



Dear Parents:

Please read the following information concerning CARES for the month of September.

The CARES Program uses three rooms for CARES all within the same building. The CARES entrance on the school parking lot side will be used for **all** drop offs and pick-ups.

With the number of children we have in the CARES program each day, it is **imperative** to follow the directions below for registering your child:

1. All CARES families must complete the program application/emergency forms before utilizing CARES. Upon receipt of the forms, a \$25 registration fee will be added to your Smart Tuition account. (Please do not send a check.)
2. All CARES fees will be billed to your Smart Tuition account. No checks or cash will be collected by the CARES staff (except for late fees.) The CARES rates are listed on the main CARES page on Mater Dei's website.
3. You will only be billed for the actual days your child attends. Each week your fees for the previous week attendance will be entered into your Smart Tuition account. You have until your regular Mater Dei School tuition due date to make a payment.
4. We anticipate having over 100 children registered for the CARES program. Scheduling your child for CARES each week or month is extremely important. The safety of your child is our utmost concern. First, we want to ensure your child is in CARES on their days scheduled. Second, we need to plan for adequate coverage.
5. Scheduling is in a calendar format. The calendar may be submitted weekly or monthly. Directions for completing this calendar are explained on the last page.

If you need CARES the first week of school we **must** receive payment and the necessary forms no later than August 31st.

6. The morning fee is \$4.00 a day for one child. \$8.00 for 2 or more children. The official CARES calendar must be submitted. If the calendar is not submitted you will be charged \$5.00 a day until we receive the calendar. (If you need additional mornings after you have submitted your calendar, your child may attend morning CARES at the \$4.00 rate.)
7. The afternoon fee will be \$9.00 a day for one child and \$18.00 a day for 2 or more children. This fee will be entered into Smart Tuition **only** for the parents who schedule their child by the morning of the 1st of the month **and** who uses the official CARES calendar. (E-mail, notes, handwritten calendars, verbal communication, etc. will not be accepted to receive the \$9.00 rate)
8. For parents whose schedule changes weekly, we will still accept weekly registration. We must receive the official calendar no later than Monday morning of each week to be billed at the rate of \$9.00 for one child and \$18.00 for 2 children. A new calendar must be submitted each week.
9. If you submit a calendar for the month or the week, you may add additional days if needed. You must notify the CARES staff to receive the \$9.00 rate.
10. Parents will be billed at a rate of \$15.00 for one child and \$30.00 for two children in the following situations:
 - Any calendar received after the 1st of the month. Once the calendar is received you will begin to be bill at the \$9.00 rate beginning the next week.
 - If registering weekly you will be billed \$15 for all the days that week if you submit the calendar after Monday morning.
 - Children who attend afternoon CARES without submitting a calendar.
 - If you did not need our services for a particular week and an emergency arises, the drop-in rate is \$15.00/\$30.00.
11. The sign-in/sign-out books will be used as the official attendance. You will only be billed for the actual number of days your child(ren) attend. This eliminates the need for issuing credit.

12. Anytime you do not need an afternoon that you already have scheduled, it is necessary for you to send a note to your child's teacher **and** a note to CARES. The first fifteen minutes of CARES is very hectic getting the kids settled in the room and taking attendance. We need to verify any child who were registered and not in attendance. This takes much time, phone calls etc., which sending a note eliminates.
13. Please be courteous in respecting our closing time of 6:00. The adult staff are Mater Dei teachers and teacher's aides who have worked all day in addition to doing CARES. We do know that at times traffic, emergencies, etc. do occur. Please call the **CARES number (215) 362-7758** and let us know you are running late. A fee of \$1.00 a minute is to be given to the staff member who stayed. If you do not have the cash, please inform the staff member you will pay the next day. (Calling does not eliminate the late fee.)
14. Any late fees from the previous week that are not paid by Monday morning will be entered into your Smart Tuition account at a rate of \$2.00 a minute.
15. **New Late Policy:** More than three late pick-ups in one month may result in dismissal from the program.
16. Beginning in October the monthly registration forms will be sent to your e-mail address you listed on the yearly application form. The monthly forms will also be available on Mater Dei's website. A limited number of calendars will be available in the CARES room for parents who do not have internet access.

