

Dear CARES Families

We at CARES would like to get a jump start on the 2011-2012 school year so that we can plan our staff accordingly.

Please read the attached handbook and discuss it with your child. There are some important changes regarding CARES for next year.

If your child will be returning to CARES, please fill out the Registration Form and return it along with the non-refundable registration fee of \$15 for one child/\$25 for two or more children per family. We will also need you to return the Emergency Contact Form, Snow Emergency Closing Form and the Handbook Response Form.

The fees that we collect are the sole support of the CARES Program. The school or parish do not subsidize it. The fees at CARES have not been raised in 5 years. Next year the fees will be as follows:

Morning CARES (7-8am): \$5.00 per hour per child

Early Preschool Drop Off (8-9am): \$5.00 per child

Afternoon CARES (3:05-6:00pm): \$8.00 per hour per child /\$10.00 per hour for 2 or more children

Half Day CARES (11:45-6:00pm): \$8.00 per hour per child /\$10.00 per hour for 2 or more children

We will also no longer provide a snack for the children. We ask that children attending CARES please provide their own nutritional snack.

I feel that the increase in fees is minimal but if anyone finds a hardship in meeting these costs please contact me. We love having each and every one of the children and would hate to lose anyone based on the cost increases.

If there are any other questions or concerns, please feel free to email me cclinton@stdenisschool.org.

Thank You
Cathy Clinton
CARES Director

Saint Denis CARES Program

Children Are Receiving Extended Services

St. Denis CARES Program offers extended care, which reflects a faith filled, developmentally appropriate environment. The caring environment is both age and individual appropriate.

CARES is open to all students grades PK-4-8th grades enrolled in Saint Denis School. The program offers a balance between adult-directed and child-initiated activities, active and quiet times, indoor and outdoor games, and time for homework. The Elementary school program provided professional care, supervision, recreation and enrichment activities. It serves working families who desire both parochial school education and supplementary day care in a Catholic environment for the children enrolled in Saint Denis School. Within a large family environment, the program strives to provide individual attention, security, consistency, and caring treatment for children of working parents.

CARES is staffed by an experienced director, Mrs. Cathy Clinton and a number of devoted and committed teachers (Mrs. Vicki McLaughlin and Mrs. Kathy McNally) and teachers aides. These people work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect and understanding for others are realized.

Please read the handbook that is attached and discuss it with your child. Please return the contact information and the emergency form/signature card prior to the first day that your child attends CARES.

HANDBOOK

HOURS:

We offer morning CARES beginning at 7:00am, Early Preschool drop off starting at 8:00am, and Afternoon CARES which begins at dismissal time (3:05) until 6:00pm. CARES is open on half-days unless otherwise notified.

A monthly calendar is sent out two weeks prior to the beginning of each month so that a reservation for each child can be made.

CARES will be held in the cafeteria. We are currently working on getting a classroom for our permanent space. Weather permitting we will take the children outside to have play time in the pit. When inclement weather hits the children will have their play time in the gym.

FEES:

\$15 for one child/\$25 for two or more children Annual Registration Fee per family (non refundable)

Morning CARES:\$5.00

Early Preschool Drop Off CARES:\$5.00

Afternoon CARES\$8.00 per hour per child/\$10.00 per hour for 2 or more children

Half Day CARES\$8.00 per hour per child/\$10.00 per hour for 2 or more children

A bill will be sent home at the end of each month. You will be billed only for the days your child(ren) attend CARES. Payment may be made by cash, money order, check or credit card. All checks should be made payable to Saint Denis. To make arrangements to pay with a credit card, please call Vicky Walsh at the business office 610-449-0200 X102.

Failure to notify CARES if your child will not be attending on a particular day where reservation has been made for him will result in a bill for the entire amount CARES is in session for that day.

Your school tuition as well as your CARES tuition must be current in order to participate in the program. Payments not made on time will be assessed a \$10.00 late fee. If a parent or guardian fails to meet the CARES fee payment, and does not make adequate arrangements with the business office, the child(ren) will not be allowed to continue in the program. You will receive written notice before any action is taken. A \$15.00 charge will be assessed for any returned checks.

Our TIN Number is 23-1445651

LATE PICK UP FEE:

Staff members are employed until 6:00pm or until the last child is picked up. Please respect the time of closure. A late pick up fee of \$5.00 for the first 10 minutes;\$1.00 per minute thereafter. Late fees apply to each child being picked up.

