

# **CARES PROGRAM HANDBOOK**



**2017-2018 School Year**

Dear Parent,

This handbook will help address questions you may have regarding the basic operation of the CARES program. We pledge to work with you to make this a positive experience for your child.

Sincerely,  
Mrs. Denise Judge

### GOAL OF THE PROGRAM

The CARES Program of Mary, Mother of the Redeemer School provides children in our Pre-Kindergarten through Grade 6 classes with a Catholic environment extending the philosophy of MMR School into the hours before and after school. The program serves the children of parents who work outside the home. There is an academic component, which includes some homework time, as well as art, games, and activities. The program provides safety, care, supervision, and recreation.

The program operates on all days that school is in session, with the exception of the last day of school. **Afternoon CARES is not available on the last day of school.**

A director, teachers, and other caregivers staff the CARES Program. The entire program is under the administration of the school 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 of others is encouraged.

### AGREEMENT

MMR agrees to provide the CARES Program for a student, and in return, the parents agree to pay a fee and to support the guidelines of the program. Fees are the sole support of the school's CARES Program and are not subsidized by MMR School.

### CHANGE IN ADDRESS, PHONE NUMBER OR EMERGENCY NUMBERS

Parents are expected to inform the director or designated staff member when there are changes in addresses or phone numbers/emergency numbers. If there is any change in the names of those authorized to pick up the child, this information should be made known to the director.

### CHILD BEHAVIOR

Since the CARES Program is an extension of MMR School, the same philosophy extends to the CARES 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 ensuring that their children behave appropriately.

If a child violates the standards set by the Program Director, the child will be spoken to. If the inappropriate behavior persists, the parent will be notified, and if necessary, a conference with the parent will be scheduled. Parents will be apprised of the situation and all incidents will be documented.

**The use of personal electronic devices, items and toys is strongly discouraged. MMR is not responsible for monitoring content, or the loss or damage, to any item brought to CARES in contravention of this request. We reserve the right to remove from the child any item deemed inappropriate or used inappropriately in the judgment of the staff.**

### CONTACT

Staffing is planned according to the number of children enrolled in CARES each day. For morning CARES please report changes to [nzappone@mmschool.org](mailto:nzappone@mmschool.org) If your family will not use afternoon CARES on a day you are normally scheduled, please notify the director - in person prior to the absence, at [CARES@mmschool.org](mailto:CARES@mmschool.org) during the school day or by phone at 215-896-1301 from 3:30-6pm.

## HEALTH AND SAFETY

The CARES Program follows the policy of MMR School with regard to communicable diseases. Parents or their designees will be notified if a child becomes ill during the hours of the program. All minor injuries will be recorded in the Accident Log. Parents will be notified at the time of pick-up. When serious injuries occur, the emergency contacts listed on the registration paperwork will be called if the parents cannot be reached. 911 will be called at the discretion of the Program Director.

Copies of all necessary medical information, medicine, etc. are made available to the Director of the CARES Program. As is the policy of MMR School, only prescription medication will be dispensed. If a child is taking medication during the school day, the same written permission slip will suffice. The written note must include amount of dosage and the date. Medication must be in its original container marked with the child's name.

Duplicate medicine, included but not limited to Benadryl or epi-pens, must be provided by the parent or guardian of any Pre-School student to be kept in the main school building.

A single, nutritious, as well as the occasional fun snack and drink is provided each day. Please send additional snacks for your child if needed. Parents should provide written notification of any food allergies.

Pre-School students are to have a seasonally appropriate change of clothing stored in a labeled zip lock bag in the CARES room at all times.

If something serious should occur and the building is evacuated (fire, etc.), children will be taken to the Church or Rectory. Along with the Fire Drill, a Crisis Plan is in place for unexpected emergencies. These plans are in place for MMR School and for the CARES Program.

Phone Numbers: Until 3:00 PM 215-412-7101      After 3:00 PM 215-896-1301

## HOMEWORK

Each day, a homework period is scheduled for all students except Pre-Kindergarten and Kindergarten. It is the child's responsibility to know what homework has been assigned. It is the responsibility of parents to check homework at home. Older students may have more work than can be completed during the homework period. All children should have an age appropriate reading book available at all times.

## INSURANCE

Children are covered by the school insurance.

