

Revised August 2010

Dear Parents:

Welcome to our CARES Program. In CARES, we endeavor to provide our afternoon students with an atmosphere in which to relax and socialize with loving supervision.

Our program is available to students who attend our school from K through 8th grade.

A snack and drink should be provided by each student, if they so choose, each day. Your child will be allotted out door playtime, if weather permits or playtime in the gym. In addition, supervised quiet time for independent written homework, as well as, a variety of other activities is also available for the children in the CARES room.

We thank you for your faith in entrusting your children to us. We, in turn, entrust them to the protection of the Guardian Angels.

Please be sure to read this handbook thoroughly so that you are familiar with all of our policies.

Sincerely,

The CARES Staff

EXPECTATIONS FOR BEHAVIOR

The children are expected to respect the staff, each other, and the materials and environment provided.

Active play is in the gym. In the CARES Room we require a calmer form of play.

A child must never leave the CARES Room without permission. At pick-up time, no child is to walk to the exit door by themselves. **Parents, you will need to check for cars coming up the driveway as you exit the building.**

HOMEWORK

Time will be provided for the children to begin their written homework. The children will be supervised in a quiet atmosphere where work is done well and questions can be answered. Although we do our best, the staff is not responsible to check homework for completeness or accuracy. This is to be done at home.

If you choose not to have your child work on their written assignments, please inform us with a note. **Children are not permitted to return to a classroom for forgotten homework.**

FEES

Fees are paid on Friday of that week. All fees must be paid in full by the end of the month. Also, fees are paid by the hour, not the half hour.

Our fees are:

Registration: 20 per family due the 1st week of CARES

Hourly rates: \$5/hr. for first child

\$4/hr. for second child

\$3/hr. for third child

Late fee: \$1/minute after 6:00pm to be paid to the staff present. **This is the only time cash is expected and accepted.**

Because we are a self-sustaining program dependent on expected funds, no report cards will be issued to families with overdue CARES fees.

These rates apply for half days also.

If your child is going to be absent from school and is expected to at CARES that day, please include that information when you call your child out for the day.

TAXES

Childcare is a deductible expense. However, we do not offer a form with your total CARES expenses for a given year. To do this would put a heavy burden on the coordinator. We ask that you use your own accounting to record your payments. Thank you for your understanding.

Some businesses offer monthly child-care allowances. The coordinator will sign these forms when needed.

PHONE NUMBERS

CARES Room:

Main Office: 610-586-7539

PLEASE MAKE A COPY OF THESE NUMBERS OR ENTER THEM INTO YOUR CELLPHONE. ALWAYS DIAL THE CARES NUMBER FIRST.

ILLNESSES

In cases which appear to be of a minor nature, First Aid will be administered and the parents told of the incident upon pick-up.

In cases which appear serious, every effort will be made to carry out the instructions given on the Emergency Form. Parents will be contacted immediately. **Please be sure that the phone numbers you have given us are accurate.** If the parents do not supply adequate emergency instructions, or if the instructions do not fit the circumstances, the staff will act according to their best judgment for the welfare of the child.

HOURS OF OPERATION

Afternoon CARES operates from 3:00pm to 6:00pm on full days, and from 12:00pm to 6:00pm on early dismissal days. CARES is available only on days that school is session. We do not operate on any day that school is closed.

If school is closed during the day due to weather or another cause, then there is no CARES that day. You will receive notification of

the closing through Alert Now and that should be considered notice that CARES is also closed.

On extremely few occasions, we may need to close CARES only. The school day may be finished, but weather will not permit safe travel during CARES hours. You will then be notified during the day that CARES will not be available.

CALENDARS

Calendars are distributed on a monthly basis. You will be given a copy to keep at CARES.

Please fill in the calendar carefully noting days off, early dismissals, and Saturdays and Sundays.

In each dated box, fill in the hours your child will attend. For example, 3-5 for a full day, or 12-6 for early dismissal. On early dismissal days, you must provide a full lunch.

PLEASE RETURN YOUR CALENDAR PROMPTLY, IT IS SO IMPORTANT TO THE SAFETY OF YOUR CHILD THAT WE KNOW EXACTLY WHAT CHILDREN TO LOOK FOR ON ANY GIVEN DAY.

PICK-UP

Parents/designated adults must sign out their children in the presence of a staff member. No child will be permitted to leave with anyone that has not been included on the emergency form as an approved person for release of the child in question.

Please bring you license with you until the staff becomes familiar with you.

Should you need to pick-up your child before dismissal, please tell the office that your child was coming to CARES that day and to notify the staff. If this occurs at dismissal and your child was on the CARES list for that day, please find a CARES teacher to sign the list to release the child from CARES.

We ask that cell phones are not in use while picking-up your children.

DROP-IN OPTION

If you should need to add on a day later in a month, we do have a drop-in option.

If a parent chooses to use or drop-in option, we must have 24 hour written notice. This notice should be sent to the School Office.