REMINDERVILLE KIDS CLUB

ROUTE TO SUCCESS

BEFORE AND AFTER SCHOOL PROGRAM

2026/2027 SCHOOL YEAR



PARENT HANDBOOK

3100 Glenwood Blvd, Reminderville, OH 44087

Welcome to the Reminderville Kids Club Route to Success Program for the 2026-2027 school year! We are excited to welcome you and your child, whether you are joining us for the first time or returning. The program runs from Monday, August 17, 2026, through Thursday, May 27, 2027. Serving Twinsburg families and students in grades K-6, the program provides supervised care, school transportation assistance, quiet homework time, structured recreation and crafts, and opportunities to build confidence and friendships in a positive environment. Please review this handbook with your child, then sign, date, and return the last page to the Community Recreation Manager on the first day of the program. Your child may not participate until all required documents have been completed and submitted to Reminderville Kids Club staff.

Contact Information

Community Recreation Manager: Kayla Pickens
Email: kpickens@remindervilleac.com

Community Recreation Director: Jessica Rockhill
Email: jrockhill@remindervilleac.com

Reminderville Community Center
Phone: (234)-212-9773

Reminderville Kids Club
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

ROUTE TO SUCCESS PROGRAM TIMES	
RTS AM (Drop-Off)	6:30 AM – 9:00 AM
RTS PM (Pick-Up)	2:00 PM – 6:00 PM

ROUTE TO SUCCESS PROGRAM COSTS	
Enrollment Fee (One-Time Fee)	**$25 per child**
RTS AM (Drop-Off)	$300/Month per child
RTS PM (Pick-Up)	$375/Month per child
RTS PM (Pick-Up) Late Fees	**$5/Every 15 minutes late per child**
**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.*	
ROUTE TO SUCCESS PROGRAM PRORATED COSTS	
RTS AM (Drop-Off)	**August** - $150 per child **November/December/March-** $225 per child
RTS PM (Pick-Up)	**August** - $200 per child **November/December/March-** $300 per child

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 "Reminderville Kids Club," 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.

Payments

Route to Success Program payments are due on the 1st of each month for the upcoming month's care. *A $20 late fee will be assessed if payment is not received by the 1st. Beginning after the 1st of the month, an additional $5 late fee per day will be added to the account until the outstanding balance has been paid in full. If payment is not received 3 days after the 1st your child will be discharged from the program until payment has been received in full. 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 Route to Success 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 Route to Success program cancellation. A one week notice to cancel Route to Success must be submitted prior to the next billing cycle.
Payment is accepted online or in person at the Reminderville Community Center via cash, check, or credit card and by phone with a credit card. Please make checks payable to: CITY OF REMINDERVILLE.

Tax Information

If a parent/guardian requires tax information for childcare, dependent care, reimbursement, or tax filing purposes related to Reminderville Community Center youth programs, the Federal Tax ID Number is: **Federal Tax ID #: 34-1192275**
Parents/guardians requesting a list of eligible or potentially deductible program expenses for a specific tax year may contact or email the Reminderville Kids Club management team for additional documentation or account information.

What to Expect: Daily Activity Schedule

Please take the time to review our daily activity schedule with your child for the 2026/2027 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
(RTS AM) Free Play and Quiet/Snack Time **(RTS PM)** 30 minutes Off the Bus Quiet Time/ HW & Snack Time	**(RTS AM)** Free Play and Quiet/Snack Time **(RTS PM)** 30 minutes Off the Bus Quiet Time/ HW & Snack Time	**(RTS AM)** Free Play and Quiet/Snack Time **(RTS PM)** 30 minutes Off the Bus Quiet Time/ HW & Snack Time	**(RTS AM)** Free Play and Quiet/Snack Time **(RTS PM)** 30 minutes Off the Bus Quiet Time/ HW & Snack Time	**(RTS AM)** Free Play and Quiet/Snack Time **(RTS PM)** 30 minutes Off the Bus Quiet Time/ HW & Snack Time
Think Tank Activity and Book Mobile Activities *Sponsored by Twinsburg Library* **(AM ONLY)** ***Whiz Kid Activity OR Free Play*** *(Student's Choice)* **(PM ONLY)**	***Craft Day*** **(AM & PM)**	***Group Gym Activity*** **(AM ONLY)** ***Think Tank Activity and Book Mobile Activities*** *Sponsored by Twinsburg Library* **(PM ONLY)**	***Free Play OR Whiz Kid Activity*** *(Student's Choice)* **(AM ONLY)** ***Group Gym Activity*** **(PM ONLY)**	***Fun Friday! Free Play Day OR Movie Day*** **(AM & PM)**

Communication

Frequent and open communication with the Reminderville Kids Club Staff is critical for the safety and well-being of your child.

