

**SACRED HEART CARES**  
**Guidelines and Agreement**  
**2021-2022**

**General:** CARES is located in the Art Room, located on the first floor. There is a **\$25.00 application fee** per family. All required paperwork must be on file prior to a child beginning the CARES program. This includes: Application Form, Signed Guidelines and Agreement Form, and the Emergency Form.

**Time:** 2:40 PM to 6:00 PM. CARES is the first line dismissed. Children will be directed by school staff to the Art Room.

**Pick-Up before 4:00:** We will be in the gym, please use the Manoa Road school entrance. Please use the doorbell for the gym (it faces Manoa Road).

**Pick-Up after 4:00:** Use the entrance at the West Chester Pike gate. Ring the intercom and we will buzz you in the door. Please note....after ringing the buzzer please DO NOT step over to the door....we need to see you in the camera and we will ask who is there....please simply state your name and who it is you are picking up.....

**Sign-Out:** A staff member will sign your child out when you arrive. You will be required to initial the sign out sheet as well. **If the parent or guardian cannot pick up the child, please send us an email in advance indicating who will pick up the child.** Staff members are employed until 6:00 PM. **Please take note of the late policy outlined on the fee schedule page.**

**School Closings:** If school closes early due to inclement weather, ALL students must be picked up at the determined early dismissal time. We recognize how stressful this can be to you and appreciate you setting up a back-up pick up plan for those circumstances as our staff's safety is just as important to us as it is to get your child home.

CARES will be closed on school days off. On half days, CARES will run until 3:00pm, unless the half day begins a holiday in which case, CARES is closed. *Refer to the school calendar.*

**Behavior and Discipline:** As members of a caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. They must never leave the building or grounds without explicit permission of the CARES staff. Proper behavior is expected and the Director will inform the parents individually if a problem should occur. An incident report will be filled out at the discretion of the directors. A copy will be kept on file.

**Electronic Devices:** As per school policy, the children will not be permitted to use personal devices during CARES. This includes but is not limited to: phones, iPads, tablets. They **MUST** remain in their school bags. The children will have access to the school iPads, and we have a computer in the classroom they are welcome to use.

**Play:** The program provides as much time as possible for both indoor and outdoor play from 3:00-4:00 p.m. Please be sure your child has the necessary clothes for cold weather. Please mark all clothing with the child's name.

**Homework:** Homework will begin at approximately 4:15 PM. All children with the exception of Pre-K and K will be required to do their homework. Homework is quiet time. **\*Parents are responsible for checking their child's homework.**

**Illness or Accident:** In cases which appear to be minor in 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 the method, amount and time schedule AND a written statement from the parent authorizing the staff to assist the child in taking such medication are on file. In cases which appear serious, the staff will make as effort to carry out the instructions as given on the Emergency Form. Parents who do not wish their child treated in any way should indicate such on the Emergency Form and should give directions to be followed in the space "Special Instructions." If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, CARES staff will act according to their best judgement for the welfare of the child.

## SACRED HEART 2021-2022 FEE SCHEDULE & LATE POLICY

<b>Fee:</b>	Daily (per child)	
	Pick-up 2:40-4:30 PM.....	\$15
	Pick-up 4:30-6:00 PM.....	\$20
	Daily (2 or more children)	
	Pick-up 2:40-4:30 PM.....	\$20
	Pick-up 4:30-6:00 PM.....	\$25

**Any Time After 6:00 PM is late and a \$10 fee will be billed.**

**Late Policy:** CARES ends promptly at 6:00 p.m. ANY TIME after 6:00 p.m. is considered late and you will be charged a \$10 fee for each late pick up. We understand that sometimes there are circumstances beyond your control. If you are going to be late, please email one or both of the directors (contact information listed below). Suspension from CARES for one week will occur based on the following process:

- 2 days late in a month - Family will receive a warning letter.
- 3 days late in a month - Child is suspended from CARES for one week.

*If a family is suspended 2 consecutive months it will result in a conference with the program directors and principal to discuss future participation in the CARES program.*

**Billing:** You will receive an invoice at the beginning of each month. If you have not paid two consecutive months of invoices your child/children will not be permitted to attend CARES until your invoices are paid. If there is a financial hardship, please contact the principal, Mrs. Theresa Schmidt, directly.

Contact information: Kristine Donaher: [kdonaher@sh-school.org](mailto:kdonaher@sh-school.org)

**SACRED HEART  
GUIDELINES AND AGREEMENT  
SIGNATURE FORM  
2021-2022**

**Please sign below and return this portion.** I have read and agree with the Sacred Heart School CARES program Guidelines and Agreement, Fee Schedule and Late Policy.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_