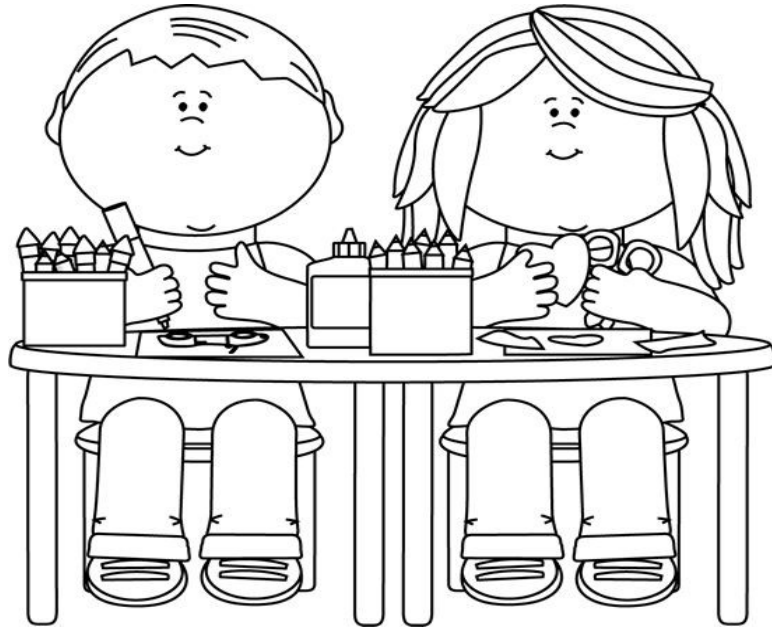


2018 - 2019
S.A.F.E. HANDBOOK
School Age Fun and Enrichment
Plainwell Community Schools



(Elementary Before and After School Program)

Starr SAFE 685-1442 Gilkey SAFE 685-5887 Cooper SAFE 345-8580
Each SAFE program has an answering machine

SAFE Billing Office
Phone: 269-685-3103 Fax: 269-685-8127
Located at the Early Childhood Education Center
307 E. Plainwell Street
Plainwell, Michigan 49080

Director-Jane Perry: Jperry@plainwellschools.org
Billing Coordinator- Kelli Stuijbergen: Kstuijbergen@plainwellschools.org

SAFE newsletters & handbooks are online
at www.plainwellschools.org (click Services)

DEPARTMENT OF Human Services - Financial assistance is available for working parents by calling the Department of Human Services (DHS) at (269) 673 -7700 for Allegan County residents or (269) 337- 4900 for Kalamazoo County residents.

SAFE Qualifies for Child Care Tax Credit

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All forms must be filled out completely with registration check attached.
Family registration form & the individual child form(s) are in the back.
Previous SAFE bills must be paid in full to use the new program.

Welcome to SAFE!!!

Dear SAFE Families,

Welcome to SAFE (School Age Fun and Enrichment). SAFE is a licensed, parent funded program providing your child with a safe and fun environment. In order to familiarize yourself with our program we have printed out this information/registration packet along with a table of contents for easy reference. There is a SAFE program located at all three elementary schools.

HISTORY OF SAFE

SAFE was piloted in 1986 at Starr Elementary School. By 1990, SAFE expanded to all three elementary schools and the first KinderSAFE program was started. Beginning in the Fall of 2007, SAFE started to offer 2 KinderSAFE programs, one for Starr and Gilkey children at 307 E. Plainwell St. and the other at Cooper Elementary for Cooper children. In 2007, SAFE also started to offer a 3 - 4 year old preschool program with a preschool curriculum and wrap around daycare called Plainwell Corners as well as a summer camp for ages 3 and up. As of 2011-2012 Plainwell started to offer a full day Kindergarten eliminating the need for KinderSAFE. For more information on any of these programs contact our office at 685-3103.

PHILOSOPHY

SAFE provides quality care with stimulating and creative activities. The program is designed to enhance self-esteem, encourage individual talents, seek out personal interests, and provide opportunities for creative expression.