- Always remember to notify Reminderville Kids Club Staff of when your child will be absent for any reason.
- Any changes in home or work phone numbers or email address need to be updated within 24 hours with the management team.
- Keep emergency phone numbers and persons designated to pick-up your child up to date.
- Contact the Reminderville Kids Club supervisor if you have any questions or concerns about your child's care or would like to discuss his/her progress.

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 Route to Success Program**. This is to ensure that your child has the proper transportation needs.

The Reminderville Kids Club Staff must be notified if your child will NOT attend the RTS Program 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, Community 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.

We will be taking attendance digitally this year. The authorized parent/guardian pick up information that you have provided in your child's registration packet will be put on your child's account. Anyone that is not listed on the registration packet will not be authorized to pick up unless you have reached out to make any necessary changes to your child's authorized pick-up list.

Each parent/guardian will be sent a QR code via text from the Reminderville Community Center that you will use to check-in/out our child each day. **Please be aware that we do request a valid photo id upon pick up for verification purposes.** Your child will also receive a name tag and QR code to also check in/out.

Pick up and drop off Procedures at the Reminderville Kids Club

To ensure the safety of all children, they must be walked into or out of the Reminderville Kids Club Room and signed in or signed out by an adult member 18 years and older or by an authorized parent/guardian 18 years and older.

A valid photo ID is required for anyone picking up your child. This includes parents, aunts, uncles, grandparents etc. Please notify the Reminderville Kids Club supervisor whenever there is a change in authorization of pick up. For the safety of the children, we ask that you not put the Reminderville Kids Club 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 18 years and older.

Reminderville Route to Success PM Program 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 Kids Club staff must be notified of individuals authorized to pick up your child.*

School Closings

The RKC Route to Success Before and After School Program observes the Twinsburg and Aurora City School Districts emergency closings, or weather-related closings as announced on local news channels and by the Twinsburg and Aurora City School District's notification system. The Reminderville Kids Club follows the Twinsburg and Aurora City School Districts academic calendar. If there is a school closure, our Route to Success Before and After School Program will also be closed, and childcare will not be available. There will be no before care for the AM RTS Program if there is a two-hour delay, however, buses will pick up two hours later than original pickup time at our facility. Parents must remain with their child for bus pickup. No change to after school care. **If the school district is off, the Reminderville Route to Success will be closed.**

Inclement Weather Policy

In the event of severe or inclement weather and/or if the Twinsburg City School District or the Aurora City School District closes for severe/inclement weather, all Reminderville Community Center scheduled classes, programs, and administrative and operational meetings will be canceled to ensure the safety of our members, guests, and staff. This information will be communicated via the Reminderville Community Center website, text alert system, and social media outlets. The facility will remain open during regular operating hours unless otherwise stated as the Reminderville Community Center is a designated warming center for the residents of the City of Reminderville. The 24/7 Access will remain available to members 18 years and older. Members are encouraged to use their best judgement when deciding to visit. Please use extreme caution if you must be outdoors.

Divorce/Separation

If there is a custody problem that affects the care given to your child, the Reminderville Kids Club is legally bound to abide by the wishes of the parent with legal custody. A copy of the most recent court order showing custody must be provided and retained in the child's file. Release of the child will be determined by the court document. Without a court document, the Reminderville Kids Club will not accept the responsibility of deciding which parent has legal custody. If there is a concern about a possible problem, a written agreement will be required. It will be signed by both parents, and it will delineate who can pick up the child and when.

