



Public School 3

We soar We achieve

Myers, Principal

Papa McDonagh, Assistant Principal

Amtzis, Assistant Principal

June, 2023

Dear Parents and Guardians:

We are pleased to inform you that our school will offer a Self-Sustaining Latchkey Program for the 2023-2024 school year. The program begins on the first day of school, THURSDAY, September 7, 2023 for grades K-.5 The first day for PK will be on MONDAY, SEPTEMBER 11, 2023

The program operates Monday through Friday from the end of the school day to 6:00 p.m. The program does NOT operate when schools are closed. Parents are to make arrangements to pick up their child(ren) at P.S. 3 by 6:00 P.M. There will not be adult supervision after 6:00pm. Parents who are late more than three times in picking up their child(ren) will be asked to withdraw from the Latchkey Program. No exceptions will be made. The Latchkey program will continue to include time for snack which your child can bring and/or purchase, homework assistance, recreation, sports, board games, and/or arts and crafts. Your child will be supervised by experienced and licensed Department of Education staff who will conduct the program in a wholesome atmosphere. While attending the after school program, we expect your child to behave at all times and follow the rules as stated in the Chancellor's Regulations. It is the responsibility of the parent to review and reinforce with his/her child the standards of behavior established by the New York City Department of Education in the Chancellor's Regulations. In the event that a student's behavior presents a clear and present danger of physical injury to the student, other students or school personnel, **or prevents the orderly operation of the self – sustaining Latchkey Program, he/she may be removed from the program at the discretion of the Principal**

Your child will not be released to any person who is not listed on the emergency contact sheet (attached).

Every person must have photo ID when picking up a child.

*****NO CASH PAYMENTS WILL BE ACCEPTED FOR P. S. 3's LATCHKEY PROGRAM*****

If you are interested in having your child in our Latchkey Program, please send in a MONEY ORDER or PERSONAL CHECK in the amount of \$225.00 per child on or before, WEDNESDAY, JUNE 14, 2023 along with their completed application/contact information sheet. NO APPLICATION WILL BE ACCEPTED WITHOUT PAYMENT ATTACHED. Monthly payments for the remaining months of the program are due by the following dates :

Payment for the Month of:	Due By:
September 2023	June 14
October 2023	September 18
November 2023	October 11
December 2023	November 8
January 2024	December 6
February 2024	January 10
March 2024	February 7
April 2024	March 6
May 2024	April 10
June 2024	May 8
September 2024	June 12

Very truly yours,

Elmer Myers, Principal

Principal

2023-2024 Latchkey Program Application, Rules and Procedures: MAIN OFFICE, MRS. BARSALONA

I have read the information above and I understand that it is my responsibility to make arrangements to pick up my child at P.S. 3 by 6:00 P.M. I also understand that my child(ren) are expected to behave at all times and follow the rules of the Latchkey program consistent with the standards of behavior established by the New York City Department of Education in the Chancellors Regulations. I also understand in the event that my child's behavior presents a clear and present danger of physical injury to the student, other students or school personnel, **or prevents the orderly operation of the Latchkey Program he/she may be removed from the program at the discretion of the Principal.** I have also reviewed and made any necessary changes to my child's emergency contact information and I am aware of the posted monthly payment schedule.

I understand payment can only be accepted by MONEY ORDER or PERSONAL CHECK and MUST be received each month PRIOR to the month the student(s) attend our Latchkey Program. ***SEPTEMBER PAYMENT DUE, WEDNESDAY **** JUNE 14, 2023***** ALL PAYMENTS MUST BE MADE THE MONTH PRIOR TO YOUR CHILD/CHILDREN ATTENDING THIS PROGRAM*****

PARENTS/GUARDIANS will be responsible for any fees incurred on checks that do not clear \$35.00

Student (s) Name: _____

Parent's Signature: _____