



## CARES

Welcome to CARES. Hope you had a great summer and are ready for a new school year. Our CARES program will begin on the first day of school, September 4th. It is offered daily from 3-6 pm (12-6pm on half days). There are some exceptions to this and you will be given notice of these days on the monthly calendar.

In this packet you will find the registration form, emergency form, and parent handbook. Please fill out all paperwork and return to school as soon as you can. Before the start of school would be ideal, so that we may staff CARES the first week of school. **IT IS IMPORTANT WE HAVE THE PAPERWORK BEFORE YOUR CHILD/CHILDREN CAN STAY IN CARES.**

We are looking forward to a great school year! If you have any questions, or if there is anything we can help you with, please feel free to ask.

Mrs. Heather Schaffer, Activity Coordinator  
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Mrs. Donna Dodderidge, Business Coordinator  
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## CARES HANDBOOK

After Reading this Handbook –please sign the registration, emergency, and handbook form.

### CARES HOURS, FEES, AND LATE FEES

The program operates on days school is in session with the exception of some half days. (Advanced notice is given of these days.) The program staff is comprised of SMS teachers, SMS parents, school aides and college students. All staff members must have proper clearances

AM CARES runs from 7:15 – 8:00 AM. PM CARES hours are from 3:00 – 6:00 PM.

**REGISTRATION FEE: fee of \$30 for one child, \$50 for families of two or more.**

AM CARES (7:15 AM – 8:00 AM)

- \$8.00/day (additional child is \$7.00/day)

- \$35.00/week (\$30.00 for additional child per family)

PM CARES (3:00 PM – 6:00 PM)

- \$8.00/hour (you pay for the time your child is here, Example: If your child stays for ½ hr , you will be charged \$4.00)

You will be billed monthly for your CARES usage.

If you know you will be late picking up from CARES, please call the school office( the phone rings in the cafeteria), or text my cell phone ( Heather Schaffer 610-842-2033), state child(ren)'s name, and estimated time of arrival.

We understand that lateness does happen; traffic, car trouble, public transportation is not running on time, but please be aware that late pick up on a regular basis will not be tolerated and could result in suspension of the CARES services for your child(ren).

**Late fees will occur for pick up after 6pm. This charge will be \$15 per 15 minutes. EXAMPLE: from 6pm to 6:15pm will be \$15, 6:16 to 6:30 will be \$30, etc.**

## **Rules and Regulations**

Children are to behave in a Christian manner. Every child will be treated with respect, love, and concern. All children will be encouraged to be positive, cooperative, respectful, and to demonstrate appropriate behavior. Safety will be a top priority at all times. The following rules will apply:

1. All school rules apply to CARES.
2. Students must have permission from a CARES supervisor to leave the assigned area.
3. No yelling, screaming, or name-calling.
4. Keep your hands, feet, and objects to yourself at all times.
5. Use indoor voices when indoors.
6. No horseplay.
7. Use of cell phones and electronic devices is not permitted. They must be turned off and kept in a backpack.
9. Students must clean up after eating and replace toys when finished playing.

### **The following behaviors will not be tolerated:**

1. Defiance, aggression and/or fighting
2. Biting, pinching, hitting, or kicking.
3. Stealing.
4. Intimidating, harassing, threatening, or bullying others.
5. The use of profane language, gestures, or behaviors.
6. Damaging and/or destroying property belonging to the school and/or others.

## **Consequences**

Parents will be notified of any misbehavior. A report will be filled out by a staff member and a copy given to the parent/guardian. Minor misbehaviors will result in an age-appropriate time-out. Major misbehaviors or a child who has ongoing issues with unacceptable behaviors may be excluded from the program at the discretion of the CARES supervisor and the school principal.

## **Illness or Accident Guidelines**

Any child showing signs of illness will be isolated and the parent will be notified by phone. The parent is expected to pick up the child immediately after contact. If a parent can't be reached, the supervisor will call the person designated on the registration form. Please list the order in which you want the staff to contact your emergency person. If a child is injured during CARES, the staff will administer first aid and attempt to call the child's parent/guardian. If the parent/guardian can't be reached, the supervisor will call the person designated on the registration form. If no one can be reached, the staff will do any or all of the following:

- Call an ambulance/911, if needed
- Have the child taken to the emergency room in the company of one of the staff. An accident report will be filled out and a copy will be given to the parent, and the school office.

## **Payment of CARES**

The Cares program is fully funded by the prompt payment of your bill. If your bill is over one month late you will be assessed a late fee of \$25.00 and if no payment is made within 6 weeks of the bill your child will not be permitted to attend the CARES program until payment is made.

## **SNOW and EMERGENCY CLOSINGS**

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

If school is closed, there will be **NO CARES**. If school is dismissed early, parents will be notified of operational hours for the remainder of the day. In the case of inclement weather, or any other emergency, **CARES** may not be open.

**Parents will be notified, if parents can't be reached we will go to your CARES EMERGENCY FORM and call those contacts. Our goal is to get all children home safe and in a timely manner, so our staff can also get home safe.**



**CARES SMS Registration, Emergency and Signature Card**

Child's Last Name: \_\_\_\_\_

Child/ren name(s) & grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ (Mother) Email \_\_\_\_\_ (Mother)

Cell Phone: \_\_\_\_\_ (Father) Email: \_\_\_\_\_ (Father)

Illness, Accident or leaving School Premises: In the event of an apparently serious illness, accident, or school closing 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 pick my child up from School.

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

The Following person(s) may **NOT** pick my child up:

\_\_\_\_\_

Doctor's Name and Phone - 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/Dentist to be notified:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**May we give your child Tylenol and or Ibuprofen:** \_\_\_\_\_ Yes \_\_\_\_\_ No



## SMS CARES REGISTRATION FORM 2019-2020

Family Name: \_\_\_\_\_

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

First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

**Registration Fee: \$30.00 one child / \$50.00 two or more children**

Please circle the program or programs that you will using:

AM CARES: 7:15 - 8:00 M, T, W, TH, F

PM CARES: 3:00-6:00 M, T, W, TH, F

### Emergency Information:

Child's Name \_\_\_\_\_ Allergies: \_\_\_\_\_

Child's Name \_\_\_\_\_ Allergies: \_\_\_\_\_

Child's Name \_\_\_\_\_ Allergies: \_\_\_\_\_

**Numbers where you can be reached during CARES hours:**

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

### CARES Handbook

Dear Parents,

After reading the handbook, please return these signed forms to CARES. Thank you! I have read the CARES Handbook and have discussed pertinent sections with my child (children).

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