General Facility Rules and Regulations

Rules and policies are posted and/or distributed to all Reminderville Community Center users. The authority to enforce these policies is vested in the City of Reminderville Recreation Staff and Administrative personnel responsible for facilities and programs. Violations of rules, malicious use or defacing of property, solicitation, verbal abuse, or other violations of the Reminderville Community Center or recreation program policies will not be tolerated. The Recreation staff reserves the right to make discretionary adjustment to disciplinary action depending on the circumstances which may include suspension or revoking patron privileges. Patron disciplinary policies will be enforced. Unacceptable Conduct Discipline is necessary when any patron exhibits unacceptable conduct. **Examples of unacceptable conduct but not limited to are:**

- Abuse or intentional misuse of the Reminderville Community Center equipment and property
- Abusive or foul language
- Disregarding Reminderville Community Center rules and policies
- Engaging in dangerous activity
- Fighting or threatening harm to others
- Lack of respect for the Reminderville Community Center staff (i.e. ignored requests, intimidation, verbal threats, physical threats, etc.)
- Lack of respect for other members and/or patrons
- Misuse of a Reminderville Community Center membership barcode/QR code
- Non-payment of Reminderville Community Center membership, program or service fees
- Sexual Harassment
- Solicitation
- Theft
- Use of alcohol, drugs, or tobacco
- Vandalism

Reminderville Kids Club General Rules and Expectations

- Children must be respectful to others in the program, staff, the facility, program equipment, and the environment.
- Children must clean up after themselves after use of toys, supplies or materials before leaving any area.
- Children must follow directions provided by the staff at all times.
- Fighting, hitting, spitting, kicking, and bullying will not be tolerated.
- Appropriate language must be used at all times; use of profanity, swearing, or inappropriate slang/language that it is intended to hurt another child/staff member is never permitted.
- Talking back or being disrespectful to staff is not permitted.
- Screaming or any other physical activity in the Kids Club Room will not be tolerated. Physical play or activity only permitted in the Gym Court Areas.
- Children must remain in their designated area under staff supervision at all times.
- No play weapons or violent toys from home are permitted.
- No use of technology is not allowed unless permission is given by staff.
- No throwing objects or materials at children, members or staff.
- If a child or parent needs to contact a parent/guardian/child, they may use the facility phone.
- The Reminderville Community Center is not responsible for lost or damaged items and will not provide financial reimbursement.

Behavior Management & Disciplinary Procedures

The Reminderville Kids Club is committed to creating a safe, respectful, supportive, and positive environment for all participants. Prior to implementing formal disciplinary action whenever reasonably possible, staff will utilize positive behavior management and redirection strategies to encourage appropriate behavior, problem-solving, cooperation, and successful participation within programs and activities. Positive discipline strategies may include verbal reminders, redirection, conflict resolution, encouragement, behavior resets, positive reinforcement, speaking to parents/guardians to give them a warning before taking next steps and reviewing program expectations with participants.

The Reminderville Kids Club utilizes a behavioral card system and incident reporting procedures to document behavioral concerns, rule violations, and incidents involving participants who are not following program expectations. While behavioral cards generally reset on a weekly basis, repeated behavioral patterns, serious incidents, or ongoing concerns may continue to be documented and taken into consideration when determining disciplinary action. Parents/guardians will be notified of behavioral concerns and may receive written incident reports that will be maintained on file.

Please note that certain Reminderville Kids Club programs may implement additional or program-specific positive discipline procedures, behavioral systems, intervention strategies, expectations, or disciplinary processes based on the structure and needs of the individual program.

We would like to encourage good behavior, by using positive reinforcement tactics. During RTS, we will implement this acronym:

SUCCESS
S – **Speak with Kindness**
U – **Understand and Follow Expectations**
C – **Care for People and Property**
C – **Choose a Positive Attitude**
E – **Exercise Self-Control**
S – **Stay Safe**
S – **Smile and Have Fun!**

Levels of Disciplinary Action
1. Green Card - Positive Behavior Participants who consistently follow rules, demonstrate respectful behavior, participate appropriately, and positively contribute to the program environment will be recognized through the Green Card level.

