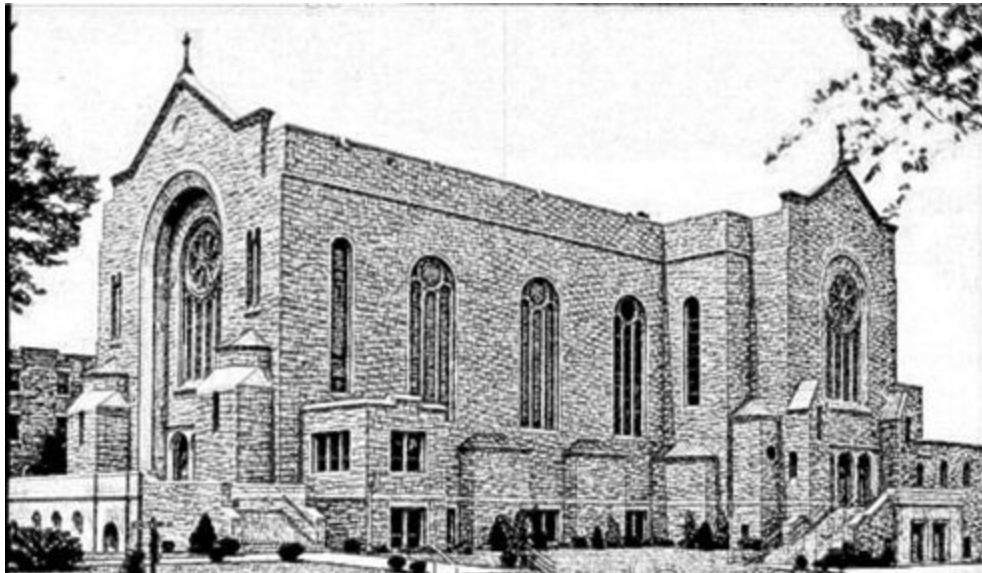




# St. Martin of Tours CATHOLIC SCHOOL

An Independence Mission School

## C.A.R.E.S. PROGRAM RULES AND REGULATIONS



(215) 744-0444 x.  
1218

Saint Martin of Tours Catholic School  
*An Independence Mission School*  
CARES Program  
Policies and Procedures

**Philosophy:**

Saint Martin of Tours CARES (Children Are Receiving Extended Services) Program has been established to provide professional care, supervision and recreation activities for children registered in the program. By definition, CARES is an extension of our Catholic School environment to service our children before and after school.

Within a large family environment, the program will strive to provide individual attention, security, and caring for the students enrolled.

The CARES program will be staffed by a number of devoted and caring teachers and staff who will work together, along with the director, to provide a loving and safe atmosphere for the children.



**Program Hours:**

**Before School:**

The Morning CARES Program will be in operation on days when school is in session. Hours for the Morning Program are 7:00 AM until school begins at 7:45 AM. Students attending Morning CARES will be given the opportunity to eat breakfast if they choose.

**Doors will not open before 7:00 AM.**

**After School:**

The CARES After School Program will be in operation on days when school is in session. The Program will not operate on days when school is closed. Hours for the After School CARES Program are 3:00 PM-6:00 PM. The CARES Program will not operate on half days of school. CARES will **not** operate on the following dates:

**Nov 27, 2019**

**Dec 20, 2019**

**Jan 10, 2020**

**April 8, 2020**

**May 21, 2020**

**Any child who is not picked-up from the CARES Program by 6:00 PM will be charged a late fee of \$1.00 per minute beginning at 6:01 PM. A report will be generated for any child who is picked-up late. Parents/Guardians/Authorized Adults will be requested to sign the late report. Any child who is picked-up after 6:00 PM on two occasions during the school year will be dismissed from the program. Any child who is left at the program for 30 minutes following the 6:00 PM closing time will be immediately dismissed from the program! There is no exception to this policy.**



### **Program Fees:**

#### **Before School:**

The Morning CARES Program will charge \$4.00 a day. **The fees must be pre-paid weekly or paid daily as your child attends.** Cash or Check (payable to St. Martin of Tours School) should be sent to the office in an envelope. Please remember to include your child's name on the memo line of the check. **Children will not be admitted to the CARES Program if advanced payment has not been received.**

#### **After School**

The CARES After School Program offers a daily rate of \$13.00 per child, per day. The weekly CARES rate for one child is \$65.00 per week. **These fees must be paid daily as your child attends, or paid in advance. This rule will be strictly enforced for the 2019-2020 school year!** Cash, check (payable to St. Martin of Tours School, with child's name included on the memo line of the check), or money order are accepted forms of payment. Payment may be sent to the school office in an envelope with your child's name, room number, and clearly marked, CARES. Payment may also be made in person any afternoon during the CARES Program operation hours.

