Reminderville Athletic Club Latchkey Program Handbook

The Reminderville Latchkey Program serves families by providing before and after school care and activities for children enrolled in elementary school grades K – 6th for Twinsburg Students and K – 5th for Aurora students.

The Reminderville Latchkey Program is designed to include a variety of indoor activities, sports, crafts, games, and quiet time. Reminderville Latchkey Program is designed to be complimentary to the school experiences of the children, and possess a relaxed home – like experience.

Registration:

Completed packets, along with the non-refundable $25 registration fee, must be returned to the RAC before a child is considered registered. August tuition will be due by August 1st.

Registration Fees: Please see the fee schedule for complete information.

School Closing: The Reminderville Latchkey Program observes the school's emergency closing or weather related closing as announced on local news channels and by the school district's Blackboard Connect notification system. In the case of a two-hour delay, Reminderville Latchkey will be closed in the morning. Afternoons will not change.

The Reminderville Latchkey Program follows the school year calendar. If the School District is off The Reminderville Latchkey will be closed.

On school - planned days off, excluding snow days, we will offer day camp from 9:00 a.m. – 3:00 p.m. with the option of before/after care. This will be an additional cost from the Latchkey fees.

Attendance:

You must sign up for all five days of the week. In addition to our registration procedure, please contact the Twinsburg Transportation office at (330) 486-2348 or the Aurora Transportation office at (330) 954-2108 to inform the school district that your child will be participating in the Reminderville Latchkey Program. This is to ensure that your child has the proper transportation needs. **Reminderville Latchkey and School MUST be notified if your child is NOT going to be attending due to an absence or an afterschool activity, etc. Please call 234-212-9773 ext. 103.**

Communication:

Frequent and open communication with the Reminderville Latchkey staff is critical for the safety and well-being of your child.

- Remember to notify Reminderville Latchkey of
    - Any changes in home or work address or phone numbers.
    - When your child will be absent for any reason.
- Keep emergency phone numbers and persons designated to pick-up your child up-to-date.
- Contact the supervisor if you have any questions or concerns about your child's care or would like to discuss his/her progress.

Regularly scheduled attendance helps your child maintain good social involvement and develop a sense of security and familiarity with the program, environment, and staff.

Pick up and drop off Procedures at the Reminderville Athletic Club:

To ensure the safety of the children, ALL children must be walked into the Reminderville Latchkey classroom in the morning and signed in by an adult. ALL children must be picked up at the end of their day and signed out by an adult. **Reminderville Latchkey promptly ends at 6:00 p.m. After 6:00 p.m. a late fee of $2 per minute will be charged to you.**

Reminderville Latchkey staff must be notified of individuals authorized to pick up your child. A photo ID will be required for anyone who is picking up your child. Please notify the supervisor when there is a change in who is person authorized to pick up your child.

For the safety of the children, we ask that you not put the Reminderville Latchkey staff in the position of having to release any child into a seemingly unsafe situation. For example: persons (including parents) who appear to be under the influence of alcohol or drugs should not pick – up children. Also, children are never permitted to leave the program without being accompanied by an adult.

Program Goals:

1. To create a relaxed and comfortable atmosphere where children are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence, and respect for themselves and others.
2. To provide children a variety of developmentally appropriate activities, including expressive art, constructive and active play, science, crafts, sports, and reading.
3. To provide a caring staff, who show genuine respect for the children and have confidence in each child's potential and promote each child's self-esteem.
4. To create a stable environment that is inviting, comfortable, attractive, orderly, and manageable by the children and a happy, pleasant place to be.
5. To frame a schedule that allows time for each child to observe, reflect. and become involved in activities according to his/her own interests.
6. To provide individual guidance to children based on careful observation of each child's needs while keeping with program values.

Discipline and Guidance

At Reminderville Latchkey our goal is to assist children in developing inner discipline and self-control. To that end, we have established a few rules for the children. Program rules are clear and consistently enforced. It is important that parents, as primary molders of children's values, support and reinforce these rules with the child at home.

