



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



# Clubhouse Kids of Rittman

## YMCA OF WAYNE COUNTY

We build strong kids, strong families, strong communities!

Before and After School K-5 Childcare Program located at  
Rittman Elementary School!

## Parent Handbook and Policies 2020-2021

\*Please keep this Parent Handbook and Policies for your records.\*



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Dear Parents,

At Clubhouse Kids of Rittman, we understand that one of the most significant decisions you will make as a parent is choosing a childcare provider for your child. It is important to select a setting that supports your family's needs and provides you with peace of mind. Clubhouse Kids of Rittman offers a childcare program with families in mind and creates an environment where your child will thrive.

The YMCA of Wayne County, Clubhouse Kids of Rittman is proud to serve families with before and after school care. Our safe and supportive learning atmosphere will provide your child a place to pursue and obtain developmental milestones. Children will grow and develop social-emotional and creative skills, as well as gross motor, fine motor and self-help skills. Many of our children start as infants and are here through their preschool years and now into their school age years. Our age appropriate curriculum, a large area of open space for gross motor play and caring, dedicated staff will help your child reach their full potential.

In addition, we have some new policies regarding attendance, absences, and tuition. Please be sure to read the entire handbook and sign the agreement. This should be turned in with your child's enrollment packet by the end of the first week of school.

We look forward to another great school year!

~Clubhouse Kids of Rittman Staff



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## Licensing

Clubhouse Kids of Rittman is licensed by the Ohio Department of Job and Family Services. The license is posted on the bulletin board in the cafeteria. The laws and rules governing licensure are available at the center. The center's licensing record including compliance report forms and evaluation forms from the health, building and fire departments are available upon request from the Ohio Department of Job and Family Services. The current inspection report is posted on the bulletin board in the cafeteria with the state license. The Ohio Department of Job and Family Services has a toll free number which may be used to report a suspected violation of the law and rules by the center. The licensing capacity in each age category of the center is: 54 school age children.

## Contact Information

Clubhouse Kids of Rittman

Address: 131 North Metzger Ave. Rittman Ohio 44270

Phone: (330) 234-9805

Email: [ritt\\_arahe@tccsa.net](mailto:ritt_arahe@tccsa.net)

Clubhouse Kids of Rittman Administrator

Alyssa Rahe

Hours: 9:00am – 5:00pm, Monday – Friday

Phone: (330) 234-9805

Email: [ritt\\_arahe@tccsa.net](mailto:ritt_arahe@tccsa.net)

YMCA of Wayne Childcare Director

Jessica Klepper

Hours 9:00am – 5:00pm, Monday – Friday

Phone: (330) 264-3131

Email: [jessicak@ymcawayne.org](mailto:jessicak@ymcawayne.org)

We have a Facebook Page!

You can search Rittman Latchkey! There is the Rittman Logo as the profile picture. This will give you any alerts about school; closings, delays, etc. The direct link is - <https://www.facebook.com/rittman.latchkey.1>

We also have Remind. There are two ways to join.

1. You can download the Remind app and enter the code: 7hh8e
2. OR you can text, 7hh8e, to the number 81010



## Philosophy and Goals

The philosophy and mission of Clubhouse Kids and Rittman is building strong kids, strong families, and strong communities while including its four core values or caring, honesty, respect, and responsibility to the following specific goals.

- To provide a safe, nurturing environment where children will be given opportunities to learn and grow at his/her own individual pace.
- To provide encouragement and support to families and their children.
- To model and to teach children as they are developmentally prepared to understand the importance of demonstrating the values of caring, honesty, respect, and responsibility.
- To provide learning opportunities and activities that will develop the spirit, mind, and body of each child.
- To offer a program that will encourage positive social interaction, exploration, creative play.

## Days and Hours of Operation

Clubhouse Kids of Rittman is open from Monday through Friday 6:30 A.M. to 8:30 AM., 3:00P.M.- 6:00 P.M. The center is closed on the same days Rittman Elementary School is closed.

## School Delays/ Closings

Clubhouse Kids of Rittman reserves the right to close the center in the event of severe weather, emergency repairs, or any situation that might endanger the safety of your child.

