



2025/2026
Latchkey Program
Parent Handbook





2025/2026 LATCHKEY PROGRAM PARENT HANDBOOK

Welcome to the Reminderville Athletic Club 2025/2026 Latchkey Program. We are excited to meet and welcome back you and your child! Our Latchkey Program begins Monday, August 18, 2025 – Thursday, May 28, 2025. The Reminderville Latchkey Program serves families by providing before and after school care with activities for children enrolled in elementary school grades K–6th for Twinsburg Students. It is designed to include a variety of indoor activities, sports, crafts, games, and quiet time. It is also designed to be complimentary to the school experiences of the children and possess a comfortable and safe environment. Please review this handbook with your child and sign and date the last page of this document, and return to the Recreation Manager your first day of the program.

Contact Information

Recreation Manager: Kayla Pickens	Email: kpickens@remindervilleac.com
RAC Director: Jessica Rockhill	Email: jrockhill@remindervilleac.com
Reminderville Athletic Club	Phone: (234)-212-9773
RAC Youth Department	Phone: 234-212-9773 ext. 105.

Address

3100 Glenwood Blvd., Reminderville, OH 44087

Website

www.remindervillerac.com

Facility Hours

Monday-Friday: 5:30 AM – 8:30 PM | Saturday-Sunday: 8:00 AM – 7:00 PM

LATCHKEY PROGRAM TIMES	
Latchkey AM (Drop-Off)	6:30 AM – 8:30 AM
Latchkey PM (Pick-Up)	2:00 PM – 6:00 PM

LATCHKEY PROGRAM COSTS	
Enrollment Fee (One-Time Fee)	\$25 per child
Latchkey AM (Drop-Off)	\$200/Month per child
Latchkey PM (Pick-Up)	\$275/Month per child
Latchkey PM (Pick-Up) Late Fees	\$5/Every 15 minutes late per child
<i>*Please note that if your child is picked up later than the scheduled programming time, you will be charged a late fee at the time of pick-up.</i>	
LATCHKEY PROGRAM PRORATED COSTS	
Latchkey AM (Drop-Off)	August - <u>\$120 per child</u> December and April - <u>\$150 per child</u>
Latchkey PM (Pick-Up)	August - <u>\$175 per child</u> December and April- <u>\$210 per child</u>

Registration and Monthly Fees

Upon registration, a non-refundable \$25 registration fee is due to secure your spot. Please note that registration and monthly dues/fees are available online or in person.

To access our online registration portal, you can visit remindervillerac.com under the "Latchkey," tab and click the online registration link highlighted, or if using a mobile device, you may scan the QR Code and register or pay your monthly fees. If you choose not to pay online, you can register at the front desk during regular operating hours.



Latchkey payments are due on the 1st of each month for the following month. A \$20 late fee will be added if payment is not received on the 1st

Payments

Latchkey payments are due on the 1st of each month for the following month. A \$20 late fee will be added if payment is not received on the 1st. 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 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 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, vacation, or Latchkey program cancellation.

A one week notice to cancel Latchkey must be submitted prior to the next billing cycle.

Payment is accepted online or at the RAC via cash, check, or credit card and by phone with a credit card. Please make checks payable to: CITY OF REMINDERVILLE.

Attendance

You must sign up for all five days of the week, if you decide to not bring your child all 5 days, you will NOT be eligible to receive a prorated rate. In addition to our registration procedure, please contact the Twinsburg Transportation office at (330) 486-2348 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.

The Reminderville Latchkey Staff 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. If you know your child will not be dropped off or picked up on certain days consistently, please email Kayla Pickens, Recreation Manager at kpickens@remindervilleac.com and that will be relayed to all staff, and you will not be required to contact us each time your child will be not present.

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 Recreation Manager 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.

School Closings

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. If there is a school closure, our Latchkey Program will also be closed, and childcare will not be available.

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 the school district is off, the Reminderville Latchkey Program will be closed. To view the City of Twinsburg's 2025/2026 Academic School Calendar, visit remindervillerac.com under the "Latchkey," tab.

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.

