



2021-22
S.A.F.E. 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

Starr SAFE 685-1442
Gilkey SAFE 685-5887
Cooper SAFE 345-8580

Director- Katie Gregersen katie.gregersen@plainwellschools.org
Billing Coordinator- Kim Hyames kim.hyames@plainwellschools.org

TABLE OF CONTENTS

Welcome Statement.....3
History, Philosophy, and Goals
Changes to Handbook
Eligibility

Sign Up Procedures, Hours, Calendar, & Daily Schedule4

Activities & General Information..... 5

Health Matters & Food/Nutrition.....6
Breakfast
Snack
Lunches
Food Allergies

Health Procedures..... 7
Cleaning and Sanitizing of toys
Controlling Infection

Health procedures continued, Rules/Discipline, & Billing/Financial Matters.....8
Medical Emergency & Serious Illness Procedures
Fees & Schedule

Billing and Financial Matters continued.....9
Pay procedures
Withdrawals
Late Payments
Late Pick Up

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). 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. There is a SAFE program located at all three elementary schools.

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 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. Every child must be pre-registered before they can attend SAFE. Registration must be completed online. Forms can be found at <https://www.plainwellschools.org/Content/preschool-safe>

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 turned in at the sites or emailed to Kim. Registration links are available online at <https://www.plainwellschools.org/Content/preschool-safe>. **We do not offer same day sign up and all children must be registered before using SAFE.**

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

- \$25 Registration fee (nonrefundable)
- Family registration form (online)
- Signed SAFE contract (online)
- Signed parent notification of the licensing notebook form

HOURS

AM Session: 6:30 AM to the start of the school day

PM Session: the end of the school day until 6:00 PM

AM session hours will adjust in the event of a 2-hour delay

Snow Day / No School Days: 6:30 AM – 6:00 PM

HALF DAY AND NO SCHOOL DAY PROCEDURES

You are not required to sign a contract for ½ day and no school days. A google form will be emailed each month allowing you to sign up for any or all the ½ days and no school days for that month. Sign up closes 1 week before the ½ day or no school day. **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 days are held at all 3 elementary schools. 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.

SNOW DAY PROCEDURES

A snow day contract is required for your child to attend on snow days. The contract will be sent via email as a google form. **The snow day rate is \$40/day per child.**

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 lunch for your child. All lunches must include your child's first and last name.

CALENDAR

SAFE will be open for all Plainwell School regular days. Additionally, you will have the opportunity to sign up for half days and snow days. SAFE is **CLOSED** during the following breaks:

- Thanksgiving Break
- Winter Break
- Mid-Winter Break
- Spring Break

DAILY SCHEDULE AND ACTIVITIES

SAFE Daily Schedule

In the morning, choices of group games, crafts, homework and free choice time are available. During afternoon SAFE, students will; check in, wash their hands and have snack. They will then participate in center circle where staff will review rules and give students their options for the day. Free choice, crafts or group games will be offered, as well as outside activities when weather permitting. SAFE has access to the playground as well as the gym/cafeteria to best accommodate children who would like to participate in gross motor activities as well as students who would prefer to participate in table activities, work on homework, etc..

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 a certified 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. Items can quickly become mixed up and it is helpful when items are clearly marked.

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.

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. 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

Health and safety

1. Please verify on the online registration link stating that your child's immunizations are complete and that your child is in good health and that a record of vaccinations or vaccine waiver are on record with your child's school office.
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 via phone.
3. **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.
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 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.

5. **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.
6. **Insurance** - Parents are advised to carry insurance which will cover their child in the event of an accident at school.

FOOD AND NUTRITION

BREAKFAST - School breakfast may be purchased through Plainwell's food service program. 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 at the end of each week. Please do not send cash!

LUNCHES - On half and no school days, 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 when completing the online registration form. It may be safest for you to provide food for your child. Just to be safe, please note all allergies.

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 with the ipad. This will ensure you are billing accurately.
- 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

FEE SCHEDULE – Charges for actual sessions used.

You will be charged for the days and times your child is in care. SAFE uses a time clock, and you will be charged \$4 hourly. Times will be rounded to the nearest 15 minute mark.

Registration Fee: \$25 / student (\$50 max per family)

Hourly Rate: \$4 / hour, rounded to the nearest 15 minute mark

Snack: \$1

Milk: \$0.50

Half Day Rate: \$30, snack included // \$40 when registered after cutoff date

No School Day Rate: \$40, 2 snacks included // \$50 when registered after cutoff date

Snow Day Rate: \$40, 2 snacks included. A signed snow day contract saves a spot for your student(s) on all days Plainwell Schools is closed due to weather. You will be responsible for the cost of this day regardless of your child's attendance. Snow day contracts are typically emailed no later than mid November.

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 week via email, to the address on file. The billing statement will reflect charges for the PREVIOUS week, please plan accordingly. **You may pay using our Parent Portal in Sandbox or via check made out to Plainwell SAFE. To request a parent portal log in, please email kim.hyames@plainwellschools.org**

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. EARLY DROP OFF OR LATE PICK UP - You will be charged \$15 for drop off before 6:30 am. You will be charged \$15 at 6:01 and \$1 per minute after 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.hyames@plainwellschools.org

Sandbox Parent Portal

Please click [HERE](#) to view instructions on how to use our new parent portal. The portal will give you access to your statement in live time, allow you to send messages to SAFE staff, add contact information and more!