



2013-2014 REFERENCE GUIDE

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2013-2014 REFERENCE GUIDE CHANGES

The purpose of this page is to provide a convenient way to quickly find the latest yearly changes and updates that have been made to your guide.

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CLOSING

For your convenience, The Latchkey Center will not follow the same holiday schedule or delays/closings (caused by weather conditions) as the Susquehanna Township School District. Closing and delays will be based on how safely our staff and children can travel. Notifications of delays and closings will be made available on TV 27 NEWS WHTM and their website, www.abc27.com. Clients can also call The Latchkey Center for updates.

Center Closings

(Note: for holidays that fall on a Saturday, we will be closed the Friday prior, if holiday falls on a Sunday we will be closed the following Monday)

- **Labor Day** **Monday, September 2, 2013**
- **Thanksgiving Day** **Thursday, November 28, 2013**
- **Day after Thanksgiving** **Friday, November 29, 2013**
- **Winter Break** **Monday, December 23, 2013**
- **Christmas Eve** **Tuesday, December 24, 2013**
- **Christmas Day** **Wednesday, December 25, 2013**
- **New Year's Eve** **Tuesday, December 31, 2013**
- **New Year's Day** **Wednesday, January 1, 2014**
- **Martin Luther King, Jr. Day** **Monday, January 20, 2014**
- **Good Friday** **Friday, April 18, 2014**
- **Memorial Day** **Monday, May 26, 2014**
- **Summer Camp Prep** **Friday, June 13, 2014**
- **Independence Day** **Friday, July 4, 2014**

- **School Year Prep** **Mon-Fri, August 18-22, 2014**

GENERAL INFORMATION

TIMES OF OPERATION

* School Year (August to June): open 6:30a.m. - close 8:30a.m. | open 3:30p.m. - close 6:00p.m.
Summer (June to August): open 6:30a.m. - close 6:00p.m.

*Director meeting times during daytime closings can be made available by appointment.

GROUPS

Red Group – younger group, grades 1-2

Blue Group – older group, grades 3-5

Red group and blue group will be separated at all times with the exception of summer field trips and beginning and end of the day (due to low number of children remaining at the center).

CONTACT INFORMATION

Jamaal Laing - Owner/Director

The Latchkey Center
2330 Vartan Way
Harrisburg, PA 17110

www.thelatchkeycenter.com

phone: 717-526-0411

fax: 717-526-0412

e-mail: info@thelatchkeycenter.com

Note: The Latchkey Center is licensed through the Pennsylvania Department of Public Welfare. Therefore, all rules and regulations set by the state will be practiced and followed by the facility. For information on PA DPW regulations for child care facilities, visit www.dpw.state.pa.us

DAILY SCHEDULES

School Year Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
*3:35 p.m.	Blue Group Arrival	Blue Group Arrival	Blue Group Arrival	Blue Group Arrival	Blue Group Arrival
*3:45 p.m.	Red Group Arrival	Red Group Arrival	Red Group Arrival	Red Group Arrival	Red Group Arrival
4:00 p.m.	Homework Time	Homework Time	Homework Time	Homework Time	Homework Time
4:15 p.m.					"Free Time"
**4:30 p.m.					
5:00 p.m.					
5:30 p.m.	Groups Merge	Groups Merge	Groups Merge	Groups Merge	Groups Merge

Note: Portions of homework time may be substituted with specialized focuses on particular areas such as "reading time".

* Bus arrival times are given by the Susquehanna Township School District and may not always be exact depending on route traffic, etc. Also, please note that directly following arrival children will be given their afternoon snack.

** Children may spend their free time playing outside, depending on weather conditions (see Outdoor Play page).

Summer Schedule

Organize Group Athletics

Rather than our previous offering of one sport clinic for children to participate in, we will now have Organize Group Athletics (OGA) for all children. This change will enable the children to be exposed to a wide range of sports throughout the summer. OGA will introduce children to rules and skills of various sports; the goal will be to improve their knowledge and ability in each covered sport. Guest instructors and speakers with expertise in particular sports will routinely come in to assist us with OGA. With each new year, some sport selections may change. Below is a list of possible sport selections.

- Baseball
- Basketball
- Football
- Cheerleading
- Track & Field
- Martial Arts (karate, judo, tae kwon do, etc)
- Soccer
- Table Tennis
- Wrestling
- Rugby

Please note that sports selections are not limited to those that are listed.

Note: Weeks where children will not be attending a field trip, Water Day will be offered. Due to the busy adjustment period of the first and last Fridays of the Summer Program, Water day will not be available during these weeks.

