



Lodi
Family Center

5-18 Club Family Handbook

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Lodi, Ohio 44254

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Dear Families,

Welcome to The Lodi Family Center 5-18 Club After-School Program. We are a grass-roots community-based program dedicated providing youth the opportunity to experience a variety of STEAM² (Science, Technology, Engineering, Art, Math & Mental Health) activities.

This handbook is designed to help you understand the policies and procedures, as well as privileges and opportunities, of the 5-18 Club. If you require this information in a language other than English, please let us know. If you have questions, please ask for Tracey George, Youth Program Director, or Rebecca Rak, the Executive Director. We desire to develop a healthy relationship with you and your child.

The information contained in this handbook is intended to help us work together to provide a positive STEAM experience for your children. Possession of it does not create any contractual rights or obligations for both staff or families. As our program grows and matures, the information in this handbook is subject to change at any time. When changes must occur, every effort will be made to keep families well informed.

Information is shared with families through the handbook, electronic and hard copy mail, Facebook page, website, and newsletters. We will do our best to respond to your questions, concerns, and comments. We feel it is important that you feel you are always welcome and that we are partners with you in supporting your children's exploration of STEM, the Arts, and potential careers that may interest them in those areas.

If you need any information or assistance, please feel free to reach out to us. We promise to do our best to assist you in any way possible.

LFC staff and volunteers

OUR YOUTH PROGRAMS

Vision

Providing youth a safe place to build healthy friendships while participating in STEAM² (Science, Technology, Engineering, Art, Math & Mental Health) activities that allow them the opportunity to apply what they are learning in school while exploring potential career options.

Mission

As an active and integral program of multiple school districts, it is our mission to:

- Provide high quality STEAM² activities that allows families to build memories while supporting their children
- Serve as a model Kids Maker Space which is available for academic and social purposes, including student training and participation in competitions.
- Advancing diversity, equity and inclusion through the projects, environment, and interactions, as well as through youth development and program goals.

Philosophy

The Lodi Family Center 5-18 Club, and all programs offered under it, believes that learning experiences start with the ideas of the children. Their interests help guide our curriculum, emphasizing the development of the whole child through inquiry, play and intentionally planned learning experiences We have committed ourselves to:

- Providing a secure, nurturing and stimulating environment for children,
- Appreciating youthful ideas as a unique and valuable stage of the learning cycle,
- Recognizing that children are best understood and supported in the context of family, culture, community, and society,
- Appreciating and supporting the close ties between the child and the family while providing positive, healthy adult role models,
- Enhancing young children's creativity, imagination, and critical thinking skills,
- Supporting children's development of self-regulation and world-view,
- Developing relationships that are based on trust, respect, and positive regard for youth.

Anti-Bias Philosophy Statement

The anti-bias philosophy at the 5-18 Club, and all programs offered under it, is committed to addressing societal bias and practicing our value for diversity in a developmentally appropriate way in all aspects of our program.

Our goal is to help children develop and strengthen their self and group identities, while interacting respectfully with others in a multi-cultural environment. Staff guides youth to think about unfairness and to appropriately as well as respectfully stand up for themselves and others in the face of bias, bullying, or other situations.

Respect for the center's diverse community is reflected in the classroom environment, parent/teacher/child interactions, staff development, and program goals.



SUPPORT TO ACADEMIC UNITS

A part of our mission at the Lodi Family Center 5-18 Club is to support the academic growth of students from multiple school districts or homeschooling environments. This support takes several forms.

PROGRAMS

Programs are offered by a variety of community partners, in association with our Youth Advisors. These programs are offered free of charge to families. A small monthly donation or membership fee helps to provide a safe space and the supplies for social and learning opportunities to be offered. Permission forms and liability releases must be signed by a parent/guardian before a child is able to participate in on-site programs. Additional releases must be signed for special activities and field trips. Projects are conducted in the classroom under the supervision of the classroom staff unless otherwise noted on the permission form. The purpose of these forms is to ensure that parents/guardians are aware of the programs that their child/children will be participating in as well as any inherent risks that come with the activity. We believe that open communication allows parents/guardians to fully weigh the benefits and consequences prior to authorizing their child to participate.