We will correlate with Rittman Elementary's school closings and school delays. In the event of a delay, we will begin childcare at 8:30am-10:30am.

Delays/Closings will be announced through Facebook page and Remind App.



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## Before and After School Schedule

AM

### Before School Schedule



Miss Carr Miss Kayla Mrs. Milo	Choice #1	Choice #2
Arrival - 7:45am	Free Choice	HW
7:45 - 8:10	Breakfast	HW/Dismissal

PM

### After School Schedule - Thursday



Attendance and Snack 3:10 - 3:30	GYM Miss Carr	HW Mrs. Roberts Mrs. Trogdon	FC Mrs. Milo Miss Kayla
3:30 - 4:00	K/1	2/3 Homework, reading, educational games	4/5/MS
4:00 - 4:30	2/3	4/5/MS Homework, reading, educational games	K/1
4:30 - 5:00	4/5/MS	K/1 Homework, reading, educational games	2/3



## Teacher/ Child Ratio

The following teacher-child ratio and small group sizes are mandated by state law:

1:18 for children who are eligible for enrollment in school, but less than 11 years  
(For Step Up To Quality we follow a 1:16 ratio for School Aged)

## Meals & Snacks

Clubhouse Kids of Rittman provides breakfast through Rittman Elementary at 7:50am – 8:30am. An afternoon snack will be served around 3:10pm. The weekly breakfast and snack menu is posted on the bulletin board located in the cafeteria. If your child has a special dietary need for health or religious reasons, a copy of a signed medical statement by the child's doctor must be on file, to eliminate an entire food group. The doctor is to complete an Administration of Medication Form indicating which foods the child can and cannot have. Parents are required to bring in other alternatives of their choosing that meets the nutritional requirements.

## Parent to Staff Relations

One of our main goals is to assist you in your task of child learning. As professionals, we try to plan activities and learning experiences that will encourage your child's skills and interests on an individual basis.

Parents/Guardians that have children enrolled in our program have the freedom to request a conference with a staff member whenever desired. We will set up a time to meet and discuss any thoughts/issues that the parent/guardian might have. Parents/Guardians also feel free to discuss these things at pick up/drop off.

As a staff member it helps to know if your child does not sleep well, was up late, complained of a tummy ache, or may just need a little TLC. Please do not hesitate to share your thoughts with us.

From time to time your child's teacher may write a note to you describing a situation or an incident that s/he feels you should know about and/or would want



you to know about. We feel that this is an important line of communication between parents and staff and that is mutually beneficial to maintain.

You and your child's teacher may communicate via notes, telephone, email and/or conferences. Your child's teacher will return telephone calls when they are NOT in the class. Please notify your child's teacher immediately of any changes to your contact information. Failure to do so may result in your child being unable to attend until the information is received.

### **Parent to Director Relationships**

The Director/Administrator of Clubhouse Kids of Rittman is responsible for the daily operation of the center, its programming, and its staff. Priority is given to maintaining the highest quality of childcare services for families. The Director's door is always open if you feel like chatting or if you wish to discuss a matter that concerns you and your child. Your suggestions and comments are appreciated. The hours of the director and administrators are listed earlier in this handbook.

### **Enrollment Policy**

Clubhouse Kids of Rittman admits children of any race, color, creed, religion, sex and nationality or ethnic origin.

For enrollments to be accepted the student enrollment forms received on the first day must be completed and turned in within 24 hours along with the registration fee. The major portion of this information is required by state regulations and must be kept on file at the center beginning with your child's first day.

Children with Special Needs: We strive to meet the needs of all students, regardless of disability or needs. Please advise the director and all staff if your child has special accommodations or needs. To the best of our ability we will meet all needs and provide care for disabilities. If your child requires a one on one teacher or aide, it is the responsibility of the parents to provide that aide.

### **Policy for Disenrollment**

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class, and the wellbeing of everyone at the school. Every effort will be made



to correct a situation before a final decision is made (i.e. making a behavior plan, redirecting behaviors, providing choices, separating children who are not getting along or other interventions). Disenrollment may be a result of the following:

- Abuse of other children, staff, or property by child or parent/guardian.
- Continued violation of policies by child or parent/guardian.
- Disruptive or dangerous behavior by child or parent/guardian.
- The school's inability to meet the child's needs or the parent's/guardian's expectations.

This is a partial list and we reserve the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

### **Covid Guidelines**

- Following Rittman Elementary Guidelines, K-2 will not be required to wear masks, students in grades 3-5 will be required to wear masks.
- All staff personnel are required to wear masks or face shields.
- Parents/Guardians must wear masks during pick up and drop off.
- Location will still be held in the cafeteria with social distancing protocols such as 6ft apart and dividers for play and snack.
- Only two students in the restroom at a time and restroom logs will be maintained by staff.
- Regular cleaning and disinfecting will occur daily.
- If students change centers, activities, and locations, areas will be sanitized.
- Students are expected to comply with Covid guidelines. Failure to comply may result in disciplinary actions/suspension from the program.

### **Attendance Policy**

Students are required to attend at least once a week to hold their spot. If your child does not attend at least once a week, you will still be billed for one day. Payment is required on the day you return to the program.

### **Tuition and Fees/ Payments**

A non-refundable registration fee of \$25 is due for each family. The registration fee is considered to be part of the enrollment process and enrollment is not



complete until the registration fee is paid and the necessary forms are completed.

You will be required to enroll in the EZ Pay Authorization ACH credit. You will need to provide either a credit card or a checking account with a bank routing number. Your account will be charged on Tuesday every week. Enrollment may not begin until this information is secured with the director.

We accept the Ohio Department of Jobs and Family Services (ODJFS) payment as well. You may contact Wayne County Ohio ODJFS at 330-287-5800 for more assistance. Once approved, you will sign in with your phone number and a pin on a TABLET. Depending on your case, you may be responsible for a weekly co-payment.

A written contract stating the payment policy and terms of enrollment will be reviewed and signed by the parents before the child's admission into the program. Parents who fail to pay due to insufficient funds or something in that matter will be given notice and payment must be made within three days. If payments are not made, you risk your child's spot in our program. Returned checks will have a fee of \$35, which will be added to your bill. An excessive number of returned checks will require a meeting with the director prior to rendering future child care services.

### Clubhouse Kids of Rittman Prices

AM ONLY M, T, W, TH, F	YMCA Member	Non-Member
	\$30/week	\$35/ week

PM ONLY M, T, W, TH, F	YMCA Member	Non-Member
	\$30/week	\$35/ week

BOTH AM AND PM M, T, W, TH, F	YMCA Member	Non-Member
	\$50/week	\$60/ week



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\*A non-refundable registration fee of \$25 is due upon enrollment to secure your child's spot with Jessica Klepper, Childcare Director at 330-264-3131\*

\*\*Late pick up will be \$1 per minute after 6:00pm. This will be reflected on your invoice and withdrawn from your account with your weekly bill.

### Withdrawal Policy

To withdraw a child from the program, a one-week written notice must be given to the Director. If you choose to pull your child before the one week, you will still be charged for one week. If your child is not in attendance for more than 3 weeks, your child is automatically withdrawn from our program. To re-enroll, there may be a waiting period for your child. Providing there is available space, the registration fee (\$10) must be paid again.

### Absence Policy

If your child misses school due to illness or authorized vacation days, your account will be credited. However, if your child is not sick and has a scheduled childcare attendance, your account will still be charged.

If your child becomes ill and you keep them home, please message the teachers or director thru REMIND text service, Facebook messenger or by calling at 330-234-9805, all absences due to illness need to be recorded and noted in case of communicable diseases that can spread.

### Arrival/ Departure

It is imperative that your child be picked up on time in the evenings. We close at 6:00 P.M. \*There is a late fee cost, \$1 per minute.

- Parents or authorized adults must sign their child in/out on the attendance sheet. Children will only be released to an authorized adult. Please notify us in advance, in writing, if your child will be picked up by an adult that is not listed on the authorization form. The staff will ask for identification if the adult is unfamiliar. All children must be signed out before leaving the program.
- If there is a custody agreement that will affect pick up/drop off times and/or who is picking up/dropping off, we must have a court order with signed



documentation so that we can legally follow the agreement. If a custody agreement schedule is not followed, we will begin contacting guardians in the order that the custody agreement states.

