

Dear Latchkey Families

Dublin City Schools has announced a remote learning model for in person students on Wednesday, February 24, Thursday, February 25, and Friday, February 26.

Dublin Latchkey will be offering services for currently enrolled children attending latchkey in the Hybrid Model at no additional charge for these 3 days.

Dublin Latchkey will provide additional services for children already enrolled in a latchkey program, ***ONLY during the times that your child would typically be in the classroom at school.*** You are not able to add additional sessions outside of the Hybrid School Latchkey sessions that you are not already enrolled in.

Example 1: Your child is enrolled in latchkey during the 7:00-8:30AM session, **attends school from 8:30-11:30AM.** Returns to latchkey from 11:30 AM-4:00 PM. In this example, your child could attend latchkey during the **Hybrid AM School Session from 8:30 AM- 1:00PM.** You would be required to pick your child up by 4:00 PM.

Example 2: Your child is enrolled in latchkey during the 7:00-8:30 AM session only. Your child could attend latchkey during the **Hybrid AM School Session from 8:30 AM – 11:30 AM** (the time your child would typically be at school in the classroom.) You would be required to pick your child up by 11:30 AM.

Example 3: Your child is enrolled in latchkey during the 4:00 -6:00 PM session only. Your child could attend latchkey during the **Hybrid PM School Session from 1:00 PM- 4:00 PM** (the time your child would typically be at school in the classroom.) You would be required to pick your child up by 6:00 PM.

Example 4: Your child is enrolled in latchkey during the 7:00-8:30AM session, the Hybrid AM School Session from 8:30 AM- 1:00PM. **attends school from 1:00-4:00PM.** Returns to latchkey from 4:00- 6:00 PM. In this example, your child could attend latchkey during the **Hybrid PM School Session from 11:30 AM- 4:00PM.** You would be required to pick your child up by 6:00 PM.

Please review the important information

1. **Sign Up Process-** In the next few days the teachers at your school will ask you to confirm the days and latchkey sessions you will need your child to attend Feb 24, Feb 25, and Feb 26 or if you will not need our services at all during these three days.
2. **Breakfast and Lunch-** Breakfast and lunch ***will not*** be provided by the schools for these three days. You will be required to pack a breakfast and/or lunch for your child if they will be attending latchkey during breakfast and lunch times.
3. **Consolidating Programs-** In an effort to ensure we have enough staff at each building we are consolidating some smaller programs into one building. These are the programs that will be consolidated for the three days:

Indian Run students will be dropped off and picked up at Thomas ES

Olde Sawmill students will be dropped off and picked up at Chapman ES

Wright students will be dropped off and picked up at Riverside ES

4. **Office Closed**- the Dublin Latchkey office will be closed on Friday, February 26

5. **Inclement Weather**- in the event that the elementary school buildings are closed due to inclement weather, ALL Dublin Latchkey programs would be closed.

The safety of the children in our programs is *always* our number one priority. We will make every effort to practice the safe social distancing guidelines of 6 feet, however, with the possible increase in the number of students that will be attending the programs, latchkey may have to implement a minimum of 3 feet social distancing. Masks will be required to be worn at all times with the exception while eating.

Thank you for your patience and attention to this important information. We are happy to serve you! Please contact your school's Site Director if you have additional questions.