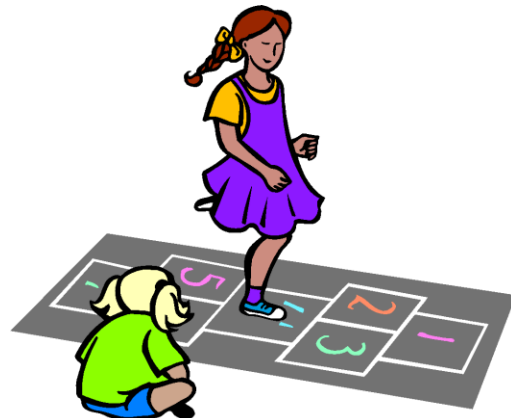


C.A.R.E.S.

*After School Program
Saint Katharine of Siena*



2017-2018

Director: Michael Gavin

St. Katharine of Siena C.A.R.E.S. Program

Open from dismissal until 6:00 PM each day, the C.A.R.E.S Program provides professional care, supervision, recreation and enrichment activities to all students. It serves working families who desire both parochial school education and supplementary day care in a Catholic environment for children enrolled in grades K through 6th. The CARES program is staffed by professional teachers who follow a daily schedule that will enable children to complete homework assignments, engage in recreational activities, and watch videos and more!

The program strives to provide individual attention, security and consistency inside a loving environment for children of working parents.

The CARES staff works together to help each child grown in maturity and self-respect, as well as to maintain an atmosphere that fosters respect and understanding of others.

CARES is not subsidized by the school or parish, so fees to attend the program are its sole source of support.

After School Sample Schedule

Time/Activity

3:00 – 4:00	Homework/snack
4:00- 5:00	Outdoor play
5:00 – 6:00	Indoor play, games, videos

Schedule is subject to change according to weather, days, etc.

Snacks are not provided at CARES it is your responsibility.

You may reach the CARES program during the hours of 3:00 and 6:00 PM at **610-587-7440** this is director Gavin's personal phone number. The school number is also available at **610-688-5451**.

Parent Responsibilities

Emergencies & Safety

With the children's safety and well-being in mind, it is MOST important the parents fill out an Emergency Form, and then adhere to the instructions give.

A child leaving the premise of the after-school program is one of our biggest concerns.

- Parents should not take their children from the school yard or other areas without notifying the CARES Program staff.
- **Parents or guardians should send in a note if their child is to be released to anyone else.**

Fees & "Pick-ups"

Parents are also responsible for promptly paying CARES fees and picking up children **on time** in the afternoon. The CARES program is entirely financed by monthly fees. Parents or guardians should make arrangements with CARES staff in the event of a late or missed payment. Failure to make payments will result in the child being dropped from the program.

Staff members are employed only until 6:00PM. It is only common courtesy to respect the staff and program and pick up your children in a timely manner. **A fee of \$20.00** will be assessed for late pick-ups.

Expectations for Children

As members of a caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. They must never leave the building or grounds without explicit permission of the CARES staff. Such permission will only be granted by order of the parent or guardian.

- Children are expected to respect all staff members and other students both in word and action. Any child who does not conform to the set rules and regulations is liable for dismissal.

Homework

A scheduled homework period will be provided. It is the child's responsibility to have his/her assignments and books. Children may not go back to their homeroom to get any forgotten items. Parents are responsible for checking the child's written homework and assisting in studying, assignments and test preparation.

Policy

The CARES Program provides supervision for regularly enrolled K through 6th grade students after the regularly scheduled school day. It is staffed by school personnel and operates only on days when school is in session. **This does include most early dismissal days.**

CARES Registration Form

Please complete registration and emergency information form and return to Michael Gavin

Family Name:

Student(s) Name:

Grade:

I will be using CARES daily: ___

I will be using CARES on the following days: M__Tu__W__Th__F__

I will be using CARES on an as-needed basis:_____

A note must be sent to the homeroom teacher to dismiss to CARES

CARES bill will be sent to you monthly. Payments can be made by check or online at the Online Payment link at sksschool.org

**St. Katharine of Siena School: C.A.R.E.S. Program Emergency Form
for the 20____-20____
School Year**

Family Name: _____

Child's Name: _____	Date of Birth _____
_____	Date of Birth _____
_____	Date of Birth _____
_____	Date of Birth _____

Home Phone Number: _____
Cell Number for Mom: _____
Cell Number for Dad: _____

Phone number to call in the event of an emergency:

Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____

Person to call if your child needs to be picked up:
Name: _____ Phone: _____

Name of anyone other than parent who may be picking up:
_____,

Any allergies or medical concerns for your child:

