

# Cadet Care

## Before & After School Program

For Grades K-6th

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## THE RECREATION ACADEMY

Teaching Life Skills Through Fun & Games.

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# Family Handbook



# Cadet Care - Before & After School

Provided By: The Recreation Academy LLC

The Recreation Academy's unique before and after care programs, known as "Cadet Care," are designed to foster students' learning and growth in a safe, supportive environment. Each program is thoughtfully crafted to meet the specific needs of your school community and is fully supported by our dedicated team, including an Area Manager, Site-Specific Coordinator, and skilled Instructors. This allows us to alleviate the burden on your administrative staff by seamlessly integrating within your school's existing framework.

**Philosophy and Values:** Our programs are built on a foundation of safety and supervision, ensuring that children can develop, learn, socialize, and have fun. We are committed to fostering inquiry, creativity, and achievement while promoting integrity, compassion, and respect. We believe in the dignity and worth of each individual and encourage children to make choices and actively explore their own environment. Our cooperative effort with families, staff, and children aims to maximize self-esteem, self-worth, self-respect, and self-control.

## **Core Values:**

- **Respect:** We treat each individual with dignity and kindness, promoting an atmosphere of mutual respect.
- **Courage:** We encourage our participants to face challenges bravely and support them in stepping out of their comfort zones.
- **Honor:** We instill a sense of pride in one's actions and teach the importance of honesty and integrity.
- **Compassion:** We nurture empathy and kindness, teaching children to be considerate and understanding towards others.

We hold our participants to high standards of behavior and participation. More about how we maintain these standards can be found on our website.



# Cadet Care - FAQ's Page

Provided By: The Recreation Academy LLC

## Frequently Asked Questions

- 1. How do I register and make payments for the program?** We use our website for all registrations and payments. Simply visit our registration page to enroll your child and manage payments online. For more information, check out our *Before and After Care website page*.
- 2. Does the school receive any benefits from participant registrations?** Yes, the school we're working with receives a percentage cut of the fees generated from participant registrations. They can choose to take this amount as is or institute a discount for their community.
- 3. Are the sites certified and audited?** Yes, each site is certified by the Secretary of State and undergoes regular audits. We ensure that our sites meet and exceed state standards.
- 4. What is the staff-to-student ratio for our cadets?** We staff our programs with a ratio that is better than the state standard. While the state standard is 1:16, we maintain a ratio of 1:15 to ensure better supervision and support for the children.
- 5. Can I cancel my enrollment at any time?** Yes, parents are allowed to cancel their enrollments at any time, provided they give a 30-day notice. Also, failing to provide the required notice may incur invoiceable charges equivalent to no more than two months' fees. Invoices are sent if your payments fail and you haven't provided notice. It's important to note that all payments made are final, as you have access to our website to cancel at any time.
- 6. What activities are included in Cadet Care?** Our Cadet Care program includes a variety of enriching activities such as homework help, movement-based games, and STEM projects. These activities are designed to foster learning, creativity, and social interaction among classmates.
- 7. What safety measures are in place?** Safety is our top priority. Each site is certified by the Secretary of State and undergoes regular audits. We maintain a staff-to-student ratio of 1:15, which is better than the state standard of 1:16. All staff members are required to be mandated reporters, first aid certified, and to have worked with youth in a professional setting for at least a year. Additionally, our staff undergoes both virtual and in-person trainings to review policies that focus on child safety practices.
- 8. Are there any discounts or financial aid options available?** Yes, we offer partial fee assistance for families that qualify. The final amount is determined in tandem with your school. We also provide discounts for families with multiple children enrolled in the same program for the same number of days and time. The sibling application discount code is "Take10" and should be entered at checkout for \$10 off of each child's application when registering two or more participants. For more details, contact our support team at [support@therecreationacademy.com](mailto:support@therecreationacademy.com)
- 9. When are the enrollment windows?** We offer two enrollment windows for registrations. The first window is from July 15th to August 8th, and the second is from November 1st to December 8th. If you miss these enrollment windows, you can still pay full price for the first term or full term packages if space is still available at your school. However, no prorates will be made.



