

## Welcome to Project SafeKeep!

Project SafeKeep is Woodbury Heights School's answer to a frequently occurring dilemma of busy, working parents: "How can I be sure my child is safe between the time I leave for work and the start of school and between school dismissal time and the time I get home from work?"

Project SafeKeep is an organized program supervised by qualified school personnel who have years of experience with children.

Children attending Woodbury Heights School in grades PK - 6 are eligible to attend Project SafeKeep (Pre-school children must be 4 by October 1, 2018).

## Admission, Fee Structures

### **Pre-registration**

All children must be registered to attend Project SafeKeep each new school year, there will be no exceptions. At registration, parents will be asked to fill out a registration card that contains detailed information about the child, parent emergency number and drop off/pickup procedures. Parents will be charged a one-time **per school year** registration fee of \$30.00 **per family**. Registration allows attendance in the morning and/or afternoon SafeKeep program. A child can be registered anytime throughout the school year.

### **Daily Enrollment/Tuition**

The most important information for our SafeKeep Advisors to know is whether your child will be staying that particular day. For the safety of your child, we must know on which days to expect him/her for SafeKeep.

- Calendars indicating your child's attendance must be complete and turned in on the third Friday of the month for the following month. There is a chart at the end of this booklet outlining the dates. Parents must complete the calendar for September and have it to the school by the third Thursday in August.
- Tuition payment is due with the calendar submission for the month. We will accept checks or money orders only, **NO CASH PAYMENTS**. Families with more than 2 children in the program will only be charged for two of the children.
- Calendars and tuition may be sent to the school in an envelope marked SafeKeep or may be submitted directly to a SafeKeep attendant. In cases of families with separation or divorce, the custodial parent will be responsible for payments to SafeKeep.

- If calendars and tuition are not returned by the due date, a \$10.00 late fee will be charged. If no effort to pay has been made by the 30<sup>th</sup> of the month, we will contact the responsible party as to the discontinuation of the child in the program until the outstanding balance is paid. Returned checks could be cause for termination of Project SafeKeep use.
- **If schedules are not received by the first of the month, students reporting to SafeKeep will be sent to the Main Office and their parents called to pick them up. WE MUST HAVE A SCHEDULE FOR YOUR STUDENTS TO ATTEND SAFEKEEP.**
- If you should find yourself needing childcare on a day which you have not scheduled, you must either send a note to school with your child, or call the Main Office (848-2610 ext. 300) to let us know that your child will be staying in SafeKeep at the end of the school day.
- All students who are registered for SafeKeep will be dismissed from the Library door, whether they are staying that day or not. Dismissal for SafeKeep students is 3:15 p.m. Please report to the Library door at 3:15 p.m. for pick-up. It is important that you are here on time so that we can begin taking attendance of the children who are staying. If your child is not picked up by 3:25 p.m., he/she will be added to our attendance list and you will be charged.

## Fees

<u>Before School</u>	7:00 - 8:20	\$7.00 per day per child or \$32.00 per week
<u>After School</u>		
Regular School Day	3:15 - 4:30	\$7.00 per day per child or \$32.00 per week
	3:15 - 6:00	\$12.00 per day per child or \$57.00 per week
Half Days	12:45 – 4:30	\$12.00 per day *
	12:45 - 6:00	\$17.00 per day *

*Students will not be admitted into SafeKeep before 7:00 AM; and those staying after school must be picked up by 6:00 PM.*

**Parents will be assessed a \$10.00 fee for students not picked up by 6:00 p.m.**

\* Indicates increased rate

## **Delayed Opening**

Upon administrative decision, pending weather conditions, SafeKeep may open at a later time or not at all. All families will be advised through our Blackboard Connect system for additional information. Project SafeKeep will be closed on snow closing days and school holidays.

## **Supervisory Personnel**

Project SafeKeep personnel are carefully screened and Board approved to work with and supervise your child during after-school hours.

The number of supervisors and aides working in the program may vary depending on the number of children staying.

## **Emergency Closings**

If it begins to snow during the school day, after-school Project SafeKeep will be cancelled. Every effort will be made to announce this over the radio (KYW 1060 AM. The message will be "844 - No after-school child care"), it will be posted on the school's web site, and also announced through our Blackboard Connect system.

If it begins to snow during the hours of after-school Project SafeKeep, each child will stay until an authorized person arrives to pick up the child. On such weather threatening days, parents or authorized persons are urged to arrive earlier than usual to pick up their child.

Morning Project SafeKeep will not be held on snow closing days.