COMPETITION TEAMS

Youth from a variety of programs, in association with their Program Advisors, may choose to join a team of youth whose goal is to enter the competition arena. These competitions are important opportunities for youth to not only test their skills, but to network with others in their age group who have the same interests. More importantly, it provides a valuable cultural experience as they advance from local to regional, national and international levels. All projects and competitions are conducted under the supervision of the adults or administrative staff.

LEADERSHIP PROGRAMS

The overall goal of our programs is to offer youth the opportunities to identify STEAM² hobbies, careers, and future employment while providing hands-on activities to gain the skills they need to be successful in their areas of interest. A variety of youth leadership opportunities are offered. These allow young people to set and achieve personal goals while enhancing their empathy, cultural competency, communication and other valuable life skills.

ENSURING A SAFE PLACE FOR YOUTH

In order to provide as safe an environment as possible, all staff, volunteers, and visitors who will be around children must be screened. This may include the completion of background checks, non-conviction statements and medical statements. An administrator will familiarize them with the program's policies and procedures and ensure that the appropriate requirements are met.

In addition, individuals or groups from the local and wider community may conduct projects or observations during our programs. Permission forms are used if one-to-one interactions are necessary but are not needed for general projects and observations. All projects and observations are conducted under the supervision of the classroom or administrative staff.



OUR STAFF & VOLUNTEERS

TEAM STYLE LEADERSHIP

Our program leaders serve on teams. Each team is focused on providing activities in their area of expertise. Activities they are responsible for fall under the STEAM² (Science, Technology, Engineering, Art, Math, Mental Health) areas of study. Each team has a coordinator. Community partners (such as Access The Arts, NASA Engineers, etc) work together to provide a secure, nurturing and challenging learning and social environment that enhances a young person's growth and development. Project leaders are volunteers from the professional community that are offering their time and talents so that youth can have access to a variety of STEAM² activities. Activity Aides are teens who work under the direction of an adult supervisor.

ADMINISTRATIVE TEAM

The administrative team at Lodi Family Center establishes and maintains the policies, processes and systems that support the mission of all programs. The Executive Director and Assistant Directors oversee daily operations as well as have specific responsibilities including supervising volunteers and staff, following-up on family/youth enrollments, and communicating through social media, newsletters, individual family correspondence. Team Leaders work directly with these individuals to ensure the health and well-being of volunteers, staff, and families participating in our programs. They oversee curriculum implementation, coordinate program staffing and provide support to volunteers in order to ensure the proper and successful implementation of activities. Other administrators manage the program's business operations, such as fiscal transactions, reception, customer service and assist with operational support as needed.

AUXILIARY STAFF & VOLUNTEERS

Auxiliary staff and volunteers are those who assist with preparations for programs. These individuals work behind the scenes to ensure the safety and security of our facility and provide the support necessary for our activities to be offered. This includes prepping food for meals/snack service, soliciting donations for program materials, coordinating fundraising efforts, writing grants, and other activities that allow us to keep the costs down while offering programs that would otherwise have a significant cost for youth and families to participate in.

It is our belief that if everyone does a little, a lot will get done - which ultimately helps us keep our overhead as low as possible. We also believe that families should be able to have fun together and build memories for a lifetime. Therefore, parents, grandparents, guardians, and other loved ones are encouraged to actively participate in programs. Agency policies for volunteers must be followed by these individuals, including not being alone in a room with other people's children.

BOARD OF TRUSTEES

Lodi Family Center has what is known as a "Working Board of Trustees" as our governing body. These individuals are actively involved in areas that interest them. They assist the Executive Director with the oversight and management of programs.



CURRICULUM

CURRICULUM GOALS

The 5-18 Club utilizes research-based and best-practices programs. We believe that it is important to offer programs that have been proven to work so that youth have a successful learning experience. Examples include, but are not limited to:

- NASA STEM Lessons provided by Paragon Tec,
- 4-H Project Books created and approved by Ohio State University,
- FIRST Robotics Lessons (through Schoology),
- VEX Robotics Lessons,
- Art Club activities offered by Access the Arts,
- Mental health referrals and support offered by partner community-based organizations such as Bellefaire and Ohio Guidestone,
- National Safe Place program designed to help youth support each other,
- Peer Helpers program from the Medical Institute,
- Cyber Etiquette & Safety programs from Human Resource Videos coordinated by a member of law enforcement.

