



S. A. F. E. GUIDELINES Supervised Activities For Children of Employed Parents

We welcome you and your family to the Elgin U-46 Summer SAFE program. SAFE has been designed to provide quality care to children in School District U-46. To qualify parents must be working or furthering their own education. Children, kindergarten (completed) through sixth grade (completed), are eligible.

OUR MISSION

Our mission at SAFE 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.

Program Description: The SAFE staff consists of well-trained teachers and assistants. A minimum of one staff member will be provided for each 15 children in the program. For swimming and field trips the overall staff/child ratio will be 1:8. Individual groups are staffed to meet the developmental needs of the children within the group. The Summer SAFE children will be involved in structured activities, games, art projects and field trips. They will also participate in gym, outdoor play, free choice activities and swimming.

Program Dates: Weekly Monday – Friday, There will be no SAFE offered on the 4TH of July holiday, determined by the District. Credit is not given for that day. **See Program Instructions for specific program dates.**

Program Hours: Children may arrive at Summer SAFE at 6:30 a.m. Children must be picked up no later than 6:00 p.m. A late fee of \$5.00 per child will be charged for children 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 SAFE employee in the building. Repeated late pick up will be dealt with on an individual basis and may result in loss of childcare services.

Drop off and Pick up Procedures

Each day a parent or authorized adult must come inside the building to sign their child(ren) in and out. For their safety, children will only be released to persons listed on the pick up form. A photo I.D. will be required if the SAFE employee does not recognize the person picking up a child. The SAFE supervisor on duty has the option of not releasing children to authorized pick up persons who appear to be under the influence of drugs or alcohol. If there are any questions, parents will be contacted before the child is released. Parents are not required to call in the absence of their child/ren.

Food: A cold breakfast is available between 7:30 a.m. and 8:00 a.m., and morning/afternoon snacks are provided. This year we are experimenting with offering sack lunches and a drink. Snacks and lunches are provided through the District's Food and Nutrition Department. In the interest of safety, if your child has special dietary restrictions, please provide snacks as well as a sack lunch daily. All food allergies must be listed on the emergency form. Children should bring the water bottle provided by the SAFE program daily.

Supplies Needed: Daily: Sunscreen, backpack & water bottle; K - 2nd Grade: extra clothing to leave at SAFE or keep in backpack. (Sack lunch and snacks for those with dietary restrictions).

Swim Days: suit, towel & plastic bag.

Permissions:

Transportation: During the summer program, children will be transported by School District U-46 buses and drivers for swimming and other activities, which support the program.

Photographing: There may be an occasion for photographing or videotaping the children for a newspaper article, district presentation, etc. Parents may ask to see such photos or videos, but the district will retain the photos and/or videos to use in media or presentations.

Movies: There may be times when the children will watch movies on site or go to the theater. These movies are either rated G or PG

Sunscreen: **Parents should apply sunscreen daily before bringing their children to SAFE.** If additional sunscreen is needed, parents may grant permission for the SAFE staff to apply sunscreen or opt to use the buddy system for one child to apply sunscreen on another.

Swimming Permission: Granting permission for swimming allows children to swim in all areas of the pool. If he/or she needs to remain in water not over his /her head, please indicate this on the registration form.

Fees/Payments:

- **Registration Fees:** A flat non-refundable registration fee is required for each child.
- **Weekly Payments:** See program instructions for rates and fees. Discount of 10% for siblings.
- **Online Payments** will be made available after your registration has been completed, provided that you have included your email address on the registration forms. 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 or cash** are accepted at the SAFE Program Office, 355 E. Chicago St., Room 225, Elgin 60120. Call for hours.
- **The SAFE 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.**
- **Late Pick Up Fees: \$5.00 per child for the first five minutes and \$1.00 per child per minute thereafter.**

Additionally:

- **Payment is required for all weeks for which you have registered**, regardless of attendance. Credit will only be issued to those who have missed a full week, Monday - Friday **and** present the SAFE office with a doctor's written verification.
- There is no credit for days absent.
- There are no daily or part time rates.
- There will be no switching of weeks or switching of schools. Additional weeks may be added based on space availability. See Program Instructions for specific deadlines.
- 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

Medication/Illness: There are very strict state guidelines regarding administering medicine to children. As a general rule, all medication should be given to the child at home by the parent or guardian. If this is absolutely not possible, parents must contact the SAFE Program Coordinator, at (847) 888-5000 ext. 7607 to discuss medication needs and to set up proper procedures.

A child who is ill will not be allowed to attend the SAFE program. If illness develops during the program hours, parents or a person on the emergency form will be contacted and required to pick up the child. All spaces on the emergency form must be completed with names and current phone numbers. You may jeopardize participation in the SAFE program if the form is missing information.

Behavior/Discipline: SAFE will provide a comfortable, secure environment for all children involved. Appropriate behavior and respect for staff and peers will be expected. Behavior which disrupts program operation or endangers others or self will be reported to parents by the building staff. If behavior problems persist, the SAFE director will contact parents, and the child may be dismissed from the program. Specific program rules for all SAFE participants are enclosed. SAFE may not be the appropriate placement for children with special needs who require more individualized care.

Behavior/Discipline Policy: SAFE will provide a comfortable, secure environment for all children involved. Appropriate behavior and respect for staff and peers will be expected. Behavior, which disrupts program operation or endangers others or self, will be reported to parents and the SAFE 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 SAFE coordinator will contact parents and the child may be dismissed from the program. Child will get a warning, 1-day suspension, 3-day suspension and/or 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 be only extreme circumstance, if the child has endangered others. SAFE 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 SAFE Program. Any SAFE student or staff member who brings a weapon of any kind to SAFE 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 SAFE 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 single child at anytime. Touching is only permitted in the interest of child safety, ex. to prevent a child from falling or otherwise sustaining injury. Yelling, screaming, etc. at children is not acceptable at anytime. Instead, through the use of a moderate tone of voice and eye contact, the children will know they are in a loving, safe environment, but are expected to follow rules.

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, 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 from SAFE.

Any effort to bully in the SAFE program will be taken seriously! We ask that parents work with us to ensure that their child/ren understand the psychological harm that is caused by bullying behaviors.

SAFE PROGRAM GENERAL RULES

(Please post at home for timely reference.)

Following are the general rules that will be discussed with the SAFE children. We appreciate parental support of these rules and procedures.

LUNCH RULES

- Wash hands before and after eating snacks and lunch.
- Do not share or exchange food.
- Clean up and throw away all trash.

WASHROOM RULES

- Wash hands before leaving washroom.
- Staff will escort groups of children.
- No screaming, yelling, or climbing on/under stalls.
- Turn off all faucets.
- Put all trash in the proper container.

SWIMMING RULES

- Keep shirt/shoes together in your swimming bag.
- Bring towel.
- Never run in pool area.
- No roughhousing.
- Do not play on or with ropes in the pool.
- Staff will escort groups of children to the washroom.
- Remain seated with group during rest periods.
- Stay in sight of group leader.

FIELD TRIP RULES

- Be on best behavior.
- Stay with your group & leader.
- Speak in an appropriate voice.
- Don't run.
- **Follow the rules of the field trip site.**

BUS RULES

- Keep your hands and feet down, and to yourself.
- Talk quietly to your neighbor.
- Observe and follow all bus rules.
- Watch for leaders' hands at all railroad crossings.

TIME OUTS

- Time out may be used when a child refuses to behave properly. (Age appropriate time outs used, for example - eight years old receives eight minutes etc.)