

OUR LADY OF CALVARY SCHOOL
11023 KIPLING LANE
PHILADELPHIA, PA 19154
215-637-1648

OUR LADY OF CALVARY CARES PROGRAM

Children Are Receiving Extended Services

CARES: A morning and after school program which provides professional care and supervision for children enrolled at OLC School in Grades Pre-K through 8. It serves working families who desire supplementary daycare in a Catholic environment. There is time set aside for snacks, outdoor/indoor recreation, games and homework. CARES is an extension of the school day, before and after, therefore all of the rules which apply to school also apply to CARES.

Staff: The CARES Program is staffed by experienced, devoted and caring teachers. They work together to provide the children with an atmosphere of acceptance and care.

Times: CARES will be available before school at 6:30 A.M. and after school until 6:00 P.M. This applies to full school days, scheduled half-days and any emergency dismissals. If school is open, there will be CARES.

Procedure: Morning CARES children can be dropped off at the school Gym before school no earlier than 6:30 A.M. Morning CARES children may bring breakfast with them as no food is provided in the morning. After school CARES children dismiss in the CARES line and come to the school Gym. Pre-K and K students are brought to the Gym by their teacher. A snack with juice will be provided daily, followed by some playtime. At 5:00 P.M., the students go to the Kindergarten classrooms where Grades 1-8 work on their written homework. We do not do homework with Kindergarten students. Parents are expected to go over the written homework and assist with study work at home.

Children may be picked up only by the adults identified on the student information form. Please make sure the person picking up your child has proper identification. We will not release a child to anyone without proper identification. If someone other than those listed on the registration form will be picking up your child, we must receive notification of this beforehand, either in writing or a phone call. This is done for your child's safety. A VERBAL MESSAGE FROM YOUR CHILD IS NOT SUFFICIENT! Also, no child may leave CARES alone.

Fee: The fee is paid in 9 monthly installments (September thru May) due on the first Monday of each month. (This fee is based on the 180-day school year):

\$160.00 monthly for one child picked up before 5:00 P.M., **\$115.00** for each additional child.

\$200.00 monthly for one child picked up between 5:00 P.M. and 6:00 P.M., **\$130.00** for each additional child.

\$100.00 monthly for part-time care (3 days per week) for each child picked up before 5:00 P.M.

\$125.00 monthly for part-time care (3 days per week) for each child picked up between 5:00 and 6:00 P.M.

Morning CARES: **\$70.00** monthly for one hour (6:30 to 7:30); **\$50.00** for each additional child

\$35.00 monthly for half hour (7:00 to 7:30); **\$25.00** for each additional child

If you need other CARES arrangements, please call the school office and leave a message for Mrs. Gonglik.

Morning and After School Cares fees, if applicable, can be combined and paid with one check.

OVER

The fee for occasional/emergency use of CARES is \$5.00/hour per child and is due on the day service is provided.

Please make checks payable to OLC Cares Program. A brown envelope will be sent home after your initial payment. Please wait for the envelope to be sent home and use it to make your monthly payments. Do not write on the envelope. Payments will be recorded on the envelope by the Coordinator. There are no refunds for days off/absence. If you have a check returned for Non-Sufficient Funds more than once, all remaining payments must be CASH/MONEY ORDER ONLY. Tax ID number will be provided upon request.

PLEASE DO NOT INCLUDE ANY OTHER PAYMENTS IN THE CARES ENVELOPE.

A LATE FEE OF \$1.00 PER MINUTE PER CHILD WILL BE CHARGED FOR PICK UP AFTER 6:00 PM. PLEASE HAVE A RELATIVE OR NEIGHBOR AS BACKUP TO PICK UP YOUR CHILD(REN) IF YOU CANNOT ARRIVE BY 6:00.

SNACKS: A snack will be provided for the children each day after school. On half days, please send in a lunch with your child as we do not provide lunch on half days.

STUDENT GUIDELINES

- 1. All students will report to the Gym for CARES (both AM and PM).**
- 2. Students are expected to be polite, kind and cooperative toward each other and the teachers in charge.**
- 3. No student may leave a designated area at any time without permission.**
- 4. Students are responsible for their own belongings and ALL ITEMS must be labeled. There is a Lost and Found bin in the kitchen for any items left behind by the students. Please check the bin if your child has lost anything.**
- 5. Students are expected to clean up after themselves (clothes, snacks, games, etc). If you pick up your children while they are still eating, please encourage them to clean up before leaving.**
- 6. Students should come to CARES prepared with all books and homework assignments. Students should keep an activity book, coloring books or library book in their school bag to be used during quiet time.**
- 7. Homework time is quiet time. During this time, the older children go to one Kindergarten room to begin their written homework and the Pre-K and K students go to another Kindergarten room to play. We do not do homework with Kindergarten students and the older students are expected to complete written homework on their own.**
- 8. Students who do not comply with the rules will be dismissed from the program.**

Please keep this information for future reference.

Your cooperation in all of the above is greatly appreciated.

Sincerely,

OLC CARES Staff