



**2020 Summer
S.A.F.E. & Plainwell Corners
Family Handbook
Plainwell Community Schools**

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

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SAFE newsletters & handbooks are online
at www.plainwellschools.org under 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

Welcome to SAFE!!!

Dear SAFE Families,

Welcome to SAFE (School Age Fun and Enrichment) Summer Program! 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.

This year's Summer SAFE program will be housed at Gilkey Elementary. Plainwell Corners Summer Program will take place in the main building at Plainwell Corners. All K-5 Students are eligible to attend Summer SAFE and children 33+ months are eligible to attend Plainwell Corners Summer program.

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 throughout the summer
- To provide childcare 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 to attend SAFE and 33+ months old to attend Plainwell Corners. Every child must be pre-registered before they can attend Summer SAFE or Plainwell Corners.

SIGN UP PROCEDURES

Space is limited at each of the schools and fills up quickly. Registration will be available online and a link will be available on our website at plainwellschools.org under 'Services'. Once your registration form is complete, you will be contacted regarding an available space and to schedule a start date. All students must be pre-registered. Plainwell SAFE & Plainwell Corners do NOT accept same day registrations.

The following must be completed and returned before your child can attend SAFE or Plainwell Corners:

- \$25 Registration fee (nonrefundable) paid on Sandbox or via check
- Completed online registration form – this serves as your signed family contract

- Completed schedule for the summer
- Signed parent notification of the licensing notebook form – this may be completed on the first day of care
- Copy of Immunization Records *preschool only*
- Health Appraisal completed by your child’s physician within 30 days of enrollment *preschool only*

HOURS

Summer SAFE is open 7:30 AM – 6:00 PM.

CALENDAR

- June 15th – First day of Summer SAFE
- July 3rd – CLOSED for Independence Day
- August 10th -14th – All ages held at Gilkey Elementary
- August 21st – Last day of Summer SAFE
- August 24th – 28th – CLOSED for building maintenance
- August 31st – First day of School

DAILY SCHEDULE AND ACTIVITIES

SAFE Daily Schedule

Activities are planned to keep students engaged throughout the summer! We offer a variety of outdoor and indoor experiences. Students will also be offered time to play in sprinklers, use playground equipment, etc..

Plainwell Corners students will be offered a quiet rest time. Students who do not fall asleep after the allotted time will be offered activities for that time.

Physical Setting – SAFE playground equipment is not inspected by one of licensing’s certifies playground safety inspectors, but by one of our own. SAFE playground equipment is inspected annually by Walker Toddy, a certifies playground safety inspector contracted by Plainwell Community Schools. You may obtain a yearly report by contacting our maintenance department.

Enrichment Activities - Weekly activities will be planned to include things 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.

GENERAL INFORMATION

Parent Advisory - Your ideas are always welcome to improve and enhance our program. Please speak with a staff member or email katie.gregersen@plainwellschools.org with any comments, questions, suggestions, or concerns.

Clothing and Personal Belongings – We advise parents to mark their child(ren)’s belongings with their name, as SAFE students will hang their items on hooks in or near the gym rather than storing their items in lockers. Plainwell Corners students will keep all items in their own cubby. Due to COVID precautions, all nap items must fit in a tote with the lid closed. SAFE students will have their own bin to keep their belongings. The bin will remain with them throughout the day.

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.

Things to Bring to Summer Camp

- Water bottle labeled with name (taken home daily to wash)
- Sunscreen & Bug Spray
- Lunch
- Water Play items *preschool only*
- Nap Items *preschool only*

Volunteers – Volunteers are always welcome; however, they must be cleared via a central registry clearance. Volunteers will never have unsupervised contact with the children. **We are not taking volunteers during COVID-19 Precautions**

Staff – All staff have had criminal background checks and have been given a clearance to work with children. Additionally, all staff complete 24 hours of professional development training annually.

Transportation - Parents or an authorized person will be responsible for bringing their children to and/or from SAFE. Please have authorized persons bring a picture ID when picking up students for the first few times.

HEALTH MATTERS

COVID-19 Precautions

- Parents will not be permitted in the building. Staff will meet parents at the door at drop off and pick-up time
- A quick health check will be done each morning with no-touch thermometers. Students with a temperature of 100.4 or higher will not be permitted in the building.
- Students will be in smaller groups with the same students and staff day to day
- Amplified cleaning throughout the day and deeper cleaning each evening.