Summer Schedule (Red Group):

	Monday	Tuesday	Wednesday	Thursday	Friday
6:30 a.m.	Children's Varied Arrival Time				Field Trip Or Water Day
7:00 a.m.					
7:30 a.m.					
8:00 a.m.					
8:30 a.m.					
9:00 a.m.	Outdoor Play				
9:30 a.m.	Organized Group Athletics				
10:00 a.m.	Indep. Indoor Play	Ice Cream	Independent Indoor Play		
10:30 a.m.					
11:00 a.m.	Lunch	Indep. Indoor Play	Lunch		
11:30 a.m.		Grade Prep.			
12:00 p.m.	Group Games & Activities	Lunch	Group Games & Activities	Group Meetings	
12:30 p.m.	Shared Reading		Indep. Reading	Grade Prep.	
1:00 p.m.	Indep. Indoor Play	Indep. Indoor Play	Arts & Crafts	Indoor Fitness	
1:30 p.m.					
2:00 p.m.	Computer Learning		Intro to Spanish	Indep. Indoor Play	
2:30 p.m.	Outdoor Play				
3:00 p.m.	Snack				
3:30 p.m.	Children's Varied Pick-Up Time				Movie
4:00 p.m.					
4:30 p.m.					
5:00 p.m.					
5:30 p.m.					
6:00 p.m.	Center Closed				

Summer Schedule (Blue Group):

	Monday	Tuesday	Wednesday	Thursday	Friday
6:30 a.m.	Children's Varied Arrival Time				Field Trip Or Water Day
7:00 a.m.					
7:30 a.m.					
8:00 a.m.					
8:30 a.m.					
9:00 a.m.	Organized Group Athletics				
9:30 a.m.	Outdoor Play				
10:00 a.m.	Indep. Indoor Play	Ice Cream	Independent Indoor Play		
10:30 a.m.					
11:00 a.m.	Lunch	Indep. Indoor Play	Lunch		
11:30 a.m.		Indep. Academics			
12:00 p.m.	Group Games & Activities	Lunch	Group Games & Activities	Group Meetings	
12:30 p.m.	Reading		Shared Reading	Indep. Academics	
1:00 p.m.	Indep. Indoor Play	Arts & Crafts	Indep. Indoor Play	Indoor Fitness	
1:30 p.m.					
2:00 p.m.	Intro to Spanish	Computer Learning		Computer Learning	
2:30 p.m.	Outdoor Play				
3:00 p.m.	Snack				
3:30 p.m.	Children's Varied Pick-Up Time				Movie
4:00 p.m.					
4:30 p.m.					
5:00 p.m.					
5:30 p.m.					
6:00 p.m.	Center Closed				

OUTDOOR PLAY

The Latchkey Center outdoor play area is located directly beside our building and surrounds The Calvary Independent Church located at 3201 N. Progress Avenue. The field is a safe non-public field.

Twenty-five children max will be on the field at one time, with appropriate supervision in accordance to PA Department of Public Welfare standards.

During October through March, field usage will drop significantly do in part to weather conditions*

Weather conditions that will hinder outdoors play is as follows:

- Temperature below 45 degrees and exceeding 90 degrees **
- Rain, Sleet, Hail, or any other form of precipitation
- Little to no sunlight
- Hazardous winds

* *During these months, temperature is usually below 45-degree requirement.*

** *Exceptions will be made on special occasions for snow play, when temperature is little below 45-degree requirement and water play, when temperature is just a little above the 90-degree restriction.*

Pick-Ups During Outdoor Play Times

When picking children up from outdoor play area, parents have two options of parking locations.

Church Parking Lot Pick-Up: Parents can park their vehicles in the Calvary Independent Church parking lot, the child will then be directed to their parent's vehicle.

Center Parking Lot Pick-Up: Parents desiring to leave their vehicle parked in the center's parking area will be asked to walk across to the play area and personally pick their child up from the field.

Parents will be asked to always sign their child out whether by first picking their child up from the play area, then returning to the center, or by first signing out at the center then picking their child up outside. In attempt to provide the most convenience to parents as possible, group outdoor playing times during the summer can be viewed in the Daily Schedules section of the reference guide.

TUITION FEES

(NOTE: TUITION INCLUDES CHILDREN'S MEALS, SNACKS, SUPPLIES, FIELD TRIPS, & SPORT CLINICS)

The Latchkey Center is a proud participant of Child Care Information Services. The Latchkey Center pricing policy for CCIS participants can be found in our Child Care Information Services section. Call your local provider for more information.