The activities offered through the 5-18 Club are designed to support a developmentally appropriate, content-rich program for youth with diverse backgrounds and various skill levels. Programs align with 21st Century learning standards.

Activities available through the youth center, the 5-18 Club, are organized into three areas (educational, social, emotional) and six areas of content learning (literacy, science, technology, engineering, art, mathematics). Activities offer a variety of indoor and outdoor play experiences that include sensory, art, music, books and large group activities when appropriate.

Programs offered include individual support, large and small group experiences, reading aloud, public speaking, outdoor experiences and experiences in a variety of interest areas, including robotics, LEGOs, sports, art, library, music and movement, cooking and discovery. Integrated learning occurs through a focus on topics of interest to youth where they apply their skills, especially those being learned in school, in order to solve mysteries and complete challenges.

In addition to planned experiences, youth have opportunities for a variety of play experiences. These can include gaming, e-sports, gaga ball, dodgeball, crafts, and cooking. Their play reinforces concepts and understanding about how to appropriately interact in a variety of situations in a way that promotes cooperation, as well as respect for self and others. Play helps youth develop the skills necessary for a successful experience including a positive approach to learning, self-regulation, and effective social skills. Ultimately, we are building the next generation of employees who will have improved work ethics and skills.



SPECIAL CURRICULUM CONSIDERATIONS

HOLIDAYS AND CELEBRATIONS

Rituals and celebrations are an important part of family life and celebrates the culture they identify with. For that reason, throughout the year, families often want to know what our program will do to celebrate holidays. Because our children and families are so diverse, we choose to celebrate those diversities by incorporating education about the holidays into our program. We encourage family participation and open discussion about the different holidays. Families have shared cooking activities, music, dance and stories. The youth themselves may initiate these kinds of activities at the center because they have such meaning in their lives. In addition, teachers often plan celebrations of classroom events such as a first snow celebration or a project sharing. These events embrace cultural differences and celebrate our diverse community, rather than any specific tradition or culture. The goal is to help youth develop respect for differences and acceptance of diversity.

Families who wish to celebrate their youth's birthday or other occasion, we encourage them to keep these celebrations simple and creative. The focus can be a dance party, sharing a book or favorite song but may only involve pre-approved food that is store bought, made at the center (cooking class participants can assist with this), or provided through a partner caterer. This policy is in place to help ensure the health and well-being of all participants.

DAILY SCHEDULES

The goal of the daily schedule is to maximize the number of youth who can participate in the programs, establish a routine, and provide an environment that is a place of safety and comfort where they know what to expect and when to expect it. Schedules are flexible enough to provide adaptability when necessary but structured enough to provide predictability for youth, volunteers, and staff. Daily schedules are developed within the program's overall guidelines and philosophy. Typically, youth enter the facility directly after school. The homework center is open for any needing/wanting assistance with completing schoolwork or studying. Workshops and classes typically start at 4:30 pm and run through the end of the program, with varying start times to allow youth the opportunity to participate in a variety of activities. In addition, the Safe Place is open for middle and high school youth. This area offers them an adult supervised area to hang out with friends and socialize instead of hanging out on the streets.

ADULT SUPERVISION (Goal is 1:10 staff/youth ratio per room/space)

The United States Department of Health & Human Services provides guidelines for ratios and group sizes. They recommend ratios of at most 1:12 when children are age 6 and older. Ohio Child Care Licensing recommends that School age children in kindergarten through 11 years of age maintain a staff ratio of 1 for every 18 children. For ages 11 to 14, the ratio is 1 adult for every 20 youth.

For the 5-18 Club, we strive to maintain a ratio of 1 adult for every ten youth. In addition, we require that no less than 3 individuals, with 2 of those individuals being preferably adults but can include a teen leader. Under no circumstances is there to be 1:1 co-ed situations for either youth nor adults. This is the guideline provided through the OSU 4-H Clubs.

Staffing is managed by having an adult volunteer in all spaces. They are responsible for activity set-up and clean-up, providing support to the group activity leader, and assisting with encouraging group participation and managing group behaviors. The second adult is the volunteer activity provider, teacher or, depending on the space, other volunteers in situations such as the Cafe where youth and families can enjoy a bite to eat or the gaming room where social interactions are monitored.