GOALS

- _To provide quality care for children before and after school.
- _To provide child care at a reasonable cost and in a convenient location.
- _To promote school as a safe, secure, and stimulating place.
- _To enhance children's physical, intellectual, social and emotional development in a relaxed, creative atmosphere.
- _To recognize and encourage individual interest and talents.

CHANGES TO HANDBOOK

SAFE reserves the right to add, delete, or amend the policies and procedures provided for in this handbook. Written notice will be provided.

ENROLLMENT POLICY

ELIGIBILITY

Space is filled on a first come first serve basis. To be eligible for enrollment, a child must be enrolled in the Plainwell School District & attend school between grades K-5. Every child must be pre-registered before they can attend SAFE. Your registration fee must be paid and all forms must be filled out completely before starting.

SIGN UP PROCEDURES

Space is limited at each of the schools and fills up quickly. Send in your registration form and fee **48 hours prior to your child using SAFE**. Payments and forms can be sent to SAFE, 307 E. Plainwell St., Plainwell, Michigan 49080. Registration forms are available online, at all three schools, the SAFE office, or you may call 685-3103. **We do not offer same day sign up and all children must be registered before using SAFE.**

HOURS

The SAFE Program is open *on school days* from 6:30 AM until 8:30 AM and from 3:30 PM until 6:00 PM at all three elementary schools with the following exception. Starr and Gilkey SAFE will stay at their own school sites in *the morning*, however, they will be combined in *the afternoon* at Starr Elementary. Gilkey children will shuttle to Starr. SAFE will be *open on all school calendar days including 2 hour delays.* *You will need to sign up at the sites for each ½ day and no school day you choose to use. An additional contract is required for snow days.*

HALF DAY AND NO SCHOOL DAY PROCEDURES

You are not required to sign a contract for ½ day and no school days. You will have the opportunity to sign up for each ½ day and no school day as you need them. Each site will have a sign up sheet, **two weeks prior to the date**. You may sign up or cancel anytime during those 2 weeks without penalty. A parent signature is required. **However, if you sign up or cancel the week of the ½ day or no school day, you will still be responsible for the daily rate and an additional \$10 fee regardless of attendance.**

The ½ day rate is \$30 and the no school day rate is \$40. Half day and no school days will be held at Starr Elementary, pick up will be in the cafeteria. Lunch is not provided on these days, so please remember to pack a lunch for your child. **All lunches must include your child's first and last name.** After the Plainwell Schools "Year at a Glance" Calendar is published, you will receive a "Sign Up Schedule" with the exact dates you will be able to sign up for each ½ day and no school day.

SNOW DAY PROCEDURES

A snow day contract is required in order for your child to attend on snow days. **SAFE will be open on ALL snow days. The snow day rate is \$40/day per child.** By signing the snow day contract, you are agreeing to pay for ALL snow days, regardless of your child's attendance.

All snow days will be held at Starr Elementary and drop off and pick up will be in the cafeteria. Lunch is not provided on snow days, so please remember to bring a lunch for your child. **All lunches must include your child's first and last name.** Snow day contracts will be sent out once SAFE enrollment has been completed.

CALENDAR

CLOSED

Major holidays like Labor Day, Memorial Day, Thanksgiving Break, Christmas Break, & Spring Break.

OPEN

On Plainwell School Calendar days
For an additional charge you will need to sign up
for Half Days and No School Days
A separate contract is required to attend on snow days

DAILY SCHEDULE AND ACTIVITIES

SAFE Daily Schedule

AM Choices of group games, crafts, homework and free choice time

PM Wash hands & have snack, free choice, crafts or group games will be offered.
Outside activities when weather permitting.

PHYSICAL SETTING - The SAFE Program is housed in the All-Purpose Rooms of Gilkey, Starr, and Cooper Elementary.

SCHOOL RELATED EVENTS - SAFE has access to the playground and gym. We offer planned activities both AM & PM.

FIELD TRIPS - Field trips may be offered on ½ or no school days. The Plainwell Community Schools busing system will provide the transportation. All children will go on the field trip. Fees for the trip will be applied to your bill. **DO NOT SEND MONEY** with your child.

