will not be attending (examples, vacations, special days off, etc.).
REC CENTER PERMISSION
Participation in the Detroit Lakes Rec Center activities will be a part of the Detroit Lakes School Age Child Care summer program. This will entail walking to the rec center at the City Park. Staff will be accompanying the children to the park and observing their activities. My child(ren) have my permission to participate in the DLSACC Rec Center Trips.

__________________________________
Signature

SWIMMING LESSON PERMISSION
Participation in swimming lessons will be a part of the Detroit Lakes School Age Child Care summer program. This will entail your child(ren) walking to the Senior High swimming pool accompanied by a DLSACC staff person and returning to the DLSACC when they have completed their lesson. My child(ren) have my permission to participate in the swimming lesson program.

NOTE: Swimming lesson registration is done through Community Center. Please register early and indicate Latch Key child(ren) on the registration. Space is limited.

__________________________________
Signature

*The Rec Center and Swimming Lesson Permission slips will be your authorization for your child(ren) to participate in these programs for the summer. If at anytime you DO NOT want your child to participate, please give WRITTEN notice to the supervisor.

SUMMER LIBRARY PERMISSION SLIP
Latch Key will be walking to the Public Library on Tuesday afternoons. The children are accompanied by DLSACC staff person and returning to the DLSACC when they are done. I give my child(ren) permission to take part in the summer library program. Please bring your child’s library card or fill out an application for one.

__________________________________
Signature

LOCAL PLAYGROUNDS
Latch Key walks to other playgrounds to play on occasion. They play on the City Park Playground as well Holy Rosary and Rossman.

*A notice will be by the sign-out sheet so you know where your child is. Please make sure a Latch Key staff person knows when you pick-up your child

__________________________________
Signature

SUNSCREEN
Latch Key applies sunscreen to the children when they go outside. Lath Key has my permission to apply sunscreen when needed.

__________________________________
Signature