



# Ubly Community Schools

## Latchkey Program Registration

### 2024-2025

**\*Please return completed form to Ubly Schools, 2020 Union Street with a non-refundable registration fee of \$20.00 per family.**

**\*Latchkey rate is \$3.25/hr per child. For more detail, please see handbook.**

Children(s) Name(s) \_\_\_\_\_ Grade in Fall \_\_\_\_\_

Mother's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

Employer's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Name \_\_\_\_\_

Address (if different) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Child's Insurance \_\_\_\_\_ Policy # \_\_\_\_\_

#### Persons to Contact If Parent Cannot Be Reached

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

I have received and read the Latchkey Handbook and bill procedures

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian

Date

**Good Health and Immunization Waiver**

My child, \_\_\_\_\_, is currently up-to-date on all required immunizations and currently is in good health. Any health restrictions, allergies and /or medications taken by the child or any special needs are listed below.

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\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Child Custody and Release Policy**

Only those parents listed on the emergency card and legal parents or guardians may take a child from the Latchkey program. According to licensing regulations, either parent may take the child from latchkey, unless there is a court order prohibiting one parent from visitation rights. **ALL PERSONS PICKING UP CHILDREN FOR THE PARENTS (PARENTS NOT NORMALLY PICKING UP THE CHILD) WILL BE ASKED TO SHOW A PICTURE IDENTIFICATION.** If an emergency arises and a person not appearing on the emergency card must pick up the child, please contact the Latchkey Supervisor.

A Child Custody Court Order IS on file that affects pick up \_\_\_\_\_

A Child Custody Court Order NOT on file that affects pick up \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Picture and Video Release**

My child, \_\_\_\_\_, may be photographed or video-taped while in the Latchkey program for use in posters, video presentations, slide presentations or class work that will be used for the promotion of the Latchkey program.

\_\_\_\_\_  
Signature Parent/Guardian

\_\_\_\_\_  
Date

**Permission to Walk Over to St. John Parish Gymnasium**

Child's Name \_\_\_\_\_

I give my child permission to walk over to St. John Parish with the Ubly Community Schools Latchkey program to play in the gymnasium.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Name

**Parent Notification of the Licensing Notebook Requirement**

**Child Care Organizations Act, 1973, Public Act 116**

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAP's developed on and after May 27, 2010, until the license is closed.

- This center maintains a licensing notebook of all licensing reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read the above statement issued by Ubly Community Schools Pre-School and Latchkey Programs

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date