A family having two children attending the CARES Program will be charged a rate of \$23.00 per day or \$115.00 per week, three children will be charged \$33.00 per day or \$165.00 per week. **This fee must be paid daily or weekly as your child attends the program.** Cash, check (payable to St. Martin of Tours School, with child's name included on the memo line of the check), or money order are accepted forms of payment. Payment may be sent to the school office in an envelope with your child's name, room number, and clearly marked, CARES. Payment may also be made in person any afternoon during the CARES Program operation hours.

**All CARES fees must be paid in advance or paid daily.**

#### **Please Note:**

Any child/family with an outstanding balance in the amount of \$65.00, will be suspended from the CARES Program. Any child receiving three suspensions during the school year for financial reasons will be dismissed from the CARES Program and ineligible to participate for the remainder of the school year. There is no exception to this rule.

**If there is a financial matter that needs to be discussed, please immediately speak to the director of the program.**

## **Parental Responsibilities:**

With the children's safety and well-being in mind, it is most important that parents/guardians fill out the Registration Packet which includes the Release Authorization and Emergency Information forms. These forms should be sent to the school office ***PRIOR*** to the first day of the CARES Program.

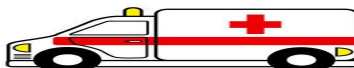
Once a child has reported to the CARES Program, parents/guardians should not take the child from the school premises without notifying the CARES Program Staff. An authorized adult must sign to pick-up a child from the After School Program. **Only authorized adults are permitted to pick-up and sign-out a child or children. Authorized adults are defined as an adult who has previously had their name included by a parent/guardian on the Authorized pick-up list. No person, parents included, will be permitted to pick-up a child if their name is not listed on the forms. The CARES Program will work in cooperation with classroom teachers and may share pick-up lists that are used in the classroom in order to compile a comprehensive list of authorized adults who may be signing a child out of the CARES Program.**

If, during the school year, parents/guardians wish to add or remove names from the Release Authorization form, please notify the CARES Program Director with the change. **For the safety of the children, this information must be kept up to date!** Children may not sign themselves out of the program (regardless of their grade/age).

The sign out book is located on the lower level of the school outside of the CARES rooms. Adults picking up children are **NEVER** permitted to go to any part of the building except the lower level where the CARES Program is in operation. **Adults should be prepared every day to show valid photo identification if asked by a CARES staff member. This is for the safety of the children.**



### **Illness or Accident:**



In cases which appear to be of a minor nature, first aid will be administered on the premises. Medication cannot be administered by mouth unless a written statement from a physician detailing the method, amount, and time schedule, and a written statement from the parent/guardian authorizing the staff to assist the child taking such medication is on file.

In cases which appear to be serious, the director will make every effort to carry out the instructions given on the emergency contact form.

Parents who do not wish that their child be treated in any way should indicate such on the emergency contact form, and should give directives to be followed.

If the CARES Program does not have adequate emergency instructions, or if the instructions cannot be followed at the time of the emergency, the CARES staff will act accordingly to the best judgement for the welfare of the child.

### **Homework Period:**

A scheduled homework period will be provided. It is the child's responsibility to have his/her assignments and books. Children will not be permitted to go back to their classrooms for forgotten books, materials, or belongings. Parents/guardians are responsible for checking their child's homework each night. The homework period is an opportunity for students to complete their written homework. Students in **grades one to eight** will have the opportunity to complete assignments during the homework period. Students in grades Pre-Kindergarten and Kindergarten will not be permitted to work on homework assignments during the CARES Program. The homework period will begin following snack and will end at 4:30 PM.

