



# 2024 Latchkey Program Handbook



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 comfortable and safe environment.

**Registration:**

Completed packets, along with a non-refundable \$25 registration fee, must be returned to the RAC before a child is considered registered.

**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.

**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. 105.**

**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 charge 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:**

- Be always respectful of staff and our environment.
- Fighting, hitting, kicking, and bullying will not be tolerated.
- Use school appropriate language – Any use of profanity will not be tolerated. (Ex: insulting, swearing, or any use of inappropriate slang).
- Listen and follow directions given by supervisor(s)
- All children in the Latchkey Program are required to stay in the Latchkey Room or Gymnasium, unless instructed otherwise by the supervisor(s).
- Please do not send any play weapons or violent toys from home.
- Please make sure to clean up any items or materials used before leaving the room.

### **Consequences:**

A child who is having difficulty with the program guidelines will be handled appropriately by staff or director(s). Disciplinary action will take place depending on the situation and actions taken at the time of the incident.

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

The RAC reserves the right to terminate any child from the Latchkey program for any reason and at any time.

## **Levels of Disciplinary:**

1. Verbal Warning (Yellow Card) (Will be spoken to and redirected to another activity).
2. Timeout for 5 minutes (Red Card) (If same behavior persists and parent/guardian will be notified)
3. Incident Report/ Parent Notification (Blue Card) (If same behavior persists and violates RAC policies. Supervisor(s) will determine further actions).

- **Disciplinary Action applies to the following:**

- Talking back to staff, using inappropriate slang or profanity.
- Bullying, fighting, hitting, kicking, etc. any inappropriate physical activity.
- Destruction or misuse of RAC property.
- Leaves a designated area without a staff member or without any permissions.
- Disobeying any instruction given by a staff member.
- Throwing materials in the room
- Not cleaning up after use of any RAC supplies or materials.

**Health Policy:** 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**

- Cell Phone Use: Cell phones are only to be used for playing child-appropriate games. Texting and phone calls will not be permitted. If your child needs to get in touch with you, they may use our phone here at the RAC.
- Pictures or videos are not to be taken at any time.
- Laptop Use: Laptops are only to be used for homework or for playing child appropriate games.
- We ask that there be no violent games played on their electronic devices.
- Earphones: Any type of earphones are permitted for homework use only if needed.
- The Reminderville Latchkey will not be responsible for any lost or damaged items. In the event of loss, damage, or theft of personal property, the RAC is not responsible for financial reimbursement of said property."

### **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 1st, 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 the 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: CITY OF REMINDERVILLE.**

Reminderville Athletic Club  
3100 Glenwood Boulevard, Reminderville, OH 44087  
(234)-212-9773  
www.remindervillerac.com



I have read and acknowledged all Latchkey Program guidelines and policies stated by the Reminderville Athletic Club, and have reviewed them with my child.

Please sign and return this form to the Latchkey Room at your earliest convenience.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name