



C.A.R.E.S.

Children Are Receiving Extended Service

After-School, Care Program

Saint Joseph School

"C.A.R.E.S. - Children Are Receiving Extended Services"

After School Program

PHILOSOPHY

The Extended Care Program allows children to experience a rich diversity of growth activities within a Catholic School environment. Activities are planned to compliment the philosophy and value system of the school and family. The program strives to construct an enjoyable atmosphere with varying activities including homework time, snack time, outdoor/indoor free play, games, and craft

PROGRAM

Only students enrolled in Saint Joseph School may participate in the program. The Extended Care Program is in operation from the end of the school day (2:45 PM) until 5:30 PM each day that school is in session. Extended Care does not operate when school is not in session or on early dismissal days. The program is not available when school is closed due to inclement weather or another emergency situation.

STAFF

The Extended Care Program employs an experienced, qualified staff. The staff works together to help each child grow in maturity and self-respect. The Director is responsible for daily organization and supervision of the program.

POLICIES

- Parents who plan to use the After-School C.A.R.E.S service must pre-register their child/children. The once-per-year registration fee is \$30 per family.
- Parents can register their child/children on a fixed schedule for 1, 2, 3, 4, or 5 days per week. Participation on a *day-to-day basis* or for *emergencies* is also accepted.
- Payment is required at the beginning of each week. If preferred, payment may be made on a monthly basis at the beginning of each month.
- The After-School C.A.R.E.S. Program is self-supporting and payment must be kept current. At the end of the month, fees must be up-to-date or a \$25 overdue fee will be charged.
- There is NO CREDIT issued for illness or vacations.

- Any schedule changes must take place in writing one week prior to the date of the change for credit.
- Credit will be issued when school closes due to inclement weather or other unforeseen circumstances

FEES AND PAYMENT SCHEDULE

A calendar will be sent home each week/month for parents to fill out indicating the projected days of care needed.

The fees are as follows:

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>
1 day per week	\$15	\$20	\$25
2 days per week	\$30	\$40	\$50
3 days per week	\$45	\$60	\$75
4 days per week	\$60	\$80	\$100
5 days per week	\$75	\$100	\$125

RECORDS

Attendance will be taken each day at 2:40 PM. A daily attendance record is kept. A financial record is also kept by the Extended Care Director.

Please send all EXTENDED CARE FEES in a SEPARATE ENVELOPE marked with student's NAME and specifically marked EXTENDED CARE

☆ Please make all checks payable to: St. Joseph School

Memo: Extended Care Fee

DISCIPLINE CODE

Every child is expected to:

1. Abide by the rules of the Extended Care Program.
2. Respect staff members in speech and manner.
3. Respect other students in speech and manner.
4. Respect all property.

If a child violates these standards, we will first take action by removing the child from the situation for a period of time within the supervision of the staff. If the child does not respond to this and the problem persists, the student will be given a verbal warning. Should there continue to be a problem, a written warning will be issued for parent signature. A repeat violation of the same rule will be cause for a 2nd written warning which carries with it a 2 week suspension from the Extended Care Program with NO financial reimbursement.

HOMEWORK

Each day a 45 minute – 60 minute homework period will be scheduled for students in Grade 1 through Grade 8. A staff member will supervise the homework room and provide help when necessary.

It is the child's responsibility to know his/her assignments, and then to use the resources available. The Extended Care Staff has no way of knowing what homework has been assigned. It is the responsibility of the parent to review and check their child's/children's homework.

SNACKS

Snack time is scheduled on a daily basis. Snacks and drinks will be provided or parents may opt to send a snack/drink with their child.

EMERGENCIES

In the event of an emergency, the parent will be consulted before any treatment is administered, unless a child's life is obviously in danger and/or emergency aid is necessary. If an emergency exists, the student will be taken to the hospital by ambulance.

Minor first aid will be administered to your child as necessary by Extended Care Staff. We will notify the parent at pick up of the incident that occurred.

MEDICATIONS

Please see the school's policy on the administration of medication in the *Saint Joseph School Handbook for Parents and Students*.

PICK-UP PROCEDURES

Staff members are employed only until 5:30 PM. It is common courtesy to respect the time of closure. A late fee of \$5.00 per child will be charged every 15 minutes if they are picked up after 5:30 p.m - beginning at 5:31 p.m

DAILY RELEASE

With the child's safety and wellbeing in mind, parents will be required to fill out emergency numbers on the registration form.

Students will be released only to persons authorized by the custodial parent. Any changes in emergency information must be made in writing by the parent to the director. If someone other than the custodial parent will be picking up your child, the parent must notify the Director in writing or by a phone call to the office. Please alert the person that we will check their I.D. upon arrival.

When choosing an emergency contact, please be sure that they are aware that you have listed them. All contacts should be available in the event that an emergency should arise and a parent would be unable to be reached. If you have cell phone numbers, please list them also. Make sure that you list names of a doctor and dentist with correct phone numbers. This information **MUST** be kept up-to-date.

**SAINT JOSEPH SCHOOL EXTENDED CARE
AGREEMENT FOR AFTER-SCHOOL - C.A.R.E.S.
PROGRAM**

My children will participate in the 2021-22 After-School C.A.R.E.S. Program.

Names of Child/Children:

	Grade _____
	Grade _____
	Grade _____
	Grade _____

I agree to abide by the following:

- ❖ My weekly payment is due on the first day of each week of service.
- ❖ Monthly payments may be made on the first day of each month, if preferred.
- ❖ If during the school year I no longer need child care service, I will notify the Director two weeks in advance in writing.
- ❖ If my child misses an occasional day due to a minor short-term illness, I understand that I will not receive credit for these days.
- ❖ If fees are not paid on their due date, I understand that my child's services will be terminated unless other arrangements have been made with the Director.
- ❖ When school is not in session or dismisses early due to inclement weather or emergency building closure, the after-school C.A.R.E.S. Program will not be provided. I will make alternate arrangements in advance.
- ❖ I approve of the plan for the after-school "C.A.R.E.S. Program". I agree to abide by all policies and regulations.

PARENT SIGNATURE _____ DATE _____

EMERGENCY CONTACT/ PARENTAL CONSENT FORM

2021 - 2022

Child's Name (Please Print.) Grade Sex Birth Date
Address _____
Grade _____

Mother/Legal Guardian's Name Home Phone # Email

Address Phone # during Extended Care Hours

Employer Employer's Telephone Number

Father/Legal Guardian's Name Home Phone # Email

Address Phone # during Extended Care Hours

Employer Employer's Telephone Number

EMERGENCY CONTACT PERSON	ADDRESS	PHONE #
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1. _____

2. _____

NAME OF PERSON WHO WILL BE PICKING UP YOUR CHILD/CHILDREN

Does your child have a physical condition requiring special care, allergies, or dietary needs? If so, please provide documentation to elaborate.

ALTERNATE CARE ARRANGEMENTS: When school is closed or school dismisses early due to inclement weather or building closure, the after-school extended care program will not be provided. Parents must make alternate arrangements in advance. It is the responsibility of the parent/caregiver to listen to news reports for school early dismissals.

Signature of Parent/Guardian _____

Date _____