ENRICHMENT ACTIVITIES - Weekly schedules will be planned in advance to include activities such as organized games, music, arts and crafts, or free choice activities. Children are given choices as to the activities they would like to participate in. Family input for activities is always welcome.

RECREATIONAL ACTIVITIES - Children will use the gym for games and sports. Weather permitting we will offer outside activities for those who are dressed appropriately.

GENERAL INFORMATION

PARENT ADVISORY - Your ideas are always welcome to improve and enhance our program.

CLOTHING AND PERSONAL BELONGINGS - Please mark with your child's name.

ITEMS FROM HOME - Unfortunately, bringing toys from home is at your own risk of damage or theft. If it is not allowed in school, it is not allowed at SAFE.

DONATIONS - Donations of craft items, toys, or games are always welcome.

VOLUNTEERS - Volunteers are always welcome; however, they must be cleared via a central registry clearance. Volunteers will never have unsupervised contact with the children.

STAFF - All staff have had criminal background checks and have been given a clearance to work with children.

TRANSPORTATION

Parents or an authorized person will be responsible for bringing their children to and/or from SAFE.

HEALTH MATTERS

HEALTH AND SAFETY

1. Please sign the health form stating that **your child's immunizations are complete and that your child is in good health. Your form must be submitted to SAFE before enrollment and updated periodically.**
2. **Children who are ill** should not be sent to SAFE. Parents are requested to notify SAFE and the school on the days a child is sick or will be absent from the program. If a child becomes ill during SAFE the parent will be notified.
3. **In case of injury**, there will be an attempt to contact the parent. First aid will be given. A written accident report will be submitted.
4. **Medication** - If your child needs to take medication, we must have a dated and signed note from the parents with the medication name and dosage, and times to be taken. Please keep the medicine in the original container and hand the medicine to a staff in person.
5. **Medical information** - It is **very important** that we know if your child has an **allergy or a special medical need.**
6. **Insurance** - Parents are advised to carry insurance which will cover their child in the event of an accident at school. An example is the Student Accident Insurance Program, available only in the fall, through the school district. If you should need this insurance contact your elementary school office. The coverage is for one full year.

FOOD AND NUTRITION

BREAKFAST - School breakfast may be purchased for \$1.75 (assuming the price doesn't change). Parents may also send their child with a morning snack or a prepared breakfast. **Breakfast is not billed through SAFE.**

SNACK - An individual snack and drink will be offered. Snack is \$1.00. At the end of the day milk may also be purchased for \$.50. All snack and milk fees will be applied to your account. Please do not send cash! Special treats from home are always welcome!

LUNCHES - On half and no school days, your child will need to pack a lunch.

FOOD ALLERGIES - If your child is **allergic** to anything, please send a note. It may be safest for you to provide food for your child. Please note all allergies to be safe.

Health care plan - Community resources

Allegan Mental Health – 1 800 673-6617

Allegan Health Services includes immunizations (269) 673-5413

Hospitals: Bronson Pipp (269) 685-6811 Bronson 341-7654 Borgess 226-7000

Poison Control 1 800-222-1222

Gun Plain Township Drug & Lab Disposal (269) 685-9824

Child Protective Services (269) 673-7724

Hand Washing Procedure

Have clean towel available

Turn on the water to a comfortable temperature between 60 F to 120 F.

Moisten hands with water and apply soap

Rub hands together until a soapy lather appears and continue for at least 10 seconds.

Rub areas between fingers, around nail beds, under fingernails, jewelry and the back of hands.

Rinse hands under running water until they are free of soap and dirt. Turn water off with the back of your hands.

Dry hands with a clean, disposable paper towel.

Dispose of paper towel in a lined trash container.

Hands of children and staff shall be thoroughly washed prior to handling food and before eating. Hands must also be washed after restroom facilities use.

Handling of children's bodily fluids

We use precautions when handling potential exposure to blood, including blood - containing body fluids and tissue discharges, and when handling other potentially infectious fluids.

Latex gloves are available and cleaning/sanitizing will be done. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

Cleaning and sanitizing of all equipment, toys, and other surfaces

The following steps are to be followed for cleaning and sanitizing:

Wash the surface or article with warm water and detergent.

