

# BATH POLICE DEPARTMENT

3864 West Bath Road  
Akron, Ohio 44333



330-666-3736  
Fax 330-665-1225

Dear Student:

Thank you for expressing an interest in assisting at Safety Town School. I am certain that you will find it to be a pleasant and rewarding experience. Student volunteers (age 12 and over, no exceptions) are needed to assist kindergarten age children while they are learning important safety rules, making crafts, singing songs and having fun. Volunteers are an important part of the Safety Town Program.

Safety Town 2018 will be held at Bath Elementary School. It will begin on Monday, June 11 and will be conducted each day through Friday, June 15 from 9:00 A.M. to 11:15 A.M. and from 12:30 P.M. to 2:45 P.M. Volunteers need to be at the school at 8:30 A.M. (and/or 12:00 P.M.) on Monday for a short orientation session, and then at 8:45 A.M. (and/or 12:15 P.M.) each day following.

Each volunteer will receive a certificate noting the total number of hours donated to the Safety Town School Program which may satisfy church and school volunteer hour requirements.


Please review the "Safety Town Student Assistant Responsibilities and Expectations" information enclosed. Volunteering at Safety Town will be one of the most interesting, educational and fun experiences in your life. It is also a lot of work, so be prepared! Please be sure that you are willing and able to be committed to the program. Be there each day, on time, and be ready to work!

Please complete the Student Volunteer Form provided and return it to the Bath Police Department prior to May 15. This form must be signed by a parent or guardian. Some years the number of applications received has been overwhelming; the number of student assistants accepted for participation may be limited or you may be asked to volunteer for only one session. You will receive a confirmation e-mail shortly after submitting your application, and a reminder phone call, mailed notification or e-mail early in June.

Please call program coordinator Lisa Baker at 330-666-3736 or by email to [ebaker@bathtownship.org](mailto:ebaker@bathtownship.org) if you have further questions.

Again, thank you for volunteering to help. This program could not be possible without your assistance. You will never know how many lives you will save or how many accidents you will prevent by what you have taught children at Safety Town. Good luck, have fun and THANK YOU.

Sincerely,

  
Vito F. Sinopoli  
Chief of Police

## **SAFETY TOWN STUDENT ASSISTANT RESPONSIBILITIES AND EXPECTATIONS**

- Student Assistants need to follow safety rules at all times. This includes wearing a bike helmet to and from Safety Town if you will be riding your own bike.
- Arrive at Safety Town at 8:30 AM (and/or 12:00 PM) on Monday for an Orientation Session. We will be in the multi-purpose room at Bath Elementary. The rest of the week, arrive at 8:45 AM (and/or 12:15 PM) for a short daily meeting and review of the daily schedule with the Student Assistant Coordinator. You will need to sign in daily. Plan on staying until 11:30 if you are helping with the morning session and 3:00 if you are helping in the afternoon. No early arrivals, no late pick-ups please.
- Each student volunteer will be assigned to work with a specific group of children. If you have a sibling or a child that you regularly baby-sit for that will be attending, you may wish to consider NOT working with that group. One of the skills that is worked on and emphasized at Safety Town is independence.
- Assist as the children arrive by greeting them, helping them to find and put on their name tags, and escorting them to their color group's table.
- Some of the children (many of whom have never been involved in a group program) may be frightened or upset. Reassure them that their parent will be back soon, then go on to talk about all the fun things they will be doing at Safety Town School. If a child is unable to be calmed down, an adult will assist you.
- There will be worksheets and crayons on the tables for the children to color as students are arriving. Make sure that first and last names are put on the worksheets. Let the children write their own names if they can. If it is not legible helpers will need to write their names again.
- Each day for the children will begin with the Pledge of Allegiance, instructions on the daily events, and singing songs. Helpers are expected to participate by saying the Pledge, singing the songs, and listening to the instructions given.
- The children and student assistants will be divided into groups to participate in small group activities. **PLEASE STAY WITH YOUR COLOR GROUP** and participate in the same activities that the children are.
- Do not instruct the children on safety rules until they have been presented to the children by an adult. After the rule is properly demonstrated and explained, then it is your responsibility to "remind" the children by asking them questions or just repeating the rules. Review and discuss **ONLY** what has been explained.
- On the Safety Town village, children are in tremendous need of your assistance. Helmets need put on, seat belts need to be buckled, rules need to be enforced, and lessons need to be reinforced. Model appropriate behavior for the children by crossing the street correctly, obeying the traffic light, etc.

