



HOLY TRINITY SCHOOL
STOCKHAM AND OSBORNE AVENUES
MORRISVILLE, PA 19067
SCHOOL-215-295-6900
CARES/COTTAGE-215-295-4400
Erica Forake 267-391-8795

HOLY TRINITY CARES PROGRAM: POLICIES AND PROCEDURES
2025-26 SCHOOL YEAR

The Holy Trinity CARES Program offers the students of Holy Trinity School both a morning and an afternoon session. Our Morning CARES Program operates from 7:00 AM until 8:15 AM, Monday through Friday. Our afternoon CARES Program operates from 2:45 PM until 5:30 PM, Monday through Friday with varying ½ days and closed days depending on the dates.

FEES AND PICKUP POLICY

Registration Fee:	\$30.00 per child per school year
Morning/Afternoon Rates:	1 st child - \$7.50 per hour
	2 nd child \$6.00 per hour
	3 rd child \$6.00 per hour
Unregistered students/drop-ins:	\$10.00 per hour
Late Pickup Fee:	After 5:30 PM – \$1.00 per minute

*** A \$25.00 late fee will be added to your bill if payment is not received on time.**

IMPORTANT REMINDERS AND PROCEDURES

- Your child will be clocked in by the staff members working that day on the school's tablet.
- The ProCare app must be installed on your phone in order to clock your child out at pick-up.
- It is very important that you communicate with your child's **teacher** about their Cares schedule so they know where to send your child at the end of the day.

CARES PAYMENTS

- All checks should be made payable to **Holy Trinity CARES** and are due upon receipt. Payments can be sent to the front office in an envelope marked with your child's name and addressed to the **CARES Program** .
- Auto payments can be set up on the Pro-Care app after you register your child and can be made payable by credit card or by ACH. (\$5 per month fee)
- Cash payments can be sent to the front office in an envelope marked with your child's name and addressed to the **CARES Program** .
- It is important to keep up-to-date on all CARES payments.
- Late fee is \$25 per invoice (bi-weekly)

SCHOOL HALF-DAYS, EARLY DISMISSALS, AND EMERGENCY DISMISSALS

- On Holy Trinity School most half-days, the CARES Program operates from 11:45 AM - 5:00 PM. *Please be sure to provide your child with lunch on those days.*
- We will provide the children with an afternoon snack and drink on half-days.
- We will not be open on any day that Holy Trinity School is closed.
- If there is an emergency closing due to weather or other circumstances, CARES will also be closed.

PERSONAL BELONGINGS

- Due to the abundance of toys in the Holy Trinity Children's Cottage, we ask that children do not bring any personal items to CARES.
- The CARES Program is not responsible for any lost personal belongings.

PICKUP AND ABSENCE PROCEDURES

- **No child is permitted to leave with anyone who is not on their Emergency Contact Form. If you give permission to have someone else pick up your child, please be sure to contact us, send in a note, and inform the person picking up that we need proof of their identification.**

HOMEWORK TIME

- ___ During the afternoon CARES Program, we set aside 45 minutes for homework. **for our children in 2nd grade and higher.** Your child is expected to work on his/her homework during this time unless you have given permission to a CARES staff member to not have the homework completed during their time at CARES.
- ___ Please be assured that the CARES staff will assist with homework whenever possible. However, we do not check homework for accuracy, nor can we tutor children if they are having a difficult time. If having difficulty, the children will have the choice to put away the assignment and get help at home.
- ___ It is the parent's responsibility to organize, check, and correct homework.

EMERGENCIES/ILLNESS

- **It is crucial that all information provided on the Emergency Contact Form is filled-out completely and accurately.**
- In cases which appear to be minor, First Aid will be administered
- In cases which appear to be serious, every effort will be made to carry-out the instructions provided on the child's Emergency Contact Form, or in keeping with regular school policy.
- No medication will be administered by CARES staff unless signed and approved.
- A child will be sent home if they have a fever, are vomiting, or have diarrhea.
- Please make sure that we know of any allergies that your child has.

BEHAVIOR (PLEASE REVIEW WITH YOUR CHILD)

- ___ All children are expected to respect the CARES Program's policies, the CARES staff, and the other children at all times.
- ___ The staff will not tolerate inappropriate language, physical aggressiveness, or disrespect toward the staff, building, or others. The child will be sent home.
- ___ Any misbehavior on the child's part will be handled in a way consistent with school policy. If this does not resolve the problem and the misbehavior continues, the parent will be called to come and pick up the child as soon as possible.
- **No child is allowed to answer the door without an adult present and your child should never open the door on their own.**