Health and safety

1. **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 via phone. Students who are ill will be isolated from the group with a staff member per COVID-19 precautions.
 - a. Students must be symptom free without fever reducing medication for 72 hours before returning to care. Should symptoms be consistent with COVID-19, students may be asked to self-quarantine for 14 days or until they receive negative test results. Parents are asked to report all cases of COVID-19 to SAFE / Plainwell Corners.
2. **In case of injury**, parents will be notified. Based on the severity of the injury, first aid will be given and a written accident report will be completed. Parents will be notified by phone immediately after any head injury or injury that SAFE staff believes requires additional or professional care. Parents will be notified of more minor injuries upon pick-up.

3. **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 directly to a staff member. Parents must see a staff member to complete the medication form. This form is different than a form completed for medication administration during the school day.
4. **Medical information** - It is very important that we know if your child has an allergy or a special medical need upon enrollment, so we can best accommodate your student.
5. **Insurance** - Parents are advised to carry insurance which will cover their child in the event of an accident at school.

FOOD AND NUTRITION

SNACK – A morning and afternoon snack will be provided to all students.

LUNCHES - Your child will need to pack a lunch. Please be sure to have your child's first and last name visible on the OUTSIDE of their lunch container.

FOOD ALLERGIES - If your child is allergic to anything, please indicate it in the attached forms so. It may be safest for you to provide food for your child. Please note all allergies to be safe.

RULES AND DISCIPLINE

GENERAL RULES

- Children are required to remain with SAFE staff during program hours.
- School rules and policies shall always be followed.
- Children are expected to take care of equipment and supplies.
- Students must check in and out with the staff member. Parents will meet the staff and student at the door.
- SAFE rules will be posted, discussed daily, and always followed
 - be SAFE
 - be responsible
 - be respectful
 - have fun

Discipline Policy

When a behavior occurs, positive forms of discipline will be used, and the following steps will be followed.

1. A Verbal warning will be given
2. If misbehavior continues, the child will take time to think about their actions with a staff member.
3. If the behavior persists, the child and a staff member will complete a think sheet together and discuss the behavior with parents at pick up time.
4. If the behavior continues for multiple days, a meeting will be set up with program staff, program administrators and parents to create an action plan.

5. If the behavior persists, the child will be removed from the program.
6. **Violent or extremely inappropriate behavior may result in a suspension from SAFE or immediate expulsion.**

Plainwell SAFE & Plainwell Corners will not tolerate behavior that puts other students, staff or the standing of our license with The State of Michigan in jeopardy. These behaviors include, but are not limited to; hitting, kicking, biting, running from staff. SAFE / Plainwell Corners reserves the right to interrupt care or suspend students for the safety of others.

BILLING AND FINANCIAL MATTERS

SAFE FEES

A registration fee of \$25 per student (\$50 max. per family) will hold your child's spot in our program.

Full time- \$150 per week

Part time (minimum of 3 days) - \$120 a week

You will be charged for what your student is signed up for regardless of attendance. (ex. If your child is signed up for 5 days in a week but only attends 3, you will be charged \$150 as we have planned staff accordingly.)

For **summer only** you may make changes to your schedule as long as we are notified 5 business days prior.

BILLING PROCEDURES

In order to keep accurate billing records, 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.*

1. **PAYMENT PROCEDURE** - A billing statement will be sent every 2 weeks via email, to the address on file. The billing statement will reflect charges for the PREVIOUS 2 weeks, please plan accordingly. **You may pay using Sandbox Parent Portal or via check made out to Plainwell SAFE. We do not accept cash.**

2. **LATE PAYMENT** - If payment has not been received and paid in full each month, **a \$25.00 late fee will occur.** Delinquent accounts are subject to interruption in care.

3. **EARY DROP OFF OR LATE PICK UP** - You will be charged \$15 for drop off before 7:30 am. You will be charged \$15 at 6:01 and \$1 per minute past 6:15

4. **WITHDRAWALS** - A two-week notice must be given for withdrawal. All unpaid fees must be paid at that time.

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