

TALLMADGE PARKS & RECREATION DEPARTMENT

**2022-2023**  
**BEFORE & AFTER SCHOOL CARE**  
**INFORMATION PACKET**



**City of Tallmadge Recreation Center**  
46 N. Munroe Road, Tallmadge, Ohio 44278  
Phone: 330-634-2349  
Fax: 330-633-7727

**Mike Rorar**  
Public Service Director

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## **PROGRAM INFORMATION**

### **Tallmadge Recreation Center Contact Information**

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46 N. Munroe Road, Tallmadge, Ohio 44278  
Phone: 330-634-2349  
Fax: 330-633-7727

### **Program Description**

Before and after school care at the Tallmadge Recreation Center provides care for children attending grades K-5 in the Tallmadge City School District. Before and after school care follows the Tallmadge City School District calendar. If the child attends before school care, they must leave the facility via a Tallmadge City School bus. If the child attends after school care, they must arrive at the facility via a Tallmadge City School bus.

### **Mission Statement**

Our mission is to promote the health and well-being of children in the community by providing quality, affordable childcare in a fun, friendly, active, and safe environment.

### **Our Philosophy**

Our philosophy is based on meeting the childcare needs for busy working households. The Tallmadge Recreation Center provides an environment designed to safely supervise children while allowing them to participate in areas that include fitness, active play, creative activities, dramatic play, and art. Children will utilize the playground, soccer field, and basketball courts to stimulate physical well-being and encourage social interaction. Before and after school care is committed to serving a diverse population of children and families in the community.

### **Children with Disabilities**

Children with mental or physical disabilities can participate in before and after care activities. All children benefit when children with and without disabilities are served in the same setting. Children who do not have disabilities experience growth in social skills, increased tolerance of others, and decreased fear of human differences. The City of Tallmadge will make any reasonable modification in policies, practices, and procedures to accommodate individuals with disabilities. Our facilities meet current ADA architectural requirements. Individualized Plans are used to meet the specific needs of children with disabilities while under our care and supervision. Please speak with the Recreation Program Coordinator for more details.

### **Non-Discriminatory Policy**

The City of Tallmadge does not discriminate for reason of race, creed, color, gender, religion, disability, national and ethnic origin in its admissions, scholarship or educational programs and activities.

### **Staff/Child Ratios and Group Sizes**

We will staff 1 adult for every 10 children with a maximum of 40 children permitted in the program. Adult-to-child ratios and group size will not be exceeded. Tallmadge Recreation Center may choose to limit the group size to a smaller number of children.

### **Before/After Care Days and Hours of Operation**

This program follows the Tallmadge City School calendar. Care is offered daily as early as 6:30 am and as late as 6:30 pm. Additional The program will not operate on calamity days.

## **FEES**

The **weekly fee is \$75 per child** and includes before and after school care. All children will be enrolled in both before and after school care. If a family has three children or more enrolled in before and after school care, there is a \$10 per family discount off the weekly fee.

PARTICIPANTS MUST PRE-REGISTER. Parents/guardians must submit all the appropriate forms and make all payments upon registering before and after care. Enrollment is limited and on a FIRST COME/FIRST SERVE BASIS. An enrollment form and payment must be received before a child may attend.

### **Payments**

Fees must be paid in full for the semester or through electronic funds transfer (EFT) prior to the start of the program. Children will not be permitted to attend without pre-payment. Checks should be made payable to the City of Tallmadge. Any checks returned for insufficient funds (NSF) will result in an additional per transaction fee equivalent to that charged to the City by the bank.

Bi-weekly EFT installment billing is available. A deposit equal to 1 week of before/after care per child due at the time of registration. A total of 9 additional payments of \$150 will be automatically withdrawn from the user's account on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

We understand that financial difficulties and unexpected expenses happen, and we want to do everything in our power to work out payment plans so that your child may continue to attend the program during these times. Please do not hesitate to contact us if special payment considerations need to be made.

