

**CARES Program at St. Katharine Drexel Regional Catholic School
REGISTRATION**

Date: _____ **Registration Fee:** \$35.00/family - non-refundable - payable to SKD Cares Program

Child Name(s): _____ _____ _____	Grade/Age _____ _____ _____	CARES Needed (circle): Weekly M T W Th F Morning - drop off time _____ Afternoon - pick up time _____ As-Needed
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Parent/Guardian Name(s): _____

Address: _____

Best phone #(s) for CARES (in call order if more than one): _____

Best Email for CARES _____

Father's Work: _____	Work Phone: _____	Work_ Email: _____
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Mother's Work: _____	Work Phone: _____	Work Email: _____
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Other than parents, the following adults are authorized to pick-up your child and act on your behalf in case of emergency:

Name:	Relationship:	Phone/Cell:	Signature:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Health/Medical - Child/Family Information:

If none, write NONE. Otherwise, please list any health/medical or family issues (custody). Provide specific instructions in the event that your child may experience an emergency concerning either of the above, include hospital preference.

Consent/Acknowledgement

As parent or legal guardian of the above children, I give consent to their participation in the SKD CARES Program, (CARES). I assume all risks and hazards incidental to the conduct of and activities undertaken by my children, and hereby release, absolve and hold harmless, CARES, its employees and volunteers, from and against any claims, liabilities or causes of action for any injury, illness, accident or disciplinary action that results from or arises out of their participation in CARES. I acknowledge and understand that our conditional acceptance into and participation in CARES, as a family, is governed by the policies contained in the SKD Handbook and the CARES Handbook.

Parent/Guardian Signature(s) _____ Date _____
_____ Date _____

St. Katharine Drexel Regional Catholic School
CARES PROGRAM HANDBOOK
(Children Are Receiving Extended Services)

CARES is governed by the values, policies and procedures found in the **SKD Handbook**. Below you will find important guidelines concerning the general operation of the CARES Program. Please read it thoroughly and discuss applicable sections with your child.

CARES is located on campus, available to all SKD students, and offered on all in-school calendar days including most half-days. Hours for K-8 7-8 am/3-6 pm. For Pre K 7-8:30 am/2:30-6 pm.

Qualified adults and other devoted caregivers supervise the program, providing a safe place before/after school to do homework, indoor/outdoor recreation, create, play and socialize.

CONTACT INFORMATION

EMAIL is the best way to contact CARES. **PLEASE SEND BY 2:00PM** to ensure information is received and acknowledged before CARES begins. Between 2:00 and 3:30pm it is best to **call** the school office and leave a message for CARES. After 3:30pm it is best to call the CARES direct line,

School Phone: 215-357-4720

CARES Phone (direct line): 215-355-9691 call during CARES hours only.

CARES Email: cares@skdschool.org

St. Katharine Drexel Website: www.skdschool.org

School Address: 1053 Holland Road, Holland, PA 18966

REGISTRATION

CARES registration coincides with SKD's registration and is on-going until the program is full. A registration packet and other information, including program fees, is available on the school website in the Student Life section.

Receipt of a completed registration form and registration fee is required before use of the program.

PAYMENTS

It is important to note that CARES is entirely self-funded. Timely payments are essential for the operation and overall quality of the program. There are two payment options for CARES services - hourly or monthly.

The hourly option allows you to pay by the hour (not half-hour) as needed/child (no discount). Payment is due at time of pick-up, or at the end of the month depending upon frequency.

The monthly option offers a discount based on frequency and pick-up time. There is no refund for missed time due to school days off, sick days, absences, personal vacations or early pick-up. Missed time can be made up within the month with notification. Payment is due the first of each month. Depending on your schedule, additional charges for school half-days may be added.

Your sign-out sheet keeps track of your balance and payments. All accounts must be paid each month in order for CARES service to continue. Late and returned checks are assessed fees. Inability to meet payment requirements can result in dismissal from the program. Alternate payment arrangements can be accommodated.

Checks are preferred- made payable to SKD-Cares Program. Payments can be made at pick-up, mailed to the school address or sent in with your child. Be sure to indicate CARES on the envelope.