## Health Policy/Management of Communicable Disease

Many parents ask “How do I know if my child is well enough to go to school?” The following guidelines should assist you in making that decision.

- 1.) The child should enjoy his/her day at school.
- 2.) The child should not become over fatigued as the result of normal participation in class activities.
- 3.) Your child should not be medicated to reduce their fever or medicated to mask other symptoms.
- 4.) Will my child’s presence spread germs to other children and/or is my child’s resistance exceptionally low?
- 5.) If your child has a communicable disease, the period of communicability must be over prior to return, in accordance with the communicable disease chart.

### DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE HAS:

- Elevated temperature of 101°F or higher
- Unusual spots or rashes
- Severe coughing and/or whooping sound, causing the child to become red or blue in the face
- Difficult or rapid breathing.
- Vomiting
- Diarrhea
- Yellowish skin or eyes
- Conjunctivitis
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Sore throat or difficult swallowing
- Evidence of lice, scabies or other parasitic infestation

**YOUR CHILD WILL BE SENT HOME FROM THE PROGRAM IF A STAFF MEMBER NOTICES ANY OF THE ABOVE SYMPTOMS.**

A child will be readmitted to childcare only under the following conditions:

- Child’s temperature has returned to normal for a 24-hour period
- Child is free of any skin rash



- No vomiting or diarrhea for a 24-hour period
- Child has been properly treated for a lice infestation, pink-eye or other symptom
- A signed statement by a licensed physician indicating that the child is no longer contagious and can return to daycare

A notice will be posted at the parent communication board, to the right of the entryway door if your child has been exposed to a communicable disease.

### Isolation Policy

If the child shows any of the previously discussed symptoms while at school, he or she will be removed from the group and held in the designated "isolation" area, which is the director's office or an area separated from other students.. The parent or authorized adult will be notified to pick up the child. If a parent cannot be contacted within thirty minutes, Clubhouse Kids of Rittman will contact an alternate from the child's emergency form.

### Administration of Medication

Parents must fill out the "administration of medication" paperwork for any medication brought into the program. This is located in the student enrollment packet.

All medications must be used at home first and then given to a staff member upon arrival at the center to be stored in a safe place away from children. Medications may NOT be stored in bags brought in by parents. For the administration of medication, a prescription is needed showing the child's name, a current date (not more than 12 months old), exact dosage to be given, specific number of doses to be given daily and the methods of administration. Labels which order "to be given as needed," must be accompanied by written instructions from the parent or doctor. In addition to this, an "administration of medication" form must be completed and signed by the parent. Staff are required to record the appropriate information on the form each time they administer the medication.

Non-prescriptions, fever reducing medication that DO NOT contain aspirin or non-prescription cough or cold medication that DO NOT contain codeine can be administered when written instructions from the parent contain the name of the medication, name and birth date of the child, parent signature and current date. The medicine must be in its original container with the original label attached,



and may not be given more than THREE DAYS. All medications are required to be used at home first, to ensure no allergic reactions. Dosages administered by the center shall not exceed the manufacturer's recommended dosages listed by the label, based on the child's weight and age. If medication states to consult a physician, a physician is required to sign an ADMINISTRATION OF MEDICATION FORM before the center will administer the medication.

Non-prescription topical ointments, creams and lotions may be applied when written instructions from the parent include the name of the product, the parents' signature and current date. Written instructions will be valid for not more than TWELVE MONTHS. When used for skin irritations, the ointment will not be used for more than 14 consecutive days.

Only staff trained by the parent or certified medical professional can administer special procedures and medications.

School age children with special health conditions such as asthma may be permitted to carry their own medication if it would be needed for emergency purposes upon the approval of the director and the knowledge of the staff member in charge.

We DO NOT have any EpiPens or Inhalers on hand.

### Recognizing signs of Child Abuse

We do understand that children will sustain a variety of bumps and bruises as a result of "being a kid"; however, we ask that you let us know of any unusual injuries and/or accidents that occur at home.