# Cadet Care - Welcome

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## Welcome Families,

We are so excited to have your child join us for Cadet Care! Our Cadet Care before and after school-age care program provides students in grades K-5 with a fun, safe, and engaging program during the hours before and after school. Programs are located at participant elementary schools, providing a familiar and convenient setting. The staff-student ratio for Cadet Care is 1:15, ensuring individualized attention and support.

Student interests drive the activities in Cadet Care. Activities may include art, drama, literacy, math games, science, music, and reading. Exploration of ideas and friendships with classmates are encouraged by our dedicated team. Participation is limited to attending students only. Please note that enrollment options and changes are subject to availability.

Our team is readily available to answer any questions you may have. We also offer Camps during the Summer. We look forward to sharing a wonderful experience with your student.

Sincerely,  
Your Cadet Care Team

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# Enrollment Process

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## Enrollment

Enrollment for school-age programs is on a first-come, first-served basis. This includes before and after care. These enrollments will be based on the order they are received and space available at the student's attending school.

### **Enrollment Process:**

All Cadet Care programs require pre-registration prior to attending, and spots are limited. Your enrollment information provides us with the necessary details to best serve your family. We require a minimum of 14 business days to process enrollment inquiries, but it might take longer. If your needs require a different time frame, please notify our office in writing, and we will do our best to accommodate your request.

### **Enrollment Options:**

Enrollment options are subject to availability. All enrollment applications for Cadet Care are put on a waiting list for approval. You will receive a notification with more instructions once your contract is approved.

Registration Windows: We offer two enrollment windows for registrations:

- The first window is from July 15th to August 8th.
- The second is from November 1st to December 8th.

If you miss these enrollment windows, you can still pay full price for the first term or full-term packages if space is still available at your school. However, no prorates will be made.



# Pricing, Fees, & More

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## Customer Pricing Options

Days Per week	Both Before & After [6:30am - 8:45am] & [3:00pm - 6:00pm]	Before Only [6:30am - 8:45am]	After Only [3:00pm - 6:00pm]
3	\$265	\$135	\$168
4	\$322	\$159	\$199
5	\$355	\$177	\$221

### Payment Process:

We use our website for all registrations and payments. Simply visit our registration page to enroll your child and manage payments online.

### Invoices:

Invoices are sent if your payments fail, and you haven't corrected the situation in 48 hours or provided the required 30-day notice for cancellation. Failure to provide notice will result in an invoice equal to the next 2 month's fees. Also, it's important to note that all payments made are final, as you have access to our website to cancel at any time.

### Financial Aid and Discounts:

Yes, we offer partial fee assistance for families that qualify. The final amount is determined in tandem with your school. We also provide discounts for families with multiple children enrolled in the same program for the same number of days and time. The sibling application discount code is "Take10" and should be entered at checkout for \$10 off of each child's application when registering two or more participants.



# Contact Information

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## Leadership Team

Information on your site's specific coordinator will be made available to all registered participants approximately 7-14 days prior to the first term's designated start date.

Have an issue they can't help with or that's more serious? Reach out to us!

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### **CEO / Founder - Robert Thornton**

Email: [robert@therecreationacademy.com](mailto:robert@therecreationacademy.com)

### **Operations Supervisor - David Saunders**

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### **St. Louis Area Manager**

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### **Chicago Area Manager**

Email: [chicagorecacademy@gmail.com](mailto:chicagorecacademy@gmail.com)

### **Kansas City Area Manager**

Email: [kcrecacademy@gmail.com](mailto:kcrecacademy@gmail.com)



# Pickup & Scheduling

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## Pickup, Schedule Changes, Inclement Weather

### Pickup Policies:

- Authorized pickups must be listed in the registration system, and a picture ID is required for all pickups.
- Late pickups may result in a \$1 per minute charge, and persistent tardiness will result in dismissal from the program.

### Schedule Changes:

- Schedule changes or withdrawal notices must be submitted 30 days prior to the change.

### Inclement Weather:

- In the event of inclement weather, please check the school's closure status on local media or the school's website. If the school is closed, the Cadet Care program will not be in session.





