



MATER DEI
CATHOLIC SCHOOL

CARES PROGRAM

HANDBOOK

Principal:
Miss Diane E. McCaughan

CARES Phone Number:
215-362-7758

Program Coordinators:
Miss Diane Chowanes
Ms. Elaine Lyons



CARES PROGRAM

Mater Dei Catholic School provides a CARES Program (Children Are Receiving Extended Services) to serve working families who desire both a parochial school education and supplementary before and after school care in a Catholic environment. The program is designed to care for students enrolled in pre K3 full day through eighth grade. This program is limited to the students enrolled in Mater Dei Catholic School.

The program operates on all school days including early dismissal days. The program does not operate on teacher in-service days, Holy Days, National Holidays, Christmas and Easter vacations, snow days, and the early dismissal day on the last day of school.

The CARES Program is professionally operated by experienced teachers and school staff. The program allows the children to experience a rich diversity of activities within a Catholic school atmosphere. The CARES Program strives to provide individual attention, security, consistency and care for children of working parents.

The CARES Center is located in the building adjacent to the playground. Our entrance is located on the schoolyard side of the building. Please drive slowly into the schoolyard and park in a marked parking space. Students and parents are to enter and exit through the CARES Center entrance. If you arrive after **8:10** you must drop off your child in the church parking lot. (Preschool at the preschool entrance.) **No cars will be permitted in the schoolyard from 8:10-4:30.** In the afternoon, if the children are in the schoolyard, park along the cemetery fence before the cones.



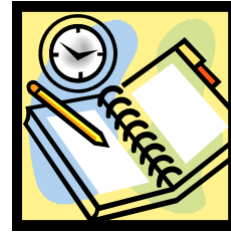
Mater Dei Catholic School Mission Statement

Mater Dei Catholic School inspires children to develop values of FAITH, EXCELLENCE, SERVICE, and COMMUNITY.

We recognize the unique nature of each student and strive to educate students to be independent, innovative, and creative learners.

In a community filled with spirit and support, we nurture students to become faithful Catholic leaders.

PROGRAM SCHEDULE



Normal Hours

Before School: 7:00 AM to 8:10 AM

After School: 3:30 PM to 6:00 PM

11:30 Dismissal: On early dismissal days due to faculty meetings CARES is open until 6:00 PM. **Please provide a lunch for your child.** Payment is broken into two sessions: 11:30-3:30 and 3:30-6:00. See payment schedule on page 4. If you arrive anytime after 3:30 on an early dismissal day and your child was only registered until 3:30, in fairness to the families who paid for the second session, you will be charged for the second session. Thank you!



Late Openings Due to Snow: The CARES Program will open at **8:00 AM**. Payment is broken into two sessions. If you arrive between 8:00-9:00 the cost is \$8.00. If you arrive after 9:00 the fee is \$4.00.

Early Dismissal Due to Inclement Weather: The CARES Program will operate until 6:00 PM unless the severity of the storm warrants an earlier closing. You will be alerted through the One Call Now alert system regarding the closing of CARES. **Early dismissal fees will be in effect.**



PAYMENT SCHEDULE

Yearly Registration Fee: There is a \$25.00 per family nonrefundable registration fee. This fee entitles use of the CARES program whenever you need it. A family registration form/emergency card must be submitted. This form is available on the Mater Dei Catholic School Website. **Once the form is received, the \$25 registration fee will be added to your Smart Tuition Account.** Please do not send a check. No child may attend CARES without these important forms on file.

CARES Daily Fees: Billed to your Smart Tuition Account

The CARES Program Fees (2018-2019)

Rates for one child:

Daily Rates:

Before and After CARES	\$13.00/daily
Before CARES	\$4.00/daily
After CARES	\$9.00/daily

Rates for Early Dismissal

11:30-3:30	\$9.00
11:30-6:00	\$18.00

Rates for two or more children:

Daily Rates:

Before and After CARES	\$26.00/daily
Before CARES	\$8.00/daily
After CARES	\$18.00/daily

Rates for Early Dismissal

11:30-3:30	\$18.00
11:30-6:00	\$36.00

You will only be billed for the actual days your child attends CARES. Each week your fees for the previous week's attendance will be entered into your Smart Tuition Account. You have until your regular Mater Dei School Tuition due date to make a payment.

Federal Taxes –Child Care Credit: The CARES tax exempt number is 800795247.

CARES Registration Forms: A monthly CARES calendar will be e-mailed to parents of children registered for CARES if you provided an e-mail address on the yearly registration form. The CARES calendar may also be obtained on the Mater Dei Catholic School website. The calendar may be submitted monthly or weekly, but must be received the Friday before services are needed. This is extremely important so sufficient staff can be arranged. The calendar may be sent in through your child's homeroom teacher or given directly to the CARES Program Coordinators. Please make two copies of the CARES calendar: one for CARES and one for your child's homeroom teacher.