TRANSITION INTO OUR PROGRAM

Our goal is to make a smooth transition for youth and families. Establishing a relationship with the youth is an essential aspect of our volunteer's role. The first contact with the youth upon enrollment is a tour. Staff and volunteers will use this time to:

- Welcome the new young person and make sure they know where different activities are held.
- An introduction to age- appropriate activities for the young person also allows them the opportunity to say what they would like to participate in. As youth express an interest, they can be signed up for those activities or placed on the waiting list for the next group.
- A question and answer time is important to complete so that we ensure that they do not have any concerns.
- Introductions to Peer Helpers who are in the same grade or same age as well as in the same programs as the new student is an important strategy to reduce the stress of meeting new people and entering a new environment.

Parents and/or guardians are always welcome to remain with their child and assist with their transition into programs. We encourage you to actively participate (paint your own painting, help your child build a robot, join in the gardening fun, etc). It is our experience that eventually your child will ask you to find something else to do. Please do not feel bad, nor feel like you have to leave the facility. We encourage you to remain until such time as you both feel comfortable.

A parent/guardian must always be present with any child who is not enrolled in or program. Also, with any child who is under the age of 10, unless that child is specifically enrolled in a program and we are in agreement that your presence is not required for a short period of time.

WHAT TO BRING

Because youth in our program are actively interacting with their environments, it is important that they wear functional play clothes that can get dirty or messy. Sturdy shoes made for active play will provide safety and comfort. We ask that youth do not wear sandals, clogs, or mules when participating in outdoor or sports activities. Youth will have the opportunity to play in all kinds of weather. Only temperatures below 25 degrees, above 90 degrees and other extreme conditions such as humidity, wind chill, ozone levels, pollen count, lightning, rain, or ice will keep us inside. Youth need to be dressed appropriately for the weather, including hats, coats, mittens, and boots. During warm weather months, youth may participate in water play activities, such as sprinklers; the program does not use swimming or wading pools for water play.

Please understand that accidents of all types happen, such as a young person not making it to the restroom in time. We will do our best to protect your child's pride and have them contact you directly to figure out what to do. If something such as this occurs, please do not be upset or embarrassed. We support you and your child 100% and understand that these things happen because they are so excited to be having fun.

If you should ever have any questions or concerns, please communicate them with us immediately. We will work with you to develop a plan to address any needs your young person may have.



FAMILY CAFE

Our Family Cafe offers free beverages and food for anyone who comes to visit. The Coffee Bar includes bakery generously donated by Panera. Sandwiches and other prepped foods are also available from partners such as Sheetz in Burbank. In addition, we attempt to have soups and salads to compliment the sandwiches available. We encourage you to check out the daily menus. You and your family are welcome to grab a bite to eat when you drop off or pick up your children.

We ask that families do not bring food from home unless your child has a special diet. If you do send or bring food, then it must be stored properly in a cooler with ice packs. Food safety is a priority to our staff who are overseen by ServSafe trained individuals.

The Family Cafe was created with the intent to allow youth and families to enjoy breaks together. The goals of dining area are to:

- have a relaxing, pleasant environment for enjoying one another's company.
- offer nutritious food choices in an environment that allows youth to safely try new foods while enjoying time together
- The program respects religious and dietary restrictions and will make substitutions when possible.
- Menus follow MyPlate, USDA and Ohio Department of Education Summer Food Service guidelines. During meal services reimbursed through SFSP or CACFP, youth must take the full meal with all components. However, any components they do not wish to consume can be left on the share table.
- Menus are posted outside the Cafe and available in the offices.

We participate in the United States Department of Agriculture (USDA) Child and Adult Care Food Program which assists childcare sponsors to serve nutritious meals by providing funds to supplement food costs. Families help the program receive these benefits by completing the required forms annually. The meals and snacks provided are reimbursable and help us cover our overhead. So please help us out and come enjoy a meal with your youth and bring their siblings along too!

KNOW YOUR RIGHTS

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.

ZERO WASTE

It is our program's policy to reduce, re-use and recycle (appropriately). Therefore, recyclables are placed in bins for recycling and our gardening program composts food wastes, should there be any. Another example is the pantry will recycle cardboard. In this spirit, youth are encouraged to limit their use of water bottles by refilling them rather than using several in the same visit.