### **Late Pick-up**

Out of respect for the staff, the pick-up time is strictly enforced. A late fee of \$5.00 for every 10 minutes after the pick-up time will be assessed.

### **Withdrawal/Refunds**

If an individual wants to cancel enrollment due to extenuating circumstances, a written cancellation request outlining the reason for the cancellation must be submitted to the Parks and Recreation Superintendent no less than 14 days prior to the time missed. Refunds/credits will be granted on a case-by-case basis and the Tallmadge Parks and Recreation Department reserves the right to deny a request or provide a partial refund. A \$5 or 10% processing fee may be withheld from all cancellation requests, if granted. Generally speaking, refunds will not be granted for time missed due to family vacations, illness (except documented), weather cancellations, cancellations required by the City of Tallmadge, discipline or suspension.

## **SUPERVISION, GUIDANCE AND MANGEMENT**

### **Before School Care Arrival Policy**

Parent/guardian should stop at the front desk to identify themselves before escorting their children to the before/after school area. Parent/guardian must complete the sign-in sheet upon arrival. Staff will take attendance and compare it to the sign-in sheet. Sign-in sheets will be maintained in a file in the Recreation Center office.

### **Before School Care Departure**

Children will depart the Recreation Center on the appropriate Tallmadge City School bus. The Tallmadge Recreation Center must be designated as an alternate pick-up location for each child on the Tallmadge City School District "Alternate Bus Request Form." **PLEASE SUBMIT THIS FORM ONLINE.**

### **After School Care Arrival**

Children will arrive at the facility via the Tallmadge City School bus. The Tallmadge Recreation Center must be designated as an alternate drop-off location for each child on the Tallmadge City School District "Alternate Bus Request Form." **PLEASE SUBMIT THIS FORM ONLINE.**

Staff will meet the bus at the front of the facility and take attendance of every child scheduled to attend that day. **Please call the Recreation Center if your child will not be attending after school care for the day.** If a parent has not called the Recreation Center to report the child would not be in attendance and the child does not get off the bus, staff will contact Tallmadge Elementary School to check if the child was picked up by a parent. If the school does not indicate the child was picked up by parents, staff will contact the Tallmadge School District Bus Garage and ask the managerial staff to verify whether a child was on the bus. If the child was not on the bus, staff will send a notice home to the parent/guardian reminding them that they must notify staff of an absence. If parents/guardians fail to notify staff of an absence three times, the child's enrollment may be terminated.

### **After School Care Departure**

When picking up children for the day, parents/guardians must follow the same procedure for before school care arrival and meet the child at the designated area to sign out the child. Parents/guardians may designate another adult to pick up children in writing with the Recreation Program Coordinator and/or in the ePact system. That person will be required to show identification before they are permitted to leave with the child.

### **Non-custodial Parents**

A parent of a child enrolled at the center who is not the child's residential parent will be permitted the same access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and contact by the nonresidential parent. This documentation must be a CERTIFIED copy of the custody agreement or judge's order. This documentation will be kept on file. Upon entering the facility, the non-custodial parent must report to the Recreation Program Coordinator, or designee, in the Tallmadge Recreation Center office.

### **Discipline Policy**

It is the staff's responsibility to ensure the safety of each child. Preventative actions and positive guidance will be used as the primary disciplinary tactics. In situations where those tactics are ineffective, staff will try to redirect the child's attention. If that fails, staff will remove the child from the play area by placing the child in a time-out until the child can appropriately return without negative behavior. If the child's behavior continues to be a problem, the child may be suspended from the program. The goals of discipline are to help the child develop inner controls, help the child verbalize instead of using physical actions, bring the child in touch with his/her feelings, and establish appropriate and constructive behavior. Parents will be notified of disciplinary issues via an incident report sent home with the child.

To maintain a positive experience for all the children, every child is expected to abide by the following rules:

- Physical and verbal assaults will not be tolerated. It is unacceptable to hit, slap, kick, bite, or engage in any physical contact during our programs. It is also unacceptable to verbally harass, belittle or bully others.

