

**MATERNITY B.V.M.
CATHOLIC SCHOOL
C.A.R.E.S PROGRAM**

(Children are Receiving Extended Services)



2021-2022

HANDBOOK

CARES Phone # 215-313-4407

INTRODUCTION: Maternity B.V.M. CARES Program services member of our school who desire after school care for their children (Pre K 3 to grade 8) . The program provides professional care and supervision by Maternity B.V.M. Staff.

PROGRAM: Daily activities include:

- Snacks
- Homework
- Games
- Indoor/Outdoor activities

TIME: CARES services will be provided from dismissal to 5:45 PM. When the school has early dismissal, CARES will begin as soon as school dismisses. On early dismissal days, students will need to bring a lunch (including a drink).

The CARES Program will not operate on the day before Thanksgiving, Christmas and Easter Holidays.

Inclement Weather: In the event that school is dismissed early or declares no after school activities due to inclement weather, **THERE WILL BE NO CARES. Please make sure your child knows his or her Emergency Dismissal route.**

PROGRAM LOCATIONS: The CARES program uses the following areas in the school;

- Annex - Beginning of CAREs & the End of the Day, small games area
- Cafeteria – Snack and homework
- Parish Hall – Indoor Play Area
- Court Yard – Outdoor Play Area

HOMEWORK TIME: A scheduled homework times is provided. CARES staff will guide and assist the students. However, it is still the parents' responsibility to go over all homework. Students must bring all books and material with them, as they are not permitted to go back to their classrooms

FEES: See attached letter for current fees

LATE FEES: See attached letter for current late fees.

Please be prompt! There will be a late fee charged for every 15-minute interval. This fee is due at time of billing.

PAYMENTS: For billing purposes CARES week starts on Monday. Payment notices will be sent home monthly. The full monthly payment is due on the first Monday of the month. If there is a Monday holiday, payment is due the first day back after the holiday. There are no refunds for absences.

ABSENCES: If your child is in school but not be attending CARES that day, a written note is needed. School regulations require a written note if there is a change in the student's normal dismissal route. Therefore, CARES participants must also give a written note to the classroom teacher. CARES will be notified.

PICK-UP: Only an adult named on the registration form may pick up your child. The sign-out ledger must be signed by the adult who picks up a child. This ledger is a legal document and must be signed by an adult, not a child. In addition to the signature, the time of pick-up is also recorded on the ledger. In the event that an adult not named on your registration form will be picking up your child, a written note must be given to the CARES director prior to the time of pick-up. Neither a verbal message nor a telephone call is acceptable.

ILLNESS OR INJURY: In cases that appear to be a minor in nature, first aid will be administered on the premise. In cases that appear serious, parental instructions, given on the registration form, will be followed. If a child is sick, a parent will be called.

BEHAVIOR: As a member of a caring community the children will be expected to respect the staff, each other, and the material and environment provided. They must never leave the building or the grounds without the explicit permission of the CARES staff. Any child who does not conform to the set rules and regulations of the CARES program is liable for dismissal. If after warnings and discussion with parents, a child continues to have problems conforming to regulations, he or she will be asked to leave the program.

OTHER

STUDENT CODE OF CONDUCT: Every student must complete the Code of Conduct form. (See Attached)

Parent Entrance procedures

Entrance through the glass doors in the courtyard

Covid procedures – all people entering the building will be required to wear a mask.

IMPORTANT INFORMATION:

School Phone Number – 215-673-0235

CARES Phone Number – 215-313-4407

EARLY PICK-UP 4:30 PM

Days	Children	Weekly Fee
5	1	\$35
5	2	\$60
5	3	\$75
3	1	\$21
3	2	\$36
3	3	\$45
2	1	\$14
2	2	\$24
2	3	\$30

LATER PICK-UP 5:45 PM

Days	Children	Weekly Fee
5	1	\$45
5	2	\$80
5	3	\$105
3	1	\$27
3	2	\$48
3	3	\$63
2	1	\$18
2	2	\$32
2	3	\$42

LATE FEES

\$20 per child for every 15 minutes beyond your scheduled pick-up time.

\$20 for each week that a payment is late