# CITY OF TOLEDO



## DEPARTMENT OF POLICE OPERATIONS

## SAFE-T-CITY TEACHER ASSISTANT APPLICATION

## To: Student of GRADES 6<sup>th</sup> grade and older

The Toledo Police Department needs volunteer teacher's assistants for our **Safe-T-City** Program at the Scott Park District Station. Any students entering the 6th grade or above can have a fun-filled time and gain valuable work experience.

## SAFE-T-CITY

**Safe-T-City** is a child safety program for children who will be entering kindergarten in the fall. It includes classroom instruction with a certified teacher and resource speakers. It also entails instruction by police officers in a small-scale city complete with traffic lights, street signs, railroad tracks and other traffic signs or signals that children may be experiencing on their way to school this fall.

## DUTIES

Daily responsibilities will include assisting teachers, police officers, and students in the classroom and in the miniature city. Serving as a teacher's assistant is an 8-day 2 1/2-hour per day commitment. The morning session is 8:15 to 10:45 and the afternoon session is 12:00 to 2:30. The dates are listed inside. It is important that you are here everyday for the session that you have chosen.

## **PROVIDES A REFERENCE**

This work experience will give insight into several different career worlds, (i.e. teaching, law enforcement, child development, etc.) You will gain many tips for safety practices from the teachers and resource speakers connected with the program. You will also meet other assistants in the program who may become new friends. Any further questions may be answered emailing: <u>Safe.T.City@gmail.com</u> or by calling the **Safe-T-City** office, (419) 936-2984. Please leave a message if no one is available to answer your questions.

Please wear appropriate clothes while volunteering. No short-shorts or see through shirts are allowed. If your dress is not appropriate you will be asked to change, or be sent home.

## 2024 SAFE-T-CITY Volunteer Teacher's Assistant Application Toledo Police Department

Office Use Only

Date Received \_\_\_\_\_

Confirmed \_\_\_\_\_

	10	ledo Police	D	epartment		Teacher	
PLEASE PRINT LEGIBLY							
Name				Parent/Guardian			
Address				Home Phone			
City	Zip			Parent's Cell Phone			
Date of Birth	Ag	ge		Work Phone			
				Email address			
School Attending in the Fall						Grade (in fall)	
Please list any one you are	carpooling	g with:					
Emergency Contact - In cas	se of Emer	gency when	ра	arents cannot be no	otifie	ed, please contact:	
Name		Relationship			Phone number		
Medical or Special Information	that Safe-⊺	C-City will need	d t	o know about you (i.	e. as	sthma, allergies, etc.)	
entire session. Please mark (1) <b>choice.</b> If several applicants ch Teacher assistants must attend attend the entire session. On the your scheduled time for orientation	oose the sa all 8 days o 1 <sup>st</sup> day of S	ame session, w of Safe-T-City. I Safe-T-City plea	ve Pl∉ se	will assign dates on ease do not request a be at the Scott Park S	a fir par	st come – first serve basis. ticular session if you cannot	
Date of Sessions		Morning Se 8:15am – 10				Afternoon Session 12:00pm – 2:30pm	
June 10– June 21 (no class 6/19)						•	
June 24 – July 3							
July 8 – July 17							
July 22 – July 31							
In the short essay, please te	s will be se Il us why yo	ent in the ma	il at	as well as an emai	l (if you v	provided). would be an asset to the	
					olica	nt).	
					blica	nt).	
						nt).	
						nt).	

#### Are you a graduate of Safe-T-City? YES ( ) NO ( )

#### Have you ever been a Safe-T-City teacher's assistant? YES() NO()

If **YES** (you have been a teacher's assistant), during what year(s)? \_\_\_\_\_\_ \*\*If you have been an assistant prior to this year, you will **NOT** need to submit a new recommendation letter.\*\*

If you have **NOT** helped as an assistant before, please contact a non-relative (i.e. teacher, pastor, coach or employer) and request that the attached recommendation form be completed and returned to the address listed below. When requesting a recommendation it is thoughtful to give this person a pre-addressed stamped envelope. This assures the recommendation will be returned to us.

#### This recommendation may <u>NOT</u> be from a <u>parent/relative/family member</u>.

#### I UNDERSTAND MY SON/DAUGHTER\_\_\_\_\_\_HAS VOLUNTEERED THIER SERVICES FOR THE SAFE-T-CITY PROGRAM. I GIVE MY PERMISSION AND UNDERSTAND I AM TO PROVIDE TRANSPORTATION.

Parent Signature: \_\_\_\_\_

#### When application form is complete, please mail to:

Toledo Police Department Safe-T-City Program Scott Park District Station 2301 Nebraska Avenue Toledo, Ohio 43607

Application and recommendation forms may also be faxed to 419-936-3859 or emailed to: <u>safe.t.city@gmail.com</u>

If you have any questions please contact the Safe-T-City Office by the email above or at 419-936-2984. Please leave a message and your call will be returned.

Applications will only be processed if ALL of the parts are completed.

### 2024 SAFE-T-CITY Volunteer Teacher's Assistant Application Toledo Police Department

### SAFE-T-CITY TEACHER'S ASSISTANT RECOMMENDATION FORM

The applicant listed below is volunteering as an assistant with our **Safe-T-City** program. **Safe-T-City** is targeted for children entering kindergarten. The children attend an 8-day program on general and pedestrian safety. The applicant will work with a teacher and help the children. We need volunteers who can follow directions and are professional in their dealings with children and parents. Approximately 500 children attend Safe-T-City throughout the summer. Their parents have contact with the assistants throughout the summer. It is necessary for the volunteers to be calm, efficient and able to take initiative when needed. This recommendation only needs to be completed for first time applicants.

Applicant's Name:

Your Name:

Capacity in which you know the applicant (Must **not** be a relative):

I feel this applicant would be great for the Safe-T-City Program because:

#### Please return this recommendation to:

Toledo Police Department Safe-T-City Program Scott Park District Station 2301 Nebraska Avenue Toledo, Ohio 43607

Recommendation may also be faxed to 419-936-3859 or emailed to: <u>Safe.T.City@gmail.com</u> If you have any questions please contact the Safe-T-City Office at 419-936-2984. Thank you for your time in completing this recommendation.

Office Use Only	
Date Received	