

**NEW & RETURNING TRANSITIONAL KINDERGARTEN - 5TH GRADE**  
**2019 - 2020 LATCHKEY STUDENT**  
**REGISTRATION/LOTTERY INFORMATION**

**+++ LOTTERY FORM DUE MARCH 14, 8:45 PM +++**

**REGISTRATION INFORMATION**

If you anticipate needing Latchkey for the Fall, 2019, you must submit a Registration/Lottery Form to the Gillham Recreation Center **NO LATER THAN March 14, 8:45 pm** to be eligible for the lottery (see Registration/Lottery Form on reverse side). Additional forms are available online at [hwmi.org](http://hwmi.org) and at the front desk of the Recreation Center. Eligible forms will be drawn in a lottery to determine program placement.

When selecting days for placement on the Registration/Lottery Form, please be mindful of the working families who may not have flexibility in their schedule. Select only the days of the week that you plan on your child attending. Additional days can be added during the school year, should space allow.

Once each classroom is full, students from the Lottery will be placed on a waiting list and contacted if/when space becomes available. Notification of placement and waitlist information will be emailed/mailed at the end of April.

Should spaces still be available after the lottery, walk-in registration (for those who missed the lottery) will begin May 2, 6:00 pm. At this time, the Recreation Department will also begin adding additional names to the waiting list for filled classrooms.

**IMPORTANT LATCHKEY INFORMATION**

**STATE LICENSING REQUIREMENTS**

The City of Huntington Woods Recreation Department provides before and after-school care designed to meet the needs of students entering kindergarten - 5th grade in a safe and healthy group setting. The program strives to provide quality care while also offering age-appropriate activities, and study opportunities for older children. Licensed by the State of Michigan for child care, both programs are held at the Gillham Recreation Center. It is our goal to accommodate everyone interested in the program however, due to State Licensing regulations, we are limited to a maximum number of students in each room.

**MINIMUM ONE DAY/WEEK REQUIREMENT**

Children must be pre-registered to participate in the program and require a minimum one day per week enrollment.

**VACATION & HALF DAYS**

During half-days and vacation days, a wide variety of activities and field trips are offered. Vacation and half-day enrollment is limited to the first 70 children enrolled for that day. An additional fee for each field trip will be charged.

**AFTER-SCHOOL LATCHKEY PICK-UP**

Only students in grades K - 1 registered and paid for Latchkey on that day will be picked up from Burton and walked to the Recreation Center.

**AFTER-SCHOOL CLASSES AND LATCHKEY**

Should you enroll your child in an after-school class or activity, he/she will go to Latchkey, get checked in and given a snack, and then be escorted to the class. Your child will be returned to Latchkey until check out. The hourly after-school rate is not reduced if your child attends a class.

**For more information contact Latchkey Director,  
Lisa Anderson at 248.541-3030 or [landerson@hwmi.org](mailto:landerson@hwmi.org).**

# 2019-20 LATCHKEY REGISTRATION/LOTTERY FORM

*See reverse side for Latchkey information.*

## INSTRUCTIONS: IMPORTANT! PLEASE READ BEFORE COMPLETING FORM

1. One child per form. Copies are welcome. Additional copies available at the Recreation Center or HWMI.org.
2. Minimum one day per week enrollment required.
3. When selecting days, please be mindful of those families who may not have flexibility in their schedule. Select only the days of the week that you plan on your child attending. Additional days can be added during the school year, should space allow.
4. **A DEPOSIT OF \$65 IS REQUIRED FOR EACH CHILD BEING REGISTERED FOR PM OR AM + PM LATCHKEY. IF ATTENDING ONLY BEFORE SCHOOL (AM), A DEPOSIT OF \$25 IS REQUIRED FOR EACH CHILD. ONE CHECK PER FAMILY PLEASE. Make checks payable to City of Huntington Woods.**
5. Sibling registration form + check should be mailed together in one envelope.
6. Registration Form must be POSTMARKED or DROPPED OFF at the Gillham Recreation Center by March 14, 2019, 8:45 pm. Late forms will be returned to sender.
7. Applications received by the March 14 deadline will be placed in the lottery. Drawn applicants will be placed in the appropriate grade/room as indicated on the Registration Form. Once each grade is full, students will be placed on a waiting list and contacted if space becomes available.
8. Notification of placement and waitlist information will be emailed/mailed by the end of April.
9. Walk-in registration for any remaining spaces will begin May 2, 6:00 pm.

## PARTICIPANT INFORMATION

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_ Grade 2019-2020 \_\_\_\_\_

Child's Address \_\_\_\_\_

Parent's Name \_\_\_\_\_ Parent's Name \_\_\_\_\_

Cell # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail \_\_\_\_\_ E-mail \_\_\_\_\_

PLEASE CHECK THE ANTICIPATED DAY(S)/TIME YOU WILL NEED AFTER-SCHOOL LATCHKEY:

Monday  Tuesday  Wednesday  Thursday  Friday

3:15 - 4:30 pm  3:15 - 6:00 pm

Will you utilize Before School Latchkey (7:00 - 8:00 am)  YES  NO  
Will you utilize Before School Latchkey (7:00 - 8:00 am) ONLY  YES  NO

**MAIL OR DROP OFF BY THURSDAY, MARCH 14, 8:45 PM**

**GILLHAM RECREATION CENTER**

**26325 SCOTIA RD, HUNTINGTON WOODS, MI 48070**