### **Snacks:**

A nutritious after school snack will be provided for the children from Nutritional Development Services. Children with food allergies should bring a snack each day from home.

## **Behavior:**

As members of a caring community, the children will be expected to RESPECT the CARES staff and one another, as well as the materials and environment provided. Children may never leave the building or grounds without an authorized adult. Children will be expected to listen to and obey the CARES staff and rules. The CARES Program will not tolerate any form of disrespect or rough play. Children will be immediately dismissed from the program for fighting or any type of physical contact. If a child hits a CARES staff member, they will be immediately dismissed from the program. School rules and regulations are strictly enforced during all CARES operating hours. Any child who does not conform to the rules and regulations of the CARES Program will be dismissed from the program. The CARES director in cooperation with the principal and assistant principal will decide on matters of dismissal from the CARES Program.

Failure to follow the rules will result in disciplinary actions. Parents/Guardians will be requested to sign behavior reports regarding the specific negative behavior.

In matters that are serious, a disciplinary infraction will be written. Parents/Guardians will be requested to sign disciplinary infractions. Any child who has three disciplinary infractions from the CARES Program during the school year, will be dismissed from the program. In addition to the disciplinary infraction from the CARES Program, other school disciplinary measures may be taken depending upon the severity of the incident. This includes but is not limited to school disciplinary referral, suspension, or expulsion from school.



### **Cell Phones:**

At no time are students in the CARES Program to be using a cell phone for any reason. Phones are to be kept in a school bag. If a parent/guardian needs to reach a child, the parent/guardian may contact the CARES Program using the CARES phone number (215) 744-0444 x. 1218. If a child has a cell phone out of their school bag, the phone will be confiscated and returned to a parent/guardian, and the child will receive a disciplinary infraction.

**We also ask that parents refrain from using their cell phones when picking-up their child/children.** Children require your attention when being picked-up, and a CARES staff member may need to speak to a parent.

### **Electronic Devices:**

Children should refrain from bringing any type of electronic devices to CARES. These include any type of cell phone, iPod, iPad, handheld games, tablets, video games, or any other electronic device. The school and CARES Program are not responsible for any missing or damaged electronic device. If an electronic device is spotted by a CARES staff member, the electronic device will be confiscated and given to a parent/guardian upon pick-up, and the child will receive a disciplinary infraction.







### **School Connection:**

The CARES Program at St. Martin of Tours School is a school sponsored program which employs faculty and staff members of the St. Martin of Tours School Community. CARES is an extension of our Catholic School environment, but it is not an extension of the school day. It is a program offered to families of students who require child care following the normal operating hours of the school day.

*Children are to remain in their school uniform while in attendance at the CARES Program. Any child needing to change their clothes should bring a letter from their parent/guardian for the CARES director explaining the reason.*

### **Lateness:**

**Any child who is not picked-up from the CARES Program by 6:00 PM will be charged a late fee of \$1.00 per minute from 6:01 PM. until the child is picked-up. Parents of children left at the CARES Program after 6:00 PM will be required to sign a notice acknowledging the lateness. Any child who is picked-up after 6:00 PM on two occasions during the school year will be dismissed from the program on the second occasion. Any child who is left at the program for 30 minutes following the 6:00 PM closing time will be immediately dismissed from the program!**



## **Custody and Parent/Guardian Contact Information**

It is the responsibility of the Parent/Guardian to keep all pertinent information up to date and current. All phone numbers must be operational, and the school number must not be blocked from receiving calls. Disconnected phone numbers, unreturned phone calls, outdated information, or failure to foster a relationship of communication between Parent/Guardian and the CARES Director & Staff may result in the child being dismissed from the CARES Program. Communication is a necessary part of safety.

Any child who has a court order/custody order must have all appropriate paperwork on file in the CARES office. Please ensure a copy of all paperwork is returned with your child's registration information before the first day of CARES.

## **Inclement Weather/School Closing:**

In cases of inclement weather forecasted after the completion of the school day, it may be necessary to cancel the CARES Program for that day. Any decision for cancellation will be made by 12 noon, and parents will be contacted by phone/email. In situations where school is operating with a delayed opening, Morning CARES will not be available. We thank you for respecting the safety of our staff who must travel in hazardous weather conditions.

