



THIEF RIVER FALLS
Community
EDUCATION

COMMUNITY EDUCATION

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Never Stop Learning, Because Life Never Stops Teaching

November 15, 2017

Dear Latchkey families:

The fee structure for Latchkey will be changing as of January 1, 2018. Each family will have the option of registering their child as a full-time or part-time/drop-in/non-scheduled student (see descriptions below). Fees will be based on your afternoon enrollment unless your child attends mornings only.

This change will allow for more accurate student attendance records, more consistent staff/student ratios and help to cover increased costs to the Latchkey program.

Full-time Student

- \$3.00/hour
- MUST attend at least 4 days/week
- Will be charged for all 4 days (by the hour) regardless of attendance; only charged for 5th day if attending
- Must enter in your child's weekly schedule online by 11:59 pm Saturday or your child will be considered a drop-in and charged accordingly. Sign up for Remind messages by texting @latchke to 81010 to receive a weekly reminder to schedule your child and to receive other important messages.

Part-time/Drop-in/Non-scheduled Student

- \$3.50/hour
- Attend 1-3 days/week **or** if child's weekly schedule is not entered in online
- Will only be charged for the days/hours you attend

A phone call will be made to a parent if a child is scheduled and not in attendance on a given day.

Latchkey bills can now be paid with a credit/debit card, as well as cash or check. A convenience fee of 5% will be applied to your next months invoice when paying with a credit/debit card.

Thank you for your patience and understanding with the changes to the Latchkey program. We strive to make Latchkey a safe, convenient and rewarding place for your child to attend. *Please fill out the enclosed form to indicate whether your child will be full-time or part-time. Please return to Latchkey no later than December 11.* Please do not hesitate to call us with questions at 218-681-8711 x 5243 or 5244.

Sincerely,

Meg Kolden
Community Education Director