Rinse the surface with clean water.

Submerge, wipe or spray the surface or the article with a sanitizing solution.

Let the article or surface air dry.

Toys are cleaned seasonally.

Sleeping mats are cleaned daily.

Table tops are cleaned after each use.

Controlling infection, including universal precautions

Children need to be able to blow and wipe their own nose, cover their mouth and nose when coughing or sneezing, and able to use the bathroom without help. They must be toilet trained.

We ask that parents use discretion when your child isn't feeling well and needs to be kept home from school, i.e.: fever, diarrhea, vomiting, lice, etc. The teacher will call the parent(s) when the child indicates that he/she isn't feeling well. Medication may be given to a child by school staff only when parents follow school medication procedure(s).

Medical Emergency procedure

*Bumps, bruises, or minor cuts may be cleaned and/or ice/band-aid(s) applied and/or parent emergency contact called.

Serious injury:

*Check child for needed medical care & call 911 if emergency care is needed

*Ice pack, band aids when needed

*Call custodial parent or emergency contact

*Fill out incident/injury report

RULES AND DISCIPLINE

GENERAL RULES

1. Children are required to remain with their supervisors during program hours.
2. School rules and policies will be followed at all times.
3. Children are expected to take care of equipment and supplies.
4. The person picking up your children needs to signal to the staff when bringing and taking them to and from school premises. Staff will sign them in and out.

DISCIPLINE

Behavior problems will not be tolerated.

1. Should the child misbehave, a verbal warning will be given.
2. If misbehavior continues, the child will be given time out to think of alternative ways to behave.
3. If the misbehavior is still a problem, we will have a conference with the child and the child's parent(s).
4. If misbehavior persists, the child will be removed from the program.
5. **Violent or extremely inappropriate behavior will result in immediate expulsion.**

We realize that we do not and cannot meet the needs of every single child. Children are special to us and we are concerned about them. Please let us know if we may help.

BILLING AND FINANCIAL MATTERS

SAFE FEES

An Early Bird registration fee of \$20 per child (or \$40 family fee) is charged if paid by April 30th, 2018. The rate increases to \$25, May 1st.

FEE SCHEDULE - Charges for actual sessions used.

You will be charged per number of sessions you use per week.

You are *either charged for full or partial sessions*.

Full AM Session 6:30 AM until 8:30 AM

\$7.00 for the first child

\$6.75 for each additional child

Partial AM Session 7:30 AM until 8:30 AM

\$4.50 for the first child

\$4.25 for each additional child

Full PM Session 3:30 PM until 6:00 PM

\$8.75 for the first child

\$8.50 for each additional child

Partial PM Session 3:30 PM until 4:30PM

\$4.50 for the first child

\$4.25 for each additional child

Flat rate for half days - \$30 Snack included.

Flat rate for no school days - \$40 Snack included.

So that accurate billing records can be kept, staff will sign children in and out. Parents are responsible to ensure that staff are aware that their children are arriving or departing from the program.

It is the parent's responsibility to inform SAFE of your child's schedule. Please call your site directly to let them know of any changes to your schedule.

BILLING PROCEDURES

You will receive an actual statement twice a month to show your charges and payments received. Personal checks or money orders should be made payable to SAFE. You may also pay online through RevTrak, please see the attached document for additional information. **NO CASH!!** Checks can be mailed to : Early Childhood Education Center, 307 E. Plainwell St., Plainwell, MI 49080. **A \$25 fee will be charged for checks with insufficient funds.**

1. **LATE PAYMENT** - If payment has not been received and **paid in full** each month, you will be charged a **\$25.00 late fee**. If your bill is not paid in full without making special arrangements, your child will be asked to find other care.
2. **WITHDRAWALS** - A two week notice must be given for withdrawal. All unpaid fees must be paid at that time.
3. **EARLY DROP OFF OR LATE PICK UP** - We open at 6:30 am and close at 6:00 pm. If you arrive before 6:30 you will receive a early drop off fee of \$15. If you pick up your child after 6:00 pm a late charge of \$15 will apply. Past 6:15 you will be charged an additional \$1 per minute.

