

C.A.R.E.S. PROGRAM POLICIES

Emergencies

- With your child safely in mind, it is essential that all emergency information is filled out completely and returned to Mrs. Joan Lowthert on/before their first date of attendance.
*** No child will be permitted to attend the C.A.R.E.S. program without his/her Emergency and Authorization for Pick-up forms completed and returned.
- The C.A.R.E.S. staff will follow information from your emergency/Medical form. Please be sure to let Mrs. Lowthert know of any changes in family or medical information throughout the year.
- The C.A.R.E.S. staff will act according to best judgment of welfare of your child.
- Oral medications will not be administered unless we have both a physician's statement detailing the method/time/amount and parental permission.
- Please notify Mrs. Lowthert of any allergies that your child may have. For example: peanuts, and bee.

Absences

- If your child will not be attending C.A.R.E.S. on a scheduled day, a note address to your child's teacher and Mrs. Lowthert must be sent notifying them of his/her absence from the program that day. **If a note is not sent regarding the change in schedule, your child will be required to attend C.A.R.E.S. to avoid confusion and to guarantee their safety.**
- If your child is involved in an extracurricular activity (i.e. Daisies/ Brownies, Spanish, sports), please inform the program in writing (all dates and the time your child will return). An adult from the activity must be able to escort your child to C.A.R.E.S.

Billing

- A two-week billing cycle will be used. Parents are asked to make payments in person when picking their child up on the designated billing dates or to send them to the office addressed to C.A.R.E.S. If your child is not in attendance on the Friday of the billing period, you are asked to pay the next day of attendance. **Holidays and emergency closings may affect these dates.

- The fees for this school year are as follows:
 - \$9.00 per hour for one child
 - \$14.00 per hour for two or more children from the same family
- The fee is based on an hourly rate. Supervision at C.A.R.E.S. is available from 2:45 - 6:00p.m. Any family with a child still remaining at C.A.R.E.S. after 6 p.m. will be charged \$1 a minute past 6:00p.m.
- Cash and checks will be accepted for your bi-weekly payments. Please make checks payable to SS. Peter and Paul C.A.R.E.S.

Attendance Book

- Billing is based on attendance. When picking your child up at the end of each day, the C.A.R.E.S. staff member will write the exact time your child leaves C.A.R.E.S. It is in the best interest of you and your child that the exact time is written in the event of an accident or emergency.

Emergency closings

- If school closes for any reason, C.A.R.E.S. is closed.
- The telephone number to reach the C.A.R.E.S. staff between 3:00p.m. and 6:00p.m. is 484-723-8841. If in an emergency, you are unable to reach the CARES staff between 3-6 pm at this number, you may call my cell phone at 610-764-6683.

Homework

- Time is set aside for homework.
- Children are assisted with written homework.
- It is the responsibility of the student to have their assignments, books, and supplies with them when they come to CARES.
- Parents are ultimately responsible for the supervision of all homework assignments.

Snacks

- A snack and juice will be provided every day. Please alert the staff if your child has a food allergy.

Play

- The program will provide opportunities for outdoor play and exercise.
- Many games and other equipment (such as balls and jump ropes) will be provided for outdoor play.
- Children may bring a change of clothes- each item of school clothing that your child owns must be labeled with your child's name.
- On rainy days, children play in the gym or art rooms. Children may also bring in videos. We ask that the videos be G rated so that they are appropriate for all age groups.

Afternoon Pick-up

- When picking up from CARES, please park in the front of the building and use the main entrance. The other doors to the building are locked for our safety. The children will have snack and completed their homework in the cafeteria and they may remain in the cafeteria, go to the Gym, Art Room, or outdoor playground for playtime. A walkie-talkie is positioned to the left of the main doors to provide communication to us. Please use the walkie-talkie to contact us and we will bring your child(ren) up to you at the main entrance of the building.

We greatly appreciate your interest in the SSPP C.A.R.E.S. Program. If, at any time, you have questions or concerns regarding the program, please contact me via Teacherweb.com or at 484-723-8841. You may also call the school during school hours if you need to contact me. Our staff looks forward to another successful year!

Gratefully,

Mrs. Joan Lowthert