- Children are expected to be respectful with their language. Profanity of any kind is not permitted.
- Stealing and damaging the property of others is not permitted. Children are expected to take care with TRC property and equipment as well as property of others.
- Children are expected to share with other children and help clean up when finished playing.
- Children are expected to respect themselves, their peers, and the counselors. Bullying and defiant behavior are not acceptable.
- Children are expected to display appropriate inter-personal conduct.

**Termination of Care**

Tallmadge Parks and Recreation Department may and will terminate care for a child if any, although not limited to, the following occur:

- Nonpayment of fees
- Failure to follow policies of the program
- Extreme or persistent behavioral problem
- Any bullying or harassment of staff, children, or others

**Proper Attire and Supplies**

Children will be engaged in active learning and play. Children should wear clothing that is appropriate for active play, including athletic shoes and socks. It is recommended that children bring a change of shoes in the winter.

**Staffing**

Children will be supervised at all times and shall not be left alone or unsupervised. An adult will accompany all children when using the restroom facilities. No child is to leave the designated area unless accompanied by a staff member or given permission by a staff member. No child is to ever exit the facility unaccompanied by staff or parent/guardian.

Caring individuals with varying degrees of education and experience staff before and after school care. Our Recreation Program Coordinator and other staff members have extensive experience and training working with the children. Staff are required by state law to report any suspicions of child abuse or child neglect.

**Before/After Care Snacks**

Snacks are provided for before and after camp care. Snacks will include a beverage and snack food from the list below:

Beverage	Snack
Water	Pop Tart or Nutrigrain Bar
Orange Juice	Bagel w/Cream Cheese, Butter or Jelly
Apple Juice	Dry Cereal
Grape Juice	Cinnamon Rolls once a month
Water	Fruit Snacks
Fruit Punch	String Cheese or Yogurt
Lemonade	Cheddar Crackers or Goldfish Crackers
Apple Juice	Pretzels or Combos
	Rice Krispy Treats
	Ritz Crackers or Chex Mix
	Apple Sauce or Fruit Cup

## **ILLNESSES, EMERGENCIES, AND INCIDENTS**

### **General Emergency Medical Plan**

Telephones are in the playground area, concessions stand, and front desk. Fire drills are conducted at varying times each month. Staff are trained in First Aid and CPR. First aid kits and AEDs are located throughout the Recreation Center. Universal precautions (i.e., rubber gloves) will be worn when handling injuries or illnesses that involve body fluids. Proper and frequent hand washing/sanitizing will be used as the most effective way to prevent the spread of infection.

A staff member will complete an accident/injury report for any illness, accident, or injury that requires first aid treatment. An incident report will be filled out in cases of behavior incidents or an unusual, unexpected event, which jeopardizes the safety of children or staff, such as a child leaving the center unattended. These reports will be completed by the end of the day. A copy of the report will be available to the parent/guardian by the next business day and one copy will be placed in a file in the front office or the Recreation Center.

Current emergency contact numbers are as follows:

- |                                 |                |
|---------------------------------|----------------|
| • Recreation Center             | 330-634-2349   |
| • Emergency Squad               | 911            |
| • Police/Fire Non-Emergency     | 330-633-2181   |
| • Children's Hospital Emergency | 330-543-3000   |
| • Poison Control Center         | 1-800-222-1222 |
| • Children's Protective Agency  | 330-379-1880   |

The children's health and emergency transportation forms can be accessed by staff only from a secure online database called ePact. The children's enrollment, attendance and incident/accident forms are in folders in the front office.

If a general emergency, such as loss of power or heat, requires that children be moved to an alternative location, the children will be transferred to the Tallmadge Community Center, 80 Community Drive, Tallmadge OH 44278. All children will be transported according to all appropriate transportation procedures. Parents will be notified by phone or ePact message as soon as possible. Children will remain at the Tallmadge Community Center until such time that a parent/guardian is available to pick up the child.