If you have any questions regarding your bill, please contact Kelli at: 685-3103 or by email at: Kstuijbergen@plainwellschools.org

You can now Pay online using Rev Trak

Here's How:

1. Go to www.plainwellschools.org
2. Click on Services tab
3. Click on Community Education/ Recreation and select Community Education
4. Then Click on the Rev Trak button



5. You will see our Account Button



6. Once you click on this follow the directions and voila online payment!

SAFE/ PLAINWELL CORNERS 2018-2019 Misc. Charges

PLAINWELL COMMUNITY SCHOOLS

**307 E. PLAINWELL STREET
PLAINWELL, MICHIGAN 49080
269-685-3103**



Regular SAFE

Full AM Session 6:30 – 8:30

\$7.00 For The First Child (\$6.75 For Additional Children)

Partial AM Session

(Child must be dropped off after 7:30) - \$4.50 For The First Child (\$4.25 For Additional Children)

Full PM Session 3:30 – 6:00

\$8.75 For The First Child (\$8.50 For Additional Children)

Partial PM Session

(Child must be picked up before 4:30) - \$4.50 For The First Child (\$4.25 For Additional Children)

(Snack \$1.00 and includes a drink)

Half Days

SAFE - \$30.00

Snacks Included

No School Days

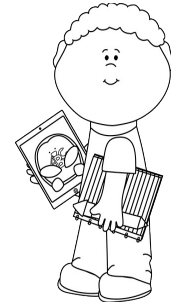
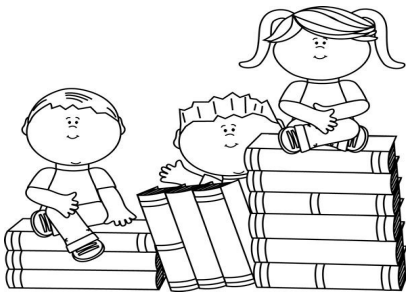
SAFE - \$40.00

Snacks Included

Snow Days

SAFE - \$40.00

Snacks Included



Summer Programs

SAFE Summer Fun Camp (K-5th Grade * 2017/18 School Year)

Weekly - \$150.00 For The First Child (\$140.00 For Additional Children)

Daily - \$40.00 (Minimum of 3 days per week & additional cost for field trips)

Plainwell Corners Preschool/Daycare

Weekly - \$150.00

Daily - \$40.00 (Minimum of 3 days per week)

Plainwell Corners Summer Camp

3, 4, 5 Year Old's

Weekly - \$150.00 For The First Child (\$140.00 For Additional Children)

Daily - \$40.00 (Minimum of 3 days per week)

School Year Registration Fees

Early Registrations Due By APRIL 30TH

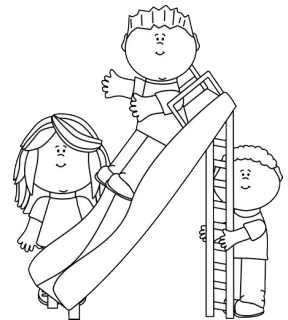
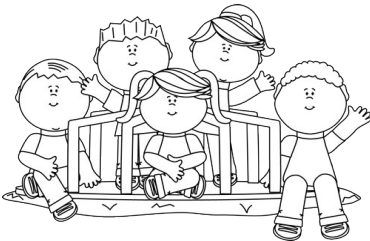
\$20.00 Per Child/\$25.00 Per Child After May 1st

\$40.00 Maximum Family/\$50.00 After May 1st

Summer Registration Fees

\$25.00 Per Child Before May 15th/\$50 Maximum Family

\$75.00 Fee For All Registrations After May 15th



Late Fees

\$25.00 – Unless Special Arrangements Have Been Made

Insufficient Fund Checks - \$25.00

Late Pick-up -\$15 after 6:00pm anything after 6:15 is \$1 a minute

Early Drop off- \$15 before 6:30

PLAINWELL COMMUNITY SCHOOLS S.A.F.E./ PLAINWELL CORNERS PRESCHOOL

FAMILY REGISTRATION FORM

Admission Date / /

Custodial Father's Name: _____

Phone: _____

Cell #: _____

Address: _____

Zip: _____

Custodial Mother's Name: _____

Phone: _____

Cell #: _____

Address: _____

Zip: _____

(If different from above)

