

LAINING YOUTH CLUB

2023 - 24 REFERENCE GUIDE

All Rights Reserved. No part of this work covered by the copyright may be reproduced or used in any form or by any means graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems – without the written permission of the publisher.

2023 - 24 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.

Closings - page 5

Membership Fees - page 10

Additional Charges - page 12

TABLE OF CONTENTS

I. CLOSINGS.....	pg 5
II. GENERAL INFORMATION.....	pg 6
Time of Operation	
Groups	
Contact Information	
III. DAILY SCHEDULE.....	pg 7
School Year Schedule	
Summer Schedule	
IV. OUTDOOR PLAY.....	pg 9
V. MEMBERSHIP FEES.....	pg 10
School Year Session Discounts	
Child Care Information Services (Child Care Network)	
Additional Charges	
VI. SAFETY PRECAUTIONS.....	pg 13

CLOSING

Hazardous Weather Closings

For your convenience, Laing Youth Club will not follow the same holiday schedule or delays/closings (caused by weather conditions) as the Susquehanna Township School District.

Weather closing and delays will be based on how safely our staff and children can travel. Announcements will be immediately available on laingyouthclub.com (current announcement section), also through voice messaging simply by calling Laing Youth Club during times of questionable weather.

Holiday/In-Service Closings

- **Labor Day** Monday, September 4, 2023
- **Professional Development** Monday, November 10, 2023
- **Thanksgiving Day** Thursday, November 23, 2023
- **Day after Thanksgiving** Friday, November 24, 2023
- **Christmas Eve (observed)** Friday, December 22, 2023
- **Christmas Day** Monday, December 25, 2023
- **Day after Christmas** Monday, December 26, 2023
- **New Year's Day** Friday, January 1, 2024
- **New Year's Eve (observed)** Monday, January 2, 2024
- **Martin Luther King, Jr. Day** Monday, January 15, 2024
- **Spring Break** Thursday, March 28, 2024
- **Spring Break** Friday, March 29, 2024
- **Memorial Day** Monday, May 27, 2024

- **Juneteenth** Wednesday, June 19, 2024
- **Independence Day** Thursday, July 4 - Friday, July 5, 2024

- **School Year Prep** *Monday, August 11 - Friday, August 22, 2024

*Please note, for family reasons, our facility will be closed an additional week rather than our standard one week closure prior to the start of school. This change is specific to this year's summer camp as we do not anticipate the change in schedule to carry into future years of service.

GENERAL INFORMATION

TIMES OF OPERATION

* School Year: 6:30a.m. - 8:30a.m. | 3:30p.m. - 6:00p.m.
Summer: 7:00a.m. - 6:00p.m.

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

GROUPS

Red Group – grades 1, 2, & 3

Blue Group – grades 4, 5, & 6

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

Laing Youth Club (formerly The Latchkey Center)
2330 Vartan Way
Harrisburg, PA 17110

www.laingyouthclub.com

phone: 717-526-0411

fax: 717-526-0412

e-mail: hello@laingyouthclub.com

Note: Laing Youth Club is licensed through the Pennsylvania Department of Human Services. Therefore, all rules and regulations set by the state will be practiced and followed by the facility. For information on PA DHS regulations for child care facilities, visit www.dhs.state.pa.us

DAILY SCHEDULES

School Year Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
*3:35 p.m.	Bus Arrivals	Bus Arrivals	Bus Arrivals	Bus Arrivals	Bus Arrivals
3:55 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
- Badminton
- Soccer
- Golf
- Lacrosse
- Rugby

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

Summer Schedule (Blue Group)

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 - 8:30 a.m.	Varied Arrival Times (independent indoor activities)				
8:30 a.m.	Outdoor Prep (restroom & drinks)				
9:00 a.m.	Organized Group Athletics (OGA)				
9:30 a.m.					
10:00 a.m.	Indep. Indoor Activities	Ice Cream	Independent Indoor Activities		
10:30 a.m.					
11:00 a.m.	Lunch	Indep. Indoor Activities	Lunch		
11:30 a.m.		Special Topics			
12:00 p.m.	Rest	Lunch	Rest	Rest	Rest
12:30 p.m.	Group Games & Activities		Group Games & Activities	Group Games & Activities	Group Meeting
1:00 p.m.	Indep. Indoor Activities	Rest	*Indep. Indoor Activities	Indoor Fitness	Make-Up/Open Block
1:30 p.m.		Arts & Crafts			
2:00 p.m.	Music	Special Topics			
2:30 p.m.	Outdoor Play				
3:00 p.m.	Snacks				
3:30 p.m.	Varied Departure Times (independent indoor activities)				Movie
4:00 p.m.					
4:30 p.m.					
5:00 p.m.					
5:30 p.m.					

