



School District U-46 S.A.F.E. Program

SAFE School Year Guidelines

Supervised Activities For Children of Employed Parents

A Before and After School Program For School Age Children in School District U-46

S.A.F.E. is a DCFS License Exempt Program designed to provide quality care to children in School District U-46 who are currently enrolled in kindergarten through sixth grade, while their parents work or further their own education.

OUR MISSION

Our mission at S.A.F.E. is to promote and maintain self-worth, self-esteem, the physical, mental, and emotional growth of children through creative play and structured learning environments. Our program celebrates the diversity and uniqueness of each child and their family. The daily schedule is designed for the developmental levels, abilities, and interests of the children.

Who Is Eligible?

Children in grades K – 6 who reside in the attendance area of participating schools and whose parents are employed or attending school may be in the S.A.F.E. program. Parents of kindergarten age children, please read "Program Hours" below.

Program Description:

The S.A.F.E. staff consists of well-trained teachers and assistants. A minimum of one staff member will be provided for each 15 children in the program.

The S.A.F.E. program will provide opportunities for children to participate in organized games, arts & crafts, computers and free choice activities. Each day after school children will have time in the gym and/or outdoors. Children will not be required to do homework, but homework assistance and a time set aside to do homework will be available. Afternoon snacks will be provided. Breakfast, for AM SAFE sites, is available through the school districts, Department of Food and Nutrition. For further information please visit their website at: www.u-46.org, Families, School Meals.

Program Hours:

We will provide S.A.F.E. care before school (with the exception of, Glenbrook, Horizon, & Wayne), beginning at 6:30 A.M. until the start of the school day. After school, children may stay as long as necessary until 6:00 P.M. If you enroll your child in half day kindergarten classes, please read the following. Children enrolled in morning kindergarten may attend A.M. S.A.F.E. only, (note: not all sites offer A.M. S.A.F.E.). S.A.F.E. is not available during school hours.

Child Drop-off and Pick-up Requirements:

Each day a parent or authorized adult, (no teenagers see specific instructions on pick-up form), must come inside the building to sign their child(ren) in and out. For their safety, children will be released only to persons listed on the emergency card. A photo I.D. will be required if the S.A.F.E. employee does not recognize the person picking up a child. The S.A.F.E. supervisor on duty has the option of not releasing children to authorized pick up persons who appear to be on drugs or intoxicated. S.A.F.E. cannot allow middle school students, freshmen or sophomores to pick up brothers, sisters or other S.A.F.E. children. If any parent has a special need for a junior or senior high school student to pick up their sibling, Authorization form is available at site. Parents need to notify the S.A.F.E. site if child(ren) won't be attending P.M. S.A.F.E. Parents failing to meet this obligation risk the loss of childcare services.

Program Dates:

S.A.F.E. is open on all regular school days. There is NO S.A.F.E. available on District observed holidays and days off of school. This includes Thanksgiving, Winter and Spring Break. Exceptions are for some Institute Days, School Improvement Days or Parent Teacher Conference Days. Please refer to the payment calendar for specific dates. Full-day care ("All Day") will be at available at Fox Meadow & Bartlett Elementary for all S.A.F.E. participants for these exceptions. Sign up for these full days off, 1-2 weeks in advance, at your school. If your child will attend any of these full days, there is \$30.00 non-refundable fee per day, per child.

Fees:

- \$100.00 per week, per child, A.M. & P.M.
- \$90.00 per week, per child, P.M. only
- \$65.00 per week, per child, A.M. only
- \$30.00 additional per day for full day care on Institute/School Improvement/Conference Days
- There will be a 10% discount for siblings.

Part-time fees are available for children attending less than five days per week on a regular basis. **THERE IS A MINIMUM OF 3 DAYS REQUIRED.** Hourly rates are not available. No combination of A.M. & P.M. on different days is available. You must sign up for either A.M., P.M. or A.M. & P.M. for all days your child(ren) are enrolled.

Weekly payments: All questions regarding your account must be referred to the S.A.F.E. Office.

- **Online Payments** will be available after your registration has been completed, Invoices will be emailed every week, for SAFE payment Online payments are accepted up to 11:00PM on Sunday for the upcoming week. There is no processing fee for this service.
- **On Site Payments:** **Are not accepted.**
- **Payments made by check, money order, credit card or cash** are accepted at the S.A.F.E. Program Office, 355 E. Chicago St., Room 225, Elgin 60120
- **The S.A.F.E. Program is not responsible for timeliness of payments sent through the U.S. mail.**
- **Late payment fee of \$15.00 applies to past due balances.** Please note that a \$15.00 fee is charged **weekly** on accounts with a balance of \$15.00 or more.

