

# **SAFE**

## **SCHOOL AFTERNOON FUN AND EDUCATION**



## **HANDBOOK FOR PARENTS**

# **SAFE**

## **School Afternoon Fun & Education**

Dear Parents and Guardians,

Welcome to an exciting year here at SAFE. This letter is to introduce you to our program, provide you with means of contacting us, and to make you aware of program procedures. Please take the time to read this handbook, as being informed will enhance your child's experience at SAFE:

- **Homework will be done Monday through Thursday** after snack before the groups move onto recreational activities. If you prefer that your child completes their homework at home, please communicate that with us, and your child will move onto group activities immediately after snack.
- If someone else will be picking up your child, they must **be listed on your emergency contact card or you must call and notify us**. Additionally, **they must have a photo ID with a name that matches the information you provide us**. If you do not inform us, and/or they do not have a photo ID, **we cannot release your child**.
- The children will be outside often, weather permitting. **Please send your child with the appropriate apparel – jackets, hats, gloves, etc.**
- Our **hours of operation** are from school dismissal until **6:00 PM**. Please ensure your child is picked up by 6:00 PM. Failure to do so will result in late pickup fees, and if it is a frequent occurrence, **removal from the program may be warranted**.
- Any change in your child's schedule needs to be communicated with us, either in-person, or via email or phone. These changes may include sickness, extra help, clubs, etc.

Please adhere to these guidelines, and if you have any questions, please let us know.

Thank you,

Dan Powers

Director

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## **School Afternoon Fun & Education**

### **GENERAL INFORMATION**

#### **WHEN**

- SAFE operates from 3:00 PM until 6:00 PM, in accordance with the West Babylon school calendar. If West Babylon schools are closed, due to holidays, snow days, etc., SAFE will also be closed.

#### **WHERE**

- Santapogue Elementary School is located at 1130 Herzel Boulevard in West Babylon. The program utilizes the gymnasium, playroom, and outdoor playgrounds for all supervised activities.
- Students who attend Santapogue will come down to SAFE at the end of their school day. Students who attend other West Babylon schools will be bussed over at the end of their school day.

#### **WHO**

- SAFE is offered to all West Babylon students, from kindergarten through sixth grade.

#### **WHAT**

- The SAFE program offers supervised homework, arts and crafts, games and activities, sports and outdoor recreation, special event parties, and snack time.

#### **WHY**

- For the past 30 years, SAFE has strived to provide West Babylon families with safe, caring, and affordable child care, built on cultural, social, recreational, and educational components.

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### **POLICIES AND PROCEDURES**

#### **ADMITTANCE AND ENROLLEMENT PROCEDURES**

- All West Babylon students, from Kindergarten through 6<sup>th</sup> grade, are eligible for enrollment in SAFE.
- Application forms are available in the SAFE program's office. The right to accept or reject applications depends solely upon the ability for the program to provide adequate care for the child and family. Within these limits, the program is available on a first come, first served basis.
- Information on application forms include, but are not limited to, parental information (names, addresses, and contact information), individuals authorized to pick up your child, allergies and/or health concerns, and your primary care provider's contact information, in the event of an emergency.

#### **HEALTH AND SAFETY**

- Parents will be notified if a child becomes ill or injured.
- Children are expected to behave in a safe manner, as outlined in this handbook and by the group chaperones, in all areas of the SAFE program (play areas, bathrooms, playroom, etc.)
- Inappropriate behavior will be documented. If warranted, the director will speak with the child's parent/guardian about the behavior, steps implemented to alleviate it, and future steps to encourage better decision-making.
- **THE DIRECTOR MAINTAINS THE RIGHT TO IMMEDIATELY DISMISS A CHILD FROM THE PROGRAM IF THE CHILD IS SUBSTANTIALLY DISRUPTIVE, AGGRESSIVE OR VIOLENT TOWARDS OTHERS, OR POSES A DANGER TO THEMSELVES/OTHERS.**