# Other Programs

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## Early Release, School's Out, Summer Camp Overview

### Early Release Days:

- On early release days, Cadet Care may be available for enrolled students. Specific details will be communicated in advance.

### School's Out:

- When school is not in session, Cadet Care offers a School's Out Camp with activities and supervision for students. Details will be provided closer to the dates.

### Summer Camp:

- Our Summer Camp provides an extension of the Cadet Care programs ideals with activities suited for the summer break. Policies and procedures are similar to our school-year programs, with additional details provided in the Summer Camp Guide that will be published on our website.

**\*Your school will get to decide if they want to include these types of programs in your offerings.**



# Medical Info & Medicine

Provided By: The Recreation Academy LLC

## Medical Info, Medicine

### Medical Information:

- Parents must provide current and accurate medical information for their child. This includes details on allergies, medications, and any other health considerations.

### Medication Administration:

- We have strict policies for administering medication. Rec Academy staff are not medical professionals. Staff are not trained or allowed to distribute or administer any medications, other than inhalers or epi-pens in extreme circumstance.

**\*Anything that your participant needs must be provided by your school's nurse, before the end of the school day, or by a parent/guardian at pickup.**



# Illness / Injury & Outdoor Play

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## Illness / Injury, Outdoor Play

### Illness / Injury:

- If a child becomes ill or injured while in our care, we will contact the parents/guardians immediately. In the case of a serious injury or emergency, appropriate medical personnel will be contacted, and the child will be taken to the nearest hospital.

### Outdoor Play:

- We believe in the importance of outdoor play and ensure that children have the opportunity to play outside daily, weather permitting. Please ensure your child is dressed appropriately for outdoor activities.



# Photos / Videos & More

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## Photos / Videos, Confidentiality, Conflict Resolution

### Photos / Videos:

- From time to time, we may take photos or videos of activities to share with parents and for promotional purposes. If you would like content of your child to be removed from our organization's marketing materials, you must provide a written request to your school's site coordinator which includes the following:
  - Full name of the participant.
  - A clear photo of the participant.
  - Information on what materials you're referring to.
  - What program they're enrolled in.
  - The location / school of the program they're enrolled in.

We will make every attempt to exclude children whose guardians have submitted a written request but cannot guarantee it without specific information.

### Information Confidentiality:

- All personal information provided to us is kept confidential and only shared with necessary staff members.

### Conflict Resolution:

- Our staff is trained in conflict resolution techniques to help children resolve disagreements in a constructive manner.
- Parents with issues should speak with the school's Rec Academy site coordinator first. If an agreeable solution cannot be found then please reach out to our Operations Supervisor.



# Expectations & Behavior

Provided By: The Recreation Academy LLC

## Student Support, Guidance, Behaviors

At Cadet Care, we believe that every child deserves a supportive and nurturing environment that fosters their growth and development. Our approach to student support and guidance is centered around building positive relationships, encouraging personal responsibility, and promoting respectful interactions.

### Participation Standards

We hold our participants to high standards of behavior and participation.

Children are expected to:

- Respect: Treat peers, staff, and the environment with kindness and respect.
- Courage: Face challenges bravely and step out of their comfort zones.
- Honor: Act with honesty and integrity, taking pride in their actions.
- Compassion: Show empathy and understanding towards others.

### Behavioral Expectations

- Respect for Others: Children should listen to and follow instructions from staff, respect the personal space of others, and use appropriate language.
- Active Participation: Children are encouraged to participate in activities and engage with their classmates positively.
- Safety First: Children must adhere to safety rules and guidelines to ensure a safe environment for everyone.

### Guidance

- Positive Reinforcement: We use positive reinforcement to encourage desirable behaviors. This includes verbal praise, recognition, and rewards for demonstrating respect, courage, honor, and compassion.
- Conflict Resolution: Our staff are trained to facilitate conflict resolution among children, helping them to communicate effectively, understand different perspectives, and resolve disputes amicably.
- Behavior Intervention: If a child exhibits challenging behaviors, our staff will work with the child to understand the underlying causes and develop a plan to address the behavior. This may involve setting specific goals, providing additional support, and engaging with parents to ensure a consistent approach.