Email Address for Billing Purposes: _____

Guardian/Father's Work Location When Child Is At SAFE/PLAINWELL CORNERS:

Phone: _____

Cell #: _____

Address: _____

Zip: _____

Guardian/Mother's Work Location When Child Is At SAFE/PLAINWELL CORNERS:

Phone: _____

Cell #: _____

Address: _____

Person(s) other than parent to be notified in case of emergency or may pick up the child:

1.Name: _____

Phone: _____

Relation: _____

Cell #: _____

2.Name: _____

Phone: _____

Relation: _____

Cell #: _____

Child's Physician or Health Clinic _____ Phone _____

I hereby give permission to the SAFE/Plainwell Corners Preschool to secure emergency medical and /or emergency surgical treatment for the names of the minor child listed on this form while in the program. Yes____ No____

I/We have read the SAFE/Plainwell Corners Handbook and understand my/our responsibilities with regards to the program. I/We hereby enroll my/our child(ren) in the SAFE/Plainwell Corners program. Yes ____ No ____

My child(ren) has permission to attend and receive transportation for field trips. Yes ____ No ____

My child(ren) has permission to swim with the SAFE program. Yes____ No ____

I will provide food for my child's lunch or I will purchase lunch if available. Yes ____ No ____

I hereby give permission to the SAFE program to apply non-prescription/topical lotion (sunscreen and bug spray) Yes____ No____

Signature _____

Forms must be filled out completely & a registration check needs to be attached!

**PLAINWELL COMMUNITY SCHOOLS S.A.F.E./ PLAINWELL CORNERS PRESCHOOL
INDIVIDUAL CHILD INFORMATION**

*****Please list any allergies or behaviors that we need to be aware of.*****

| | | |
|--------------|-----------|--|
| Child's Name | Birthdate | School/Grade/Teacher (Need All 3) |
|--------------|-----------|--|

Hospital Preferred for Emergency Treatment: _____

Please list Insurance Provider and Identification Number:

| <u>Schedule - Circle Session and Days Needed</u> | | | | | | |
|--|---------------------|--|---------|-----------|----------|--------|
| SAFE ONLY | <u>AM Sessions</u> | Monday | Tuesday | Wednesday | Thursday | Friday |
| | <u>PM Sessions</u> | Monday | Tuesday | Wednesday | Thursday | Friday |
| PLAINWELL CORNERS ONLY | \$150 A WEEK | | | | | |
| | Circle One | \$40 A DAY (3 DAY MINIMUM PER WEEK) | | | | |
| | | *Limited space available for daily rate* *Classrooms will fill with full time students first* | | | | |

**It is the parent's responsibility to inform SAFE of your child's schedule.
Please call your site directly to let them know of any changes to your schedule.**

Physical Health/Immunizations

This acknowledges that my child _____
D.O.B _____ **who attends the Plainwell SAFE Program/Plainwell Corners Preschool which are programs licensed/approved by the Division of Child Day Care Licensing, is in good health. Current immunizations are up to date. Further, any health restrictions, allergies, medications taken by the child, or any other needs are noted above:**

| | |
|---------------------------------|------|
| Signature of Parent or Guardian | Date |
|---------------------------------|------|

S.A.F.E Contract

This agreement is made by and between the Plainwell S.A.F.E Program and _____, Parent/Guardian of _____.

I have read and agree to full contents of the Parent Handbook. I understand that disregarding these policies can result in termination from S.A.F.E enrollment.

I understand that my account must stay current and in good standing in order for S.A.F.E to continue to offer service to my family.

I agree to pay a registration fee at the beginning of enrollment, which is nonrefundable.

I agree to complete all forms required by the Plainwell S.A.F.E Program. I agree to update personal information as changes occur. I understand that my child cannot remain in care without proper documentation on file.

This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to the Parent Handbook Policy, or negotiation of a new contract.

S.A.F.E - Plainwell Community Schools
Licensed Child Care Provider

Date

Parent/Guardian

Date