



# LATCHKEY TIPS FOR STUDENTS

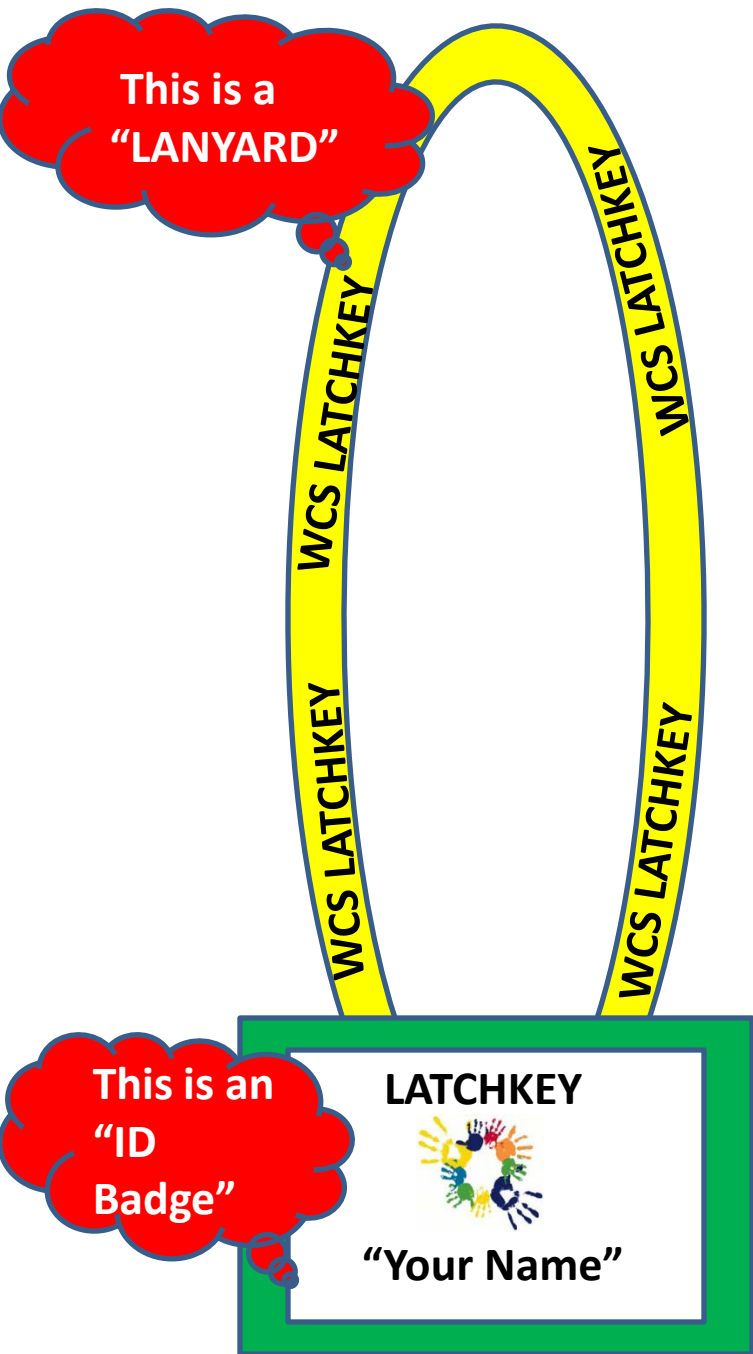


**Check out the new Latchkey Logo!**

**When you see this sign, think:**

**“LATCHKEY”**

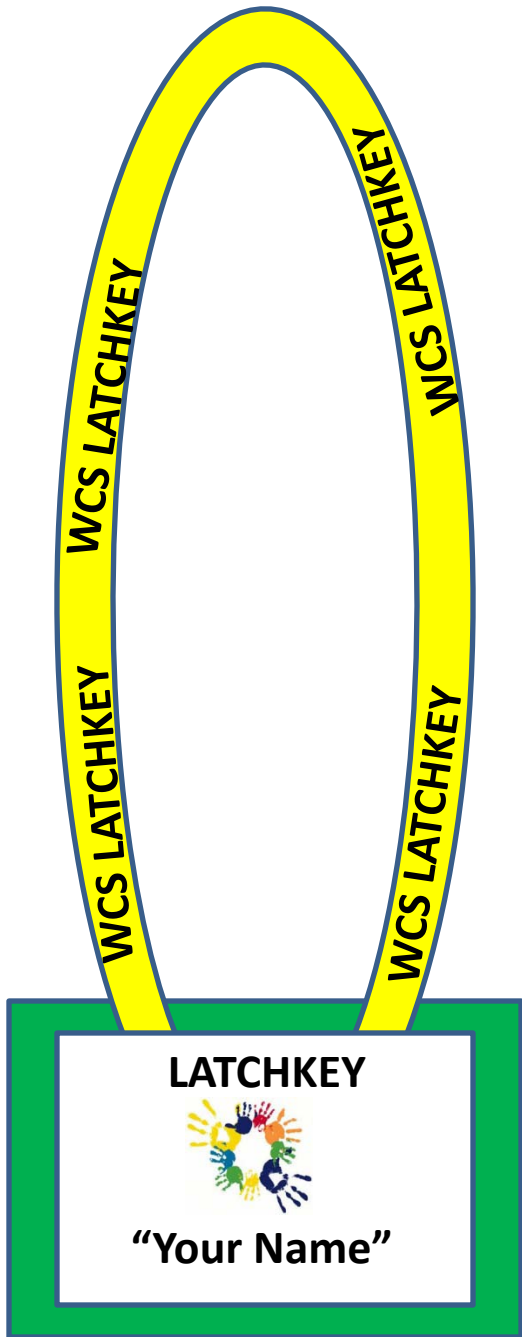




**This year you will be given an ID latchkey badge and lanyard.**

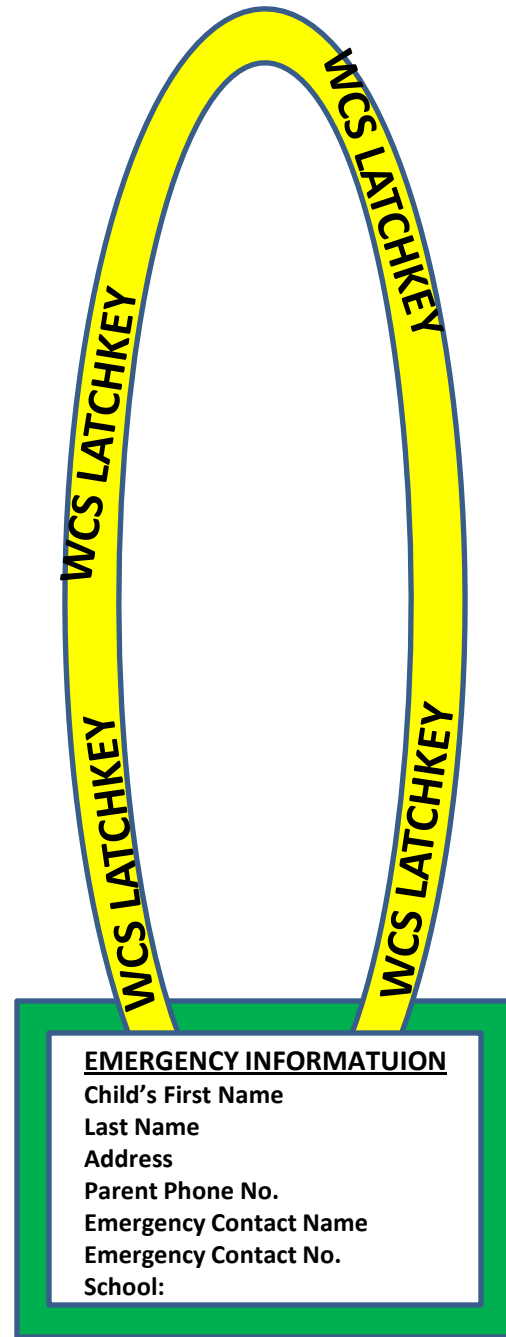
**Get in the habit of wearing this every time you go to afternoon (PM) latchkey.**

**Mom or Dad can print your name on the front. Be sure to use a permanent marker.**



Help Mom and Dad remember to keep all important phone numbers current on the back of your ID badge!

If you need a new sticker, ask your Caregiver.



**When school is finished for the day, follow these 3 steps:**



## **STEP 1:**

**Put on your ID Badge when you get ready to go to PM Latchkey.**

# STEP 2:

**Look for the Latchkey Sign and stand in line. Other friends will be riding the bus with you to the afternoon PM Latchkey school. An adult will walk you to the correct bus.**



# STEP 3:

When school is dismissed, walk to the bus with the sign: PM LATCHKEY BUS .



# When you arrive at your PM Latchkey School:

1. Sit in your bus seat until your Caregiver arrives to help you off the bus.



2. Walk quietly with your Caregiver into school.



3. Stand in line patiently while your Caregiver takes attendance using a key pad.





## 5 Easy Latchkey Tips:



- #1. Active Listening when Caregivers and Bus drivers are speaking.**
- #2. Wear you ID Badge and Lanyard every time you go to PM Latchkey!**
- #3. Follow all school and bus rules.**
- #4. Help mom and dad remember to sign-in and out on the PIN PAD.**
- #5. Smile in friendship! You're going to make a lot of new friends!**