



GOAL OF SAINT ANDREW CARES PROGRAM

The Saint Andrew School CARES program provides children with a Catholic environment extending the philosophy and values of Saint Andrew School into before and/or after school hours. The mission of the school is found in the Parent/Student Handbook of the Saint Andrew School. The program serves the children enrolled in the school whose parents work outside the home. There is structured homework time available as well as recreation and other activities. Only children enrolled in the school are eligible to be enrolled in the CARES Program.

The Saint Andrew School CARES Program, staffed by a Director, teachers and 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 Saint Andrew School CARES Program. The school or parish does not subsidize the program.

CARES GUIDELINES

A. The Policy of Non-Discrimination

The Saint Andrew 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. The Saint Andrew School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, administration policies, scholarship and loan programs and athletic and other school-administered programs.

B. Binding Effect

The Guidelines exist to foster the efficient operation of the Saint Andrew 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 actions other than those specified in the Guidelines.

ADMENDMENTS 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.

FEES, BILLING AND PAYMENT (UPDATED)

Areas of parental responsibility are in the matters of prompt fee payment and prompt pick-up time in the afternoon. The method and time of fee payment, as well as the pick-up time, is determined by the CARES Program in the Saint Andrew School. Regular and prompt payment will assure the continuation of personnel and provision of supplies.

Cash, checks, and money orders are accepted payments. Checks should be made out to Saint Andrew School CARES Program. There is a registration fee of \$35 that is due with the family registration form. This form needs to be filled out and sent to school before your child may attend the program.

- Morning CARES runs from 7:30-7:50. Rates are below
- Afterschool CARES runs from 2:45-6. Rates are below

	1 child	2 or more children
Morning Cares 7:30-7:50	\$5.00	\$7.50
Pick up before 4:00pm	\$10.00	\$15.00
After 4:00pm	\$20.00	\$25.00

- There will be a late charge of \$1.00 per minute after 6:00pm. Late charge will need to be settled at pick up. Payment needs to be cash.
- CARES bills will be emailed at the beginning of each month. Bills will need to be paid by the due date. If it is not, the \$20 late fee will be added and your child/children will not be able to attend till it is.
- Your school tuition as well as your CARES tuition must be current in order to participate in the program.
- Child/children need to be registered to attend morning and afterschool CARES. Bus children will not be charged for morning CARES.

The fees charged are the sole support of the CARES Program, and to continue to serve the children in an adequate way, it is necessary that all payments be prompt and complete.

The CARES phone will be turned on at 3 pm, not any earlier. A parent/guardian can call the CARES phone in regards to pick-up, late arrival or anything else. The CARES phone # is 484-832-8601.

Morning CARES begins at 7:30 AM and is over at 7:50 AM. A green card is placed in the window of the main entrance door of the McShain building, to show that Morning CARES has started. The green card will be removed once Morning CARES is over. Children in the Hughes building will enter and sign in. Children that ride the bus will not be charged if they arrive during Morning CARES. There is no note needed to attend, but your child/children will need to be registered in the program.

PICK-UP TIME & SIGN OUT PROCEDURE

A member of the staff will be responsible for signing the children out of CARES. The staff member will enter the time of pick up as well as the amount charged for the day. The person picking up will sign the book verifying the release of the child as well as the amount charged for the day. Only those listed on the form will be allowed to pick up your child. You will be asked for a photo ID until you are known to the staff. For pick-up, please go to the Hughes building schoolyard door. After 5, you will have to go to the door on Foss Ave. of the Hughes building. You will have to knock.

Parents are expected to inform the director when there are changes in addresses, phone numbers/emergency numbers, and people who are permitted to pick up their child.

ABSENCES

It is understood that schedules of parents and guardians change from time to time. However, it is extremely important that if your child is not going to attend CARES on their scheduled day/days, that you notify your child's teacher in writing. The teacher will pass the note on to Miss Conway. For your child's safety, notifications must be written. It is also understood that last minute changes come up. In that case you may call the office by 2:15 PM and the message will be relayed to your child's teacher and Miss Conway. In regards to the use of CARES, all proper forms need to be sent in before your child can attend CARES.

Children may attend after school activities prior to attending CARES with written permission from a parent. This needs to be sent to Miss A before the start of the activity.

**Emergency school closing- when school closes early because of weather or emergency, CARES will also be closed.

ILLNESS OR ACCIDENT

In cases which appear to be a minor nature, first aid will be administered on the premises. In cases which appear serious, a staff member will call the parent/guardian and write up an accident report.

In regards to allergies, please make note of it on the form.

HOMEWORK

A scheduled time will be provided for children to work on assignments. One or more teachers/aides will supervise and assist 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 any missing items.

A staff member may initial the assignment for completion. However, parents are responsible for checking their child's homework before they return to school the following day.

PERSONAL BELONGINGS

Children may bring play clothes for the CARES Program. They need to wear sneakers only. All of the children's clothing should be labeled. Children will be outside for play on most days. Please send in clothing appropriate for the day's weather. It is expected that parents be responsible to check for all correct clothing at time of pick-up. If anything is left behind, it will be put into a lost and found bin. That bin is located at the door where you enter/exit CARES.

Children may bring a toy or game but it is their responsibility to care for it. CARES is not responsible for broken or lost items.

CHILD BEHAVIOR

Since the CARES Program is an extension of Saint Andrew School, the same basic philosophy and Code of Christian Behavior underlies this 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 insuring that their children behave appropriately.

If a child violates the guidelines or rules set by the director, the child will receive a CARES Conduct Warning form. If 3 written warnings are given, the child will 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.

Inquiries about the program can be directed to Miss Michele Conway, CARES Director.



C.A.R.E.S. HANDBOOK RESPONSE FORM

Dear Parent/Guardian,

After reading the Parent Handbook, please return this form to the director of C.A.R.E.S., Ms. Conway.

I have read the CARES Program Handbook and have discussed pertinent sections with my child/children. We agree to abide by the policies stated in these guidelines/

Parent/Guardian _____ (signature)

Child _____ (signature)

Child _____ (signature)

Child _____ (signature)

Received by: _____ Date: _____