

*St. Hilary of Poitiers
School*



CARES PROGRAM

*(Children Are Receiving Extended
Services)*

Dear Parents/Guardians,

Welcome to the Saint Hilary of Poitiers Catholic School CARES Program. The Saint Hilary School CARES Program provides children with a Catholic environment before and after school hours while extending the philosophy and values of Saint Hilary School.

Our program is available to students from Pre-Kindergarten through 8th grade who attend our school.

A variety of activities are available for the children in the CARES Program. After school your child will be provided with a snack, outdoor play when weather permits, and supervised time to begin homework independently.

Please be sure to read this handbook thoroughly so that you are familiar with all of our policies.

We thank you for your faith in entrusting your children to us.

Sincerely,

The CARES Staff

FEES/PAYMENT

Each month a calendar will be sent home for you to sign up for the coming month. Please fill in the days you will use our services and the time you will drop off/pick up your child. Total the monthly amount and return the calendar along with your check made payable to “St. Hilary of Poitiers”. Keep a copy of the calendar for your records.

There is a due date on each calendar. A fee and calendar received after the due date needs to include a \$10.00 late fee.

The **CARES Registration** fee is \$50.00.

The **CARES half hour rates** are:

1 child	\$3.50/half hour
2 children	\$5.00/half hour
3 children	\$6.00/half hour

After 6:00 PM Fee: \$5.00 per every 15 minutes to be paid to the staff.

Because we are a self-sustaining program, students will not be permitted to begin a new month until the previous month's fee is paid.

HOURS OF OPERATION

AM CARES operates from 7:00 AM to 8:15 AM, PM CARES 3:30 PM to 6:00 PM on full days. CARES is available only on days that school is in session. (NO CARES on early dismissal days) We do not operate on any day that school is closed.

DROP-IN OPTION

If you intend to use the Drop-In Option the registration fee must be paid. If you need to add on a day or sign up for just a day or two, we do have a drop-in option for both AM and PM CARES.

If a parent chooses to use our drop-in option, a written notice should be sent to the office. Please have it in an envelope labeled CARES. Include a note with the child's name, date, hours, and a check.

EXPECTATIONS FOR BEHAVIOR

The children will be expected to respect the staff, each other, and the materials and environment provided.

They must never leave the building without explicit permission.

Any child who does not conform to the set rules and regulations of the CARES Program is liable for dismissal.

PICK-UP

Parents/designated adults must sign in/sign out their child/children in the presence of a staff member. Please indicate the accurate time. No child will be permitted to leave with anyone that has not been included on the emergency form as approved for the release of your child from the program. Children may not sign themselves out or walk home alone.

HOMEWORK

Time will be provided for the children to begin their written homework. The staff will offer help to the children but ultimately, all homework must be checked and signed by the parent for accuracy and completion. Studying needs to be completed at home. If you choose not to have your child work on homework, please inform us with a note.

CARES GUIDELINES

The Guidelines exist to foster the efficient operation of St. Hilary of Poitiers 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.

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.

EMERGENCY CLOSINGS

In the event of an Emergency School Closing such as weather, CARES will also close.

Please have alternative arrangements made for your child(ren).