

CARDINAL JOHN FOLEY REGIONAL CATHOLIC SCHOOL

CARE PROGRAM

GOAL OF CARES PROGRAM

Cardinal John Foley Regional Catholic School CARES Program provides children with a Catholic environment extending the philosophy and values of the school into before and/or after school hours. The mission of the school is found in the Parent/Student Handbook. The program serves the children enrolled in the school whose parents work outside the home. There are clear academic and social components, which include homework time, games and free play. Only children enrolled in the school are eligible to be enrolled in the CARES program.

Cardinal John Foley Regional Catholic School CARES Program, staffed by a Director, teachers and/or other caregivers is under the administration of the Principal. The staff members work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect and understanding of others is encouraged.

Fees are the sole support of the program. The school and/or parishes do not subsidize the program.

POLICY OF NON-DISCRIMINATION

Cardinal John Foley Regional Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Cardinal John Foley Regional Catholic School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, administration policies, scholarship and loan programs and athletic and other school-administered programs.

BINDING EFFECT

The Guidelines exist to foster the efficient operation of Cardinal John Foley Regional Catholic School. To meet this objective, the School Administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take action other than those specified in the Guidelines.

AMENDMENTS TO GUIDELINES

The Guidelines are subject to change at any time when determined to be necessary by the School Administration. If changes are made to the Guidelines parents/guardians will be notified promptly.

Dear Parents/Guardians,

This handbook contains information considered important to your child's safety and for the basic operation of the Cardinal John Foley Regional Catholic School CARES Program. May we all work together to make this a happy and worthwhile experience for your child/children.

Sincerely,

Mrs. Mary Ann DeAngelo
Principal



CARES PROGRAM OVERVIEW

Children Are Receiving Extended Services

Morning CARES is available beginning at 7:00 a.m. Afternoon CARES is available from 2:30 p.m. (pre-school) and 3:00 p.m. (K-8). The CARES Program provides professional care, supervision, recreation and enrichment activities. It serves working families who desire both parochial school education and supplementary child care in a Catholic environment of children enrolled in grades Pre-S through grade eight.

This professionally operated program allows children to experience a rich diversity of growth activities within a Catholic environment. These activities are planned to complement the philosophy and value systems of the school and the family. Game, recreation, and snack time are just a few of the activities planned daily. Also, there is time set aside for homework completion.

Within a large family environment, the program strives to provide individual attention, security consistency, and caring treatment for children of working parents.

A Director and a number of devoted and committed teachers and/or other qualified employees staff the program. These people, employed on a full time or part time basis, work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding of others is realized.

AGREEMENT

Cardinal John Foley Regional Catholic School agrees to provide the CARES Program for a student, and in return, the parents agree to pay a fee to support the rules of the program. Fees are the sole support of the school's CARES Program.

CHILD'S BEHAVIOR

Since the CARES Program is an extension of Cardinal John Foley Regional Catholic School, the same basic philosophy underlies each program. As members of a caring Catholic community, the children will be expected to respect the staff, each other, and the materials and environment provided. Parents must agree to cooperate in ensuring that their children behave appropriately.

Children must never leave the building or grounds without the explicit permission of the staff of the CARES Program. Such permission will only be granted by the request of the parent or guardian in conjunction with the approval of the CARES staff member.

If a child violates the guidelines or rules set up by the director/staff member, the child will be spoken to. If the behavior is repeated, the parent will be informed and, if necessary, a conference with the parent and director will be set up. Should there continue to be a problem, another conference will be arranged with the principal. At that time, the child may be given a final opportunity to improve or may be asked to leave the program.

Any child who does not conform to the set rules and regulations of the CARES Program is liable for dismissal from the Program.

FEES

An area of parental responsibility is in the matters of prompt fee payment and prompt pick-up time in the afternoon. If you are enrolled in the MONTHLY FACTS tuition option, the CARES payments will be pulled from your account each month. You will receive an invoice before the monies are pulled. If you are enrolled in the ANNUAL or SEMI-ANNUAL option, you will need to send in a check once the invoice is received. INVOICES ARE EMAILED. If you would like to receive a paper copy, please indicate that on your admission form.

If a parent fails to meet the CARES program fee payment due at the time assigned, and does not make adequate arrangements with the director, a reminder will be sent. A late fee will be assessed for all returned checks. If a parents/guardian fails to meet the CARES Program fee payment after receiving a reminder notice, the child will not be permitted to continue in the program.

Designated staff members are employed until 6:00 p.m. each evening. A late pick up fee of \$5.00 for the first 10 minutes; \$1.00 per minute thereafter will be billed. Late fees apply to each child being picked up.

PICK-UP TIME

The program ends at 6:00 p.m. It is common courtesy to the staff to respect the time of closure. Parents who have difficulty with the pick-up time should make arrangements with others listed as authorized pick-up individuals. IN CASE OF AN EMERGENCY PLEASE CONTACT THE CARES STAFF BY CALLING THE CARES CELL PHONE AT (215) 219-1807.