The CARES phone number is **215-362-7758**. Please put this number in your cell phone. Please read the revised CARES Handbook for detailed information about the CARES Program and submit the agreement form.

Sincerely,
Diane Chowanes
Elaine Lyons
(CARES Program Coordinators)

Directions for completing the CARES monthly calendar:


If you need CARES the first week of school we must receive payment and the necessary forms no later than August 31st.

Write your child(ren)'s name(s) at the top. They are numbered 1-4. Then, write your child's number on the dates your child will be attending.

Below is a sample calendar of a family of four. On the calendar, you will see that on their CARES days all 4 children attend. On Wednesdays, "Mary" has Pep Squad so she does not attend CARES. Her number is not written on Wednesday. On Thursdays mornings "Bobby" is not in CARES because he is at Computer Ambassadors.

Family Name _____ CARES Registration _____

September 2018



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Child 1 _____		Child 3 _____				1
Child 2 _____		Child 4 _____				
2	3 No School	4 No School	5 AM _____ PM _____	6 AM 1,2,4 _____ PM _____	7 AM _____ PM 1,2,3,4 _____	8
9	10 AM _____ PM 1,2,3,4 _____	11 AM 1,2,3,4 _____ PM _____	12 AM _____ PM 1,3,4 _____	13 AM 1,2,4 _____ PM _____	14 AM _____ PM 1,2,3,4 _____	15
16	17 AM _____ PM _____	18 AM 1,2,3,4 _____ PM 1,2,3,4 _____	19 AM _____ PM 1,3,4 _____	20 AM 1,2,4 _____ PM _____	21 AM _____ PM 1,2,3,4 _____	22
23	24 AM _____ PM _____	25 AM _____ PM _____	26 AM _____ PM 1,3,4 _____	27 AM 1,2,4 _____ PM _____	28 AM _____ PM 1,2,3,4 _____	29
30						

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EMERGENCY ADDRESS FORM AND SIGNATURE CARD

Child's Last Name First Name Birth Date Any Known Allergies

***Illness or Accident :** In the event of apparently serious illness or accident, when I cannot be reached I wish one of the following to be notified by telephone. They are authorized to act in my absence, and they have SIGNED their names on this card. They may also release my child from the center.*

Name	Address	Telephone	Relationship
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Name	Address	Telephone	Relationship
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DOCTOR'S NAME AND TELEPHONE :*If anyone of the above cannot be reached, I wish my child to be taken to the HOSPITAL EMERGENCY ROOM.*

Yes _____ No _____

I wish any one of the following doctors to be notified:

Name _____ Telephone _____

Name _____ Telephone _____

Leaving Center Premises:

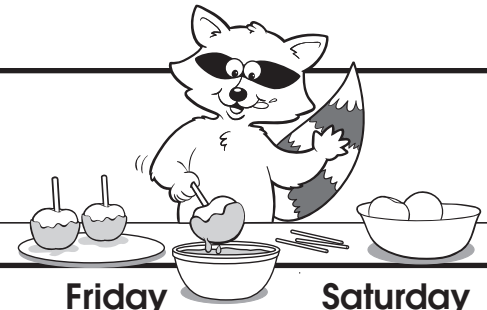
The following person(s) may pick up my child: (in addition to the names above)

The following person(s) **MAY NOT** pick up my child:

Family Name _____

CARES Registration

September 2018



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Child 1 _____ Child 2 _____ Child 3 _____ Child 4 _____						1
2	3 No School	4 No School	5 AM _____ PM _____	6 AM _____ PM _____	7 AM _____ PM _____	8
9	10 AM _____ PM _____	11 AM _____ PM _____	12 AM _____ PM _____	13 AM _____ PM _____	14 AM _____ PM _____	15
16	17 AM _____ PM _____	18 AM _____ PM _____	19 AM _____ PM _____	20 AM _____ PM _____	21 AM _____ PM _____	22
23	24 AM _____ PM _____	25 AM _____ PM _____	26 AM _____ PM _____	27 AM _____ PM _____	28 AM _____ PM _____	29
30						