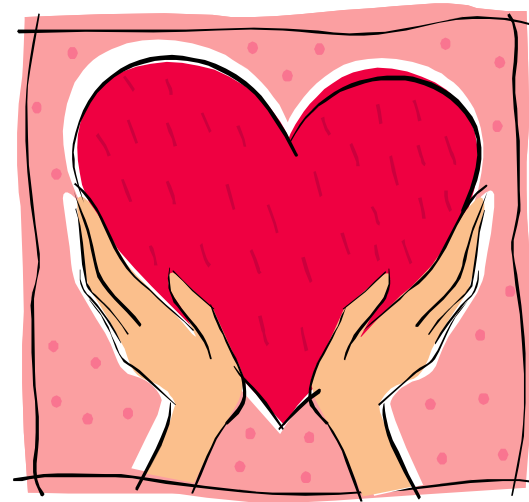


C.A.R.E.S.
After School Program
Saint Katharine of Siena



2008-2009
Director, Michael Gavin

St. Katharine of Siena C.A.R.E.S. Program

Open from dismissal until 6:00 PM each day, the C.A.R.E.S (Children Are Receiving Extended Care) Program provides professional care, supervision, recreation and enrichment activities to all students. It serves working families who desire both parochial school education and supplementary day care in a Catholic environment for children enrolled in grades K through 6th. The CARES program is staffed by professional teachers who follow a daily schedule that will enable children to complete homework assignments, engage in recreational activities, and watch videos and more!

The program strives to provide individual attention, security and consistency inside a loving environment for children of working parents.

The CARES staff works together to help each child grown in maturity and self-respect, as well as to maintain an atmosphere that fosters respect and understanding of others.

CARES is not subsidized by the school or parish, so fees to attend the program are its sole source of support.

After School Sample Schedule

Time/Activity

3:00 – 4:00 Homework/snack

4:00- 5:00 Outdoor play

5:00 – 6:00 Indoor play, games, videos

Schedule is subject to change according to weather, days, etc.

Snacks are not provided at CARES it is your responsibility.

You may reach the CARES program during the hours of 3:00 and 6:00 PM at **610-587-7440**; this is director Michael Gavin's personal phone number. The school number is also available at **610-688-5451**.

Parent Responsibilities

Emergencies & Safety

With the children's safety and well-being in mind, it is MOST important the parents fill out an Emergency Form, and then adhere to the instructions give.

A child leaving the premise of the after-school program is one of our biggest concerns.

- Parents should not take their children from the school yard or other areas with out notifying the CARES Program staff and signing out the child.
- Parents or guardians should send in a note if their child is to be released to anyone else.

Fees & "Pick-ups"

Parents are also responsible for promptly paying CARES fees and picking up children **on time** in the afternoon. The CARES program is entirely financed by monthly fees. Parents or guardians should make arrangements with CARES staff in the event of a late or missed payment. Failure to make payments will result in the child being dropped from the program.

Staff members are employed only until 6:00PM. It is only common courtesy to respect the staff and program and pick up your children in a timely manner. A fee of \$15.00 will be assessed for late pick-ups.

Expectations for Children

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 with out explicit permission of the CARES staff. Such permission will only be granted by order of the parent or guardian.

- Children are expected to respect all staff members and other students both in word and action. Any child who does not conform to the set rules and regulations is liable for dismissal.

Homework

A scheduled homework period 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 any forgotten items. Parents are responsible for checking the child's written homework and assisting in studying, assignments and test preparation.

Policy

The CARES Program provides supervision for regularly enrolled K through 5 students after the regularly scheduled school day. It is staffed by school personnel and operates only on days when school is in session. **This does include early dismissal days.**

Special Provisions and Procedures

Absences

Please notify the Director in writing or by phone in advance if your child will be absent from CARES. If a parent takes a child from the school for any reason, the CARES Director should be notified that day.

Illness or Injury

First aid will be administered on premise for minor injuries.

*Medication will not be given by mouth unless both a written statement from a physician detailing method, amount, and time schedule AND a written statement from the parent authorizing the staff to assist a child in taking such medication is on file.

In the event of serious injury, the staff will make every effort to carry out instructions 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. If the Emergency Form does not supply adequate instructions, or if the instructions given cannot be followed at the time of the emergency, the staff will act accordingly to their best judgment for the welfare of the child.

Emergency Closings

Parents will be notified if children are leaving early from school for any reason. Please have an emergency back up for your child in the event he/she has to leave early.

CARES Program

Hours of Operation

3:00PM to 6:00PM

Including early dismissal days

(Children should bring lunch on half days unless notified)

Fee Schedule

Monthly full-time: (per child)

Pick-up before 4:30 PM.....\$165.00

Pick-up after 4:30 PM \$220.00

Daily full-time: (per child)

Pick-up after 4:30 PM.....\$15.00

Pick-up after 4:30 PM.....\$25.00

Half-day fee: (per child).....\$40.00

Flat rate for drop in students weekly and monthly are exempt.

**\$20.00 charge for pick up time after 6:00PM per child for every half hour