### **Serious Incident, Injury, or Illness**

In the case of a serious incident, injury or illness, the following procedure is in place:

- Staff will provide emergency first aid and contact parents/guardians.
- Staff will contact EMS (depending on severity of injury) and then parents/guardians.
- Staff will notify the Recreation Program Coordinator and/or Superintendent of Parks and Recreation. These positions or their designee will substitute staff to maintain ratios as needed.
- Staff will remain with the child until the parent/guardian arrives and will accompany the child to an emergency care source if necessary.

### **Supervision in Event of Emergency**

In the event of an emergency, one staff member must immediately notify the supervisor on duty of an emergency. The Program Coordinator, supervisor on duty, or designee, will substitute staff to maintain ratios.

## **Management of Illness**

In the event of an illness occurring while the child is at before or after school care, the following procedures will be implemented:

- If a child becomes ill at before or after school care, we will care for their immediate needs and isolate them in the front office. The isolated child will remain within sight and hearing of an adult at all times as they are cared for in a room away from other children.
- The Recreation Program Coordinator, or designee, will contact the parent/guardian so the child can be taken home.
- In the event staff is unable to contact the parent/guardian, we will call the emergency numbers the parent/guardian has provided.
- If the child needs emergency medical attention, staff will contact EMS prior to contacting the parents/guardians.
- Children will be readmitted to the program when they are free of communicable disease symptoms or have a written permission form from a physician. The communicable disease chart and listing of symptoms that require absence from school will be used as a guide for exclusions. If a child has a communicable disease, a notice will be posted.
- If a child is recovering from a concussion or other injury, they may attend before or after school care once they are cleared by a doctor to attend school. Staff will ensure the child adheres to the guidelines of participation set forth by the physician. If any signs of concussion are noticed by the staff, EMS and the parent/guardian will be called.

## **Symptoms for Discharge**

### Signs of Illness That May Be Life Threatening

If the illness may be life threatening, the supervisor on duty will be notified immediately. EMS will be called, and a parent/guardian will be contacted.

- Severe coughing, high pitched whistling (barky) sound, redness, or blueness in face, rapid or difficult breathing
- Vomiting with other signs such as fever, headache
- Temperature of 100 degrees Fahrenheit or more (axillary) when combined with any other sign of illness such as lethargy, abnormal activity, vomiting, extreme tiredness, difficult to wake, stiff neck
- Difficulty in breathing or swallowing
- Signs of concussion/head injury

### Signs of Probable Illness

If signs of a probable illness are identified the supervisor on duty will be notified. A parent will be called and advised to take the child to the doctor.

- Fever of 100 degrees or more
- Sore throat
- Eye redness, swelling, drainage
- Unusual spots/rash with fever or itching
- Crusty, bright yellow, gummy skin sores
- Diarrhea and/or vomiting two or more times in a day
- Yellowing of skin and white part of eyes
- Clay-colored stools and/or tea-colored urine



### Signs of Possible Illness

If signs of a possible illness are identified, the supervisor on duty will be notified. The child will be closely monitored, and the parent will be notified.

- Earache; check for fever, discharge from ear
- Headache
- Itching of scalp; if nits are found the child is isolated and parents are notified and advised to seek treatment
- Evidence of other parasitic infestation (scabies, intestinal worms).
- Fever, but less than 100 degrees Fahrenheit
- Fussiness
- Runny nose
- Mild cough

### When Fever is Present

When a fever is present, the Recreation Program Coordinator or supervisor on duty will be notified. A parent will be called to take a child home when a fever at or above 100.7 degrees is present. The Recreation Program Coordinator will be notified, and EMS and parents will be called if any child has a temperature over 105 degrees Fahrenheit.