Full-Time School Year - \$90.00 per week

(Full-Time includes both a.m. and p.m. services)

P.M. Part-Time School Year - \$75.00 per week

(P.M. Part-Time is considered after school care (p.m.) only)

A.M. Part-Time School Year - \$65.00 per week

(A.M. Part-Time is considered before school care (a.m.) only)

Summer Full-Time – \$160.00 per week

Summer Part-Time – \$145.00 per week

(This part-time is considered as 4 days out of the week)

Summer Part-Time (Three or Less) – \$115.00 per week

(This part-time is considered as 3 days out of the week or less)

Discounts

The Latchkey Center Sibling Discount - \$10.00 off weekly tuition

(Applies to oldest child who has a younger sibling currently attending The Latchkey Center)

The Latchkey Center Summer Sibling Discount - \$20.00 off weekly tuition

(Applies to oldest child who has a younger sibling currently attending The Latchkey Center during the summer)

The Latchkey Center Referral Discount – 100% off of your child's week tuition (up to \$90.00 value)

(Applies to child of parent who has referred new parent)

Discount will be applied to the week that will follow the 90 day period that referred child has been enrolled. Failure to complete 90 day enrolled period will result in no discount. If discounted week falls into Summer Program time period, discount will be equivalent to the year's school year tuition rate.)

Vacation Time Discount – 50% off of a week's tuition (twice a year)

(Applies to all children enrolled)

Parents can schedule with director two weeks off out of the year that child may not be attending center due to vacation or any other personal reasons. Discount will then be applied to week's tuition that follows scheduled week off. Director has to be notified of planned week off at least two weeks prior to child's vacation. If for any reason child attends center any day out of scheduled week off, no discount will be granted. Director reserves the right to refuse any requested week off. Refusal may occur if requested time has already been requested by a number of other parents.)

Note: Full tuition will still be required during weeks of holidays, closings due to weather conditions, or days missed by child not during their "Vacation Time."

Child Care Information Services (CCIS)(Child Care Network)

Client Co-Pay – To be determined by CCIS (varies from client to client)

When eligible for their services, CCIS agrees to pay a percentage of your weekly tuition. The remaining percentage is then your responsibility. This amount is considered your co-pay.

Ceiling Rate Difference – \$10.00 per week (school year) \$30.80 per week (summer)

Child Care Network sets a rate for school-age children for both the school year and the summer. The rate is the amount of tuition their willing to pay a percentage of. This rate is considered their ceiling rate and is presently \$80.00 per week for the school year and \$129.20 for the summer. This means as a participant you are required to pay your usual percentage of the tuition (your co-pay) and the difference between The Latchkey Center tuition charge and the ceiling rate.

Example: John Doe is a child care network participant with a child enrolled at The Latchkey Center. His child will need full-time care (5 days a week) during the summer. His child has a co-pay of \$15.00. John Doe's summer rate will be 45.80 per week.

Break-Down of Example:

	160.00 (full time Latchkey Center rate)
-	129.20 (ceiling rate)
<hr/>	
	30.80 (difference)
+	15.00 (child's co-pay)
<hr/>	
	45.80

Blended Rate Agreement

To better serve you, The Latchkey Center and CCIS established an agreement which will allow all CCIS participants to receive extended day service during the school year free of charge. For more information about our extended day services, see *Extended Day Charge* located on page 12.

Note: Client co-pays and Ceiling rates are subject to change at anytime deemed necessary by CCIS. In the event that such changes take place, clients are responsible for newly determined amount dated back to whichever date made effective by CCIS. Please note that this will hold true with or without notice from The Latchkey Center, as such changes will be readily provided by CCIS.

Additional Charges

Extended Day Charges (during school year)

Enrolled Clients

When Susquehanna Township has school closings (due to weather conditions, holidays, or any other day off) we will offer a full day service for our enrolled children. Openings during inclement weather will occur if weather conditions are suitable for staff and children to travel safely. Openings during holidays will be limited to those that aren't already observed by The Latchkey Center schedule (see Closings). The additional charge for each extended day will be \$15.00. There will be a sign-up sheet available a week prior to school closing days for parents who wish to utilize the extended day service. Parents of children who utilized extended day service, but failed to sign up will still be charged the additional fee, which will be applied to the child's following week tuition. Fee will be waived during weeks where the facility is open for three days or less due to closings.

Non-Enrolled Clients

This service is also available for clients who may not be enrolled at the time service is provided, but been previously enrolled during a prior session. For such clients, a \$35.00 amount is due prior to when service is provided.

CCIS Clients

(see *Blended Rate Agreement* in the Child Care Information Services section page 11)

Late Tuition Charge

Tuition will be due by 6:00 p.m. Friday of the previous week. A charge of \$15.00 will be added to your account if payment for week's tuitions is not received by 8:30 a.m. the following Monday. An additional charge of \$30.00 will be added to your account if a payment arrangement has not been made with director within a week's time. Failure to contact director regarding late payments within two-week period may result in interruption of service until problem is resolved. Lastly, if no attempts have been made to resolve late payment issue, The Latchkey Center will be forced to turn account over to contracted collection agency. In the event that this may occur, parent will also be responsible for any additional service fees including but not limited to attorney fees that The Latchkey Center may incur.

