



# Rio Rancho Public Schools

## S.A.F.E. Program Parent Information

All registration forms and releases MUST be completed before the child is allowed to attend the S.A.F.E. Before and After School Program.

It is the parent/guardian's responsibility to update any changes concerning their child(ren)'s information (i.e. address/phone change, medical information, emergency contact information, etc). Please contact your S.A.F.E. site supervisor to update any pertinent information throughout the year.

S.A.F.E. staff members must greet all children and parents/guardians attending the Before and After School Program. Until the S.A.F.E. Program staff becomes familiar with parents/guardians, you may be asked to provide identification when picking up your child(ren).

For each child's safety, as well as the protection of the S.A.F.E. Program staff, parents/guardians are required to follow the listed procedures. Attendance sheets will be placed at each S.A.F.E. Program school site near the door or other accessible location for parent/guardian convenience.

### IMPORTANT:

Due to the significant amount of students on our enrollment waiting list, if your child(ren) does not attend the S.A.F.E. Program for a continuous four week period (without prior written notification to the Site Supervisor), your child(ren)'s place will be forfeited to enable another student to enroll in our S.A.F.E. Program.

### SIGN-IN PROCEDURES:

**YOUR CHILD(REN) CANNOT SIGN THEMSELVES INTO THE S.A.F.E. PROGRAM WITHOUT A PARENT/GUARDIAN ESCORTING THEM.** Parents/guardians must sign each child(ren) into the S.A.F.E. Program using the attendance sheet provided at each S.A.F.E. Program school site. If there are extenuating circumstances concerning this procedure, parents/guardians should contact the S.A.F.E. Program manager to make alternative arrangements. If a parent repeatedly does not sign the child(ren) into the program, the S.A.F.E. Program manager will be contacted.

For the After School Program, school staff and S.A.F.E. staff have the responsibility to ensure that your child(ren) arrives at the S.A.F.E. Program area and are signed in each day. S.A.F.E. staff will communicate with school staff to ensure that parents call in to report absences from the program.

### SIGN-OUT PROCEDURES:

**YOUR CHILD(REN) CANNOT SIGN THEMSELVES OUT OF THE S.A.F.E. PROGRAM WITHOUT A PARENT/GUARDIAN ESCORTING THEM.** Parents/guardians must sign each child(ren) out of the S.A.F.E. Program using the attendance sheet provided at each S.A.F.E. Program school site. If there are extenuating circumstances concerning this procedure, parents/guardians should contact the S.A.F.E. Program manager to make alternative arrangements. If a parent repeatedly does not sign the child(ren) out of the program, the S.A.F.E. Program manager will be contacted.

**YOUR CHILD(REN) WILL NOT BE RELEASED TO ANY PERSON WHO IS NOT LISTED AS AUTHORIZED ON THE REGISTRATION FORM.** *The only circumstance under which a child may be released to an unauthorized person is if a parent/guardian provides written authorization. If the site supervisor has had telephone contact with someone who is authorized and verbal authorization is verified by the parent/guardian, then a decision can be made by the S.A.F.E. Program manager to release the student.*

*If any S.A.F.E. Program staff member does not recognize someone who comes to pick up your child(ren), the site supervisor will check the child(ren)'s registration form and ask the person attempting to pick up the child for identification. If the identification matches the name as a person authorized to pick-up your child(ren), the child(ren) will be released to that person. If they are not listed as authorized to pick-up your child(ren), the child will not be released to that person.*

*In the event that a law enforcement officer or Human Services Department employee requests access to your child(ren), the site supervisor must request to see photo identification and badge. In all cases, the site supervisor must contact the S.A.F.E. Program Manager of the individual's arrival and all circumstances. If there are any doubts about the authenticity of such identification documents, the site supervisor shall seek immediate assistance from the S.A.F.E. Program Manager and/or law enforcement officials.*

*The site supervisor must take note of who is NOT authorized to pick up your child(ren) and discuss the circumstances with the parent/guardian. Potential problems that can arise from custody agreements will need to be noted and discussed with the S.A.F.E. Program Manager.*

*Parents/guardians will be charged a fee of \$10.00 per child for every fifteen minutes a parent/guardian is late in picking up their child(ren), beginning at 6:00pm.*

### REFUNDS

*If you withdraw your child(ren) from the S.A.F.E. Program, a review of the conditions of withdrawal will be considered for a possible refund. A refund will be determined on a case by case basis. Refunds will take four to six weeks to process.*

### SUSPECTED CHILD ABUSE:

*According to New Mexico State Law, anyone reporting an alleged incident is presumed to be acting in good faith and is immune from any criminal or civil liability.*

*Any S.A.F.E. Program staff or office employee who knows or suspects that physical, emotional, sexual, or psychological abuse or neglect has been inflicted on a child must report such information immediately to the appropriate site supervisor or the S.A.F.E Program Manager immediately.*

### INCLEMENT WEATHER POLICY:

*The S.A.F.E. Before and After School Program will follow all Rio Rancho Public Schools mandated delays and school closures in our district. In the event of a delayed school schedule due to inclement weather, the program WILL NOT operate the before school portion of the program, but will operate as normal during the after school portion of the program. In the event of an early release school schedule due to inclement weather, the school will notify parents to pick up their children and the S.A.F.E. Program WILL NOT operate after school is cancelled. This policy is mandated so as the safety of our staff is not put in jeopardy due to the dangerous driving conditions. In the event of school cancellation, NEITHER the before or after program will operate*