Optional: Parents may make payments monthly, bi-monthly provided the payment is not late.

Past Due Accounts: If payments are more than a week behind, your child may be removed from the program. Accounts 30 days past due will be submitted to district's collection agency. Call our office to make payment arrangements for past due balances.

Credit will not be given for days absent. Families will be charged for the days children are expected to attend, based on registration information.

Extended Absences: You will not be charged for extended absences of **one week, Monday through Friday.** The maximum amount of extended absences cannot exceed **2 weeks** throughout the school year. **You must call the S.A.F.E. office in order to receive credit.**

Late Pick Up Fees: **\$5.00** will be charged for each child picked up within **5 minutes after 6:00 P.M.** An additional late charge of **\$1.00 per minute per child,** will apply to **every minute after 6:05.** In case of emergency, parents must contact the S.A.F.E. employee in the building. Repeated late pick up will be dealt with on an individual basis

NSF Checks: Any NSF Check will be charged a \$35.00 fee.

Financial aid: Please contact the agencies listed below to see if you qualify.

YWCA Child Care Resource & Referral for **Kane and DuPage** County Residents

Phone #: 630-790-6600 Website: www.ywcachicago.org

Illinois Action for Children for **Cook** County Residents

Phone #: 312-823-1100 Website: www.actforchildren.org

Schedule changes:

Any permanent schedule changes need to be emailed a week in advance to: SAFEChildcare@u-46.org. Schedule changes can only begin on Mondays. **No additional mornings or afternoons may be added unless they are permanent.** Schedule changes may be limited. **Parent Responsibility:** Once you have confirmed a schedule change with the S.A.F.E. office, please inform your child's teacher of change.

Toys & Games:

Children are not allowed to bring games and toys to S.A.F.E. S.A.F.E. assumes no responsibility for these items if they are lost, stolen or broken.

Behavior/Discipline Policy

S.A.F.E. will provide a comfortable, secure environment for all children involved. **Appropriate behavior and respect for staff and peers will be expected.** Behavior, that disrupts program operation or endangers others or self, will be reported to parents and the S.A.F.E. Coordinator by the building staff. A plan for improving the behavior will be developed jointly by staff, child, and parents. A progressive discipline approach will be used. If behavior problems persist, the S.A.F.E. Coordinator will contact parents and the child may be dismissed from the program. The child will get a warning, a 1-day suspension, a 3-day suspension and/or a 1 week suspension before being dismissed from the program. In certain cases a child could be dismissed from the program without taking the above steps. This would occur only in an extreme circumstance. Example: A child endangering others. **S.A.F.E. may not be the appropriate placement for children with special needs who require more individualized care.**

Zero-Tolerance Policy for Children & Staff:

The zero-tolerance approach to weapons and any violent actions that is in effect in all U-46 schools is also policy in the S.A.F.E. Program. Any S.A.F.E. student or staff member who brings a weapon of any kind to S.A.F.E. will be subject to arrest and expulsion/termination from the program. Jokes and flippant remarks about violence are not allowed. Such remarks or threats of violence, even if offered in a joking manner, are taken seriously and can lead to the student's expulsion or staff's termination from S.A.F.E. and possible arrest.

Zero Tolerance Policy For Abuse:

To foster a productive and safe environment we practice hands off policy. We will not touch, hug, caress, or be alone with a child at anytime. Yelling and screaming, at children isn't acceptable at anytime. Through a moderate tone of voice and eye contact the children will know they are in a loving, safe environment, while still enforcing the zero tolerance for abuse.

Bullying Policy:

The Board of Education adopted a policy regarding bullying that states:

Bullying of any kind is a violation of state law. Bullying may include aggressive or negative gestures, or written, verbal or physical acts that place another student in reasonable fear of harm to person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational missions or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.

The parents of any student found guilty of bullying will be notified and the student will be referred to the building administrator to determine the appropriate intervention strategy that should be implemented to address the behavior. Repeated offenses shall be handled pursuant to the district's standard disciplinary procedures. We ask that parents discuss with their children the inappropriateness of violence, either real, or in the form of threats to others.

