

# Reminderville Athletic Club Latchkey Program Handbook

234.212.9773 x103



The Reminderville Latchkey Program serves families by providing before and after school care with activities for children enrolled in elementary school grades K – 6<sup>th</sup> for Twinsburg Students and K – 5<sup>th</sup> 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 a non-refundable \$25 registration fee, must be returned to the RAC before a child is considered registered. **Latchkey payment for Aug/Sept is due by August 13<sup>th</sup> 2021.**

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 closings as announced on local news channels and by the school district's Blackboard Connect notification system. **There will be no morning latchkey if there is a two-hour delay, however, buses will pick up two hours later than original pickup time at the RAC. Parents must remain with their child for bus pickup. No change to after school care.**

The Reminderville Latchkey Program follows the school year calendar. If both School Districts are off the Reminderville Latchkey will be closed. School's Out Day Camp is offered on specific school calendar days off (excluding snow days). Additional costs apply.

### **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 must be notified if your child will NOT attend Latchkey 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
  - **When your child will be absent for any reason.**
  - **Any changes in home or work phone numbers or email address.**
- 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.

### **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 the 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 \$5 will be charged. For every 15 minutes more another \$5 charged will be added. The late fee must be paid when you pick up your child that day.**

Reminderville Latchkey staff must be notified of individuals authorized to pick up your child. **A photo ID is required for anyone picking up your child. Including parents, grandparents etc.** Please notify the Supervisor when there is a change in authorization of pick up.

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.

### **Discipline and Guidance**

At Reminderville Latchkey our goal is to assist children in developing inner discipline and self-control. 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.
- Always use polite manners
- 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 by our staff.

### **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 received 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:**

**Unfortunately, we do not have an isolation area if your child is ill.**

**It is imperative that you keep information on the emergency medical form current and accurate.**

**Morning Latchkey:**

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. When your child arrives at morning latchkey and your child exhibits one or more of the following signs of illness, a parent or another adult listed on the emergency medical form will be notified for immediate pickup.

**Temperature at or above 100°**

**Sore Throat**

**Headache**

**Diarrhea and/or vomiting**

**Severe cough**

**Difficulty breathing**

**Other illness**

**Afternoon Latchkey:**

When your child arrives to Latchkey in the afternoon and exhibits one or more of the following signs of illness please see below, a parent or another adult listed on the emergency medical form will be notified for immediate pickup.

**Temperature of 100**

**Sore Throat**

**Headache**

**Diarrhea and/ or vomiting**

**Severe cough**

**Difficulty breathing**

**Other illness**

### **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. One copy will be given to the parent and one will stay in our files.

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 parents after call 911 and will follow information on the child's emergency medical form.

### **Electronics and toys: For the safety of the children**

**Cell phones are only to be used for playing games.** There is to be **No texting or phone calls.** If your child needs to get in touch with you, they may use our phone here at the RAC.

**No pictures or videos are to be taken.**

**We ask that there be no violent games being played on their devices.**

**If we feel that your child is doing/watching anything inappropriate, they will be asked to put their device away.**

**Please do not send any play weapons or violent toys.**

**Reminderville Latchkey will not be responsible for lost or damaged items.**

### **Snacks:**

**No snacks will be provided. Please pack a snack for your child. Children may not share food, candy, cookies, etc. with other children due to allergies. Please be sure to notify Reminderville Latchkey of any known allergies.**

### **Payments:**

Latchkey payments are due on the 1<sup>st</sup> of each month for the following month. A \$20 late fee will be added if payment is not received on the 1<sup>st</sup>. If payment is not received 3 days after the 1<sup>st</sup>, your child will be discharged from the program until payment is received. Please note, if your child is discharged, their spot will not be held.

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 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 week's 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, vacation, or Latchkey program cancellation. A one week notice to cancel Latchkey must be submitted prior to next billing cycle. Payment is accepted at the RAC via cash, check or credit card and by phone with a credit card. **Please make checks payable to: VILLAGE OF REMINDERVILLE.**