### **Health Rules and Symptoms That Require Absence from Before/After Care**

Although we encourage children to attend on a regular basis, there may be times when it would be best for them to stay at home. If a child is absent from school, they must also stay home from before and after school care. The following list of symptoms is suggested as a basis for staying home:

- Fever of 100.7 degrees or more
- Nausea, vomiting or diarrhea
- Sore throat
- Rash
- Severe cough or difficulty swallowing
- Headache or earache
- Parasitic infection
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Untreated infected skin patches
- Diagnosed concussion until released by a doctor
- Any injury/illness for which a doctor has ordered the child to stay home

A child's temperature should be normal for 24 hours preceding their return to the program following an illness. Please contact the Tallmadge Recreation Center at 330-634-2349 if the child will be out of before or after school care for the day.

### **Universal Precautions**

Universal precautions (i.e. rubber gloves) will be worn when adults handle injuries or illness that involve body fluids. Proper and frequent hand washing/sanitizing is the most effective way to prevent the spread of infection and must be done at the following times:

### Staff

- Upon arrival at work
- Before and after handling food
- After using the restroom or accompanying child to restroom
- After removing disposable gloves used for any purpose
- After performing cleaning tasks or handling garbage
- After play in the playground

### Children

- Upon arrival to the facility
- Before and after eating
- After using the restroom
- After play in the playground
- Upon leaving the facility

### **Medication**

The program staff will not administer medication, food supplements, or modified diets unless it is a life-threatening emergency. If a child requires a life-saving medication, such as a rescue inhaler or epi-pen, parents must complete necessary forms and must provide training to staff. We DO NOT allow children to self-medicate.

### **School Closings**

Before and after school care follows the Tallmadge City School System holiday calendar. All school closings due to bad weather will be announced over WAKR 1590 between 7:00 a.m. and 8:30 a.m. If Tallmadge Schools close, before & after school care will also be closed. Snow days will not be made up.

## **TRANSPORTATION OF CHILDREN**

### **Alternative Bus Request Form**

AN ALTERNATE BUS REQUEST FORM MUST BE SUBMITTED ONLINE TO THE TALLMADGE BUS GARAGE BEFORE July 1, 2022. You can find the form here: [www.tallmadgeschools.org/Transportation.aspx](http://www.tallmadgeschools.org/Transportation.aspx)

### **Emergency Transportation**

In the event of an emergency, the Tallmadge Recreation Center will immediately call 911 and EMS may transport the child. The Recreation Program Coordinator or designee will contact parents/guardians after 911 is called. Staff will remain with the child until a parent/guardian arrives. Staff will accompany the child to an emergency care source, if necessary. All staff/child ratios will be maintained at all times during an emergency.

### **Field Trips**

The before and after school care program does not offer any field trips.

## **PARENT/GUARDIAN PARTICIPATION POLICY**

### **Questions or Concerns**

Please direct any questions or concerns to the Recreation Program Coordinator. If parents/guardians feel their questions and/or concerns are not being addressed, please contact the **Parks & Recreation Superintendent at 330-634-2349, or the Director of Public Service Office at 330-633-0854.**

**Opportunities to Participate**

Parents are welcome to observe and visit the program at any time during our hours of operation. Parents/guardians have unlimited access to the childcare portion of the Recreation Center but must follow all appropriate sign-in requirements. Parents/guardians are not permitted to use the recreational portion of the facility without purchasing the appropriate day pass or membership.

**License Exemption**

Pursuant to Ohio Revised Code §5104.20, childcare licensing requirements do not apply to any county, township, municipal corporation, township park district created under section 511.18 of the Revised Code, park district created under section 1545.04 of the Revised Code, or joint recreation district established under section 755.14 of the Revised Code that provides programs for children who are five years of age or older. Therefore, Tallmadge before and after school care is not eligible for and does not hold a childcare license issued by the Ohio Department of Job and Family Services. The camp has completed report forms from the Building Department, Fire Department and Health Department. It is unlawful for the City of Tallmadge to discriminate in the enrollment process on the basis of race, color, sex, religion, or national origin.