VISION
The vision of the Rio Rancho Public Schools’ S.A.F.E. Program is to become a nationally recognized before and after school program that serves our community by empowering children to succeed socially and academically through quality enrichment, learning, and role modeling experiences.

MISSION
The mission of the Rio Rancho Public Schools’ S.A.F.E. Program is to provide a challenging and nurturing environment that empowers each child to discover more about him/herself and to thrive academically, socially and physically through unique and engaging experiences.

HISTORY AND PHILOSOPHY
In 2001-02, the district received a 21ST Century Learning Community Grant that funded after-school tutoring at three RRPS elementary schools and one middle school. It was named, “Chiles.” When the grant expired in 2004, the district leadership decided to launch Students Achieving for Excellence (aka SAFE), a before-and-after-school program at each elementary school. At the time, there were fewer elementary schools, and each SAFE Program served significantly fewer students. Today, SAFE serves students in all of the district's elementary schools and over 1,000 students. We are proud to offer ten distinct and high-quality SAFE Programs that engage students in age-appropriate enrichment activities as well as with quality toys, board, and cooperative learning games. SAFE utilizes a variety of learning spaces and partners with several local musicians, museums, and non-profits.

1. SAFE is an enrichment program for students who access our services before and/or after school at a student’s elementary school. Please note that SAFE is not daycare, and we do not offer a drop-in service.

2. The SAFE enrichment program provides developmentally appropriate activities for our students, in grades kindergarten through grade five. Developmentally appropriate activities may include literacy, dance, sports, music, math club, chess, arts-and-crafts, gym games, and hands-on science.

3. SAFE partners with excellent vendors and non-profits to offer experiential learning (at NO extra cost to families) that builds background knowledge and a passion for learning. We have partnered with organizations such as:
   - Santa Fe Opera
   - Line dancing
   - Explora! (A children’s museum)
   - Jazzercise
   - National Museum of Nuclear Science and History
   - Yoga
   - Learner’s Chess
   - Be Greater Than Average: Physical science & robotics

4. The SAFE Program at each RRPS elementary school recognizes that children learn through play. As such, we balance the scheduled enrichment activities with time for children to play gym games, on the playground, in a computer lab, board games, and quality toys.
BELIEFS
The Rio Rancho Public Schools SAFE Program believes that we are responsible for ensuring:

- every child will have a sense of belonging and is valued as an individual.
- each child is capable of achieving a high standard of personal accountability both academically and socially.
- our SAFE staff make a critical contribution to the academic, social, and physical development of each student served.
- each student is respected for his/her individual and cultural diversity.
- all children are engaged in a safe, supportive, and nurturing environment.

SAFE REGISTRATION REQUIREMENTS

I. For a student to enroll in a SAFE program, the student must be enrolled at the same RRPS elementary school in which the SAFE program is located. For example, a Vista Grande ES student can only register and attend the SAFE program at Vista Grande ES.

II. SAFE enrollment is considered complete when the family completes the online registration form and has paid the non-refundable $50 (per student) registration fee.
   a. We accept online payments that are an electronic check, and we use an encrypted website. A nominal convenience fee will be charged for e-checks.
   b. All student registrations are completed online. Computers will be made available at the SAFE site that you want to register your child(ren). Registration is considered complete when the $50 per child registration fee is paid, either online, by personal check, cashier’s check, or money order.
   c. Please note that enrollment is determined on a first come first basis.
   d. When a SAFE site is full and no longer registering students, the family is encouraged to complete the online application to be placed on a waiting list. The information from the online registration form will be retained by the SAFE coordinator.
   e. When space becomes available, the SAFE coordinator will communicate with families on the waiting list. A link to the online payment system will be provided to expedite the student’s enrollment into the SAFE Program. A family may also choose to pay by personal check, cashier’s check, or money order.

III. Children are considered enrolled in SAFE after the registration fee is paid, and the parent receives a confirmation email of payment.

