

PARENT HANDBOOK

CARES PROGRAM

Saint Jerome School
Philadelphia, PA 19136



The Policy of Non-Discrimination

SJS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The SJS does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, administration policies, scholarship and loan programs and athletic and other school-administered programs.

Binding Effect

The Guidelines exist to foster the efficient operation of the SJS C.A.R.E.S.. To meet this objective, the School Administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Guidelines.

AMENDMENTS TO GUIDELINES

The Guidelines are subject to change at any time when determined to be necessary by the School Administration. If changes are made to the Guidelines, parents/guardians will be notified promptly.

Dear Parent,

This handbook contains information considered important to your child's safety and for the basic operation of the Saint Jerome School C.A.R.E.S. Program. May we all work together to make this a happy and worthwhile experience for your child.

Sincerely,

Ryan Menich
FR. Reilly

Principal/Pastor

CARES PROGRAM OVERVIEW
(Children Are Receiving Extended Services)

Open from Dismissal until 5:30 p.m. each school day, the CARES Program in SJS provides professional care, supervision, recreation, and enrichment activities. It serves working families who desire both parochial school education and supplementary child care in a Catholic environment of children enrolled at school in grades PreK3 through grade eight.

This professionally-operated program allows children to experience a rich diversity of growth activities within a Catholic environment. These activities are planned to complement the philosophy and value systems of the school and family. Arts and crafts projects, game and recreation, rest time, and snack time are just a few of the activities planned. Also, there is time set aside for homework.

Within a large family environment, the program strives to provide individual attention, security consistency, and caring treatment for children of working parents.

A number of devoted and committed teachers and/or other qualified adults staff the program. These people, employed on a full time or part time basis, work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding of others is realized.

Fees are the sole support of the CARES Program. It is not subsidized by the school or parish.

GOAL OF PROGRAM

The CARES Program of SJS provides children with a Catholic environment extending the philosophy of SJS into the hours after school. The program serves the children of parents who work. There is a clear academic component, which includes homework time, as well as art, games and

activities (as is appropriate). The program provides safety, care, supervision and recreation.

The entire program is under the administration of the school pastor and principal. The staff members work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect of others is encouraged.

AGREEMENT

SJS agrees to provide the CARES Program for a student, and in return, the parents agree to pay a fee to support the rules of the program. Fees are the sole support of the school's CARES Program. St. Jerome School does not subsidize it.

CHILD BEHAVIOR

Since the CARES Program is an extension of SJS, the same basic philosophy underlies the program. As members of a caring Catholic community, the children will be expected to respect themselves, the staff, each other, the materials and environment provided. Parents must agree to cooperate in insuring that their children behave appropriately.

Children must never leave the building or grounds without the explicit permission of the staff of the CARES Program. Such permission will only be granted by the request of the parent or guardian in conjunction with the approval of the CARES staff member.

If a child violates the guidelines or rules set by the director/staff member, the child will be spoken to. If the behavior is repeated, the parent will be informed and, if necessary, a conference with the parent and director will be set up. Should there continue to be a problem, another conference will be arranged with the principal or director. At that time, the child may be given a final opportunity to improve or may be asked to leave the program.

Any child who does not conform to the set rules and regulations of the CARES Program is liable for dismissal from the Program.

FEES

Checks should be made out to SAINT JEROME. *This fee pays for Staff and utilities.*

A.M. C.A.R.E.S. 6:30-7:30 a.m.

GRADES PreK3-8

ARRIVE BEFORE 7a.m. \$70 –1ST CHILD;\$35 ADDITIONAL CHILDREN

ARRIVE AFTER 7 a.m. \$25 – 1ST CHILD; \$15 ADDITIONAL CHILDREN

P.M. C.A.R.E.S. 2:30 – 5:30 p.m.

GRADES PreK3–8

 \$90/wk/1child

\$125wk/2 children

\$170/wk/3 or more children

\$20 /Day for Drop-ins

DOUBLE FEE FOR EARLY DISMISSAL DAYS

Fee/Schedule are due by Noon on the last school day previous to the days on your schedule.