WEATHER RELATED CLOSINGS:

In case of inclement weather, CARES is not open when the school is closed for the day, however, if the school is open initially and then closes for early dismissal, CARES will remain open until all parents have an opportunity to pick up their children. We expect parents to pick their children up as soon as it is possible to do so in order to allow our staff to make it home in a safe and timely manner. If school has a delayed opening due to inclement weather or other emergency, then CARES WILL NOT OPERATE IN THE MORNING.

EMERGENCIES AND SAFETY:

With the children's safety and well being in mind, it is most important that the parent fill out an Emergency Form and adheres to the instructions given. One of the most important regulations concerns the child's leaving the premises of the CARES program. Parents or guardians should not take the children from the pit area or other areas without notifying the CARES staff and signing out the child. Parents and guardians should not send persons whose signatures are not on the emergency form. If a person other than these indicated on the Emergency Release form will be picking up your child you will need to notify the CARES staff in advance. The individual's identification will be checked before the child is permitted to leave the premises.

If you wish your child to participate in after school activities, please notify the CARES staff in writing. We need an authorized parent to sign the child(ren) out (coach or parent of teammate). Permission may be given in writing for a member of the CARES staff to walk the child to their after school activity (in the gym only) if no other arrangements can be made.

EXPECTATIONS FOR CHILDREN'S BEHAVIOR

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. Such permission will only be granted by order of the parent or guardian. Any child who does not conform to the set rules and regulations of the CARES Program is liable for dismissal.

HOMEWORK:

A scheduled homework period will be provided. It is the children's responsibility to have his/her assignments and books. Children may not go back to their homerooms to get these items. Parents are responsible for checking the child's homework before he/she returns to school the following day.

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.

ILLNESS OR ACIDENT:

In cases which appear to be minor in nature, first aide 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 an 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 judgment for the welfare of the child.

CARES REGISTRATION FORM 2011-2012

Last Name: _____

First Name: _____ Grade: _____

First name: _____ Grade: _____

First Name: _____ Grade: _____

First name: _____ Grade: _____

Address: _____

Phone Numbers: _____

Registration Fee: \$15 one child/ \$25 two or more children

Please circle the program or programs that you will be using:

AM 7:00 - 8:00

AM 8:00 - 9:00

PM 3:00 – 6:00

Emergency Information:

Child's Name: _____ Child's Name: _____

Allergies: _____ Allergies: _____

Child's Name: _____ Child's Name: _____

Allergies: _____ Allergies: _____

Numbers where you can be reached during CARES hours:

(1) _____ (2) _____ (3) _____

May we give your child Tylenol: ___ Yes ___ No

Emergency Address Form and Signature Card

Child's last Name: _____ First Name: _____

Birth Date: _____

Home Address: _____

Home Phone Number ; _____ Cell Phone : _____ (Mother)

Cell Phone : _____ (Father)

illness, Accident or leaving Center Premises: In the event of apparently serious illness or accident, when I cannot be reached, I wish one of the following to be notified by telephone. They are authorized to act in my absence and they have signed their names on this form. They may also release my child from the center.

Name /Signature

Phone Number

Address

Name /Signature

Phone Number

Address

The Following person(s) may not call for my child:

Doctor's Name and Phone Number- If one of the above cannot be reached, I wish my child to be taken to the hospital emergency room.

Yes ___ No ___

I wish one of the following doctor's to be notified:

Name : _____ Phone _____

Name : _____ Phone _____

Snow Emergency Closing Information

If school is closed, there will be NO CARES.

If School is dismissed early, there will be NO CARES.

If there is a two hour delay, there will be NO CARES.

If there is inclement weather or any other emergency, CARES may or may not be opened.

Please list the phone numbers where you can be reached in the event that CARES is canceled or closes early.

Child's or Children's Name: _____

Parent: _____ Phone Number: _____

Parent : _____ Phone Number: _____

Additional Contact: _____ Phone Number : _____

Additional Contact: _____ Phone Number : _____

Additional Contact: _____ Phone Number : _____

CARES PROGRAM HANDBOOK RESPONSE FORM

Dear parents

After reading the handbook, please return this form to CARES.

Thank You!!

I have read the CARES Handbook and have discussed pertinent sections with my child (children).

Parent Signature: _____

Date: _____