

Pope John Paul II Regional School
S.A.F.E. Program
11 South Sunset Road
Willingboro, New Jersey 08046
(609) 877-2125

September 2017

Dear Parents and Guardians,

Welcome back to school. Our S.A.F.E. program exists to provide a safe and fun environment for your children when you need child care before or after school. The S.A.F.E. program is self-sustaining and receives no funding from the school.

If it is probable, or even possible, that your child might use the S.A.F.E. program during this school year, you should complete the S.A.F.E. Registration, Emergency Information and Parent Responsibility forms and submit them at the beginning of the school year. No child may attend S.A.F.E. without the completion of these forms. We must have contact names and telephone numbers on file in case of an emergency. We must also have on file the names of adults who are authorized to pick up your child.

For most parents or guardians who use the S.A.F.E. program on a "Regular Basis", a fee schedule is established and a payment schedule will be agreed upon. Payments will be expected to be made on time. Also, parents or guardians of children who use the S.A.F.E. program on a regular basis must notify the S.A.F.E. Office (609-877-2125) and send in a note to the child's teacher if the child's regular S.A.F.E. attendance changes in any way, even for a single day.

"As Needed" use of the S.A.F.E. program will be permitted as long as the child is registered in the program. The fee for this "As Needed" use will be six dollars (\$6.00) per hour or any part thereof. Parents or guardians must call the S.A.F.E. Office (609-877-2125) or the School Office (609-877-2144) before the intended use. You must also notify your child's teacher informing her of your need for S.A.F.E. Payment for this occasional use must be made in cash (exact amount only) or check on the day of use when your child is picked up. If your child is sent to S.A.F.E. because he/she was not picked up on time, either at dismissal or from an after school activity, you will be charged a fee of six dollars (\$6.00) per hour or any part thereof and this fee will need to be paid at the time your child is picked up.

Morning S.A.F.E. opens at 7:00 a.m. and closes at 7:45 a.m. After school S.A.F.E. starts at dismissal and ends promptly at 6:00 p.m. If a child is not picked up by 6:00 p.m., a late fee will be charged and payable at the time the child is picked up. This late fee will be one dollar (\$1.00) per minute after 6:00 p.m. Exact amount is required as we cannot make change. After the third occurrence of late pick ups, the late fee is increased to two dollars (\$2.00) per minute after 6:00 p.m. This late policy applies per family.

The door to use for the S.A.F.E. program is the entrance next to the garage doors at the far end of the school building from the cafeteria. The window in the door is clearly marked "S.A.F.E.". Proper identification is required when children are picked up from S.A.F.E.

Our goal each day is to keep your child safe and happy. Your cooperation greatly adds to achieving our goal. Thank you.

S.A.F.E. Staff

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School Year _____

Start Date _____

Registration Form

Last Name of Family _____ Home Phone _____

Full Address _____

Child's Name _____ Grade _____ Birth Date _____

Child's Name _____ Grade _____ Birth Date _____

Child's Name _____ Grade _____ Birth Date _____

Child's Name _____ Grade _____ Birth Date _____

Mother's Name _____ Work Phone _____ Cell Phone _____

Father's Name _____ Work Phone _____ Cell Phone _____

Give the names and phone numbers of reliable adults we may call if neither parent can be reached in the case of an emergency. I also give my permission for these reliable adults to pick up my child.

Name _____ Relation _____ Phone _____ Cell _____

Name _____ Relation _____ Phone _____ Cell _____

Name _____ Relation _____ Phone _____ Cell _____

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Will your child be taking medication on a regular basis while attending S.A.F.E.? YES [] NO [] (No medication will be given without permission from a doctor and the parent.) Does your child have any allergies to foods, bee stings, etc.? YES [] NO [] Please explain on Emergency Information form.

I will be using the S.A.F.E. program on the following days of each week of the school year:

Mornings 7:00 a.m. to 7:45 a.m.

Afternoons 2:45 p.m. to 6:00 p.m.