IV. All children who attend SAFE must possess independent toileting skills.
**HOURS OF OPERATION**

*Cielo Azul, Enchanted Hills, Ernest Stapleton, Maggie Cordova, MLK, Sandia Vista, Vista Grande*

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
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<tbody>
<tr>
<td><strong>AM</strong></td>
<td>Before school 6:45 - 9:00</td>
<td>Before school 6:45 - 9:00</td>
<td>Before school 6:45 - 9:00</td>
<td>Before school 6:45 - 9:00</td>
<td>Before school 6:45 - 9:00</td>
</tr>
<tr>
<td><strong>PM</strong></td>
<td>4:00 – 6:00</td>
<td>4:00 – 6:00</td>
<td>Early release day 12:45 – 6:00</td>
<td>4:00 – 6:00</td>
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**NINE-WEEK (Quarterly) PAYMENT SCHEDULE & FEES**

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>QUARTERLY</th>
<th>FEE 1st child</th>
<th>Fee for additional children</th>
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<tbody>
<tr>
<td>Registration fee Non-refundable</td>
<td>One time annual fee</td>
<td>$50.00</td>
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<tr>
<td>Before School Only (6:45 am)</td>
<td>Each 9-week</td>
<td>$180.00</td>
<td>$155.00</td>
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<tr>
<td>Wednesday Only</td>
<td>Each 9-week</td>
<td>$225.00</td>
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<tr>
<td>After School Only</td>
<td>Each 9-week</td>
<td>$230.00</td>
<td>$205.00</td>
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<tr>
<td>Before &amp; After School (6:45 am)</td>
<td>Each 9-week</td>
<td>$360.00</td>
<td>$180.00</td>
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**WEEKLY PAYMENT SCHEDULE & FEES**

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<th>SERVICE</th>
<th>WEEKLY</th>
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<td>Registration fee Non-refundable</td>
<td>One time annual fee</td>
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<td>$50.00</td>
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<tr>
<td>Before School Only (6:45 am)</td>
<td>Each week</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Wednesday Only</td>
<td>Each week</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>After School Only</td>
<td>Each week</td>
<td>$40.00</td>
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<tr>
<td>Before &amp; After School (6:45 am)</td>
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**HOURS OF OPERATION**

*Puesta Del Sol and Colinas Del Norte*

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<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
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<td>After school 2:00 – 6:00 pm</td>
<td>After school 2:00 – 6:00 pm</td>
<td>After school 2:00 – 6:00 pm</td>
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</tbody>
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**Quarterly payments – Puesta Del Sol and Colinas Del Norte**

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<th>SERVICE</th>
<th>Quarterly fee 1st child</th>
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<td>$105</td>
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<tr>
<td>After Only</td>
<td>$350</td>
<td>$290</td>
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<table>
<thead>
<tr>
<th>SERVICE</th>
<th>Weekly fee for 1st child</th>
<th>Fee for each additional child</th>
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</thead>
<tbody>
<tr>
<td>Before and After</td>
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<td>$50</td>
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<tr>
<td>Before Only (6:45 am)</td>
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<td>$20</td>
</tr>
<tr>
<td>After Only</td>
<td>$50</td>
<td>$50</td>
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**SAFE SERVICES & FEES**

1. **NON-REFUNDABLE REGISTRATION FEE AND TUITION.** A student is considered enrolled in SAFE after the registration form is submitted and the non-refundable registration fee is received either online, by personal check, money order or cashier's check. One can submit the registration form online or by paper to the SAFE coordinator. Tuition rates vary by the hours of a student’s participation. Please see the tuition rates in the chart above.

2. **TYPES OF PAYMENT.** We prefer the SAFE tuition may be paid online via an electronic check. We will, however, accept personal checks, cashier’s check, or money orders.

3. **ONLINE PAYMENTS.** Payment may be made online by an electronic check, and a nominal convenience fee will be charged. In previous years, a family paid 45 cents per electronic payment.

4. **OUTSTANDING BALANCES.** Parents/families who have an outstanding balance on their child(ren)’s tuition at the end of the school year will not be permitted to register their child(ren) for the SAFE Program the upcoming school year. All fees, including late payment, insufficient funds, and late pick-up fees must be paid in full prior to registration for the following school year. If a parent/guardian of a child with an outstanding balance does pre-register for SAFE online, including payment of the non-refundable $50 registration per child fee, that fee will be applied to the outstanding balance and the student will not be pre-registered for SAFE. The parent will be notified by the coordinator that the student is NOT pre-registered in SAFE for the upcoming school year. The coordinator will meet with the parent to clarify payment expectations, next steps, and their status in the registration process.
V. PAYMENT DUE DATES. Tuition payments are due on the first day of the quarter, and weekly payments are due every Monday. If school is not in session on a Monday due to a holiday, conferences, or inclement weather, tuition is due the first day of school that week.