- Be respectful of staff and our environment.
- No fighting, hitting, kicking, bullying, etc.

- Use polite manners at all times
- Use school appropriate language – no insulting, cursing, or using inappropriate slang.
- Listen and follow directions

While attending Reminderville Latchkey, children will be guided, directed, and encouraged to follow the rules.

- The staff will act as limit setters: listening, clarifying, and supporting appropriate decision – making.
- The staff will model positive manners and language in communicating limits and providing guidance.
- The environment will be structured to help children remember the limits.
- Children will receive positive recognition for respecting the limits.

Consequences:

A child who is having difficulty with the program guidelines will be spoken with and redirected to an appropriate activity. If the child continues to have difficulty, he/she will be removed from the group for a brief timeout until he/she is able to return and deal with the situation in an appropriate manner.

For serious or recurring problems, the parent will be notified and receive a written incident report.

A child may be suspended from the program for serious or recurring difficulties. Parents will be notified of this suspension in advance.

If, upon return to the program following a suspension, the child's behavior continues to be inappropriate, enrollment will be terminated. Parents will be given written notification of the expulsion.

Health Policy:

In our efforts to create a happy and healthy experience for your child, please follow the guidelines below. Children who are ill will be more comfortable at home. If your child exhibits one or more of the following signs of illness, or is unable to participate in the activities, he/she should be kept home:

- Temperature at or above 100 degree
- Sudden skin rash
- Diarrhea and/or vomiting
- Severe cough
- Difficulty breathing
- Other illness

If your child becomes ill or is injured at Reminderville Latchkey, parents or another authorized adult listed on the emergency medical form will be notified and in most cases, will be sent home with the

responding adult. **Therefore, it is imperative that you keep information on the emergency medical form current and accurate.**

Accidents and Injuries:

As much as we would like to avoid them entirely, accidents do occasionally happen. Minor injuries will be reported to the parent at pickup. When an accident or injury occurs which requires First Aid, a report will be written by the staff on duty. One copy will be given to the parent and one will stay in the child's file.

For accidents of a serious nature, 911 will be called. The dispatcher directives will be followed until the paramedics arrive. We will attempt to notify the parents after calling 911 and will follow the information on the child's emergency medical form.

What to bring and what not to bring:

- Toys and treasures – this program does not discourage children from bringing toys and treasures from home. However, we ask that parents realize the items will provoke the curiosity of other children and may, in the course of the day, be thoroughly used. It would be wise to discuss this with your child beforehand. No toys should be brought to Reminderville Latchkey which would create financial or emotional trauma should they be lost or stolen (cell phones, iPad, etc.). Reminderville Latchkey will not be responsible for lost or damaged items. Please do not send play weapons or violent toys.
- Occasionally children will accidently take home some small objects. If you find a puzzle piece, blocks, or other small toys please return the item(s) to us.

Snack:

Children enrolled in the afterschool Reminderville Latchkey Program will be served a light snack. Some children may require a more substantial afternoon snack; therefore, children are permitted to eat additional foods from their lunch box. Parents may pack an extra snack, such as fruit, vegetables or yogurt. **Please be sure to notify Reminderville Latchkey of any known allergies.**

Payments:

Latchkey payments are due on the 20th of each month for the following month. There is a seven-day grace period. A $20 late fee will be added after the grace period has ended.

There will be a service charge of $25.00 for checks returned for any reason for non-sufficient funds. We do not resubmit checks. You must give a replacement check, pay with a credit card, or pay with cash for the amount of the returned check with the service charge added on within three days of notification. After the three-day period, if payment has not been made, your child will be discharged from the Latchkey Program until the account is paid in full. Your child's spot in the program will not be held past one weeks' time after being discharged. If there is a second returned

check for non-sufficient funds, your account must then be paid in cash or money order going forward.

No reimbursement will be issued for absences or membership cancellation. A one week notice to cancel membership must be submitted prior to next billing cycle.