

Where Kids Come First and Futures Begin



DAVISON COMMUNITY SCHOOLS

Dear Parents of Davison Community Schools latchkey students,

Welcome back to the beginning of a new school year. I would like to take a minute to update everyone on the Davison Latchkey registration and payment process. I am happy to report that latchkey registration and payments can all be done online through the Davison Community Schools website. This means that families will no longer need to come in for an appointment or create a third party account in order to make latchkey payments. The process for latchkey registration and payment is very simple and most importantly this electronic registration process helps us to ensure student safety with timely communication of student enrollment information such as emergency contacts, authorized pick up persons, medical information and transportation arrangements to each of the District's latchkey sites. You will find a detailed pricing and session schedule with deadlines for registration on the registration page. If you have ever registered for a district intersession or a DCER program, you will recognize that registering for latchkey follows the same process.

The following are instructions for pre-registering and registering for any of the ten latchkey sessions.

- Visit the Davison Community Schools Web Page and find the DCER tab at the top of the page. Hover over the DCER tab and a drop down will appear that says **Davison Latchkey**.
- Open the Davison Latchkey page and follow the instructions on how to **pre-register and register** for your child's 2019-2020 latchkey services. You must pre-register your child only once to ensure they are able to be registered for any of sessions 1-10.
- After carefully reading the latchkey page information, scroll to the bottom of the page to find the building that your child will attend in 2019-2020 and click on the + sign next to the name of the building. **Note that all students must attend their designated latchkey site**. When you choose your student's school building, details regarding the latchkey location will appear. The first time you register for latchkey, you will need to sign in or create an account and then follow the prompts to fill out the registration information.
- Once you register and pay for a session, your child/children's name will appear on the session's roster. Registered families will receive reminder emails to register and pay for each session. Once you register and pay for a session, your child/children's name will appear on the session's roster.

Students who are not on the latchkey registration roster will not be able to attend latchkey. This is a safety issue and would be a breach in Michigan's Child Care Licensing rules. Furthermore, there is no registration option during the middle of a session. This is due to safety, transportation, staffing, and more. If you do not register for a session, you will have to wait and register for the next session.

Latchkey sites have not changed. District sites for latchkey include Gates, Hahn, Hill, and Cardinal's Nest. Preschool, including GSRP and Cardinal's Nest 3 and 4 year olds, attend the preschool latchkey classroom at the Cardinal's Nest. Students from Thomson, Central, and Siple attend the school age classroom at the Cardinal's Nest and are bused to and from their respective school buildings. Child care licensing laws allows for us to only serve children between the ages of 3-12.

Susan Vamos
Early Learning Administrator

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www.davisonschools.org

If you have any questions regarding registration for Davison Community Schools Latchkey programming, you can call the Early Learning office at 591-0922.

Respectfully,
Susan Vamos
Early Learning Administrator

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