2. Yellow Card – Formal Warning - A Yellow Card is a formal behavioral warning issued when a participant is not following program rules, staff directions, or behavioral expectations. The purpose of a Yellow 12 Card is to address behaviors early and provide the participant with an opportunity to correct their actions before further disciplinary action becomes necessary. Each participant may receive up to two (2) Yellow Cards. Continued behavior concerns after the second Yellow Card may result in a Red Card being issued. Upon issuance of a Yellow Card:

- Staff will immediately address the behavior with the participant
- Program rules and expectations will be reviewed and clarified
- The participant will be given an opportunity to correct the behavior and continue participating
- Staff may implement a brief reset or cooldown period if deemed appropriate
- Discuss with parents/guardians if we notice it is becoming a serious problem

Examples of behaviors that may result in a Yellow Card include but are not limited to:

- Not listening or following directions
- Minor disrespect toward staff or participants
- Disrupting activities or program operations
- Non-aggressive unsafe behavior or rough play
- Repeated minor behavioral concerns after verbal reminders

3. Red Card – Serious Behavioral Infraction Red Card Offense – A Red Card is issued for serious or repeated violations of program rules and expectations. A Red Card is considered a major behavioral infraction. Depending on the severity, frequency, or nature of the behavior, disciplinary action may include immediate removal from activities, parent/guardian notification, suspension, or termination from the Reminderville Kids Club program. All Red Card incidents will be handled on a case-by-case basis at the discretion of the Reminderville Kids Club management team.

While there is a general limit on the number of Red Cards a participant may receive before being removed from the program, the management team reserves the right to suspend or terminate a participant immediately at any time due to the severity, frequency, or nature of the infractions. While behavioral expectations are reviewed on a weekly basis to provide participants with opportunities for improvement, the management team reserves the right to consider repeated behavioral patterns and prior Red Card incidents when addressing future disciplinary concerns.

Examples of behaviors that may result in a Red Card include, but are not limited to:

- Physical aggression toward participants, staff, volunteers, or visitors
- Bullying, harassment, threats, intimidation, or repeated disrespectful behavior
- Fighting, attempting to fight, or encouraging physical altercations
- Unsafe behavior that places participants or staff at risk of injury
- Refusal to follow staff directions after repeated intervention attempts
- Destruction, misuse, or theft of facility or personal property
- Leaving a designated program area without staff permission or supervision
- Inappropriate language, gestures, or conduct
- Repeated Yellow Card behaviors or ongoing disruptive conduct
- Possession or misuse of prohibited items, technology, or materials
- Behavior that disrupts program operations or compromises participant supervision
- Any behavior determined by staff or management to be severe, unsafe, inappropriate, or detrimental to the overall program environment

Reminderville Kids Club Termination Policies

A child who is having difficulty with the program guidelines will be handled appropriately by staff or director(s). For serious or recurring problems, the parent will be notified and will receive a written incident report. The Reminderville Community Center reserves the right to terminate any child from the Reminderville Kids Club (Tot Express Care, Route to Success Before and After School Program and Camps) for any reason and at any time.

Technology and Electronics Policies and Procedures

Personal technology devices, including but not limited to cell phones, smart watches, tablets, laptops, gaming devices, headphones, or similar electronics, are not permitted during Reminderville Kids Club programs unless permission is granted by the Reminderville Kids Club Supervisor for an approved activity or purpose. If a participant needs to contact a parent/guardian, they may request to use the Reminderville Kids Club phone located at the Reminderville Kids Club Room. Participants are prohibited from taking pictures, videos, or recordings during program hours unless authorized by management. The Reminderville Community Center is not responsible for lost, stolen, or damaged personal belongings or electronic devices brought into the facility or programs.

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. 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 any Reminderville Kids Club Programming, 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, chills, muscle or body aches, or loss of taste or smell
- Diarrhea and/or vomiting
- Severe cough
- Difficulty breathing or shortness of breath
- Yellow Skin or Eyes
- Redness of the eye, or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Not feeling well enough to participate in program activities
- Lice, scabies, or other parasites
- Untreated infected skin patches, unusual spots or rashes
- Other illness

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 Reminderville Kids Club programming unless they have completed a Self-Administration Medication Form.

If there is medication that needs to be given to your child, the parent/guardian, or if the child is able to self-administer the medication themselves, the parent/guardian/child may administer the medication outside of programming areas, if the Self Administration Medication Form, has been completed and approved by the management team. In accordance with the medication policies established by the City of Reminderville and the Reminderville Community Center, any participant requiring the use of prescription or non-prescription medication during program hours or while on RCC property must follow the procedures outlined below.

