



**CARES 2020-2021  
Registration Packet and Information**

August 18, 2020

Dear CARES Families,

It is that time of year for CARES Registration for the **2020-2021** school year. Attached is a copy of our CARES Registration / Emergency form, along with the acknowledgement of reading our CARES handbook. Please visit our CARES section of the school website found at <https://goaschool.org/cares>, to find extra copies of each of these forms and also a copy of our CARES Program Information.

This year, the registration fee is **\$25.00** per family and is due on **Wednesday, August 26<sup>th</sup>** along with the completed registration form needed to get the program up and running for September.

It is important that you send your registration paperwork and fees before the due date so we have our numbers set up for the CARES program before September. Once your paperwork is sent in, your child will be registered for the entire school year **2020-2021**. Please be on the lookout during August for reminders for how to fill out the calendar and send in payments. It is important that you provide your e-mail address on the registration / emergency form, as we will be using your e-mail directly to send out reminders when calendars are up and due throughout next year.

Should you have any questions about registration or the CARES program, please feel free to e-mail Mrs. Sue O'Connor at [soconnor@goaschool.org](mailto:soconnor@goaschool.org).

Thank you,

Mrs. Sue O'Connor and the CARES Staff

*Queen of Angels Regional Catholic School*

401 N. Easton Rd.  
Willow Grove, PA 19090  
215-659-6040, Fax 215-659-6377

**Queen of Angels CARES Program**  
**Family Registration / Emergency Form 2020-2021 School Year**

**Family Name** \_\_\_\_\_

**Names of children attending CARES:**

1. \_\_\_\_\_ Grade \_\_\_\_\_  
2. \_\_\_\_\_ Grade \_\_\_\_\_  
3. \_\_\_\_\_ Grade \_\_\_\_\_  
4. \_\_\_\_\_ Grade \_\_\_\_\_

**Address:** \_\_\_\_\_

Father's Name: \_\_\_\_\_ Cell # \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Cell # \_\_\_\_\_

**Emergency Contacts:**

1. Name: \_\_\_\_\_ Cell # \_\_\_\_\_ Relationship \_\_\_\_\_

2. Name: \_\_\_\_\_ Cell # \_\_\_\_\_ Relationship \_\_\_\_\_

Medical information / Allergies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pediatrician's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

*In case of serious medical concerns, if I or our emergency contacts cannot be reached, I wish my child to be taken to the Emergency Room of the nearest hospital.*

Yes \_\_\_\_\_ No \_\_\_\_\_

**PARENTS' SIGNATURES** \_\_\_\_\_

**\$25.00 Family Registration Fee enclosed** \_\_\_\_\_ **Check #** \_\_\_\_\_

**\*\*E-mail Address:** \_\_\_\_\_ **(Important forms and reminders will be sent to this e-mail come August and used throughout the school year when calendars are sent out and due. It will also be used for all Option C information.**

## Important Directions and Information Regarding CARES

### 1. Fees

- a. Please note that credits are only issued for sick days and or weather related days. If you have paid for your child to be at CARES, you cannot take a credit for CARES if your child does not attend, unless your child is sick or CARES is closed due to weather. This is due to the fact that we have paid for proper staffing based on the attendance.
- b. Fees are by the ½ hour or hour only.  
**RATES:** \$3.00 per ½ hour  
\$6.00 per hour for one child  
\$11.00 per hour for two children  
\$15.00 per hour for three or more children  
**AM CARES:** \$5.00 per day
- c. For any days your child/children need PM cares in addition to the monthly calendar provided, **payment is due the same day** upon pick up of your child/children. Cash or check is fine.
- d. Checks are to be made out to: Queen of Angels CARES. If your child/children will be using the Morning Program and you have a definite schedule for the month, then you may include that payment in the check. Please note each amount on the calendar so that the correct amounts are recorded for each program.
- e. **Grades K-8 CARES will be held in the Upper School and all Pre-K students CARES (Grades PreK-3 and PreK-4) will be held in the Lower School for morning and afternoon CARES.**

### 2. Calendars

- a. Calendars will be posted on the website. It is a good idea to print two calendars—one to keep at home and the other to send in to school. Please send the “school” calendar to us through your child’s teacher.
- b. Notice that a 5% discount is given if the calendar is received before the due date. There is also a \$10 late fee if the items are not received by the due date. This system seems to work well to ensure that calendars are in on time. This is so vital to preparing for the next month. The discount and late fee are calculated into the check by the parents before handing in the calendar. Please be fair about this.
- c. You will be notified when the CARES calendar is posted online. This usually is available the third week of the month. You will fill it in and return it through your child’s teacher.
- d. Here is a detailed description of how to use the calendar:
  - 1) Fill in the child’s name and grade

- 2) On the dates that you will need CARES, fill in the hours. (3-3:30, 3-4, 3-4:30, 3-5, 3-5:30 or 3-6). *Note any after school activities.*
- 3) Tally the hours at the bottom of the calendar and multiply by the fee. Take your discount or add you late fee if needed. (fees are in the booklet)
- 4) Make a check out to Queen of Angels CARES
- 5) Next month send it in an envelope marked “CARES” to your child’s teacher.

### 3. Emergency Information

- a. Please be sure to fill this out thoroughly. This is our lifeline to you after school hours. Please keep us updated on any changes in your phone numbers during the year.
- b. If there is a particular health problem, please make note of that. (especially food allergies)
- c. You may add as many names of family and friends as you would like to the emergency contacts. Use the back of the form if needed. Just make note of that on the bottom of the front page. We will only release your child to the names included on your list. Be ready with your license the first few weeks until we all get to know you. Even Mom and Dad!
- d. **CARES Phone number is 215-659-6040 Upper School**
- e. **CARES phone number is 215-659-4251 Lower School**

#### To summarize the most important information:

1. Items to be returned: Registration / Emergency form (everyone needs to fill out a new form each year.
2. Completed Monthly Cares calendar with payment along with a separate check for the \$25.00 registration fee.
3. Items are due: Wednesday, August 26<sup>th</sup>, 2020
4. **Grade K-8 CARES will be held in the Upper School and all Pre-K students (Grades PreK-3 and PreK-4) will be held in the Lower School for morning and afternoon CARES.**
5. Any questions, please don’t hesitate to contact me at school 215-659-6040 or e-mail me [soconnor@qoaschool.org](mailto:soconnor@qoaschool.org).

Even if you don’t need CARES for the first week, or even the first month, please return all the information on time.