## **Drop-off and Pickup of Children**

At the time of pre-registration, parents will be asked to designate authorized persons with phone numbers who can drop-off or pickup children. Authorized persons should be adults, 18 years of age or over. Any parent who requests a teenaged brother, sister or babysitter to pick up a child must *submit this request in writing* to the Chief School Administrator. The Project SafeKeep personnel reserve the right to request ID whenever the identity of the pickup adult is in question. Pickup door is the Library entrance.

Whenever there is a change in drop-off (AM) or pickup (PM) time or a change in usual procedure for drop-off or pickup, parents should advise the school the day before or during the day (848-2610 Ext. 300).

Children who attend activities within the school building (detention, Brownies, Girl Scouts, Cub Scouts, chorus, etc.) may attend the activity and then proceed to Project SafeKeep. SafeKeep advisors must be notified if your child will or will not be attending SafeKeep due to another activity. Children who attend activities outside of the school (such as youth sports, CCD, etc.) may not return to the building for Project SafeKeep.

### **Discipline**

It is the goal of Project SafeKeep to guide children in becoming happy, responsible, cooperative participants in this program through positive, non-threatening teaching techniques; to become responsible for their own actions; and to help them grow in their respect for the rights and feelings of other people.

When conflicts over the rights of other people and property develop, it is our goal to work with the individual children, listening to what each has to say and helping to resolve the conflict through effective communication.

Project SafeKeep supervisors will be informing parents daily at the time of drop-off or pickup, of children's inappropriate behaviors the previous day or that day.

Serious disciplinary problems which disrupt the smooth flow of the program, such as constant demand for one-on-one attention; physical or emotional harm to other children; physical abuse of staff or any inability to conform to the rules and guidelines of Project SafeKeep could result in dismissal from the program.

### **Activities**

Time at Project SafeKeep will be allotted for outside play, gym activities, and free play. A creativity corner will provide opportunities for children to write or draw. A quiet homework corner will accommodate children who want to work on homework. In addition, many games and toys will be available for student use. Children may bring a game or toy, but it should be labeled with the child's name. Students are not allowed to bring electronic games or media devices to use in SafeKeep.

### **Snacks**

Morning SafeKeep students can choose from a variety of breakfast foods and milk is offered as the beverage. Snack time will also be provided in the daily schedule of activities after school. Students may choose from various snack items and also milk as a beverage. Either morning or afternoon SafeKeep children may also bring a snack or a drink from home.

## Pre-registration

Students must be registered, scheduled and tuition paid for September by Thursday, August 16. You may come to the school any time prior to that date, from Monday through Thursday, from 8:00 a.m. until 4:00 p.m.

## Telephone

For general information or for answers to questions during the day, you should call the Main Office of the school.

School Office - 848-2610 (Ext. 300)

During the hours of operation of Project SafeKeep, for advisement or change of plans for your child, you should call the Project SafeKeep number.

**SafeKeep (before and after hours only) - 848-2610 (Ext. 309)\***

**(\*If phone is not answered, students may be outside on the playground, please call the Main Office until 4:30 p.m.)**

## Miscellaneous Information

1. Should your telephone number at home or at work change, or should any other pre-registration information change, such as who may pick your child up, etc., be sure to call the school and register these changes.
2. A school calendar is included in this packet for your convenience.
3. If your child was scheduled for Project SafeKeep, and you must alter your plans (pick them up right after school), we must have a note in writing, or call the Main Office notifying us that they will not be attending SafeKeep. We have to have every registered child accounted for to make sure they are safe.
4. Children will be expected to go directly to after-school Project SafeKeep at dismissal time, unless involved in other activities. Those children registered for SafeKeep are dismissed each day at 3:15 PM and are to proceed to the Library. If they are not staying on any particular day, they are still sent to SafeKeep at 3:15 for pick-up by their parent at the Library door.
5. Children are expected to clean up and put away games and other materials they have used before leaving. We encourage sharing of materials, as well as the responsibility of caring for these supplies. The rules of the school also apply to Project SafeKeep.

**2018 - 2019  
Woodbury Heights SafeKeep  
Payment Schedule**

For the month of:	Due date (Fridays unless otherwise noted):
September	8/16/2018 (Thursday)
October	9/14/2018
November	10/19/2018
December	11/16/2018
January	12/14/2018
February	1/18/2019
March	2/14/2018 (Wednesday)
April	3/16/2018
May	4/20/2018
June	5/18/2018

**Parents:**

**\*A schedule/payment form must accompany your payment. We will not assume that since your child usually comes every day that this is always the case.**

**\*If payment is not made by the due date, a \$10.00 late charge will be added.**