What to Expect: Daily Activity Schedule

Please take the time to review our daily activity schedule with your child for the 2025/2026 school year. Your child will have the opportunity to eat their packed breakfast or snack (dependent on any allergies) at drop off for the morning and afternoon. They will also complete homework during quiet time for 30 minutes. After 30 minutes of quiet time, we will then transition into the next activities. Please note that your child will receive active play or gym time on all scheduled activity days.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(Latchkey AM) Free Play and Quiet/Snack Time	(Latchkey AM) Free Play and Quiet/Snack Time	(Latchkey AM) Free Play and Quiet/Snack Time	(Latchkey AM) Free Play and Quiet/Snack Time	(Latchkey AM) Free Play and Quiet/Snack Time
(Latchkey PM) 30 minutes Off the Bus Quiet Time/ HW & Snack Time	(Latchkey PM) 30 minutes Off the Bus Quiet Time/ HW & Snack Time	(Latchkey PM) 30 minutes Off the Bus Quiet Time/ HW & Snack Time	(Latchkey PM) 30 minutes Off the Bus Quiet Time/ HW & Snack Time	(Latchkey PM) 30 minutes Off the Bus Quiet Time/ HW & Snack Time
Whiz Kid Day and Book Mobile Activities <i>Sponsored by Twinsburg Library</i> (AM ONLY) Free Play <i>(Student’s Choice)</i> (PM ONLY)	Craft Day (AM & PM)	Group Gym Activity (AM ONLY) <i>Whiz Kid Wednesday and Book Mobile Activities</i> <i>Sponsored by Twinsburg Library</i> (PM ONLY)	Free Play <i>(Student’s Choice)</i> (AM ONLY) Group Gym Activity (PM ONLY)	Fun Friday Free Play Day OR Movie Day (AM & PM)

RAC Youth Department Discipline and Guidance **(Latchkey Program, Tot Express Care and Camps)**

- Be always respectful of staff, facility, program equipment 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 our youth programming are required to always stay within our designated areas.
- 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.
- Sharing food or personal belongings with other students are not permitted.

RAC Youth Department Consequences **(Latchkey Program, Tot Express Care and Camps)**

- 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 Youth Department (Tot Express Care, Latchkey Program and Camps) for any reason and at any time.

Levels of Disciplinary

In our youth programming, we report and document behavioral issues, and individuals not following policies, by using a behavioral card system and or incident reports. Please note that each student's cards reset on a weekly basis.

- **1. Exemplifies Good Behavior (Green Card)**
- **2. Verbal Warning (Yellow Card)**
 - Allowed up to Two Warnings – next offense moves to a red card.
 - Will be spoken to and redirected to another activity
- **3. Level 3 Disciplinary Action (Red Card)**
 - Allowed up to Two Offenses = Termination from program
 - Timeout for 5 minutes will be given and will sit out from any activities during that time. They will fill out a behavioral reflection form that will be used to assess the students' feelings, to self-reflect, redirect, and explain what they will do better next time. A parent
 - A parent/guardian will be notified, and an incident report will be given for each red card authorized to the student.
- **4. Termination from the Program (Blue Card)**
 - If same behavior persists and violates RAC policies.
 - Supervisor(s) will determine further actions

RAC Youth Department Disciplinary Action Applies to the Following:

(Tot Express, Latchkey Program and Camps)

- Failure to follow staff directions and any instruction
- Talking back to staff, using inappropriate slang or profanity
- Bullying, spitting, 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
- Throwing materials in the room, except those items designated for gym play in the gym.
- Not cleaning up after use of any RAC supplies or materials
- Shares or eats other students/participants food

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.

Administering Medication Policy: Please note that we do not have a nurse aid on site or any staff that is permitted to provide or administer any medication to your child. No child shall be in possession of any medication for any reason at any time while attending any RAC programming. If there is medication that needs to be given to your child, the parent/guardian of the child may administer the medication to them outside of programming areas.

➤ **Latchkey AM**

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

➤ **Latchkey PM**

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 911 is called and will follow information on the child's emergency medical form.

Electronics

- Cell Phone Use: Cell phones will not be permitted, unless given permission by Staff for an activity.
- Laptops are permitted for school usage only. If your child chooses to play games on the computer, it must be an educational game. YouTube or other social platforms will not be permitted for personal use at any time.
- 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.
- The Reminderville Athletic Club 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

- Snacks will be allowed if your child chooses to bring one. Our staff will not provide snacks on regular basis, unless on special occasions and holidays.
- Children may not share food, candy, cookies, etc. with other children due to allergies.
- Please be sure to notify staff of any known allergies.



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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.

Child's First and Last Name(s): _____

Parent Signature

Date: _____

Print First and Last Name

**Reminderville Athletic Club Staff Only* Office Use Only*

Date Received

Staff Member Name

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