VI. FEE FOR LATE PAYMENT AND NON-PAYMENT. The coordinator will inform a parent when a payment is late, and there is a $15 weekly fee for EACH late payment per child. If you have extenuating circumstances that interfere with your ability to pay, please talk with your SAFE coordinator. At times, an alternative payment plan can be established. After two weeks of nonpayment, the family will be required to pay weekly for the remainder of the quarter. If there is a second time that a family pays more than two weeks late, the family will pay weekly for the remainder of the school year. After non-payment of three weeks, your child(ren) will be dis-enrolled from SAFE. To re-enroll, the tuition and late fees must be paid in full.

VII. FEES FOR LATE PICK UP. If a family picks up a child after 6:01 pm, there is a $15 late fee for every 10 minutes, per child, per day. If a child has been picked up late three times, the Director of Student Services will be notified of the circumstances, and there may be further action such as the child is dis-enrolled from SAFE.

VIII. CHECKS RETURNED FOR INSUFFICIENT FUNDS. The SAFE Program charges a $15.00 fee per check returned for insufficient funds. If a family has two (2) personal or electronic checks returned for insufficient funds, the family will be required to pay tuition by money order or certified check.

IX. REFUNDS. Refunds must be approved by the Director of Student Services and only for extenuating circumstances. Please speak with your coordinator to begin the process.

X. PAYMENT RECORDS / RECEIPTS. Paper receipts are provided for payments made by personal check, money order, or cashier’s check. The person who pays electronically receives an email confirmation of the electronic payment. Please note that it is the parent’s responsibility to maintain receipts received from the SAFE Program. We recommend an at-home system wherein you place each receipt in a specified envelope, so they are all together and accessible at tax time. You will want to maintain this system for the entire calendar year, not just the school year.

XI. PAYMENT RECORDS FOR TAX PURPOSES. In the past, SAFE coordinators calculated the total amount of tuition a family paid to SAFE for a calendar year. We will no longer provide this information. See X. above. Instead, the SAFE coordinator can provide the Federal Employee Identification Number of RRPS, which is required by the IRS for tax purposes if you want to deduct SAFE tuition. The IRS does not permit families to deduct the registration fee.

XII. PAYMENT SCHEDULES AND SERVICES OFFERED. Please see the payment options, hours offered, and corresponding tuition rates.

XIII. QUARTERLY VS. WEEKLY PAYMENTS. Please note that if you choose to pay for 9 weeks at a time, you will receive a discount. For example, the quarterly tuition for one child for nine weeks of before and after school is $360.00. The weekly tuition rate for a 9-week period, for one child for both before and after school care is $50 a week times 9 weeks and equals $450. You save $90 per quarter if you pay quarterly instead of weekly.

XIV. FINAL PAYMENT OF THE 2018-19 SCHOOL YEAR. Due to end-of-year bookkeeping demands, all SAFE accounts will be paid in full by Monday, April 22, 2019. This final payment may be made online by electronic check, or you can submit a personal check, money order, or cashier’s check to the coordinator. If there are extenuating circumstances, all payments submitted after May 6, 2019, must be paid by money order or cashier’s check.

XV. FIELD TRIPS. Due to limited resources, there will not be field trips during the 2018-19 school year.
SAFE PROCESSES

The information below describes our process, procedures, and expectations for families and students.

I. **NO DROP-IN SERVICE.** A parent cannot pay for only certain days of the week. Whether the child attends SAFE or not, the space is reserved for the child. We do allow parents to select the Wednesday afternoon only as an option. Families are responsible for paying the full tuition, based upon the payment option the parent selected: quarterly (every 9 weeks) or weekly. (See the payment options above.)

II. **REQUIRED: INDEPENDENT TOILETING SKILLS.** Children who do not possess independent toileting skills will not be enrolled in SAFE. This requirement is due to staffing and hygiene concerns.

III. **SIGN-IN / SIGN OUT.** A child cannot sign him/herself into or out of the SAFE Program. For the safety and security of your child(ren), parents/guardians must sign each child into and out of the SAFE Program daily by using the piloted electronic system or the paper attendance sheet provided.

IV. **IDENTIFICATION.** You and each of your emergency contacts will be asked to provide picture identification when picking up your child(ren). Your child(ren) WILL NOT be released to any person who is NOT on the emergency contact list. (See III. Above). The coordinator will document on the daily attendance sheet each individual and the time of a child’s pick up from SAFE.

