

ST. FRANCIS DE SALES SCHOOL

2009-2010



CARES PROGRAM

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CHILDREN ARE RECEIVING EXTENDED SERVICES

St. Francis de Sales School CARES Program will provide care, supervision, recreation and activities for your child. It serves working families who desire supervised care beyond the scheduled school day, while acting as a continuation of the nurturing environment that the children experience throughout the day.

The CARES Program is offered for enrolled children in grades kindergarten through eighth who attend St. Francis de Sales School. The program will operate only during the hours of 3PM – 6PM, on days when school is in full day session.

Non-Discrimination Policy

St. Francis de Sales School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. St. Francis does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, administration policies, scholarship and loan programs, and athletic and other school-administered programs.

Activities

The CARES Program, is staffed by experienced teachers, who work together to help the children experience a rich diversity of growth activities within a Catholic environment. The activities planned compliment the philosophy and value system of the school and family. Arts and crafts projects, games and recreation, and snack time, are just a few of the activities planned. In addition, there is time set aside for homework completion.

Students will participate in structured academics consisting of homework and reading. Parents are responsible for checking their child’s homework before he or she returns to school the next day.

Fees

A fee of \$20.00 per child is due at the time of registration. This will provide the children with snacks and art supplies to start up our program. The program fees are the sole support of the CARES Program. It is not subsidized by the school or parish.

	/week	/day
1 Child	\$50.00	\$10.00
2 Children	\$75.00	\$15.00
3 Children	\$90.00	\$18.00

Payments

Attendance forms will be sent home each Thursday requesting a schedule for the following week. On the first day of the following week this attendance form, as well as the payment is due to assure the continuation of personnel, the provision of ample supplies, equipment, and snacks. Make all checks and money orders payable to St. Francis de Sales School.

Child Pick Up

The CARES Program is located in the school cafeteria from 3 PM until 6PM each day. When parents arrive, a staff member as well as the parent must sign out the student before he or she may leave. No child may be released to any adult who is not listed on the September information sheet, without communication from the parent.

There is a late fee of \$1 per minute if your child remains after 6PM, so we encourage you to be on time. Staff members are employed only until this time. This fee will be included in your next weekly payment.

There are a few times during the year when the CARES Program will take place in another part of the school building. Parents will be notified, and a sign will be placed on the school mailbox and cafeteria door as a reminder.

A telephone for after care use will be available in the cafeteria each day. This number is the regular number for our school (610-459-0799). If this number is not in working order, call 610-459-2501 (convent).

Attendance

Please notify the school secretary if your child will be absent from the CARES Program due to sickness or change in after school plans. It is most essential that the lines of communication between parent, school, and CARES staff be kept open for the safety and welfare of each student enrolled in the CARES Program

Snacks

Children are provided a snack during the program. We ask that they do not bring candy, gum or other snacks unless required for a special diet.

Clothing

Children may bring play clothes to school for the CARES Program during the months of September, May, and June. Gym clothes will suffice on gym days.

Behavior

As a member of a caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. Children may never leave the location of the program without explicit permission of the staff of the CARES Program. If a child does not follow the rules of the after school program, he/she may no longer be eligible for the program. Discipline procedures are consistent with those used throughout the school day.

If a child repeatedly displays inappropriate behavior, the incident will be documented and the parent is informed about the incident. If the behavior persists, the child will be given a final opportunity to improve, or may be asked to leave the program.

Illness

If your child develops a fever, the staff will call the parent to come immediately for their child. A fever typically indicates a contagious condition. In the event of an emergency, the staff will call 911.

Early Closing Due To Snow

The CARES Program will NOT be in session on days that the students are sent home early, due to inclement weather. This procedure will be followed in order that the program staff may have an opportunity to arrive home before the weather worsens.

Warnings are often given for impending storms, so you may wish to arm yourselves with alternate arrangements for your child's transportation on such days.

AMENDMENTS TO 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.