

***PARENT HANDBOOK***  
***CARES PROGRAM***



***Saint Pius X School***  
***Broomall, PA***

Dear Parent and Guardians,

This handbook contains information considered important to your child's safety and for the basic operation of the Saint Pius X Catholic School CARES Program. May we all work together to make this a happy and worthwhile experience for your child.

Sincerely,

Sister Diane Licordare, IHM

Sister Diane Licordare, IHM  
Principal

### GOAL OF PROGRAM

The CARES Program of Saint Pius X Catholic School provides children with a Catholic environment extending the philosophy of Saint Pius X Catholic School into the hours before and after school. The program serves the children of parents who work outside the home. There is a clear academic component, which includes homework time, as well as art, games and activities. The program provides safety, care, supervision and recreation.

### AGREEMENT

Saint Pius X Catholic School agrees to provide the CARES Program for a student, and in return, the parents agree to pay a fee to support the program. Fees are the sole support of the school's CARES Program. Saint Pius X Catholic School or Parish does not subsidize this program.

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

Parents are expected to inform the School Office 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 also be made known to the School Office.

### CHILD BEHAVIOR

Since the CARES Program is an extension of Saint Pius X Catholic School, the same basic philosophy underlies each 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 staff members, the child will be spoken to. If the behavior is repeated, the parent will be informed and, if necessary, a conference with the parent and director will be set up. Should there continue to be a problem, another conference will be arranged with the principal. At that time, the child may be given a final opportunity to improve or may be asked to leave the program.

### EARLY CLOSING DUE TO SNOW

The CARES Program will remain open on days that the students are sent home early, due to inclement weather. The program will operate for 3 hours beyond the time of the Marple Newtown School District's closing. For example, if Marple Newtown School District announces a 1:00 PM dismissal for students in the elementary schools, the program will remain available until 4:00 PM that day. This procedure will be followed in order that the program staff may have an opportunity to arrive home before the weather worsens.

### FEE AND PICK-UP TIME      *(fees are indicated at the end of this booklet)*

An area of parental responsibility is in the matters of prompt fee payment and prompt pick-up time in the afternoon. Regular and prompt payment will assure the continuation of personnel and the provision of supplies and snacks.

Checks should be made out to Saint Pius X School CARES Program and not simply to the school. If payments are mailed, they should be sent to the School Office address and marked to the attention of the CARES Program.

### FEE AND PICK-UP TIME (CONT.)

If a parent fails to meet the CARES Program fee payment due at the time assigned, and does not make adequate arrangements for payment, a reminder will be sent. A fee will be assessed for all returned checks. 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 6:00 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. However, we do realize that emergencies arise that would cause a late pick-up. Please call the CARES room at 610-353-5453.

If a parent is late, a staff member will stay with the child until the parent arrives. A late fee will be charged if the director ascertains that a late pick-up or a history of late pick-ups occurs without justifiable cause.

Parents enter school by the designated door to pickup children. They are asked to check the play areas if they arrive early. Official attendance records are kept for the CARES Program. Signature and accurate times must be recorded when the child is picked up.

### 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 assignments at home. The older students may have more work than can be completed during the homework period.

### HEALTH AND SAFETY

The CARES Program follows the policy of Saint Pius X Catholic School with regard to communicable diseases. Parents or guardians 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, procedures will be followed as they appear on the Medical Emergency Form. Parents are expected to sign this form at the time of registration.

Copies of all necessary medical information, medicine, etc. are made available to the staff of the CARES Program.



## SUPERVISION

The faculty and staff of Saint Pius X Catholic School will supervise the daily activities of the CARES Program. Every member has all of their clearances (Child Abuse Check, Criminal Record Check, and has been through the Virtus Program. Every member has all of their clearances (Child Abuse Check, Criminal Record Check), and has been through the Virtus Program for the Protection of Children and Youth. 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.

Only adults (CARES Staff) supervise children. A child will be released only to a parent or individual 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. Phone calls during the day requesting that a child be directed to go someplace after the CARES Program will not be honored unless it is documented that the caller is a parent. In any case, the child will not be released from the CARES Program without an authorized signature.

When children arrive at the CARES Program, a designated staff member will check them in. At the time of pick-up from the program, 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.

## CARES SCHEDULE

### After Care

*At the end of the school day, children in the CARES Program will report to the cafeteria. The faculty/staff member assigned to the day will meet the children in the cafeteria.*

*As soon as the children are comfortable, a snack will be provided. Snack time should be a happy and relaxing time. This is a time for socialization.*

*3:00-4:00: Weather permitting, children will have time for outdoor play. Outdoor play may consist of organized group games or just individual free play. Children release tension through play and also learn to take turns and share. The program staff members oversee the availability and fair distribution of materials as well as providing direction to the children in their choice of activities.  
The staff members will provide constant and alert supervision.*

*4:00-5:00: Children divide into age appropriate groups for continued play or for activities within the CARES Program. Indoor activities may consist of individual or group projects of arts and crafts, games or special projects. Some children may wish to use the computer at this time. Quiet time and space will be provided for children to work on homework assignments or school-related projects. The staff members may initial any completed home assignments, but the entire time in the CARES Program should not be spent doing class/home assignments. While the program's staff members may assist a child with an individual problem with a home assignment, it is not the responsibility of the Staff member to tutor children on a regular basis during the time the child is in the CARES Program.*

5:00-6:00:

*Preparations begin for returning home. Children should begin to clean up. Materials, playthings, books, etc., should be returned to their storage area. Children who remain later in the program should be engaged in quiet relaxing activities such as table games, reading a favorite story, or completing a homework assignment. The CARES staff members in charge oversee the clean-up and put away of activities and maintains a relaxed atmosphere to close out the day. The staff members are responsible to check that only the person responsible signs the child out. The staff members greet parents/guardians and share some of the happenings of the day.*

*On half days, there is a slight variance in the schedule. The children change into play clothes, eat lunch, and then have a free play period outside on the playground or in the gym with equipment provided by Mrs. Basile.*

*\* \* Please pack a lunch on half-days unless notified otherwise. \* \**

### *Before Care*

*Children who will be attending CARES before the school day begins should be brought to the school cafeteria. Before Care is available from 7:00 AM until 8:00 AM for students in grades K thru 8 and from 7:00 AM until 9:00 AM for students in Pre-School. Children in Before Care will join their classmates at the conclusion of their Before Care session. Time will be spent having breakfast, if you that is your choice, and socializing with the other children.*

*Forms are included for both Before Care and After Care.*

SAINT PIUS X CATHOLIC SCHOOL

CARES PROGRAM

HANDBOOK RESPONSE FORM

Dear Parent,

After reading the Parent Handbook, please return this form to the School Office.

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 the Guidelines.

Parent/Guardian \_\_\_\_\_ (signature)

Child: \_\_\_\_\_ (signature)

Child: \_\_\_\_\_ (signature)

Child: \_\_\_\_\_ (signature)

Date: \_\_\_\_\_