## PAYMENT/PICK-UP TIME

An area of parental responsibility is in the matter of prompt fee payment and prompt pick-up time in the afternoon. Regular payment will assure the continuation of personnel and the provision of supplies and snacks. The fees charged are the sole support of the CARES Program, and to continue to serve the children in an adequate and fair way, it is necessary that all payments be prompt and complete.

The program ends at 6 PM. It is common courtesy to the staff to respect the time of closure. Parents who have difficulty with the pick-up time should make arrangements with others listed as authorized pick-up individuals.

If a parent is late, a staff member will stay with the child until the parent arrives. A late fee will be added to the following month's payment as follows if the director ascertains that a late pick-up or a history of late pick-ups occurs without justifiable cause:

6:00-6:15 PM additional \$10.00

6:15-6:30 PM additional \$20.00

Parents enter school by the designated door to pick up children. Official attendance records are kept for the CARES Program. Signature and accurate times must be recorded when the child is picked up.

### PAYMENT SCHEDULE

There is an annual \$25.00 per family registration fee which entitles use of the CARES program. This is due by June 15th. A Registration form appears at the end of this document must be submitted in advance to reserve seating in CARES. No children may attend without this form on file.

#### Per Month Pricing

	AM CARES		PM CARES	
	First child	Each additional Child	First child	Each additional Child
5 Sessions each week	\$120	\$102	\$225	\$200
4 Sessions each week	\$100	\$ 85	\$200	\$180
3 Sessions each week	\$ 80	\$ 70	\$180	\$160
2 Sessions each week	\$ 60	\$ 50	\$145	\$130

Occasional AM Day (24 hr notice) \$15 first child, \$10 each additional child

Occasional PM Day (24 hr notice) \$ 25 first child, \$20 each additional child

Payment is due by cash or check on the first of each month, September through May. Please make checks payable to MMR. A late payment fee of \$25 is due with any payment not made by the 7th of each month unless adequate arrangements were made with the director prior to the due date. A bank fee of \$20 will be assessed for all returned checks.

**It is possible to include CARES payments in an existing FACTS account if you are on a 10 pay plan. Please call the school office to discuss specifics.**

### PROGRAM SCHEDULE

Normal hours:            Before school: 7:00 AM to 8:10 AM  
                                  After school: 3:30 PM to 6:00 PM

**Late openings due to snow: CARES will open at 9:00 AM**

**Early dismissal due to inclement weather or emergencies - No CARES Program Available.** Parents should have an alternate plan for such emergencies. All students, even those who normally attend CARES, will be sent home by their regular transportation.

### SAFETY

Scheduled safety drills are included to the CARES Program.

### SUPERVISION

A child will be released only to a parent or one who has been authorized in writing by a parent to pick up the child. Exceptions will not be made unless the parent sends in written permission with the child when he/she comes to school in the morning.

When children arrive at the CARES Program, a designated staff member will check them into the program. At the time of pick-up, the parent/authorized person will be asked to sign a form noting name and time of pick-up. Again, it is reiterated that children will be released only to an authorized person.

# MMR CARES Registration 2017-2018

Family Name: \_\_\_\_\_

Number of Children for CARES: \_\_\_\_\_

## Please check the days care is needed:

Mornings:

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Drop In Only

Afternoons:

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Drop In Only

Approximate pick up time from Afternoon CARES: \_\_\_\_\_

## Student Information:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Special Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Special Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Special Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Special Medical Information: \_\_\_\_\_

## Parent/Guardian Information

Mother: \_\_\_\_\_

Father: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

## Emergency Contacts

In the event we are unable to contact you, please furnish us with the names of two people who live locally whom we can call in an emergency.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

## Dismissal Permission

In addition to the above named, the following adults may pick up my child(ren) from the CARES program:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

I have read the online CARES Handbook, and I agree to abide by the policies and guidelines of MMR School CARES program. I also agree to abide by the tuition payment schedule and any additional regulations.

Monthly payment will be \_\_\_\_\_ made by check or cash \_\_\_\_\_ rolled into my existing FACTS **10-pay** plan.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

**This one page family registration form and \$25 registration fee are due by June 15th to reserve placement. Seating is not guaranteed after this date. Your cancelled check is your receipt.**