



## St Margaret School

### CARES

#### **(Children Are Receiving Extended Services)**

Welcome to CARES! We hope you had a great summer and are ready for a new school year. Our CARES program will begin on September 7th, 2022 and is offered daily from 3-6 pm (**12-5pm on half days**). There are some exceptions to this and you will be given notice of these days on the monthly calendar.

In this packet, you will find the registration form and parent handbook. Please complete all paperwork and return to school as soon as you can. We must have this information before the start of school in order to staff CARES the first week of school.

***Please Note:***

***IT IS IMPORTANT THAT WE HAVE ALL PAPERWORK BEFORE YOUR CHILD/CHILDREN CAN JOIN IN THE CARE PROGRAM,***

We are looking forward to seeing our returning students and welcoming any new students and their parents to the program. It is SMS's goal to ensure our 2022-2023 CARES year is a safe and fun filled educational atmosphere for each child. If you have any questions or need assistance, please feel free to ask;

Mrs. Christina Raimo  
CARES Coordinator  
[craimo@smsnarberth.org](mailto:craimo@smsnarberth.org)

Mrs. Donna Dodderidge  
Business Coordinator  
[ddodderidge@smsnarberth.org](mailto:ddodderidge@smsnarberth.org)



**SMS**  
**CARES HANDBOOK**

**After Reading this Handbook –please sign the Registration/ Handbook forms.**

Before and After School Care programs will offer parents and employees a structured, safe, caring, and learning environment for all students aligned with school-wide academic initiatives. The Children will be fully monitored and supervised during their stay at CARES

The AM Program offers (7:15 to 7:45)

The students will have time to read, study or color during this time.

***NEW THIS YEAR:***

The PM program (3pm-6pm) offers a variety of activities that will include Free Play, Homework, Reading Time, Indoor/Outdoor Movement, Centers (Themed, Hobbies, Legos, Dramatic Play, Art/Crafts) Clubs (Games, Theater, Dance-children can work in groups making up dances or skits and show to the aftercare program on special Talent show days.

**Please Note:**

- Students are responsible for bringing their own snack.
- CARES Students will be provided with time to start Homework- Staff is not responsible for the completion of homework although the staff will encourage children to finish what they can. We kindly ask that Parents check/review their child's homework at home and have them complete what is not finished.

## **CARES HOURS, FEES, AND LATE FEES**

The program operates on days school is in session with the exception of some half days. (Advanced notice is given for these days.) The program staff is composed of SMS teachers, SMS parents, school aides and college students. All staff members must have proper clearances.

AM CARES runs from 7:15 – 8:00 AM. PM CARES hours are 3:00 – 6:00 PM.

**REGISTRATION FEE: \$30 for one child, \$50 for families of two or more.**

**AM CARES (7:15 AM – 8:00 AM)**

- \$9.00 hr (additional child is \$7.00/day) (3rd child is \$6.00)

- \$35.00/week (\$30.00 for additional child per family)

**PM CARES (3:00 PM – 6:00 PM)**

- \$9.00 hr (additional child is \$7.00/day) (3rd child is \$6.00)

(you pay for the time your child is here. Example: If your child stays for ½ hr , you will be charged \$4.50)

You will be billed monthly for your CARES usage.

If you know you'll be late picking up from CARES, please call the school office (the phone rings in the cafeteria), or call Mrs. Raimo's cell at **610-991-6617** state the child's (children's) name(s), and your estimated time of arrival.

We understand that lateness does happen - traffic, car trouble, public transportation is not running on time - but please be aware that late pick up on a regular basis will not be tolerated and could result in suspension of the CARES services for your child(ren).

**Late fees will occur for pick up after 6pm. This charge will be \$15 per 15 minutes.**

**EXAMPLE: from 6pm to 6:15pm will be \$15, 5:16 to 5:30 will be \$30, etc.**

## **Rules and Regulations**

Children are to behave in a Christian manner. Every child will be treated with respect, love, and concern. All children will be encouraged to be positive, cooperative, respectful, and to demonstrate appropriate behavior. Safety is a top priority at all times. The following rules will apply:

1. All school rules apply to CARES.
2. Students must have permission from a CARES supervisor to leave the assigned area.
3. No screaming or name-calling.
4. Keep your hands, feet, and objects to yourself at all times.
5. Use indoor voices when indoors.
6. No horseplay.
7. Use of cell phones must be kept in their backpack. They must ask a CARES teacher if they need to call their parents.
8. Students can use their Chrome books for the sole purpose of homework only.
9. Students must clean up after eating and replace toys when finished playing.

### **The following behaviors will not be tolerated:**

1. Defiance, aggression and/or fighting.
2. Biting, pinching, hitting, or kicking.
3. Stealing.
4. Intimidating, harassing, threatening, or bullying others.
5. The use of profane language, gestures, or behaviors.
6. Damaging and/or destroying property belonging to the school and/or others.

## **Consequences**

Parents will be notified of any misbehavior. A report will be completed by a staff member and a copy given to the parent/guardian. Minor misbehaviors will result in an age-appropriate time-out. Major behavior issues, or a child who has ongoing instances of unacceptable behavior, may lead to exclusion from the program at the discretion of the CARES supervisor and the school principal.

## **Illness or Accident Guidelines**

Any child showing signs of illness will be isolated and the parent will be notified by phone. The parent is expected to pick up the child immediately after contact. If a parent can't be reached, the supervisor will call the next person designated on the registration form. Please list the order in which you want the staff to call your emergency contacts. If a child is injured during CARES, the staff will administer first aid and attempt to call the child's parent/guardian. If the parent/guardian can't be reached, the next designated emergency contact will be called. If no one can be reached, the staff will do any or all of the following:

- Call an ambulance/911, if needed
- Have the child taken to the emergency room in the company of one of the staff. An accident report will be filled out and copies will be given to the parent and the school office.

## **Payment of CARES**

The Cares program is fully funded by the prompt payment of your bill. If your bill is over one month late you will be assessed a late fee of \$25.00. If no payment is made within 6 weeks of the bill, your child will not be permitted to attend the CARES program until payment is made. Question on Payment, contact Mrs. Dodderidge (ddodderidge@smsnarberth.org)

## **SNOW and EMERGENCY CLOSINGS**

- ❖ If there is a two-hour delay, there will be **NO AM CARES**.
- ❖ If school is closed, there will be **NO CARES**.

If school is dismissed early, parents will be notified of operational hours for the remainder of the day. In the case of inclement weather, or any other emergency, **CARES** may not be open.

**Parents will be notified. If parents cannot be reached, we will go to your CARES EMERGENCY FORM and call those contacts. Our goal is to get all children home safely and in a timely manner, so our staff can also get home safely.**



## SMS CARES REGISTRATION FORM 2022-2023

Family Name: \_\_\_\_\_

CELL (1) # \_\_\_\_\_ (2) \_\_\_\_\_

EMAIL: \_\_\_\_\_

First Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Allergy \_\_\_\_\_

First Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Allergy \_\_\_\_\_

First Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Allergy \_\_\_\_\_

**Registration Fee: \$30.00 one child / \$50.00 two or more children**

Please circle the program(s) that you will be using:

AM CARES: 7:15 - 8:00 M, T, W, TH, F

PM CARES: 3:00-6:00 M, T, W, TH, F

### **CARES HANDBOOK**

*Dear Parents,*

*After reading the CARES Information (Handbook), please return these signed forms to CARES.*

*I have read the CARES Handbook and discussed pertinent sections with my child(ren).*

**PRINT FAMILY NAME** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_