CHILD SAFETY

Ensuring the safety of all youth and their families while they participate in our programs is a top priority. Program staff work in partnership with parents to maintain a safe, nurturing environment while teaching youth skills to enhance their safety and well-being. A parent or guardian is the best person to begin teaching a young person about the importance of personal safety. Program staff will also be communicating safety messages and it is important that other adults share similar messages.

Professional boundaries with youth and families should be always maintained by staff. Examples of improper boundaries between staff and families include but are not limited to: staff becoming personally involved with families; staff giving exclusive attention to one child; staff giving gifts exclusively to a single child.

If at any time a parent or guardian suspects or experiences a suspected breach of a professional boundary, an administrator should be contacted immediately.

COMMUNICATION AND INVOLVEMENT

Families are welcome at any time. Parents and guardians have complete access to the facility in which their youth is enrolled. However, please be aware that some procedures must be followed.

Noncustodial parents have the same rights of access to the program unless limited by official court documentation. The custodial parent is responsible for providing the program with relevant information. Families with legally documented parenting agreements are also required to provide a copy to our program. Confidential information will only be disclosed to the specific audience for which it is intended.

Visiting parents or guardians are required to sign in and wear name tags that identify them as a visitor so that no one mistakes them for a trained member of staff. Visiting will help both you and your child/children feel more comfortable. Plan to come as many times and stay as long as you and your child desire or need.

We encourage family involvement at all levels of our organization. High quality programming is a partnership between families and the program. The more you know about the program and the more we know about each other, the better we can serve your family. Also, the more volunteer time we have to offer our programs, the more programs we can offer!

Should your family require a translator, please speak with an administrator.

ADDRESSING CONCERNS

Sometimes a family has a concern about an incident, a program policy, or procedure which requires assistance from program staff. Because we believe that we must work together to provide the highest quality program for you and your family, it is important that we work together to quickly bring concerns to a satisfactory resolution. If such a concern exists, we recommend the following action steps:

- If the concern is about an incident, please contact our officer manager so you can be connected with the program's Team Leader. Families are always welcome to schedule a time to meet with our Team Leader's privately.
- If the concern remains or if the concern is about a program policy or procedure, you may discuss your concern with the Executive Director.

Most concerns can be resolved with a concrete plan of action and continued communication. However, should the concern remain, further steps may be taken that support the specific need. Mrs. Shawna Brasty, Board of Trustees Member, may become involved for all parties to reach a satisfactory resolution. Mrs. Brasty can be contacted at SBrasty@lodifamilycenter.org or 810-294-7663.



CONFIDENTIALITY

We respect the right to privacy of both the children and the families in our program. Staff will refrain from disclosure of private or confidential information, including information about other children in the program. The information contained in youth and family's files is confidential. The information may be compiled and viewed by administrative staff and staff for the purpose of healthy, safe, and appropriate care and handled by support staff to ensure compliance with regulatory agencies.

Families may have access to their child's file at any time. Disclosure of children's records beyond family members and legal guardians is not allowed. As legally mandated reporters, if we have reason to believe that a child's welfare may be at risk, or they pose a risk to someone else, we may share confidential information with agencies or individuals who have legal responsibility for intervening in the child's interest.

ADMINISTRATION OF MEDICATION OR FOOD SUPPLEMENTS

Our program does not administer medication or food supplements.

If your child is having a medical crisis, 911 will be contacted.

If your child has a non-life threatening medical issue, you will be contacted utilizing the emergency contact phone numbers provided in their enrollment paperwork. It is the responsibility of the parents or guardians to ensure that they are available anytime that your child is participating in our programs.

SAFETY AND EMERGENCY PROCEDURES

Nothing is more important to us than ensuring the safety and security of the youth participating in our programs. Emergency response plans are posted in each room and in the main office. Fire, inclement weather, lockdown and evacuation drills are conducted at least monthly.

