



April 2021

Dear Parents/Guardians:

Registration is now open for the 2021-2022 school year for C.A.R.E.S. Attached you will find all the pertinent information regarding our program. It includes the following:

CARES Guidelines – Sign last sheet and return

Program Application

Authorization Pick-up and Emergency Form

We do suggest if you plan on utilizing the C.A.R.E.S. program at all during the 2021-2022 school year, whether it may be for the Fall semester or the Spring semester, that you register your child now. **The deadline to register is May 21st.** **We highly recommend you register your child as soon as possible as we need to insure proper staffing for those busy days.**

As of now, C.A.R.E.S. will proceed on a normal schedule for the 2021-2022 school year. If COVID protocols do need to remain in place, I will be in contact to inform families before the beginning of the 2021-2022 year.

If you have any questions, please do not hesitate to contact the school office at 610-446-9198. We will be sure to answer your questions in a very timely manner.

We look forward to seeing you in the 2021-2022 school year.

Sincerely,

Kristine Donaher
Co-Director



SACRED HEART SCHOOL
C.A.R.E.S. Program Application
2021 - 2022

Student Name

Grade

Full-time (5 days) _____

Part-time _____

Dismissal Time: 2:45 - 4:30 PM _____

4:30 - 6:00 PM _____

If part-time, indicate the days of the week desired:

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Various _____

Parent or Guardian's Name _____

Home Address:

Street City Zip Telephone

Mom Cell/Work Phone: _____

Dad Cell/Work Phone: _____

Email: _____

Attached is my \$25.00 Application fee (per family)

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
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: _____

SACRED HEART 2021 - 2022 FEE SCHEDULE & LATE POLICY

Fee:	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: turtlecraw@verizon.net

Sacred Heart School CARES Emergency Form

Authorization for Pick Up

Name & Relationship to Child	Home#	Work #	Cell#
1. _____			
2. _____			
3. _____			

***In custody dispute, court papers must be on file to restrict release of your child to an undesignated parent.**

Following person(s) **MAY NOT** pick up my child:

Name and Relationship to child: _____

Emergency Contacts

(Please list in priority order who will be contacted if parents are not able to be reached)

1. Name and Relationship to Child _____
Phone #'s (Home) _____ (Work) _____ (Cell) _____

2. Name and Relationship to Child _____
Phone #'s (Home) _____ (Work) _____ (Cell) _____

Medical Information

Child's Physician _____ Phone Number _____

Name of Practice _____

Health Coverage Provider _____ Policy # _____

*Any food or drug allergies? YES NO

*If yes please list _____

*Any special medical conditions? YES NO

*If yes please list _____

***If there is a medical emergency and none of the above can be reached, I want my child taken to the Emergency Room.**

YES

NO