

C A R E S PROGRAM

**Children Are Receiving Extended Services/
Before and After School Program**



**SAINT JUDE SCHOOL
323 W. BUTLER AVENUE
CHALFONT, PA 18914**

SAINT JUDE CARES PROGRAM - Children Are Receiving Extended Services POLICY: WHAT IS A CARES PROGRAM?

A CARES PROGRAM is before and after school care for children, Pre Kindergarten through sixth grade. It is staffed by school personnel, serves only the children enrolled at St. Jude School and operates only on days when school is in session.

The CARES PROGRAM is open from 7:15 am until 8:15 am each school day and 3:15 pm until 6:00 pm each FULL school day. CARES provides professional supervision and recreation. A snack is provided at 3:30. Following snack the children interact with the one another, playing with games, art and crafts and various toys. Time is also set aside for homework to be completed by the children attending 1st through 6th grade.

The CARES PROGRAM is staffed by a director and a number of devoted teachers/teacher-aides. These people, employed on a full-time or part-time basis, work together to help each child grow in maturity and to maintain an atmosphere where respect and understanding for others is encouraged and expected.

EMERGENCY CLOSINGS

The CARES PROGRAM will follow the emergency closing procedures of Saint Jude School. If school opens late, there will be **NO** morning CARES. If school closes early, the afternoon CARES PROGRAM will be cancelled. There will be **NO** after school CARES on scheduled half days of school.

FEES

The program is entirely financed by a yearly fee. The fee is charged for the school year and is payable in ten monthly installments, each of which is due on the first school day of each month. Regular and prompt payment will assure the continuation of personnel and the provisions of ample supplies, equipment, and snacks. A late fee of \$10 will be assessed for all late payments. If the payment is not made by the tenth of the month, and you have not made adequate arrangements with the Director, the child will not be allowed to continue attending the program. **A \$25 fee will be assessed for all returned checks.**

DIRECTIONS FOR PICK-UP

For security reasons the main doors of the school remain locked at all times. To pick up your child from CARES you may pull your car up to the front doors of St. Jude School and call the CARES room to alert us of your arrival. The phone number is 215-822-9225 x 259. At that time, one of the staff members will let you in. Your child will be responsible for putting away all toys, games or craft materials before leaving CARES. A sign out sheet must be signed by the parent upon departure. Staff members are employed until 6:00 pm. Please respect this time. A fee of \$1 per minute will be assessed for late pick-ups. This fee should be paid in cash at the time of pick-up.

Monday and Tuesdays the PREP classes use our school facilities. On these days you will not be able to pull up to the school front doors but will have to park in the parking lot near the playground, and walk to the main entrance. If a PREP attendee is on duty, he/she will open the door to allow you to enter. If the door is locked please call.

HOMEWORK POLICY

A scheduled homework period with one or more teachers/aides will be provided. It is the child's responsibility to have his/her assignments and books. Children may **not** go back to their homeroom to get these items. Parents are responsible for checking the child's homework before they return to school the following day.

ABSENCE

If you know in advance that a child will be absent from CARES for any amount of time, or if there is a change in schedule, please notify the CARES Director in writing or email.

ILLNESS OR ACCIDENT

In cases that appear to be of minor nature, First Aid will be administered on the premises. In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the emergency portion of the registration form. No medication will be given during CARES, except in an emergency situation with written emergency instructions from parent. (i.e.: Inhalers, Epi-pens) Parents who do not wish their child treated in any way should indicate such on the Emergency section of the registration 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.

CARES REGISTRATION FORM

Name of Child	Present Grade	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

Address

(Number and Street) (City) (State) (Zip Code)

Home Phone Number _____

Mother's name _____ **Father's Name** _____

Mother's Cell _____ **Father's Cell** _____

Mother's Work _____ **Father's Work** _____

Name (s)/ Relationship of People Authorized to Pick Up Child(ren)

_____ **Phone** _____
_____ **Phone** _____

In Case of an Emergency, Illness, or Accident, Please Contact:

1. **Name** _____ **Phone** _____

2. **Name** _____ **Phone** _____

3. **Doctor** _____ **Phone** _____

4. **Hospital** _____ **Phone** _____

Please provide any other pertinent information that we need to know about your child: (allergies, etc.)

Please complete reverse side and submit to the attention of Mrs. Kay Mosso, CARES PROGRAM Director. Thank you!

Monthly CARES Fees **

Before School 7:15 to 8:15 am (per month)

	One Child	Two Children	Three Children
5 Days	\$65.00	\$115.00	\$160.00
4 Days	\$60.00	\$110.00	\$155.00
3Days	\$55.00	\$100.00	\$140.00
2 Days	\$30.00	\$70.00	\$110.00

After School 3:15 to 6:00 pm (per month)

	One Child	Two Children	Three Children
5 Days	\$175.00	\$325.00	\$460.00
4 Days	\$165.00	\$310.00	\$440.00
3 Days	\$145.00	\$270.00	\$390.00
2 Days	\$115.00	\$210.00	\$300.00

**Payments are the same every month. Ten equal payments from September – June, due on the first of every month (based on 180 school days).

** There is a fee of \$25 per day for students who participate in the program on a daily but not regular basis for the pm session and a \$15 fee for the am session. Twenty-four hours notice is required.

SAINT JUDE SCHOOL CARES CONTRACT

Please return completed registration form and CARES Contract with \$25 registration fee (per family) to the attention of Mrs. Kay Mosso, CARES Director.

Please indicate which times your child/ren will attend CARES next to the day(s) they will attend. 7:15 – 8:15 am and/or 3:15 – 6:00 pm

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

I, _____, have enrolled my child/ren in the CARES PROGRAM at Saint Jude School. I have read and understand the CARES handbook and agree to comply with the rules and regulations of the Saint Jude CARES PROGRAM. I have reviewed the handbook with my child/ren. They understand the procedures and their responsibilities at CARES.

(Parent/ Guardian Signature)

(Date)

Names(s) of student(s)

Grade(s)