Late Reservation Policy: For the PM session, 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.

For the morning session you will be charged \$5.00 a morning until the calendar is received.

Emergency Reservation: We understand that you may need us for additional days. If your child is scheduled during a particular week and you need to add another day during that week, this above policy will not apply. Please remember to send in a note to CARES and homeroom teacher. It is also advisable for you to call CARES around 3:45 to make sure your child is in CARES. If your child forgets to turn in the form and note, CARES will not be expecting your child.

Late Fees: Please call CARES if you are running late.

After 6:00 the late fee is \$1.00 a minute. The digital clock in the CARES room is the official clock. Payment is due upon arrival. (Calling to let us know you will be late does not waive the late fee.)

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.

New Late Policy: More than three late pick-ups in one month may result in dismissal from the program.

CARES Phone Number: The CARES phone number is 215-362-7758. Please put this number in your cell phone.



ATTENDANCE PROCEDURES



Your child/children's safety is **most** important. The following procedures must be strictly adhered to at all times:

Before School Session - Parent/guardian is requested to sign the attendance book in the CARES room.

After School Session - The CARES Coordinators will take roll at the beginning of the after school session. Parent/guardian is required to come into the CARES room to pick up the child/children. Parents are required to sign the attendance book with parent/guardian signature and the time of the departure.

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.

Parents/guardians may not take the children from the schoolyard or other areas without notifying the CARES staff and without signing out the child. Parents/guardians should not send persons whose signatures are not on the CARES emergency card to ask for release of child/children. For the child's safety, the release request will not be granted.

Notifying Homeroom Teachers: You must notify your child's homeroom teacher via a note or a copy of the CARES calendar of your child's CARES schedule on a daily/weekly/ monthly basis. Since CARES enrollment changes daily it is not possible for the CARES staff to communicate the students' reservations to every homeroom teacher.

Child Protective Service Law: All CARES staff members are in compliance with the regulations indicated under the law.

Mater Dei Catholic School Handbook: CARES follows all procedures and policies outlined in the Mater Dei Handbook. Signed "Handbook and Authorization Form Agreement" form extends to the CARES program.

Preschool and Kindergarten Children: Please send in an extra set of clothes in a bag labeled with your child's name.

EXPECTATIONS OF CHILDREN ATTENDING CARES

The child/children participating in the CARES Program is/are expected to respect the staff, each other, and the materials provided for the child/children's use. The student/students must never leave the building or schoolyard without permission. Any child who does not conform to the policies and regulations of the CARES Program is liable for dismissal.

CARES PROGRAM ACTIVITIES

Children in the morning session may bring and eat their breakfast (peanut free) in the CARES room. Quiet activities will take place.

In the afternoon session students are welcome to bring a change of clothes to the CARES Program. At the beginning of the afternoon session the students will be permitted to change their clothes and a snack will be provided. In the afternoon, the program is designed for the students to have free play, art, games, activities, and supervised written homework. **Supervised homework period does not replace a regularly study and homework time at home. It is the parent's responsibility to check their child's homework before they return to school the following day.**

CRISIS MANGEMENT AND EMERGENCY RESPONSE PLAN

Fire Drill: Safeguarding human life takes precedence over all other considerations. Students and personnel are trained to leave the building in an orderly manner and proceed to their assigned posts. These locations are posted in classrooms, gym, and other rooms. Fire drills are practiced frequently to ensure the highest degree of obedience, order, and control in the mass evacuation of the building. Periodically, fire drills are observed by the local fire department. Handicapped students have specific routes assigned to them for safe and easy evacuation.

Emergency Situation: Procedures are in place in the event of an emergency such as Lock Down, Evacuation, Medical Emergency, and Shelter in Place. In the event of an emergency situation, parents will be contacted via the One Call alert system.

Emergency Card: A CARES Emergency Card must be on file for the students participating in the CARES Program.

Illness and Accidents: In cases which appear to be of a minor nature, First Aid will be administered on the premises. (Medication will not be administered by mouth unless both a written statement from a physician detailing method, amount, and time schedule are on a written statement from a parent/guardian authorizing the CARES Staff to assist a child in such medication.)



In the case of a serious injury, the program director will make every effort to carry out the instructions as given on the Emergency Card. Any parent who does not wish their child treated in any way should indicate this on the emergency card. If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the CARES staff will act according to their best judgment for the welfare of the child.



Thank you for your participation in the CARES Program. We look forward to working with you by providing this extended school program. If you have any further questions, please do not hesitate to ask a CARES Program Coordinator.



CARES PROGRAM PARENT HANDBOOK AGREEMENT

Dear Parent,

After reading the Parent Handbook, please return this form to the CARES Program Directors.

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 these Guidelines.

Parent/Guardian _____(signature)

Child: _____(signature)

Child: _____(signature)

Child: _____(signature)

Child: _____(signature)

Child: _____(signature)

(Children in Grades 1-8 must sign)