Clubhouse Kids of Rittman employees are required by law to report to the proper authorities any suspicions of child abuse and/or neglect.

All children must be properly restrained in a child seat at drop off/pick up according to OHIO STATE LAW. Children under age 8 and 80lbs are required to be in a booster seat. If you pick up your child without proper restraints-we are required to report this as well.

Children must be properly dressed, for both the weather and for their size. If we suspect that a child is not being taken care of, dressed properly or seems neglected in any way, we are required to report this to the proper authorities.

### Accident and Injury



All minor injuries will be treated by a person who has been trained in first aid, or treatment will be checked by a trained person in first aid. An incident report will be filled out and a copy will be given to the parent or guardian, as requested. The original will be kept on file. An incident/injury report will be completed when the following occurs:

- (a) an illness, accident, or injury which required first aid treatment; or
- (b) a bump or blow to the head; or
- (c) emergency transportation; or
- (d) an unusual or unexpected event which jeopardizes the safety of the children or staff, such as a child leaving the center unattended

In the event that a staff member in charge feels that the injury requires medical attention, the parent or guardian will be called. If the injury is serious, and the center has written consent, an emergency squad will be summoned, and the child will be transported to the hospital indicated on his/her records. A staff member and the child's records will accompany him/her to the hospital if the parents are not immediately available.

Refusal for emergency transportation policy:

If a parent/guardian refuses to sign for emergency transportation, our program reserves the right to deny services. If the center director/ and or administration feels the need to summon emergency personnel we feel the need is justified.

## Supervision and Child Guidance

Clubhouse Kids of Rittman staff members assigned to supervise a child or group is responsible for the guidance and management. We feel that our guidance is a joint effort in working with families to help develop their child's growth. The techniques used in managing the behavior of children will help them to process their feelings, recognize their consequences, discover alternative solutions and outcomes, and to develop internal self-control. This policy applies to all staff members of Clubhouse Kids of Rittman.

To assist the children in positive growth and development here at Clubhouse Kids of Rittman, the staff members will be committed to the following:

- Follow the "Conscious Discipline" program for all guidance and direction. The "Conscious Discipline" program is a program designed to teach caretakers positive reinforcement and teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of a conflict. Classes are offered to all teachers and once per year for parents.
- Recognize, encourage and praise the children on a regular basis



- Use fair and consistent guidelines with simple instructions that meet the needs of the child's developmental age.
- Communicate clear directions and age appropriate expectations.
- Allow for easy transition by notifying children of change several minutes prior to a new activity.
- Using positive and constructive words with the children, such as, "please drive the car on the carpet," (Rather than "don't drive the car on the wall").
- Encouraging the children at their level of development, to control their own behavior along with learning to share and cooperate with others.
- Helping the children feel successful while attempting a new task and providing options when a task may be too difficult.
- Protecting the children from abuse and neglect.

The staff members will do the following when a child's behavior is unacceptable.

- Redirect the child, talk with the child about the situation and give alternatives.
- The child may need to be separated from the activity and taken to the "cool down" area to help her sit down, or for safety purposes. Separation would be for a limited time and used to assist the child in self-control. This separation period would be considered a time-out or cool down. This time helps the child to get away from the situation that may be causing her difficulty.
- Talk with the child to help him understand the difference between "helpful" and "hurtful" behaviors or choices.

We will make every effort to work with parents of children having difficulty in child care. Behavior of children which disrupts normal classroom group activities on a frequent or extended basis may indicate physical or emotional problems requiring the attention of a professional specialist. The teachers and/or Director, with parental consent, will take the necessary steps to refer the child to a Doctor, a mental health consultant, behavior specialist or other appropriate places for a professional evaluation.

The Student Rules and Expectations policy as well as the Disenrollment policy is part of this packet and must be reviewed and signed by parents and child.

## Student Rules and Expectations



Students are expected to maintain self-control within the school setting. To ensure a safe and effective learning environment, classroom rules and behavioral expectations will be in place throughout the duration of the program.