Ex. Pay on 9/3 for week of 9/7.

Place in envelope with CARES , your child's name/Room # on front. Schedule may be on envelope or MEMO line of check.

If a parent fails to meet the CARES Program fee payment due at the time assigned, and does not make adequate arrangements, a reminder will be sent. A fee will be assessed for all returned checks. The fees charged are the sole support of the CARES Program, and to continue to serve the children in an adequate and fair way, it is necessary that all payments be prompt and complete.

If a parent or guardian fails to meet the CARES Program fee payment, due on the designated day of the month/year and does not make adequate arrangements with the Director, the child will not be allowed to continue in the program.

Designated staff members are employed until the agreed end of the Program, which in most cases is 5:30 PM.

A late fee will be assessed for late pick-ups.

PICK-UP TIME

The program ends at 5:30 p.m. It is common courtesy to the staff to respect the time of closure. Parents who have difficulty with the pick-up time should make arrangements with others listed as authorized pick-up individuals.

If a parent is late, a staff member will stay with the child until the parent arrives. A late fee will be charged.

Parents enter school by the designated door to pick up children. They are asked to check the play areas if they arrive early. Official attendance records are kept for the CARES Program. Signature and accurate times must be recorded when the child is picked up.

REGULATIONS REGARDING CHILD'S DEPARTURE FROM THE PROGRAM:

Parents or guardians should not take children from the schoolyard or other areas without notifying a CARES staff member and SIGNING the child OUT

Cares Personnel will not permit children to leave in taxis presumably sent by parents.

Parents or guardians should not send persons whose signatures are not on the Emergency Card to ask for the release of the children. For the child's safety, the release will not be granted.

IMPORTANT PARENTAL RESPONSIBILITIES

Change in Address, Phone Number Or Emergency Numbers

Parents are expected to inform the director or designated staff member when there are changes in addresses or phone numbers/emergency numbers. If there is any change in the names of those authorized to pick up the child, this information should be made known to the director IN WRITING.

Telephone numbers for the CARES Program

Phone Numbers:

Until 3:00 215.624.0637

After 3:00 You will receive a number upon registration.

Absences:

If it is known in advance that a child will be absent from the program for any amount of time, it would be well to notify the CARES Program Director.

Homework – Class Projects:

A scheduled time will be provided for children to work on class assignments or projects.

One or more teachers/aides will be available to supervise the activity and assist, if possible, when needed. It is the child's responsibility to have his/her assignments and books. Children may not go back to their homeroom to get these items.

A staff member may initial the started/completed task done while in the Program. However, parents are responsible for checking their child's homework before they return to school the following day. Staff initial does not indicate checking.

SPECIAL PROVISIONS AND PROCEDURES

Emergency Closings:

The CARES Program Director will specify the procedure to be followed. Please follow Facebook for updates.

Illness or Accident:

In cases which appear to be of a minor nature, first aid will be administered on the premises. (Medication will not be administered by mouth unless both a written statement from a physician detailing method, amount, and time schedule, and a written statement from a parent authorizing the staff to assist a child in taking such medication are on file.)

In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the Emergency Card.

Parents who do not wish their child treated in any way should indicate such on the Emergency Card.

If the home does not supply adequate emergency instructions or if the instructions given cannot be followed at the time of the emergency, the CARES Staff will act according to their best judgment for the welfare of the child.

Care should be taken by the CARES Director to review all medical information and emergency card instructions with the parent and staff prior to a child's enrollment in the CARES Program.

Emergencies

With the children's safety and well-being in mind, it is MOST important that the parent fills out an emergency card, and then adheres to the instructions given.

Regulations regarding Telephone Messages:

Parents or guardians may wish to telephone the CARES Program Director asking that their child be directed to go to various places after the Program. As there is always a possibility that a person other than a parent or guardian might telephone, **YOU WILL RECEIVE A RETURN VERIFICATION CALL.**

Emergency closing procedures and/or temporary evacuation policies will be communicated to the parents.