Medication/Illness:

Due to legislation, there are very strict guidelines regarding administering medicine to children. As a general rule, parent or guardian should give all medication to the child at home. If this is absolutely not possible, parents must contact the S.A.F.E. Director or S.A.F.E. Coordinator, at 847-888-5000 Ext. 7607, to discuss medication needs and to set up proper procedure.

Children who are ill should not be brought to the S.A.F.E. program. If illness develops during the program hours, parents or a person on the emergency card will be contacted and required to pick up the child. Food or other allergies should be listed on the emergency form.

Insurance:

Parents are responsible for medical insurance for their children. Twenty-four hour coverage is available through the school. Application forms are in the school office.

Emergency Days:

The S.A.F.E. program cannot operate if the school is closed due to an emergency (weather, electric, etc.). Parents should listen to their local radio station for announcements regarding any emergencies. If an emergency develops during the day, staff will contact parent or an emergency number.

Any abuse of the S.A.F.E. Guidelines will result in the loss of service.

Guidelines Are Subject to Change

S.A.F.E. Program Site Phone Numbers

| | |
|---------------------|--------------|
| Bartlett | 630-483-5802 |
| Clinton | 847-608-2787 |
| Coleman | 847-888-7012 |
| Creeside | 847-289-6277 |
| Fox Meadow | 847-888-7191 |
| Glenbrook | 630-540-4062 |
| Hanover Countryside | 630-736-7105 |
| Harriet Gifford | 847-608-4248 |
| Hawk Hollow | 630-540-7669 |
| Heritage | 630-372-5640 |
| Highland | 847-608-2788 |
| Hilltop | 847-488-1544 |

| | |
|-----------------|--------------|
| Horizon | 630-213-6261 |
| Liberty | 630-540-7679 |
| Lincoln | 847-488-1538 |
| Nature Ridge | 630-497-0572 |
| Oakhill | 630-372-3202 |
| Otter Creek | 847-888-6981 |
| Prairieview | 630-213-6267 |
| Spring Trail | 630-289-6782 |
| Sycamore Trails | 630-830-0935 |
| Timber Trails | 847-608-2785 |
| Wayne | 630-443-2867 |
| Willard | 847-888-7013 |
| Office | 847-888-5000 |

Payment

Chart

- Credit is not given for days absent *unless* it is a District holiday or District day off of school, such as an Institute Day, School Improvement Day, Parent Conference Day or Emergency Day (Snow Day).
- You may not add or switch days.
- Emergency days are made up at the end of the school year.
- Used emergency days will alter your final payment of the year.
- Following chart reflects 10% discount for each additional sibling.

Please note: A minimum sign up of three days per week is required. The chart below includes rates for less than three days to accommodate those using a three day schedule. For example: If your child attends Monday, Tuesday and Wednesday and Monday is a district holiday or district day off your required payment would be for two days.

| AM | 1 Day | 2 Days | 3 Days | 4 Days | 5 Days |
|----------------------|----------|----------|-----------|-----------|-----------|
| 1 Child | \$ 13.00 | \$ 26.00 | \$ 39.00 | \$ 52.00 | \$ 65.00 |
| Total for 2 children | \$ 24.70 | \$ 49.40 | \$ 74.10 | \$ 98.80 | \$ 123.50 |
| Total for 3 children | \$ 36.40 | \$ 72.80 | \$ 109.20 | \$ 145.60 | \$ 182.00 |

| PM | 1 Day | 2 Days | 3 Days | 4 Days | 5 Days |
|----------------------|----------|-----------|-----------|-----------|-----------|
| 1 Child | \$ 18.00 | \$ 36.00 | \$ 54.00 | \$ 72.00 | \$ 90.00 |
| Total for 2 children | \$ 34.20 | \$ 68.40 | \$ 102.60 | \$ 136.80 | \$ 171.00 |
| Total for 3 children | \$ 50.40 | \$ 100.80 | \$ 151.20 | \$ 201.60 | \$ 252.00 |

| AM/PM | 1 Day | 2 Days | 3 Days | 4 Days | 5 Days |
|----------------------|----------|-----------|-----------|-----------|-----------|
| 1 Child | \$ 20.00 | \$ 40.00 | \$ 60.00 | \$ 80.00 | \$ 100.00 |
| Total for 2 children | \$ 38.00 | \$ 76.00 | \$ 114.00 | \$ 152.00 | \$ 190.00 |
| Total for 3 children | \$ 56.00 | \$ 112.00 | \$ 168.00 | \$ 224.00 | \$ 280.00 |