Pick up time

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Tuition Rate: \$ _____ per week

I will only be using the S.A.F.E. program on half days: YES [] NO []

I will be using the S.A.F.E. program on an "As Needed" basis at \$6.00 per hour or any part thereof: YES [] NO []

Date

Parent's Signature

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EMERGENCY INFORMATION

1st Child's Name _____ Age _____ Birth Date _____

Parent or Legal Guardian _____ Home Phone _____

Full Address _____

Mother's Work Phone _____ Father's Work Phone _____

Mother's Cell Phone _____ Father's Cell Phone _____

Allergies _____

Current Medications _____

Special Medical History _____

Family Dentist _____ Phone _____

Family Doctor _____ Phone _____

Hospital of Choice _____

Primary Health Insurance Co. _____ ID # _____

2nd Child's Name _____ Age _____ Birth Date _____

Parent or Legal Guardian _____ Home Phone _____

Full Address _____

Mother's Work Phone _____ Father's Work Phone _____

Mother's Cell Phone _____ Father's Cell Phone _____

Allergies _____

Current Medications _____

Special Medical History _____

Family Dentist _____ Phone _____

Family Doctor _____ Phone _____

Hospital of Choice _____

Primary Health Insurance Co. _____ ID # _____

Date _____ Signature _____

(Parent(s)/Guardian(s))

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Parent Responsibility For S.A.F.E. Program

1. To notify the S.A.F.E. Office or School Office if your child is not going to be present on a scheduled day.
2. To notify the S.A.F.E. Office if your child will be participating in any after school activity. All children must sign in at S.A.F.E. prior to attending activity.
3. To pick up your child at the appointed time. Lateness on the part of the adult who is picking up a child can be very disturbing to the child. Lateness also can pose difficulties for the S.A.F.E. staff. Late pick up beyond 6:00 p.m. will result in a penalty fee.*
4. To enter the building and sign your child in/out daily.
5. To send in a written note with your child authorizing us to allow an individual other than one listed on the registration form to pick up your child when you or your regularly designated substitute are unable to do so. Identification will be required for anyone picking up a child.
6. To pay the fee weekly or biweekly on the last day of use. Since S.A.F.E. is a self-sustaining program, regular and prompt payment will assure continuation of the S.A.F.E. program. Cash or personal checks are accepted. A fee applies for returned checks. Usage of the program will be suspended for non-payment on a timely basis.
7. To have the exact amount owed if paying by cash. Change will not be available.
8. To provide snacks daily and lunch when dismissal is at 12:00 p.m.
9. To inform the S.A.F.E. Office, in writing, of any difficulty experienced with the program.

I, _____, do hereby agree to abide by the above rules of the S.A.F.E. program.

SIGNED: _____

WITNESS: _____

DATE: _____

“ S. A. F. E. ”

<u>HOURS:</u>	Before school		7:00 a.m. to 7:45 a.m.
	After school	(Full day)	2:45 p.m. to 6:00 p.m.
	After school	(Half day)	12:00 p.m. to 6:00 p.m.

<u>SCHEDULE OF FEES:</u>	<u>5 days</u>	<u>4 days</u>	<u>3 days</u>	<u>2 days</u>	<u>1 day</u>
Before school only – per child, per week	\$ 15	\$ 12	\$ 10	\$ 8	\$ 6
After school only – one child per week	\$ 50	\$ 45	\$ 35	\$ 25	\$ 18
After school only – two or more children per week	\$ 90	\$ 75	\$ 60	\$ 45	\$ 30
Before and after school on a regular basis – one child	\$ 60	\$ 55	\$ 45	\$ 35	\$ 25
Before and after school on a regular basis – two or more	\$100	\$ 85	\$ 70	\$ 55	\$ 40

“As Needed” use with notice to the S.A.F.E. Office at 609-877-2125 or the School Office at 609-877-2144:
 \$6.00 per hour or part thereof

***LATE CHARGE: First, second and third offenses: \$1.00 per minute after 6:00 p.m. After third offense: \$2.00 per minute after 6:00 p.m. After third offense your child may be excluded from the program. This late policy applies to all children.**

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Parent Copy