# Intervention & Confidentiality

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## Intervention Steps, Confidentiality

### Intervention Steps

1. Observation and Documentation: Staff will observe and document any concerning behaviors, noting the context and frequency.
2. Parent Communication: If a behavior persists, parents will be informed, and a meeting may be scheduled to discuss strategies for improvement.
3. Behavior Plan: A personalized behavior plan may be developed, outlining specific goals and interventions to support the child's success.
4. Follow-Up: Regular follow-up meetings with parents and staff will be conducted to monitor progress and make any necessary adjustments to the plan.

### Confidentiality

All information regarding a child's behavior and any interventions will be kept confidential and shared only with those directly involved in supporting the child's development.



# Organization Policies

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## Enrollment and Participation

- Eligibility: Enrollment is open to students in grades K-6.
- The application fee when enrolling is nonrefundable.
- Enrollment Windows: We offer two enrollment windows: July 15th to August 8th, and November 1st to December 8th. If you miss these windows, you can still pay full price for the first term or full-term packages if space is available at your school.
- Priority is given to those families that are signing up for longer durations.

## Payment and Fees

- Monthly Payments: Payments are made through our website. All payments are final, and invoices are sent if payments fail, and notice is not provided.
- Failed payments have 48 hours to be corrected before your child is unenrolled, you're invoiced for 2-months' worth of fees, and a new application will be needed for re-enrollment. Those who do not have current payments and paperwork will not be allowed to attend.
- Financial Aid and Discounts: Partial fee assistance is available for families that qualify. Use code "Take10" at checkout for sibling discounts when registering two or more participants.

## Cancellation and Refunds

- **Cancellation Policy: Enrollments can be canceled at any time with a 30-day notice. Failing to provide notice may result in invoiceable charges up to two months' fees.**
- Refund Policy: All payments made are final and non-refundable.

## Safety and Supervision

- Staff-to-Student Ratio: We maintain a ratio of 1:15, better than the state standard of 1:16.
- Training and Certification: Staff are required to be mandated reporters, first aid certified, and have at least one year of professional experience working with youth. They also undergo virtual and in-person training focusing on child safety practices.



# Waiver of Liability & More

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**By participating, or allowing your child to participate, you agree to the following terms:**

- **Waiver of Liability:** You agree to hold The Recreation Academy, its staff, volunteers, representatives, community partners, and all other agents harmless in the event of any injury to your child/participant during their participation in our programs. This agreement applies regardless of whether you have signed any type of physical or digital form. It is our responsibility to disclose this information when we're taking registrations and our partner organization's responsibility when they're doing so. These are our basic terms of service, and participation is contingent upon your agreement.
- **Assumption of Risk:** You acknowledge and assume all risks associated with the activities, including the risk of injury, and voluntarily assume all such risks on behalf of your child.
- **Safety and Responsibility:** While our instructors strive to provide a safe and nurturing environment, absolute safety cannot be guaranteed. It is your responsibility to ensure that you and your child understand the importance of listening to staff, following all program rules, and asking for help when needed.
- **Medical Assistance:** In the event that your child requires medical assistance, and you cannot be reached, or if it is a life-threatening situation, you authorize The Recreation Academy staff to render aid at their discretion. You agree to be responsible for any costs incurred.
- **Active Participation:** You acknowledge that our programs are often active in nature and agree that The Recreation Academy is not liable for any injuries that may occur. By agreeing to these terms, you relinquish your right to pursue damages associated with any injury your child may sustain.
- **Indemnity Clause:** You agree to indemnify and hold harmless The Recreation Academy, its staff, volunteers, and agents from any claims, demands, or causes of action arising out of or in connection with your child's participation in the activities.
- **Use of Likeness:** By participating, you grant The Recreation Academy LLC the right to use your child's image and likeness for promotional purposes, including but not limited to social media posts, sales materials, and email marketing campaigns.
- **Severability Clause:** If any provision of this waiver is found to be unenforceable, the remaining provisions will remain in full force and effect.
- **Acknowledgment of Understanding:** You have read this waiver, fully understand its terms, and agree to it freely and voluntarily without any inducement.