

Saint Dorothy CARES Parent Handbook (Children Are Receiving Extended Services)

Open from 7:00 AM - 7:35 AM and 2:45 PM until 6:00 PM each school day, the Elementary School program provides professional care, supervision, and recreational activities. It serves working families who desire both parochial school education and supplementary day care in a Catholic environment for children enrolled in Saint Dorothy School. Within a large family environment, the program strives to provide individual attention, security, consistency, and caring treatment for children of working parents. An experienced director and a number of devoted teachers/teacher aides staff the CARES program. These people work together to help each child grow in maturity and self-respect, as well as maintain an atmosphere wherein respect and understanding for others is realized.

Fees are the sole support of the CARES program. The school or parish does not subsidize it. For that reason, it is very important that your bill is paid in a timely manner.

Pick-Up and Fees

Staff members are employed until 6:00 PM or until the last child is picked up. Please respect the time of closure. A fee of \$1.00 per minute will be assessed for pickups after 6:00 PM.

A staff member will sign your child out when you arrive. You will be required to sign sheet as well.

All children need to be signed out by a parent/guardian. Once you have arrived for pick up, your child/children are your responsibility. They may not ask to stay longer. If the parent or guardian cannot pick up the child, please send a note that morning indicating who will pick up the child. The individual's identification will be checked before the child is permitted to leave the premises.

As previously mentioned, CARES is entirely financed by tuition payments. All payments are due at the beginning of each month. Payments not in on time will be assessed a \$10.00 late fee. If a parent or guardian fails to meet tuition or CARES fee payment, and does not make adequate arrangements with the director, the child may be denied continuation in the program. You will receive written notice before any action is taken. A \$15.00 charge will be assessed for any returned checks.

Special Provisions and Procedures

Illness or Accident

*Parents will be called to pick their child up early if a child is showing signs of illness or complaining of not feeling well. No children may remain at CARES while sick.

*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 written statements from the parent authorizing the staff to administer the medications are present.

*In cases which appear serious, the director will make every 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, and should give directions to be followed on the form.

*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.

Emergency Closings

In the event of an emergency if school is cancelled, there will be no CARES. If school is dismissed early, there will be no CARES. In the case of inclement weather where school is dismissed early, CARES may be closed or operate on a modified schedule. Please fill out the Snow Closing Form so that you can be contacted if such a situation should arise.

Important Parent Responsibilities

Emergencies-Safety

With the children's safety and well-being in mind, it is important that parents fill out and return all CARES paperwork promptly. The most important regulations concern the child's leaving the premises of the CARES program. Please read these carefully, as they are mandates from the Archdiocese of Philadelphia.

*Parents or guardians should not take the children from the school yard or other areas without notifying CARES staff and signing out the child.

*CARES personnel will not permit children to leave in taxis presumably sent by parents. If you intend to send a taxi or Uber/Lyft for your child, you must notify the CARES director in advance, in writing, or have a permanent request file with the CARES director.

*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.

*Parents or guardians may wish to telephone the CARES director, asking that their child be directed to go to various places after school. As there is always a possibility that a person, other than a parent or guardian might telephone, such requests will not be granted.

Behavior

Since the CARES program is an extension of Saint Dorothy School, the same basic philosophy and Witness to Christ contract applies to this program. Parents must agree to cooperate in ensuring that their children behave appropriately.

If a child violates the guidelines or rules set by the director, the child will be spoken to and the parent will be informed. If the behavior continues, the child may be suspended from CARES.

Nutrition

Snacks are provided. Permission by the director to bring a snack from home may be given in a case where the child has an unusual amount of food allergies. Staff members need to be apprised of all allergies listed for children and distribute accordingly.

Personal Belongings

Children may not bring toys or games from home without permission from the Director. The school will not be responsible for broken or lost objects.

Children should be directed to leave coats, book bags, etc. at the place assigned. Parents/staff members should check to see that each child has personal belongings when leaving the program at the end of the day.

Homework

A scheduled homework period will be provided. Unless instructed by their teacher, all children, except Kindergarten, need to complete their homework at CARES. If they are instructed not to do homework at CARES, please supply your child with some review work. Homework is quiet time.

*It is the child's responsibility to have his/her books. THEY CANNOT RETURN TO SCHOOL.

*Teachers may check the child's homework for completion, not accuracy. Please revisit the homework once at home.

*Parents are responsible for checking their child's homework before they return to school.

Absences

*If your child is absent from school, they may not attend CARES that day.

*If a parent takes a child from school for any reason, the CARES director should be notified that day.