To allow a participant to carry, use, or self-administer medication during any program, camp, class, or activity, a completed Self-Administration of Medication Form must be submitted prior to participation. **You can submit a request to receive the Self-Administration of Medication Form, by emailing Kayla Pickens at kpickens@remindervilleac.com.**

Procedures for Medication Authorization To receive approval for medication, use during programming, the following steps must be completed:

- A parent or legal guardian must request the Self-Administration of Medication Form and receive a form from the Recreation Manager to complete and sign this form in full.
- The request must indicate that the medication is being used under the direction of a licensed physician and may be taken during program hours and/or while on RCC property.
- Participants are only permitted to carry the quantity of medication reasonably necessary for use during the scheduled program hours.
- **All prescription medication must be provided in the original prescription bottle or container with the pharmacy label attached, clearly identifying:**
    - Participant's name
    - Medication name
    - Dosage instructions
    - Prescribing information

Employees of the Reminderville Community Center and the City of Reminderville will not administer medication to participants. Medication must be self-administered by the participant as approved through the authorization form.

Program participants are strictly prohibited from giving, distributing, or making available any prescription or non-prescription/over-the-counter medication to any other participant. The Reminderville Community Center reserves the right to deny or revoke medication authorization if the required documentation is incomplete, medication policies are violated, or participant safety may be compromised. **Failure to complete the required authorization paperwork and follow all medication procedures may result in the participant being unable to carry or use medication during program activities.**

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 a staff member. 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.

Toilet Trained Requirements

Participants enrolled in applicable Reminderville Kids Club programs, must be able to independently recognize, communicate, and manage their restroom needs without routine staff assistance or reminders. Participants must also be able to independently use the restroom and avoid repeated restroom-related accidents during program participation.

Participants may wear pull-ups, training garments, or similar items if needed; however, staff are not responsible for diapering, changing, cleaning, or providing one-on-one restroom assistance. Due to staff supervision responsibilities and participant-to-staff ratios, staff members may not leave a designated program area or other participants unattended to provide restroom-related care. If restroom assistance beyond normal supervision is required, staff may contact the parent/guardian to return to the designated program area to assist their child.

Parents/guardians are responsible for disclosing any medical conditions, or special circumstances that may impact a participant's restroom independence or supervision needs. The Reminderville Kids Club reserves the right to evaluate participation eligibility, reasonable accommodations, and program placement on a case-by-case basis in accordance with program capabilities, staffing limitations, participant safety considerations, and applicable policies and procedures.

Food Allergy Policies and Procedures

The Reminderville Kids Club is committed to helping provide a safe environment for participants with food allergies and dietary restrictions. Parents/guardians are responsible for notifying staff of any food allergies, sensitivities, dietary restrictions, or medical concerns prior to participation in any program and must ensure all allergy and medical information is accurately listed on participant forms and emergency documentation. While staff will make reasonable efforts to help reduce exposure to known allergens, the Reminderville Kids Club cannot guarantee an allergen-free environment.

Participants are expected to follow all staff instructions regarding food safety, snack distribution, and designated eating areas. Staff will make sure to have a designated table for children who cannot be exposed to certain foods (use a sign that says, “nut-free table” or whatever the case might be). Staff will then ask other participants who do not have certain food items in their lunches to join the table, so no child is sitting alone. Lastly, staff will have all children wash their hands before and after lunch or snack time to minimize spread of potential allergen.

Lunches/Snacks

- Lunch/Snack will be allowed if your child chooses to bring one to any program
- Our staff will not provide snacks on a regular basis, unless on special occasions or for holidays.
- Children are never permitted to share their food with other children due to health and allergy risks.
- Please be sure to notify staff of any known allergies.

Parent/Guardian Acknowledgement

I acknowledge that I have read, understand, and agree to comply with the policies, procedures, rules, expectations, and guidelines outlined within the Reminderville Kids Club Parent Handbook and any applicable program-specific handbooks or materials. I understand that it is my responsibility to review this information with my child(ren) and ensure compliance with all program expectations.

I further understand that participation in Reminderville Kids Club programs is subject to all policies, procedures, behavioral expectations, safety guidelines, and operational requirements established by the Reminderville Community Center.

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

_____ _____

Parent Signature Date:

_____

Parent Print First and Last Name

Reminderville Kids Club Staff Only *Office Use Only*

Date Received	Staff Member Name