

Cadet Care

Before & After School Program

For Grades K-6th



THE RECREATION ACADEMY

Teaching Life Skills Through Fun & Games.

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 Cadets to high standards of behavior and participation. More about how we encourage an atmosphere of growth can be found on our website at www.therecreationacademy.com/cadetprogram.



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 aim to maintain a ratio of 1:14 to ensure better supervision and support for the children in our care.
- 5. Can I cancel my enrollment at any time?** Yes, parents are allowed to cancel their enrollments at any time. 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 aim to be able to accept government assistance vouchers after the first year of operations at a new site. Be sure to reach out to us to see if your school qualifies yet. 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 "SIBLING" and should be entered at checkout for 25% off of each child's application when registering two or more participants.
- 9. When are the enrollment windows?** We offer two enrollment windows for registrations. These dates are coordinated with each school but typically the first window is from July 15th to August 8th, and the second is from November 1st to December 8th. If you miss our 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 unless you're a transfer student (must be verified by the principal of your school.)



Cadet Care - Welcome

Provided By: The Recreation Academy LLC

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

Enrollment for school-age programs is on a first-come, first-served basis. This includes before and after care. Enrollments for longer durations will be given priority if space is limited at your school.

Enrollment Process:

All Cadet Care programs require pre-registration prior to attending. Your enrollment information provides us with the necessary details to best serve your family. We require a minimum of 3 business days to process enrollment inquiries, but it might take longer. If your needs require a different time frame, please notify us via email, 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, which are as follows, unless otherwise specified by your school's administrative staff:

- 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.



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Customer Pricing Options

Days Per week	Both Before & After [6:30am - 8:30am] & [3:00pm - 6:00pm]	Before Only [6:30am - 8:30am]	After Only [3:00pm - 6:00pm]
5	\$375	\$200	\$250

Times At Your School May Vary

Please keep in mind that programming times depend on when your school day starts and ends.

Payment Process:

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

Invoices:

Invoices are sent if your payments fail, and you haven't corrected the situation in 48 hours. Please keep in mind that your payment method may automatically be attempted until payment is collected. If your payment status does not get corrected within 72 hours you will be automatically unenrolled and must re-apply, if space is available, paying all applicable fees. To avoid being invoiced or charged for cancellations please be sure to cancel your subscription via the member portal of our website.

Funded Programs

If your school has funding for your program and you're using our registration system we'll be sure to provide you with a special coupon code to use at checkout that will reduce the cost or cover your expenses completely.



Important Contact Information

Provided By: The Recreation Academy LLC

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 and second term's designated start dates.

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

CEO / Founder - Robert Thornton

Email: robert@therecreationacademy.com

Operations Supervisor - David Saunders

Email: david@therecreationacademy.com

St. Louis Area Manager

Email: stlrecacademy@gmail.com

Chicago Area Manager

Email: chicagorecacademy@gmail.com

Kansas City Area Manager

Email: kcrecacademy@gmail.com



Pickup, Schedule Changes, Inclement Weather

Pickup Policies:

- Anyone picking up a participant is required to complete the Google form found at www.therecreationacademy.com/pickup and present the emailed receipt along with a valid photo ID to an instructor before leaving.
- Late pickups will result in a \$1 per minute late fee with a minimum charge of \$10, and persistent tardiness will result in dismissal from the program.

Schedule Changes:

- During registration you will choose which days of the week your child is attending based on what you've selected and are paying for. For staffing purposes these participation days will remain consistent throughout the length of the session you're registering for. Changes to your weekly attendance days must be submitted no later than the Thursday before the week you'd like the change to take place. If the day your child normally attends lands on a day off of school you are allowed to substitute it for another day, within the same week, but still must do so by the Thursday before.
- For all other regular attendance changes there is a \$25 fee per instance that will be invoiced to you or billed to the payment method on file in your customer account.
- Participation is at will and may be withdrawn at any time as long as it is done prior to the next billing cycle. If you withdrawal from the program you must re-apply and pay another application fee, for each participant, in order to re-enroll.

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, Rec Academy Programs may be available and will be offered to Cadet Care enrolled students before the rest of a school's student body. Other fees still apply for these programs.

School's Out:

- When school is not in session, The Rec Academy may offer a School's Out Camp program with activities and supervision for students. Details will be provided closer to the dates.

Summer Camp:

- Our Summer Camps provided 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.**



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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.**



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Illness / Injury, Outdoor Play, Snacks, & Electronics

Illness / Injury:

- If a child becomes ill or injured while in our care, we will promptly contact the parents or guardians to discuss how they would like to proceed. If the illness or injury prevents the child from comfortably participating in the program's normal activities, they will need to be picked up. Should the illness be thought contagious (e.g., involving symptoms like fever, rash, or vomiting), immediate pick-up will be required to ensure the safety and well-being of other participants. In the event of a serious injury, parents will be contacted first unless the situation is deemed life-threatening.