The exercise of self-control, self-discipline, and self-direction is essential to a positive experience and success in the future. As with any organization, cooperation and the observance of the rights of others is essential if the goal of the organization are to be met. To this end each student must be responsible for his/her behavior and respect the rights of others. Most often, individual discipline issues are handled with the staff. If staff efforts are not successful in correcting behavior, a referral may be made to Mrs. Rahe, Program Administrator. If there is a repeated pattern of referrals, Mrs. Rahe will call home to talk to parents about the child's behavior.

Referrals may include the following, conferencing with a student, removal from an activity, or for extreme cases suspension. Suspensions can result in removal from the program for a period of one day or more.

Students are not permitted to have weapons, toy weapons, lighters, matches or any other item which could cause or imply physical harm to students. Please note other rules that could result in discipline:

1. Contributing to and encouraging disruptive behavior, including but not limited to fighting
2. Creating a disturbance
3. Disobedience, disrespect, and/or insubordination (not complying with a reasonable request) to adults.
4. Intentional, negligent, or careless damaging of school property, another student's property, or school personnel's/visitor's private property (this includes graffiti anywhere inside or outside the building)
5. Use or display of vulgar language, gestures, pictures, gang-related activities, violence, or sexually suggestive materials to other students, visitors/volunteers, or employees(includes note-writing)
6. Theft
7. Leaving assigned location without permission
8. Throwing of food, liquids or unauthorized objects in the building or on school grounds (includes spitting)
9. Possession, transmission, or use of weapons such as guns, knives, explosives, chains, or other tools which might be considered capable of inflicting harm to another person
10. Hazing or sexual harassment



The foregoing acts of misconduct are prohibited on all school property, school functions and activities, and on or off school property if such acts affect the operation of the school. In the event of negligent or willful property damage, reimbursement shall be borne by the student and his/her parent or guardian.

### **Inappropriate Materials for School**

In addition to the above mentioned items, it is important that students leave any materials that could cause harm, (or things that could be perceived to cause harm to others), at home. An example of this would be materials such as chemicals, toy weapons, or “fake drugs”. Students who bring these types of items to the program will receive disciplinary consequences.

### **Anti-Harassment**

It is a violation of program rules, and often of law, for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual conduct or communication, derogatory language, or conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the staff. All reports shall be kept confidential and will be investigated as soon as possible.

### **Anti-Bullying/Hazing**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes mental or physical harm to the students and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent, or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communication devices are inconsistent with the educational process and are prohibited at all times. No employee of the program shall encourage, permit, condone, or tolerate any hazing and/or



bullying activities. No student may plan, encourage, or engage in any hazing and/or bullying.

### Cyberbullying

Cyber Bullying involves comments made via the use of cell phones, computer email and or social media accounts. We suggest that parents limit access to these types of technology. If students are found to be harassing students which then cause issues to carry over to the program, there will be disciplinary consequences.

## Safety Policy

Your child's safety and well-being are of utmost importance to every staff member here at Clubhouse Kids of Rittman. Our policy consists of:

1. NO spray aerosols will be used when the children are present in the room.
2. NO child will be left alone or unattended. All children will be supervised at all times.
  - School Age children may be permitted to leave the room with permission from the teacher to run an errand, use the restroom alone, (or in a group of six or less children) without adult supervision.
  - A group of six children, school age and older, may be engaged in safe activities without a teacher as long as: (1) the teacher can see or hear the child at all times and (2) the teacher's checks on the children periodically.
3. Parents are instructed as to the "Arrival and Release of a Child" procedure.
4. Fire drills are held monthly at varying times and a record of these is maintained at the center (in the cafeteria).
5. Weather drills are held monthly during the months of March-September and also posted in the cafeteria.
6. Emergency Plans (General Emergency and Serious Incident, Injury or Illness Plans) are posted in the cafeteria. Fire and Weather alert plans are posted in the cafeteria on the bulletin board.
7. The center staff have immediate access to a working telephone at all times (either classroom phones or cell phones).
8. The indoor and outdoor environments of the center are designated as NON-SMOKING areas in their entirety. There will be NO SMOKING permitted inside or outdoors on Rittman Elementary School property. On occasion there is someone smoking, they will be asked to put out the cigarette or leave the premises entirely.
9. The program will be closed when Rittman Elementary School closes due to inclement weather. If Rittman Elementary has a school delay, we will open at



8:30am. You can check Clubhouse Kids of Rittman Facebook page, or receive alerts thru REMIND messaging service.