Daily Safety & Security

- All visitors are required to sign in and out of the building at the front desk or prior to leaving the facility.
- Visitors must wear a visitor's badge identifying that they are not to be left alone with children.
- Rooms are actively supervised by staff when they are in use by youth.
- Upon arrival, youth must sign in at reception and pick up their name tags.
- Family members are responsible for the supervision of their youth when they are not in the care of staff, such as during arrival and departure times.
- Youth may not be unaccompanied in the building and should never be inside the building or down the hallways alone. They may also not be unaccompanied outside the building, on the sidewalk or in parked cars.
- When a child custody issue exists, it is the responsibility of the residential parent to provide official court documentation if there are restrictions or limitations placed on the nonresidential parent. The program may not deny a parent access to their child without proper documentation.
- The only persons who may pick up a child from the program are those listed on the Authorized Release form. Staff will not release a child to anyone not listed on the form without additional written instructions from the parent. Staff will ask to see photo identification of persons that they do not recognize.
- If the person responsible for picking up the child has not arrived by 15 minutes after the end of the program, the administrator on duty will contact persons listed as Emergency Contacts on the child's Enrollment and Health form. After one hour, if the person responsible for the child or an Emergency Contact has not arrived or been contacted, Lodi Police Department will be contacted. They will assist in determining if child services be brought in.
- No smoking is permitted indoors, immediately outside our facility.
- No firearms or other weapons or hazardous materials are permitted on our property.
- All employees of our program are required to report suspected child abuse or neglect to the public children's services agency. Staff completes Child Abuse and Neglect training course to assist in this process.
- When families come to the building, we encourage all to turn vehicles off when they enter the building.



LOCKDOWN AND EVACUATION EMERGENCIES

Staff are trained in shelter-in-place, lockdown and evacuation procedures.

- Shelter-in-place and lockdown would be implemented if there is a potentially harmful situation in or near a facility and it is safer to stay inside rather than evacuate;
- Evacuation would be implemented if there is a potentially harmful situation inside a facility and it is safer to leave the premises.

If the program is made aware of a potentially harmful situation, management will notify teams as to the appropriate course of action. Program staff will take attendance to ensure all children and staff are present and either gather in the safest place within their room or evacuate to the pre-determined evacuation assembly point. Management will work with the police department to notify families as needed.

ACCIDENTS AND INJURIES

Low staff/child ratios make it possible to prevent many accidents and injuries from occurring. If an accident does occur staff will respond and notify management if necessary. An Incident Report is completed for any injury that requires any type of first aid. Parents are asked to sign the report upon receipt and a copy is kept in the youth's file.

Should a serious injury occur, office staff calls 911 for assistance. Once emergency services are on the way, the family is contacted at the same time or after the emergency call is placed. Emergency personnel or parents will determine further treatment. If transportation to a hospital is needed, emergency personnel will provide transportation, unless a parent or caregiver is on site to determine otherwise. Staff will travel with the young person if a family member is not present. The cost of all medical care is the responsibility of the family.

It is the Lodi Family Center's policy that in order to enroll, all families must sign permission for the program to secure emergency transportation for their child/children in the event of an illness or injury that requires emergency treatment.

CONFLICT OF INTEREST

Parents/guardians and other clients of the Lodi Family Center are prohibited from initiating or participating in any employment arrangements ("nanny", babysitting, transporting children, food service, etc.) with staff members of the Lodi Family Center. Staff members are prohibited from taking youth off premises on behalf of families and cannot be listed as emergency contacts on youth enrollment and health information forms or be named on a young person's authorized release forms.

FINANCIAL INFORMATION

Lodi Family Center is funded primarily from donations from individuals, businesses and churches. Additional funding comes from grants. Additional funding includes:

- Monthly membership fee.
- Limited scholarships are available for families, but documentation of current income is required in order to receive reduction in the monthly fee. Families can request a tuition change when there is a documented change in family income. Tuition is not reduced retroactively. Scholarship renewals are completed on an annual basis

PAYMENT

- Families may chose to pay membership fees monthly, quarterly, or annually with the understanding that payment must always be paid in advance of services.
- Tuition can be paid through checks, money order, PayPal, Facebook or Ohio ACE/Merit program. We do not take Venmo or other digital forms of money.
- Accounts must be kept current and full membership fees are charged weekly, regardless of program closures or child absences.
- Nonpayment of membership fees is cause for termination of service.



