

C A R E S PROGRAM

**Children Are Receiving Extended Services/
Before and After School Program**



**SAINT JUDE SCHOOL
323 W. BUTLER AVENUE
CHALFONT, PA 18914**

SAINT JUDE CARES PROGRAM - Children Are Receiving Extended Services

POLICY: WHAT IS A CARES PROGRAM?

A CARES PROGRAM is before and after-school care for Pre-Kindergarten through sixth-grade children. It is staffed by school personnel, serves only the children enrolled at St. Jude School, and operates only on days when school is in session.

The CARES PROGRAM is open from 7:15 am until 8:05 am each school day and 3:15 pm until 6:00 pm each FULL school day. CARES provides professional supervision and recreation. A snack is provided at 3:30. Following the snack, the children interact with one another, playing with games, art, and crafts, and various toys.

The CARES PROGRAM is staffed by a director and several devoted teachers/teacher-aides. These people, employed on a full-time or part-time basis, work together to help each child grow in maturity and to maintain an atmosphere where respect and understanding for others are encouraged and expected.

EMERGENCY CLOSINGS

The CARES PROGRAM will follow the emergency closing procedures of Saint Jude School. If school opens late, there will be **NO** morning CARES. If school closes early, the afternoon CARES PROGRAM will be canceled. There will be **NO** after-school CARES on scheduled half days of school.

FEES

A registration fee of \$25 for one student, \$30 for two students, and \$35 for 3+ students per family must be submitted with the registration form before the first day of school. The program is entirely financed by a yearly fee. The fee is charged for the school year and is payable in ten monthly installments, each due on the first school day of each month. Regular and prompt payment will ensure the continuation of personnel and the provision of ample supplies, equipment, and snacks. A late fee of \$10 will be assessed for all late payments. If the payment is not made by the tenth of the month and you have not made adequate arrangements with the Director, the child will not be allowed to continue attending the program. **A \$25 fee will be assessed for all returned checks.**

DIRECTIONS FOR MORNING DROP-OFF

Morning Drop off is between 7:15 AM and 8:05 AM at the first set of doors on Melanie Way (main entrance circle). Please pull up, dial **215-822-9225, ext. 247**, and a staff member will meet your car. For safety reasons, parents are not permitted in the building.

DIRECTIONS FOR PICK-UP

For security reasons, the school's main doors always remain locked. To pick up your child from CARES, pull into Mercy Circle (the morning carline circle) and call the CARES room at **215-822-9225 x 267**. One of the staff members will meet you at the door with your child. The parent must sign the sign-out sheet upon departure. Staff members are employed until 6:00 pm. Please respect this time. A fee of \$1 per minute will be assessed for late pick-ups. This fee should be paid in cash at the time of pick-up.

HOMEWORK POLICY

Time is also set aside for homework to be completed by children in 2nd through 6th grade, who can independently complete it. It is the child's responsibility to have his/her assignments and books. Children may **not** go back to their homeroom to get these items. Parents are responsible for checking their child's homework before they return to school the following day.

ABSENCE

If you know in advance that a child will be absent from CARES for any amount of time, or if there is a schedule change, please notify the CARES Director in writing or by email.

ILLNESS OR ACCIDENT

In cases that appear to be minor, First Aid will be administered on the premises. For serious issues, the Program Director will carry out the instructions on the registration form's emergency portion.

No medication will be given during CARES, except in an emergency, with written emergency instructions from the parent. (i.e., Inhalers, Epi-pens) Parents who do not wish their child treated in any way should indicate such on the Emergency section of the registration form. If the home does not supply adequate emergency instructions, or if the instructions cannot be followed during the emergency, the CARES staff will act according to their best judgment for the child's welfare.

CARES REGISTRATION FORM

Name of Child

Present Grade

Date of Birth

_____	_____	_____
_____	_____	_____
_____	_____	_____

Address

(Number and Street) (City) (State) (Zip Code)

Home Phone Number _____

Mother's name _____ **Father's Name** _____

Mother's Cell _____ **Father's Cell** _____

Mother's Work _____ **Father's Work** _____

Mother's email _____ **Father's email** _____

Name (s)/ Relationship of People Authorized to Pick Up Child(ren)

_____ **Phone** _____
_____ **Phone** _____

In Case of an Emergency, Illness, or Accident, Please Contact:

1. **Name** _____ **Phone** _____

2. **Name** _____ **Phone** _____

3. **Doctor** _____ **Phone** _____

4. **Hospital** _____ **Phone** _____

Please provide any other pertinent information that we need to know about your child: (allergies, etc.)

Please complete the reverse side and submit it to Mrs. Leslie Guinan, CARES PROGRAM Director. Thank you!

SAINT JUDE SCHOOL CARES CONTRACT

Revised 6/5/23

Please return the completed registration form and CARES Contract with the registration fee of \$25 for one student, \$30 for two students, and \$35 for 3+ students per family to the attention of Mrs. Leslie Guinan, CARES Director, or email Cares@stjudeschool.com.

Please indicate when your child/ren will attend CARES next to the day(s) they will attend.
7:15 – 8:05 am and 3:15 – 6:00 pm

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

I _____ have enrolled my child/ren in the CARES PROGRAM at Saint Jude School. I have read and understood the CARES handbook and agree to comply with the rules and regulations of the Saint Jude CARES PROGRAM. I have reviewed the handbook with my child/ren. They understand the procedures and their responsibilities at CARES.

(Parent/ Guardian Signature)

(Date)

Names(s) of student(s)

Grade(s)