If a parent is late, a staff member will stay with the child until the parent arrives. A late fee will be charged.

Parents enter school by the designated door to pick up their children. They are asked to check the play areas if they arrive early. Official attendance records are kept for the CARES Program. Signature and accurate times must be recorded when the child is picked up.

REGULATIONS REGARDING CHILD'S DEPARTURE FROM THE PROGRAM

Parents/guardians should not take children from the schoolyard or other areas without notifying a CARES staff member and signing out the child/children.

Parents/guardians should not send persons whose signatures are not on the Emergency Card to ask for the release of the children. For the child's safety, the release will not be granted.

IMPORTANT PARENTAL RESPONSIBILITIES

Change in Address, Phone Number of Emergency Numbers

Parents are expected to inform the director or designated staff member when there are changes in addresses or phone numbers/emergency numbers. If there is any change in the names of those authorized to pick up the child, this information should be made known to the director.

Illness or Accident

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

In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the Emergency Card.

Parents who do not wish their child treated in any way should indicate such on the Emergency Card 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, the CARES staff will act accordingly to their best judgment for the welfare of the child.

Care will be taken by the CARES Director to review all medical information and emergency card instructions with the parent and staff prior to a child's enrollment in the CARES Program.

Emergencies

With the children's safety and well being in mind, it is MOST important that the parents fill out an emergency card, and then adhere to the instructions given.

Homework

A scheduled time will be provided for children to work on homework. One or more teachers/staff will be available to supervise the activity and assist, if possible, when needed. It is the child's responsibility to have his/her assignments and books. Children may not go back to their homeroom to get these items.

It is the parent's responsibility to check their child's homework before they return to school the next day.

SPECIAL PROVISIONS AND PROCEDURES

Emergency Closing

If school is closed, CARES will be closed. In the event of a delayed opening there will not be AM CARES. If school closes early, parents will be notified of operational hours. Parents are expected to pick their children up as soon as possible in order to allow our staff to make it home in a safe and timely manner.

Health Safety

The CARES Program follows the policy of Cardinal John Foley Regional Catholic School with regard to communicable diseases. Parents or their designates will be notified if a child becomes ill during the hours of the program. All minor injuries will be recorded in the Accident Log. Parents will be notified at the time of pick-up. When serious injuries occur, procedures will be followed as they appear on the Medical Emergency Form. Parents are expected to sign this form at the time of registration.

Copies of all necessary medical information, medicine, etc. should be made available to the Director of the CARES Program. As is the policy of Cardinal John Foley Regional Catholic School only prescription medicine will be dispensed. If a child is taking medication during the school day, the same written permission slip will suffice. Reminder – the written note must include amount of dosage and the date. Medication must be in its original container marked with the child's name.

Safety

Scheduled safety drills are included in the CARES Program. Children will practice exiting by the nearest designated exits.

If something serious should occur and the building is evacuated (fire, etc), children will be taken to a designated place. Parents will be given information as to the site chosen. Along with the Fire Drill, a Crisis Plan is in place for unexpected emergencies.

Staff

In order to maintain a professional atmosphere, each staff member is to be formally addressed as an adult, that is Miss, Mr. or Mrs. Informal use of staff members' first name by the students is inappropriate in the school setting.

The staff of the CARES Program is responsible for the children enrolled in the program. In addition to the children, the CARES staff is responsible for the facilities and materials used while in the program. As members of a caring community, the children enrolled in the program are expected to respect the staff, each other, the materials and the environment provided.

Supervision

Only adults (CARE Staff members) supervise children. If older students assist with this program, they do so only in assistance to and under direct supervision of an adult.

A child will be released only to a parent or individual who has been authorized in writing by a parent to pick up the child. Exceptions will not be made unless the parent sends in written permission with the child when he/she comes to school in the morning. Phone calls during the day requesting that a child be directed to go someplace after the CARES Program will not be honored unless it is documented that the

caller is a parent. In any case, the child will not be released from the CARES Program without an authorized signature.

When children arrive at the CARES program, a designated staff member will check them in. At the time of pick-up from the program, the parent/authorized person will be asked to sign a form noting name and time of pick-up. Again, it is reiterated that children will only be released to an authorized person.

SCHEDULE

Pre-S and Pre-K

2:30 – 4:30 p.m. – Children will remain together as a group. Weather permitting, the children will play outside.

Kindergarten, First and Second Grades

3:00 – 3:45 p.m. – Students will have snack and complete homework in cafeteria

3:45 – 4:30 p.m. – Students will have free play in gym or outside

Third to Eighth Grades

3:00 – 3:45 p.m. - Students will have free play in gym or outside

3:45 – 4:30 p.m. - Students will have snack and complete homework in cafeteria

At 4:30 p.m. all students will report to the cafeteria.