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#### **TUITION AND FEES**

- There is a non-refundable registration fee of \$75.00 per family.
- At the time of registration, the June payment must be paid upfront as a security deposit.
- Tuition is charged on a monthly basis, and bills will be issued on the 1<sup>st</sup> of the month. Tuition fees are as follows:
  - \$14.00 per day for students who attend full-time
  - \$15.00 per day for students who attend per diem
  - There will be a 10% family discount applied for each additional child
- Payment is due on the 10<sup>th</sup> of the month. After the 10<sup>th</sup> of the month, a \$10.00 late fee will be applied. After the 20<sup>th</sup> of the month, a \$20.00 late fee will be charged. If tuition is not paid by the end of the month, the June down payment will be used to recoup the fees, and your child may be removed from the program.
- **NO REFUNDS WILL BE GIVEN FOR DAY-TO-DAY ABSENCES.** If your child remains home due to illness for an extended time, please contact us for refunds for the additional missed days.
- For anticipated absences due to illness (2 days or more), a fee adjustment will be made provided the program is notified on the first day of illness so that staff coverage can be adjusted.
- In the event of an illness, the parent/guardian is responsible for notifying the program that their child will not be in attendance.
- If schools are closed due to an emergency (ex. snow days), parents/guardians will receive a credit on the following month's bill.

#### **MEDICATION**

- If your child is prescribed medication, please see our nurse to obtain a Medication Consent Form. This form must be completed by both the parent/guardian and a healthcare provider.
- Medication must be in its original container, and clearly labeled.
- **No medication will be accepted without the required paperwork.**

**SAFE**  
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**CHILDREN'S RESPONSIBILITIES**

**Children need to be responsible for:**

1. Learning to accept consequences for their own actions.
2. Respecting and adhering to the rules of the SAFE program
3. Treating our equipment and premises with the utmost respect
4. Sharing equipment and facilities with all children in the program
5. Respecting their chaperones, and communicating with them if any problems arise
6. Dressing appropriately for indoor and/or outdoor play (sneakers, jackets, gloves, etc.)
7. Returning materials and equipment as they were found

**CHILDREN'S RIGHTS**

**Children have the right to:**

1. A safe environment
2. Use of all equipment and space on an equal basis
3. Have their ideas and feelings respected
4. Discipline that is fair, equal, and respectful of them
5. Express their creative ability
6. Explore and discover
7. Continue developing to their full potential
8. Voice their opinions of the rules and activities
9. Staff members who care about them, enjoy being with them, and help them grow

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**PARENT'S RESPONSIBILITIES**

**Parents need to be responsible for:**

1. Letting the staff know when their child will not be attending for the day, due to extra help, intramurals, or other activities. By doing so, we know that your child is safe and accounted for.
2. Observing the rules of the SAFE program as set forth in this handbook, and in any additional policy statements
3. Sharing their concerns with the staff members and program director if the program is not meeting their child's needs
4. Listening to the concerns that staff members have about their child's behavior, and working together to reach an agreeable solution to any problem that might occur
5. Knowing about any change in policy or procedure
6. Signing out their child at the end of the day, and notifying the program when someone else will be picking up their child
7. Notifying the program if their child has been exposed to a contagious illness
8. Notifying the staff of withdrawal from the program at least one week in advance
9. Notifying a staff member of a planned vacation and other planned absences in advance
10. Paying tuition fees on time
11. Picking up their children on time

**PARENT'S RIGHTS**

**Parents have a right to:**

1. Know their child is in a safe environment where they are free to select from a variety of supervised activities
2. Know what types of programs and activities are being planned and to offer feedback on the kinds of activities their children enjoy
3. Share concerns with the staff and director
4. Know if their child is displaying behavioral concerns, and to work with the staff and/or director to develop an action plan
5. Voice special concerns and discuss special cases where occasional exceptions may be made from the rules set forth in the manual

**SAFE**  
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**SYMPTOMS REQUIRING IMMEDIATE REMOVAL OF**  
**A CHILD FROM SAFE**

- Fever: Fever is defined as having a temperature of 100°F. A child needs to be fever-free for a minimum of 24 hours before returning **WITHOUT** the aid of Tylenol, or any other fever reducing substance
- Fever **AND** sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking, or continuous coughing
- Runny nose (other than clear), draining eyes, or ears
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases
- Child is irritable, continuously crying, or requires more attention than we can provide without risking the health, safety, or well-being of the other children in our care

When sick children are sent to SAFE, other children who attend, as well as our staff, are at risk of exposure. If you are not sure whether or not it is okay to send your child, please call ahead to ask us. We appreciate your cooperation in this matter.