Summer Schedule (Red Group)

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 - 8:30 a.m.	Varied Arrival Times (independent indoor activities)				
8:30 a.m.	Outdoor Prep (restroom & drinks)				
9:00 a.m.	Organized Group Athletics (OGA)				
9:30 a.m.					
10:00 a.m.	Indep. Indoor Activities	Ice Cream	Independent Indoor Activities		
10:30 a.m.					
11:00 a.m.	Lunch	Indep. Indoor Activities	Lunch		
11:30 a.m.					
12:00 p.m.	Rest	Lunch	Rest	Rest	Rest
12:30 p.m.	Group Games & Activities		Group Games & Activities	Group Games & Activities	Group Meeting
1:00 p.m.	Indep. Indoor Activities	Rest	Arts & Crafts	Indoor Fitness	Make-Up/Open Block
1:30 p.m.		*Indep. Indoor Activities			
2:00 p.m.	Special Topics	Indep. Indoor Activities			
2:30 p.m.	Outdoor Play				
3:00 p.m.	Snacks				
3:30 p.m.	Varied Departure Times (independent indoor activities)				Movie
4:00 p.m.					
4:30 p.m.					
5:00 p.m.					
5:30 p.m.					

OUTDOOR PLAY

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

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 Time

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

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

Center Parking Lot Pick-Up: Parents opting 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.

MEMBERSHIP FEES

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

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

Our billing and payment system is securely powered through Paypal™. Please note, point of sale cash and check payments are also accepted.

SCHOOL YEAR FEES

Before & After School \$100.00 per week

After School Only \$90.00 per week

Before School Only \$80.00 per week

School year membership is due weekly the Friday prior to service. Families have the option to be invoiced weekly, biweekly, or monthly preceding services received.

SUMMER CAMP FEES

Full-Timer \$150 per week
(discounted rate for children attending every offered week of summer camp)

Pick Your Week \$170 per week
(rate for children attending selected week(s) of their choice)

Pick Your Field Trip Week \$190 per week
(rate for children attending selected field trip week(s) of their choice)

Summer Start-up Fee (see Additional Fees on page 12) will be utilized to secure Summer Camp enrollment.

Summer Camp "Full-Timer" membership is due weekly the Friday prior to service. Families have the option to be invoiced weekly, biweekly, monthly, or in full (9 weeks) preceding services received.

"Pick Your Week" and "Pick Your FT Week" enrollees' payment can be made until the Friday prior to services for the week of your choice, if week is still available. Payment of desired week(s) will be utilized to secure services.

School Year Session Discounts

Laing Youth Club Sibling Discount - \$10.00 off weekly membership *
(Applies to oldest child who has a younger sibling currently attending Laing Youth Club)

Laing Youth Club Referral Discount – 100% off of your child's week membership (up to \$100.00 value)
(Applies to child of parent who has referred new parent)

Discount will be applied to the week that will follow the 30 day period that referred child has been enrolled. Failure to complete 30 day enrolled period will result in no discount.

Vacation Time Discount – 50% off of a week's membership (once a school year)
(Applies to all children enrolled)

Parents can schedule with director a week off out of the school 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.)

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 membership. The remaining percentage is then your responsibility. This amount is considered your co-pay.

Ceiling Rate Difference – \$0 per week (school year) \$0 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 they are willing to pay a percentage of. This rate is considered their ceiling rate and is presently covering amounts charged during both our school year and summer sessions. This means as a participant you are solely required to pay your usual percentage of the membership (your co-pay). Please note the information provided is what is currently presented by CCIS and subject to change. See statement at bottom of page for more information.

Blended Rate Agreement

To better serve you, Laing Youth Club 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 Laing Youth Club, as such changes will be readily provided by CCIS.

Additional Charges

Extended Day Charges (during school year)

Enrolled Clients (during times of standard closing policy enactment)

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 are not already observed by Laing Youth Club schedule (see Closings). The additional charge for each **full extended day will be \$20.00** and **\$10.00 for partially extended days** (due to early dismissals and delays). 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 (during times of standard closing policy enactment)

This service is also available for clients who may not be enrolled for school year services. For such clients, a yearly \$50.00 registration fee is due prior to when extended service is provided along with fee for services requested.

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, Laing Youth Club 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 Laing Youth Club may incur.

Late Pick-Up Charge

A late charge of \$10.00 cash or immediate card deduction will have to be paid for children picked up after closing time. For each additional 5 minutes exceeding close, an additional \$10.00 charge will be added.

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 Charges

School Year

If child withdrawals from our school year services without two weeks notice, the parent/guardian of child will be responsible for two weeks worth of child's tuition. No additional charge will be applied if director is informed of withdrawal, at least two weeks prior to withdrawal. If notification is made one week prior, parent will then only be responsible for one additional week's tuition.

Summer (full timers)

Parents receiving "Full-Timer" rate during Summer Camp wishing to withdraw prior to the end of Summer Camp will be charged an early termination fee of \$180.00. In addition, a penalty charge of \$20.00 per week for all previous weeks paid at the lower Full-Timer rate will be applied to account. 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 Laing Youth Club may incur.

Additional Fees

Summer Start-up Registration Fee: \$75.00 (\$25.00 for each additional child)

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.

COVID-19 POLICY & PROCEDURES: Please visit laingyouthclub.com/announcements for specific information regarding the latest policy and procedures enforced at Laing Youth Club concerning the COVID-19 pandemic. Parents and families unable to gain internet access may request printed copies of current policy and procedures.

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. Laing Youth Club 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 Laing Youth Club 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 Human Services
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)

Laing Youth Club 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

Laing Youth Club 2023 - 24 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)

Laing Youth Club 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



COPYRIGHT © 2024 by The Latchkey Center LLC.

All Rights Reserved. No part of this work covered by the copyright may be reproduced or used in any form or by any means graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems – without the written permission of the publisher.