Late Pick-Up Charge

A late charge of \$10.00 cash will have to be paid to the remaining staff member for children picked up after 6:00p.m. For each additional 5 minutes exceeding close, an additional \$10.00 charge will be added. In addition, due to policies enforced by our building's landlord, The Latchkey Center staff must be out of the building no later than 6:30 p.m. Failure to do so will result in a \$45.00 charge on every hour exceeding 6:30p.m that is required from our center. Therefore, in the event that a child is picked up anytime after 6:30p.m, parent is responsible for not only paying aforementioned late charge, but also the \$45.00 building charge.

Returned Check Charge

If our bank informs us of a check that has to be returned due to insufficient funds, a \$30 service charge along with the amount of the check will be required immediately. If this occurs in more than two instances it will be required that all future payments are paid in the form of cash or money order.

Early Child Withdrawal Charge

If child withdrawals from our program without 2 weeks notice, the parent/guardian of child will still be responsible for 2 weeks worth of child's tuition. No additional charge will be applied if director is informed of withdrawal, at least 2 weeks prior to withdrawal. If notification is made 1 week prior, parent will then only be responsible for one additional week's tuition. Failure to pay additional charge may result in account being turned over to contracted collection agency. In the event that this may occur, parent will also be responsible for any additional service fees including but not limited to attorney fees that The Latchkey Center may incur.

Additional Fees

Registration Fee:	\$30.00
The Latchkey Center T-Shirt (for summer field trips):	\$15.00

SAFETY PRECAUTIONS

Illness

If a child is displaying possible contagious illnesses such as vomiting, 101-degree or higher fever, rash, or pinkness and crusting of eye, you will be asked to pick your child up from the center. In addition, you may be asked to not bring your child back without a doctor's note. This will be done to insure both parents and facility that the center is safe from any contagious illnesses.

Emergency Contact Forms

Every six months emergency contact forms should be updated with any new numbers, addresses, or names of persons we may contact in case of an emergency.

Child Drop-Off & Pick-Up

The emergency contact forms should include the names of persons who have permission to pick your child up. In the event that the child is to be picked up by one of the people who has been granted permission, a picture I.D. must be presented before child is released. The Latchkey Center reserves the right to refuse the release of any child without the appropriate documentation and identification. In the event that this may occur, legal guardian(s) will still be responsible for pickup of their child.

All children at all times must be escorted into the center (actual facility) by parent or guardian when being dropped off. In addition, parents are asked to sign their child in by writing the current time and initialing the sign-in form that is provided in the general foyer area. This policy is to be followed as children are being picked up as well. Please note that enforcement of this policy is to simply insure the safety of our enrolled children.



To: All Parents
From: Jamaal Laing, Director

It is the policy of The Latchkey Center LLC. to not discriminate against any race, color, religion, national origin, sex, age, marital status, handicap, or Limited English Proficiency (LEP). An integral part of this policy is to provide equal opportunity for all persons who desire service from our facility.

Reasonable accommodations will be provided for children with disabilities (e.g. hearing, speech, vision, and/or mobility impairments). These methods include, but are not limited to, equipment redesign and use of provision of aides.

If you feel that you have become a victim of such discrimination, please file your complaint with:

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17105
772-7078 or 1-800-222-2117

Office for Civil Rights
Dept. of Health and Human Services
Suite 372, Public Ledger Bldg.
150 S. Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission
Harrisburg Regional Office
Riverfront Office Center
1101 S. Front St., 5th Floor
Harrisburg, PA 17104

PICTURE USE WAIVER
(PLEASE PRINT, SIGN, & RETURN TO CENTER)

The Latchkey Center will periodically use pictures taken at our facility for informative purposes only. Pictures including children will, at most, contain first names and grades only. However, if you would like us to restrict this information for your child please indicate it below .

- I would like my child's first name and grade be included in any content used.
- I would **NOT** like my child's first name and grade be included in any content used.
- I would **NOT** like my child's first name, grade, nor picture be included in any content used.

Printed Name of Parent/Guardian

Printed Name of Child(ren)

Parent/Guardian Signature

Date

PARENT/GUARDIAN COPY

The Latchkey Center 2013-2014 Reference Guide Agreement

I hereby acknowledge that I have read, understood, and agreed to all rules and policies set forth and stated in the Reference Guide.

Printed Name of Parent/Guardian

Printed Name of Child(ren)

Parent/Guardian Signature

Date

CENTER COPY
(PLEASE PRINT, SIGN, & RETURN TO CENTER)

The Latchkey Center 2013-2014 Reference Guide Agreement

I hereby acknowledge that I have read, understood, and agreed to all rules and policies set forth and stated in the presented Reference Guide.

Printed Name of Parent/Guardian

Printed Name of Child(ren)

Parent/Guardian Signature

Date



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