V. **CONTACT INFORMATION.** We use the contact information in the RRPS student information system, PowerSchool, so we urge you to inform the SAFE coordinator and the school each time you have a change in address, telephone number, or email address.

VI. **EMERGENCY CONTACTS.** SAFE refers to the emergency contacts listed in the SAFE application. Additionally, we use the emergency contact information located in the RRPS student information system, PowerSchool, to verify who is authorized to pick up your child(ren). If you want someone who is considered non-authorized because he/she is not on the school’s emergency contact list, please consult with the coordinator for specific directions at least 24 hours in advance. We cannot “authorize” someone to pick up your child(ren) via telephone call. If you know there will be a change to your emergency contacts, please be proactive and let the school know, so the emergency contact list can be updated in our records and PowerSchool. This procedure is followed for your child’s protection.

VII. **ATTENDANCE.** The coordinator or his/her designee will take attendance every afternoon to assure your child is present. However, it is your responsibility to notify the coordinator when your child will be absent.

VIII. **INCLEMENT WEATHER.** The SAFE Program follows all RRPS mandated delays and school closures due to inclement weather. A delayed start time will be announced prior to 6:45 am, and the SAFE Program WILL NOT operate before school. The afternoon SAFE Program will operate as normal. In the event of an early release, the district will notify parents to pick up their child(ren) and the SAFE Program WILL NOT operate in the afternoon or evening. If there is a school cancellation or closure, the SAFE Program WILL NOT operate at all that day. This is a district-mandated policy, so students and staff are safe and not put in harm’s way due to unsafe driving conditions.

IX. **CUSTODY AGREEMENT.** In the case of a custody agreement, let the coordinator know the court’s determination.

X. **LAW ENFORCEMENT OR HUMAN SERVICES DEPARTMENT.** If a law enforcement officer or a Human Services Department employee requests access to your child(ren), the coordinator will verify identification and have the officer or employee sign appropriate RRPS form(s). The coordinator will contact the Director of Students Services about the law enforcement or Human Services Department employee’s arrival and circumstances.
XI. **BEHAVIORAL EXPECTATIONS OF STUDENTS.** Every SAFE Program follows the policies, procedures, and rules outlined in the school's parent-student handbook. You may locate the handbook at [www.rrps.net](http://www.rrps.net) and follow the links on the district website to the webpage of your child's school. All SAFE children are expected to follow the rules and procedures of the SAFE program. If a student has a behavior intervention plan (BIP), the SAFE staff will collaborate with school staff to understand how to implement the BIP accommodations in the SAFE setting.

In most cases, when a child is not meeting behavioral expectations, the student will be re-directed by a staff member or assigned to a short time-out from the activity. On occasion, however, the behavior will warrant a suspension from the SAFE Program. All such behavioral events will be documented, and the parents will be informed of the event that transpired and the assigned consequences. As per the federal law called, the Family Educational Rights and Privacy Act, FERPA, we cannot discuss the consequences or circumstances regarding another student in the SAFE Program.

Students who exhibit chronic misbehavior will be subject to the procedures outlined in the RRPS elementary school discipline matrix and the school's parent-student handbook. The coordinator, and possibly the Director of Student Services, may meet to develop a plan of next steps. In the event of severe behavior, a student may be dis-enrolled from the SAFE Program.

XII. **ELECTRONIC DEVICES.** Electronic devices such as phones, iPads, laptops, games, etc. may not be out or used while a child is attending SAFE.

XIII. **SUSPECTED CHILD ABUSE.** Every RRPS employee who knows or suspects the presence of physical, emotional, sexual, or psychological abuse or neglect is mandated by state law to file a report with the Children, Youth, and Family Department (CYFD). As per New Mexico state law, any person reporting an alleged or suspected incident is presumed to be acting in good faith and is immune from any criminal or civil liability. Each report filed to CYFD will also be reported to the Site Coordinator, Principal, and Director of Student Services.

XVI. **DISENROLLING YOUR CHILD FROM SAFE.** We require a ten (10) day notification of a student's dis-enrollment from SAFE.

XVII. **FINAL PAYMENT OF THE 2018-19 SCHOOL YEAR.** Due to end-of-year bookkeeping demands, all SAFE accounts will be paid in full by Monday, April 22, 2019. This final payment may made online by electronic check, or you can submit a paper check, money order, or cashier’s check to the coordinator. If there are extenuating circumstances, all payments submitted after May 6, 2019, must be paid by money order or cashier’s check.