



# C.A.R.E.S.

Children Are Receiving Extended Services  
 Holy Family Regional Catholic School  
 3265 Concord Road, Aston, PA 19014

**2019-  
2020  
School Year**

## CARES Pre-Enrollment — for *BeforeCare* & *AfterCare* [Page 1 of 2]

### Student Information Important: Incomplete 2-page forms will not be accepted!

Family Last Name			1. First Name		Date of Birth	Grade
2. First Name	Date of Birth	Grade	3. First Name		Date of Birth	Grade
4. First Name	Date of Birth	Grade	5. First Name		Date of Birth	Grade
Child's/Children's Home Address						

### Family Information

*Note: Where a family court has designated special custody arrangements, appropriate documentation must be provided to the C.A.R.E.S. Administrative Director.*

Email contact for billing and/or scheduling concerns is required ▶	Primary Email Address <b>REQUIRED</b>
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Mother's Name/Legal Guardian		Which # is best to reach you during <i>CARES</i> hours <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	
Home Address (if different than child's)			
Home Phone	Cell Phone	Work Phone (Include ext. #)	

Father's Name/Legal Guardian		Which # is best to reach you during <i>CARES</i> hours <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	
Home Address (if different than child's)			
Home Phone	Cell Phone	Work Phone (Include ext. #)	

### Emergency Contact

*In case of emergency, parents or legal guardians are first contacts. In the event that parents or legal guardians cannot be reached, two emergency contact names and phone numbers other than parents/legal guardians must be provided and will be contacted in the order listed below. **In case of a real medical emergency, "911" will be called.***

Emergency Contact Name [#1]	Phone no. during CARES hours
Emergency Contact Name [#2]	Phone no. during CARES hours

### Person(s) to whom child may be released

*Children will only be released to parents/legal guardians and those listed below. Photo ID is required.*

Name/Address/Phone	Relationship to Student

### Special Alerts:

*In the space provided below, list and describe any and all information regarding medical conditions (such as allergies, asthma, etc.) or other concerns that CARES staff should be aware of that is important for the proper care of your child/children. If more than one child, then be sure to clearly indicate information along with the particular child's corresponding name.*

My child has a food allergy  YES or  NO    My Child's  EpiPen®  Inhaler is in school nurse's office.

*If more than 1 child in CARES, list name of child with allergy*

Other special concerns:
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*Mother's/Legal Guardian's Signature [Required]*

*Date*

*Father's/Legal Guardian's Signature [Required]*

*Date*

# 2019-2020 CARES Pre-Enrollment — for BeforeCare & AfterCare [Page 2 of 2]

## Parent/Guardian Contract & Terms of Use

Holy Family Regional Catholic School's (HFRCS) *C.A.R.E.S.* program is fee-based and offered to students in grades Pre-K through 8th attending our school. Fees are separate from school tuition.

**All *C.A.R.E.S.* payments should be made online. Log in to your parent SmartTuition® account and select "Purchase Optional Items."**

[Payment by credit card has an added 2.65% convenience fee. Payment by bank account withdrawal (EFT) has no added fee.]

- **\$15.00/family annual *C.A.R.E.S.* Pre-Enrollment Fee:** Due when pre-scheduling 1st month of *BeforeCare* or, with 1st prepayment of *AfterCare*.
- *Before* and *AfterCare* **Daily-Use Fees** apply and are posted on the school's website. See "*CARES* Program" under the "Parents' Resources" drop-down menu.
- **\$25.00 Year-End Late Fee** is assessed in June 2018, if balances owed are not remitted by the final day that your child can attend either *CARES* program. [*CARES* Program closes before the last day of scheduled classes. *CARES* closing dates are noted on *CARES* web page and are subject to change.]
- **All *CARES* payments should be made online.** Online payments by logging in to your SmartTuition® account. There is an added convenience fee if paying by credit card. There is no added fee when paying via bank account withdrawal.

### ***BeforeCare* Terms of Payment:**

- **Pre-Scheduling is required.**
- An invoice/statement will be emailed weekly: September through May. June's balance due must be paid by final date of *CARES* attendance. Prepayment for service is accepted but not required.
- *BeforeCare* payment is due upon receipt of emailed statement. Payments not received within 2 business days of email date-stamp are late and will be assessed \$10 Late Payment Fee. You will receive email notification of Late Payment Fee assessment *and* suspension of *CARES* services. Students may return to *CARES* program when balance and Late Payment Fee has been paid in full and suspension served. Pattern of late payments can result in a longer suspension or the termination of the use of *CARES* programs.