The CARES Program Director will communicate emergency closing procedures and/or temporary evacuation policies to the appropriate local School, Health and Safety authorities. Message will be sent via Class Dojo.

HEALTH SAFETY

The CARES Program follows the policy of SJS with regard to communicable diseases. Parents or their designates will be notified if a child becomes ill during the hours of the program. All minor injuries will be recorded in the Accident Log. Parents will be notified at the time of pick-up. When serious injuries occur, procedures will be followed as they appear on the Medical Emergency Form. Parents are expected to sign this form at the time of registration.

Parents/Guardians must inform CARES if there is a medical condition. As is the policy of SJS, only prescription medication will be dispensed. If a child is taking medication during the school day, the same written permission slip will suffice. Reminder: The written note must include amount of dosage and the date. Medication must be in its original container marked with the child's name.

In most CARES Programs, nutritious snacks are provided. Parents should send in written notification of any food allergies.

SAFETY

Scheduled safety drills are included to the CARES Program. Children will practice exiting by the nearest designated exits.

If something serious should occur and the building is evacuated (fire, etc.), children will be taken to a designated place. Parents will be given

information as to the site chosen. Along with the Fire Drill, a Crisis Plan is in place for unexpected emergencies. These plans are in place for SJS and for the CARES Program.

Phone Numbers: Until 3:00
Until 3:00 215.624.0637
After 3:00 Given at registration

HOMEWORK

Each day, a homework period is scheduled for all students (except PreK3,4 and Kindergarten). It is the child's responsibility to know what homework has been assigned. It is the responsibility of parents to check homework assignments at home. The older students may have more work than can be completed during the homework period. Staff members will initial each assignment as it is completed. This does not indicate answers were checked.

INSURANCE

Children are covered by the school insurance.

PERSONAL BELONGINGS

Children may bring play clothes to school for the CARES Program. They are not to bring a change of socks. All of the children's clothing should be labeled. Gym clothes will suffice on gym days. Children will be outside for play on occasion. Please send in clothing appropriate for the day's weather. It is expected that parents be responsible to check for all correct clothing at the time of pick-up. Staff members are not responsible for lost clothing. It is requested that children not bring toys or games from home without permission.

STAFF

In order to maintain a professional atmosphere, each staff member is to be formally addressed as adults, that is Miss or Mrs. Informal use of staff member's first names by the students is inappropriate in the school setting.

The staff of the CARES Program is responsible for the children enrolled in the program. In addition to the children, the CARES staff is responsible for the facilities and materials used while in the program. As members of a caring community, the children enrolled in the program are expected to respect the staff, each other, the materials, and environment provided.

If a child violates the standards set by the Program Director, the child will be spoken to. If the inappropriate behavior persists, the parent will be notified, and if necessary, a conference with the parent will be scheduled. Parents will be appraised of the situation and all incidents will be documented.

SUPERVISION

Only adults (CARES Staff and aides) supervise children. If older students assist with this program, they do so only in assistance to and under and direct supervision of an adult.

A child will be released only to a parent or individual who has been authorized in writing by a parent to pick up the child. Exceptions will not be made unless the parent sends in written permission with the child when he/she comes to school in the morning. Phone calls during the day requesting a change in your scheduled plan will result in you receiving a verification call. In any case, the child will not be released from the CARES Program without an authorized signature. All people on your pick up list should expect to show picture ID.

When children arrive at the CARES Program, a designated staff member will check them in. At the time of pick-up from the program, the parent/authorized person will be asked to sign a form noting name and time of pick-up. Again, it is reiterated that children will be released only to an authorized person.

CARES PROGRAM PARENT HANDBOOK

SJS

HANDBOOK RESPONSE FORM

Dear Parent,

After reading the Parent Handbook, please return this form to the CARES Program Director.

I have read the CARES Program Handbook and have discussed pertinent sections with my child (children). We agree to abide by the policies stated in these Guidelines.

Parent/Guardian _____ (signature)

Child: _____ (signature)

Child: _____ (signature)

Child: _____ (signature)

Date: _____

Received by: _____

Handbook Response Form