ADDITIONAL FEES

- Family registration fees are waived and there are no deposits required.
- Late Pick-up policy: Picking up youth after the end of their classes or when Maker Space closes at 6:30 pm (i.e. after 6pm for regular daytime schedule, unless a class or competition team has made arrangements to remain afterwards) will result in late pick-up charged as follows:
 - o \$5/half hour
 - o Over an hour will result in the local police being notified that the young person has not been picked up. It is the responsibility of the parent/guardian to ensure that youth are picked up on time.
- There is a returned check fee of \$30.00.

DATES CLOSED

The Lodi Family Center holiday calendar includes the dates listed below.

- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas (2 days)
- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day

In addition, the Lodi Family Center 5-18 Club will close a minimum of three days each year for staff professional development days. Families will be notified in advance of these dates. If the local school district closes due to extreme weather conditions, the Center will also be closed for the safety of staff, volunteers and families served.

AVAILABLE PROGRAMS

The after-school program operates Monday through Thursday, 3:00am – 6:00pm.

Summer programs are offered from 9 am to 4 pm.

Staff do not transport children.

Additional charges apply.

While our program is not designed specifically to provide services for children with special developmental needs, we can work with families to provide programming.

Please contact a member of the Administrative Team for more information about any of our programs.



**AFTER-SCHOOL ENRICHMENT PROGRAM
FAMILY AGREEMENT**



This agreement is made between the parent(s)/guardians:

_____ name of parent(s)

_____ address of parents(s) and name of family child care

provider for the care of the following children:

_____ Child's name Date of birth _____

_____ Child's name Date of birth _____

_____ Child's name Date of birth _____

_____ Child's name Date of birth _____

_____ Child's name Date of birth _____

_____ Child's name Date of birth _____

The payment for care shall be \$20/Month and reflects a schedule on the following days:

Mondays Arrival time _____pm Parent pick up time _____ pm

Tuesdays Arrival time _____pm Parent pick up time _____ pm

Wednesdays Arrival time _____pm Parent pick up time _____ pm

Thursdays Arrival time _____pm Parent pick up time _____ pm

Monthly fees are not reimbursable. The above times and days are flexible. If parent is going to be late picking up the child, every effort must be made to contact the provider. A late pick up fee of \$20 for every 30 minutes will be charged per family (includes more than one child).

Payment is due to Lodi Family Center prior to the return of your child to the program.

Submittal of the invoice to Ohio ACE and Merit will be considered payment thereby allowing your child/children to return to the program.

Accepted methods of payment include cash, personal check, PayPal, or money order.

If a personal check is returned due to a lack of funds, the parent/guardian must pay a \$50 returned check fee.

If a check is returned on more than one occasion, only cash, PayPal or money orders will be accepted as payment.

If a payment is not made on time, the child/children will be suspended from the program until such time as payment is received. Once payment is received, child/children will only be accepted back into the program if as soon as an opening is available.

Ohio Revised Code Section 3310.70 | Afterschool child enrichment educational savings account invoices:

Monthly invoices will be provided at the beginning of the month. Parents must enroll child/children in upcoming special workshops prior to the first of the month so that those activities can be included in the upcoming month's invoice. At the discretion of the Executive Director, participation in workshops with additional fees may be allowable with the fee being included in the next month's invoice. The following also applies:

- 1) At no time shall moneys credited to your Ohio ACE account established under division (B) of section be used for the purchase of electronic devices
- 2) A student is an "eligible student" for purposes of this section if the student is at least six but no more than eighteen years old and the student's family income is at or below three hundred per cent of the federal poverty guidelines, as defined in section [5101.46](#) of the Revised Code.
- 3) Subject to division (F) of the revised code, moneys credited to an education savings account established under division (B) of this section shall be used by an eligible student's parent or guardian for any of the following purposes, whether secular or nonsecular:
 - a) Before- or after-school educational programs;
 - b) Day camps, including camps for academics, music, and arts;
 - c) Field Trips to historical landmarks, museums, science centers, and theaters, including admission, exhibit, and program fees;
 - i) All permission forms must be on file at the time that invoice is provided.

Any failure of the Ohio ACE to reimburse fees will be paid within 45 days of issuance by the family. If an extension is needed, a written request should be provided.

The above information is hereby agreed upon by all parties on this date and is effective immediately.

_____ Print Parent Name _____ Signature

_____ Date

_____ Print Representative Name _____ Signature

_____ Date