### ***AfterCare* Terms of Payment:**

- **Pre-Scheduling & Prepayment are required. Balances due may not accrue.** Students that are pre-scheduled but that are not prepaid will be assessed Drop-In Fee. Payments are non-refundable and may be made on a weekly, biweekly or monthly basis.
- **Prepayment Due Date** is 5:00pm the Friday prior to the following week's prescheduled attendance. Or, prepayment is due 5:00pm the last scheduled day of the school week prior to a scheduled closure for a holiday or break. Prepayment is due the next scheduled school day when an unscheduled closing occurs on the prepayment scheduled due date. When student is pre-scheduled but not prepaid, then Drop-In fee applies.
- Payment not received by 5:00pm the 2nd business day after the payment due date is considered late and will be assessed **\$10 Late Payment Fee** and use of *CARES* service is suspended. You will receive email notification of Late Payment Fee assessment *and* suspension of *CARES* services. Students may return to *CARES* program when balance including Late Payment Fee has been paid in full and suspension served.
- Pattern of late payments can result in longer-term suspension or termination of use of *CARES* programs.
- Drop-In Students: **Payment Due Date** is scheduled. Payment not received by 5:00pm the 2nd business day after the payment due date is considered late and will be assessed **\$10 Late Payment Fee** and use of *CARES* service is suspended\*. Email will be sent noting Late Payment Fee assessment and suspension. Students may not return to *CARES* program until balance including Late Payment Fee has been paid in full.
- ***AfterCare* Late Pick-Up Fee:** \$10 late fee assessed at 5:30pm; beginning at 5:35pm. At 5:45pm an additional \$15 is assessed for a total of \$25. Pattern of late pick-ups can result in suspension of *CARES* services. Late policy is enforced.

\*In cases of *suspension of CARES services*, the student's classroom teacher and the main office will be notified for end-of-day dismissal purposes.

## Parent/Guardian Acknowledgement of Terms

Completing and signing this *2019-20 CARES Pre-Enrollment* form and any subsequent use of Holy Family Regional Catholic School's (HFRCS) *C.A.R.E.S.* programs constitute a family's agreement to abide by all terms, conditions, policies and procedures as outlined on the school's website, this *2019-20 CARES Pre-Enrollment* form and the HFRCS Handbook\*\*.

- I/We understand the policies and procedures outlined on all of the *C.A.R.E.S.* web pages on the Holy Family Regional Catholic School website located under the "Parent Resources" tab on the home page. I/We also understand that many of these policies and procedures are in place to ensure the safety and well-being of my child while attending these programs — especially those pertaining to student drop-off and pick-up. I/We have read them and agree to follow them. I/We have also discussed with my child the rules of the program as they pertain to my child.
- Failure to adhere to these terms of use, policies and procedures may result in the temporary or permanent suspension of the use of *CARES* programs. The *CARES* program is an added service offered by HFRCS for its families. However, these services are not guaranteed to all families under every circumstance. Students may be denied *CARES* services due to safety or behavioral concerns. *CARES* services may also be denied for non-payment; a pattern of after closing late pick-ups (*AfterCare*); or for other reasons noted under (but not limited to) "Code of Conduct" policies outlined on both *BeforeCare* and *AfterCare* web pages in addition to the HFRCS Handbook\*\*.

\*\*HFRCS Handbook is available for review on school's website.

I/We have accurately completed this form and agree to submit timely updates as changes occur. I/We give my child permission to participate fully in Holy Family Regional Catholic School's (HFRCS) *Before* & *AfterCare* Programs. I/We have reviewed and agree to comply with all rules, regulations and policies as set forth herein, on HFRCS's *CARES* web pages, and the HFRCS Handbook\*\*. In addition, I/We agree to the financial obligation and terms of payment for the *CARES* program and understand that unpaid/overdue balances will result in late fees and suspension of the privilege of utilizing these services.\* I/We accept responsibility for bank fees incurred as a result of non-sufficient funds for any payments. Unpaid balances may also adversely effect eligibility to re-enroll in school or the release of report cards and transcripts.

Parent/Guardian Signature [required]

Date

Parent/Guardian Signature [required]

Date

Office use only