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.

Snacks:

- We do have snack time during each after care session. Snacks are not provided by our organization in any way. Participants are also not allowed to share snacks with each other due to food safety concerns. Please be sure to pack a separate snack for each participant in your family.

Electronics:

- We believe in the importance getting disconnected from screens and electronics. We do allow participants to use computers and tablets for homework purposes and during the designated homework times or with permission, but games or web surfing are not allowed and may result in participants not being allowed to continue to bring their device(s).



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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 specific published 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 at support@therecreationacademy.com.



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 Steps, Confidentiality, Participation Breaks

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.

Behavior 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.

Participation Breaks For Poor Behavior

Typical method of response to behavior issues:

1. Our standard approach is to engage a child's support system by having the participant explain to whoever gets them at pickup what they did, what happened as a result, and what will happen if they do it again.
2. If the behavior persists or in more severe cases the participant will not be allowed to return for 24hrs.
3. Further poor behavior will result in either a week-long break or permanent expulsion, at the discretion of the site coordinator.



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, which will be determined by each school individually. Typically, they are: 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 and a new application, with another \$25 fee, will be needed for re-enrollment. Those who do not have current payments and paperwork will not be allowed to attend.
- Requesting a change to your days of attendance will also result in a \$25 per occurrence.
- Arriving late to pick up for after care will result in a \$1 per minute fee with a minimum charge of \$10.

Cancellation and Refunds

- **Cancellation Policy: Enrollments can be canceled at any time so long as it is before the billing date that you select at checkout.**
- Refund Policy: All payments made are final and non-refundable.

Safety and Supervision

- Staff-to-Student Ratio: We aim to maintain a ratio of 1:14, 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.
 - **Medical Coverage** - By registering for any Rec Academy program you're acknowledging that the child you're signing up has valid health insurance coverage and that we are not responsible for ANY type of injuries sustained from participating in our programs.
- **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.



Staff Policies

Provided By: The Recreation Academy LLC

Staff Policies - Hiring

1. Background Checks and Training

All staff members must have 1 years' experience working with kids in a professional setting, submit to a national background check and any necessary state-sponsored checks for licensure status. Prior to employment, staff complete comprehensive training that covers child safety, first aid, CPR, behavior management, and program policies. We ensure that all staff members have valid CPR and first aid training. Additionally, we train our staff to always follow the "Rule of Threes," meaning they are never allowed to be one-on-one with a participant while out of the sight of another person. We also adhere to any extra policies that the school institutes or must obey to maintain licensing.

2. Supervision and Safety

Our staff maintain a high level of supervision at all times to ensure the safety and well-being of each child. We aim to maintain a 1:14 staff-to-participant ratio, which is better than the state standard of 1:16. Additional safety protocols are followed during activities and transitions to ensure a secure environment for all participants.

3. Health Screening

Staff are required to complete a TB test and receive a physical from their doctor before they can begin working. This ensures that all staff are in good health and capable of providing safe and effective care.

4. Behavior Management

Staff monitor and document behavior daily to provide parents with accurate and timely updates. In cases of significant behavior issues, parents will be contacted promptly. Staff are trained in positive behavior management techniques and follow our established behavior policies to address any concerns effectively.

5. Communication with Parents and Guardians

Open communication with parents and guardians is a priority. Staff provide regular updates on the child's progress, behavior, and any noteworthy incidents. Our communication policy ensures that parents are informed and involved in their child's experience with our program.

6. Staff Illness Policies

If a staff member becomes ill, they are permitted to call in sick as long as they can provide a doctor's note. This policy ensures the health and safety of both staff and participants, reducing the risk of spreading illness within the program. If staff are unable or unwilling to provide a doctor's note, they will be required to wear a mask.

7. Emergency Procedures

In the event of an emergency, staff are trained to follow facility-specific response procedures. This includes contacting appropriate medical personnel, administering first aid if necessary, and ensuring the safety of all participants. Parents will be notified as quickly as possible in any emergency situation.

8. Professional Conduct

Staff are expected to maintain a high level of professionalism and conduct themselves in a manner that reflects the values and mission of our program. This includes treating all participants, parents, and colleagues with respect, maintaining confidentiality, and adhering to the program's policies and procedures.

9. Continuing Education

Our staff participate in ongoing professional development to stay current with best practices in child care and education. This commitment to continuous learning ensures that our staff provide the best possible care and support to all participants.

10. Facility-Specific Responses

Before being allowed to work at the site or on their first day, staff are briefed on facility-specific responses by their local leadership staff members. This ensures that staff are well-prepared to handle any site-specific circumstances or emergencies.