## Physical Activity

Children enrolled in the program will be given outdoor play time, weather permitting. If the weather is not suitable for outdoor play each group will have the opportunity to engage in large muscle play in the gym.

Outdoor play will be substituted with gym time if any of the following apply: rain with lightning or thunder; steady or hard rain; ice or sleet; temperature without wind chill that falls below 28 degrees or rises above 90 degrees; high humidity in combination with a high temperature; or any other reason that may make it unsuitable for outdoor play such as high wind, high pollen count for children with allergies, or other things in the weather forecast suggested by local news meteorologist.

The elements and/or temperature will be considered when length of outdoor time is given. It is very important that appropriate clothing is available so all the children may enjoy their time outside without being too cold or too hot.

## Curriculum

Building a Primary Classroom is the curriculum we have chosen for Clubhouse Kids of Rittman. The Building a Primary Classroom is built on theories of development in young children, that all children learn through active exploration of their environment and therefore the environment plays a critical role in learning. The goal is to help children become independent, self-confident, inquisitive and enthusiastic learners by actively exploring their environment. The curriculum identifies goals in all areas of development: Social/Emotional, Cognitive, Physical and Language. The planned activities for the children, the organization of the environment, the selection of toys and materials, planning the daily schedule and interacting with the children, are all designed to accomplish the goals and objectives of the curriculum and give your child a successful year in school. The Building a Primary Classroom shows teachers how to integrate learning in literacy, math, science, social studies, the arts, and technology throughout the day. It also gives the teacher a wide range of teaching strategies-- from child-initiated learning to teacher-directed approaches-- to best respond to children's learning styles, strengths, and interests.



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The staff at Clubhouse Kids of Rittman build the curriculum for their children around the environment using different interest areas or centers:

- Blocks
- Table Toys
- Art
- Playdough
- Library
- Music & Movement
- Tablets
- Outdoors
- Science

The richer the environment, the more concrete opportunities there are for children to learn by interacting with materials and people. The teacher's role is to create an environment that invites children to observe, to be active, to make choices, and to experiment.

Our staff posts pictures on a PRIVATE Facebook page, helping families see what goes on at the program and what your child(ren) are learning. Please join our Facebook page to check out your child's photos.

### Toys from Home

We encourage all children to come and play with our toys. Toys your child values should not be brought to school, as we cannot accept responsibility for items that are broken or stolen. Toy knives or sharp objects will be confiscated by the teacher and may be picked up at the end of the day by a parent or guardian.

### Changes of Information

Please notify the child care office immediately of any change in the following, residential address, employment, telephone number, doctor/dentist information, new allergies, and new persons to add to the pick up list. This information is vital in case of any emergency.



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## Parent Concerns, Compliments, Comments

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

- 1) Child's Teacher/Staff
- 2) Administrator/Director
- 3) YMCA CEO or Board

Employees with concerns are asked to follow the same chain of command, starting with the administrator.

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems before they grow into bigger problems. Staff fully realize that you are trusting us with your child(ren) and we want our relationship to be a good one.

## Miscellaneous Info

If you have any questions or concerns with any of the information provided in this handbook, please feel free to contact me at (330) 234-9805 or [ritt\\_orahe@tccsa.net](mailto:ritt_orahe@tccsa.net)

Alyssa Rahe



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## Parent and Child Handbook Agreement

I \_\_\_\_\_ agree to the terms and policies, including financial  
(Parent/Legal Guardian Name, Please Print)

responsibility.

I \_\_\_\_\_ understand disenrollment policy and I will  
(Child's name, please print)

follow rules and expectations at the program.

\_\_\_\_\_  
(Parent/Legal Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Child's Signature)

\_\_\_\_\_  
(Date)

(please sign this page and return to Clubhouse Kids of Rittman with enrollment packet and registration fee. Thank you!)