- While the children are watching videos or listening to speakers, it is necessary for only two student assistants and one adult to remain in the classroom. Others will be requested to work on any special projects (assembling handouts, preparing crafts,...) that are needed for that day. Show initiative! If you are not busy, ask if there is anything you can do.
- Assist children in the restroom. Make sure hands are washed with soap. Wait for all children in your group to finish before allowing them to enter the classroom.
- Two student assistants will be asked to help with snack preparation each day. Assignments will be made by the Student Assistant Coordinators. Stay at the tables with your color group during snack time. Student Assistants will also be needed to clean up tables after snack time.
- All student assistants are expected to help the children during craft time. The children need your assistance with the crafts. Make sure first and last names are written (legibly) on the crafts. Completed crafts will be gathered, then distributed to each child at dismissal time. After your color group has finished their craft, student assistants are needed to set up craft for the next group.
- All tables need to be wiped off, floors need swept and trash cans need emptied.
- At the end of each day, student assistants will be expected to escort children from their assigned tables to their parents as parents arrive to pick them up. Make sure each child has their craft, worksheets and any other materials that go home with them. Be sure to remove their name tag as they walk out the door. (Do not take name tags off before parents arrive.)
- If you are volunteering for both sessions, you may stay for lunch. There will be an adult chaperone with you for the hour and half between sessions. You need to bring your own lunch and beverage each day except for Friday when lunch will be provided. We are not permitted to use any of the school's equipment during the lunch break. If you wish to play ball or other games during lunch, you will need to bring your own equipment.
- Your attitude is a major factor. SMILE and have a positive attitude! Be cheerful and enthusiastic.
- During all activities, your help is needed to keep children on task, interested and attentive.
- Treat each child equally. Do not play favorites with a specific child.
- Encourage children to behave appropriately. Model appropriate behavior by setting a good example.
- Volunteers will be provided with a t-shirt that they need to wear each day. Inappropriate attire is not permitted.

Not all browsers support this email function. Please save your finished form to your computer. You may need to re-send.

**BATH POLICE DEPARTMENT  
SAFETY TOWN STUDENT VOLUNTEER APPLICATION**

**YOU MUST BE ABLE TO ATTEND ALL FIVE DAYS!**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone number: \_\_\_\_\_

OR \_\_\_\_\_ I don't have a cell phone.

E-mail: \_\_\_\_\_

Age: \_\_\_\_\_

School: \_\_\_\_\_ Grade level in fall: \_\_\_\_\_

During which session are you available to help?

\_\_\_\_\_ 9:00 A.M. to 11:15 A.M.

\_\_\_\_\_ 12:30 P.M. to 2:45 P.M.

\_\_\_\_\_ both sessions (This may not be an option depending on the number of applications received.)

If a kindergarten aged sibling is registered for the \_\_\_\_\_ AM session or \_\_\_\_\_ PM session, please provide their name: \_\_\_\_\_

Are you carpooling with another volunteer? Who? \_\_\_\_\_

Indicate the name and telephone number of an adult (other than your parent) that may be contacted for a recommendation/reference:

\_\_\_\_\_

OVER-----OVER-----OVER

Please list any volunteer experience (including previous years with Safety Town):

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If you have had two or more years as a Safety Town volunteer, are you interested in being a color group team leader? (You will need to stay all day.) YES \_\_\_\_\_ NO \_\_\_\_\_

A student experienced with photography and PowerPoint is needed. Are you interested in being the photographer/Power Point presentation creator? (You will need to stay all day) YES \_\_\_\_\_ NO \_\_\_\_\_

Why do you want to be a Safety Town Volunteer Assistant?

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Your t-shirt size? \_\_\_\_\_ adult small \_\_\_\_\_ adult medium \_\_\_\_\_ adult large  
\_\_\_\_\_ adult extra large \_\_\_\_\_ adult double extra large

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| <h2>PERMISSION FORM</h2> |
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As parent or legal guardian of \_\_\_\_\_  
I give permission for her/him to volunteer for SAFETY TOWN. I hereby assume all responsibility and release Bath Township, Bath Township Police Department and volunteers from any liability on the premises.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

**PARENTS PLEASE NOTE: STUDENT VOLUNTEERS SHOULD NOT ARRIVE EARLIER, NOR STAY LATER THAN THE TIMES INDICATED.**

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Return completed form by May 15 to: Bath Police Department – Safety Town  
3864 West Bath Road  
Akron, OH 44333

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| FAX TO: 330-665-1225<br>EMAIL TO: ebaker@bathtownship.org |
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