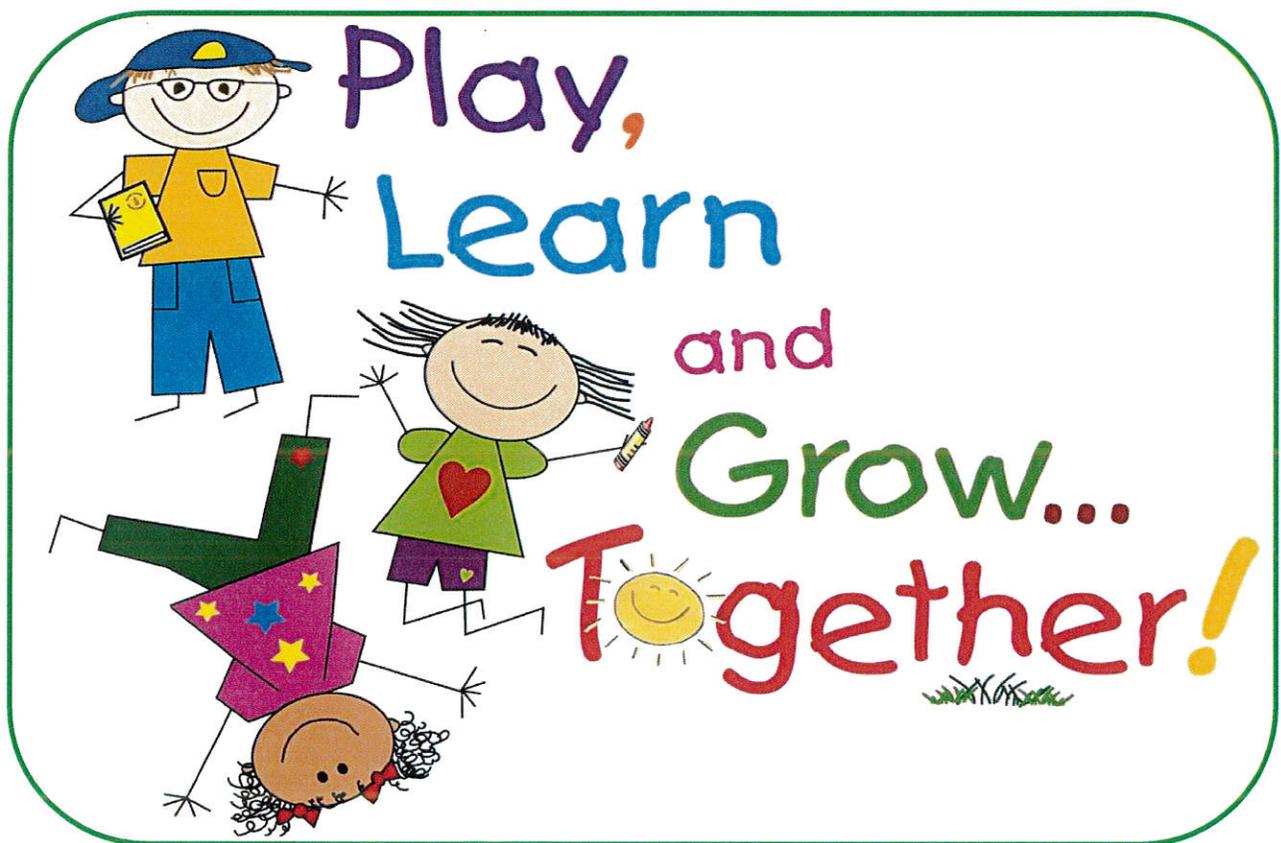


Reminderville Roadrunners Before and After School Latchkey Program Handbook



The Reminderville Roadrunner Program serves families by providing before and after school care and activities for children enrolled in elementary school grades K – 6th.

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

Registration:

Completed packets, along with the non-refundable registration fee and first month tuition fee, must be returned to the Reminderville Roadrunners office before a child is considered registered and can begin to attend.

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

Closing: The Reminderville Roadrunners 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 Roadrunners will be closed in the morning. Afternoons will not change.

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

Attendance:

If signing up for the Reminderville Roadrunners Program, you must sign up for all 5 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 Roadrunners Program. This is to ensure that your child has the proper transportation needs. Both Reminderville Roadrunners and School **MUST** be notified if your child is **NOT** going to be attending due to an absence or an afterschool activity etc.

Communication:

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

- Remember to notify Reminderville Roadrunners 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 Recreation Center:

To ensure the safety of our children, ALL children must be walked into the Reminderville Roadrunners 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. **Reminder that Reminderville Roadrunners 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 Roadrunners staff must be notified of individuals authorized to pick up your child. A photo id will be required when your

child is picked up. Please notify the supervisor when there is a change of person authorized to pick – up your child.

For the safety of the children, we ask that you not put the Reminderville Roadrunners 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 Roadrunners our goal is to assist children in developing inner discipline and self-control. To that end we have established a few basic 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 people, work and our environment.
- Be peaceful – 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 Roadrunners, children will be guided, directed, and encouraged to follow the rules.

- Program staff will act as limit setters: listening, clarifying and supporting appropriate choice – 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 playing within 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 time – out until he/she is able to return and deal with the situation in an appropriate manner.

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

A child may be suspended from the program for a serious or recurrent 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, we 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 Roadrunners, 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.**

Children who are not healthy enough to participate in a full day's activity, should remain home until they are up to active participation.

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 pick – up. When an accidents 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.

Parent Involvement:

We welcome and encourage parent involvement. We would like to incorporate parent’s special talents into the program as well as meet the parent’s needs whenever possible.

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 Roadrunners which would create financial or emotional trauma should they be lost or stolen (cell phones, iPad, etc.). Reminderville Roadrunners will not be responsible for lost or damaged items. Please do not send play weapons or violent toys.
- Occasionally children will take home some small objects. If you find a puzzle piece, blocks, or other small toys please return the item(s) to us. This is normal behavior for children.

Snack:

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