CHANGE IN ATTENDANCE

If your child is registered to attend regularly or occasionally, it is extremely important to email any changes regarding their daily CARES attendance BEFORE 2:00 PM to ensure the information gets received and acknowledged. The school office and teachers should also be copied. See above contact information. This includes absence, early dismissal, car or bus rider status, change in pick-up and/or participation in after-school activities. Lack of notification is a serious concern that directly impacts the safety of your child and the operation of the program, especially at the busiest time when students arrive for CARES. If a child is absent without notification, a parent will be contacted.

AS NEEDED (occasional) ATTENDANCE

If your child is registered to attend occasionally, CARES requires at least 24 hour notice. We have a maximum enrollment each day. Requests are considered on a first-come basis.

SNACKS

We offer special snacks on occasion but not daily, due to the diversity of food allergies. Please supply a daily snack and optional drink for your child. Soda and Gum are not permitted. A CARES snack bag is a good idea.

HOMEWORK

A scheduled time is provided for students (grades 1-8) to work independently on written assignments. Students are expected to be prepared for and participate in this activity. Students are not allowed to return to classrooms for forgotten materials. Staff is available to assist, but not responsible for checking or making sure written work is completed or correct.

PICK-UP

Parents are required to sign out on your designated sheet. If someone other than parent is picking up, photo identification will be required. A child will be released only to a parent or authorized person listed on registration form. Exceptions will not be made unless written or verbal permission by the parent has been given to CARES.

It is the parents responsibility for transportation to and from CARES and to assume all risk associated with others who may transport your child.

CONDUCT

A high standard of conduct is expected of the students at SKD and of those enrolled in CARES. Please refer to the SKD HANDBOOK especially the Philosophy of Discipline section.

Students are expected to respect the staff, each other, as well as the materials and environment provided. Parents will be notified of any unacceptable conduct which can result in dismissal from the program. Parents will be asked to replace any items that are intentionally mistreated by their children.

PERSONAL BELONGINGS

CARES is not responsible for any items if lost or stolen. Please label all personal items and uniform pieces.

Cell phones, or other forms of personal technology are permitted for **emergency use only** and are to be kept in backpacks while at CARES.

Children are permitted to change into school-appropriate play clothes and shoes. Make sure your child is dressed and equipped appropriately for year-round, outdoor recreation. Younger students may keep spare clothing in backpacks in case of bathroom accidents or spills, or small blanket/towel for rest.

ILLNESS/INJURY

A school Nurse is not on duty during CARES hours. You will be notified if your child shows any signs of illness that require early pick-up such as fever, vomiting, rash, persistent headache, stomachache, etc. CARES does not administer any type of pain relieving medication.

CARES is equipped with a basic first-aid kit. We are able to treat minor cuts, scrapes and bumps. If a serious injury occurs, we follow school protocol which dictates that we call 911 immediately, and notify the parent. An "Accident Report" will be completed for all serious injuries incurred while at CARES.

In all cases of illness or injury, the staff will act according to school protocol and/or use their best judgment for the safety and well-being of the child.

MEDICAL CONDITIONS/FAMILY INFORMATION

It is extremely important that CARES be notified of any medical conditions or family issues (custody) that may affect your child while under our supervision. Detailed directions for any emergency that involves the above must be provided in the Health/Medical portion of the Registration form.

If prescription medication is absolutely necessary to be taken during CARES hours, please follow the requirements listed in the SKD Handbook. Please know each case will be fully reviewed before CARES will accept responsibility for administering medication. CARES does not have access to any medications that are stored in the nurses office.

SAFETY

CARES follows all SKD emergency procedures which are discussed and practiced with the students. The doors to all CARES rooms are locked. Please knock when dropping off or picking up your child. No persons other than parents or other authorized individuals will be permitted into the CARES rooms. No persons are permitted into the school beyond CARES rooms.

DELAYED OPENINGS/EMERGENCY CLOSINGS

Refer to the school website for full details regarding the above. If there is an early dismissal from school, CARES will be available for one hour after closing time for pick up. If there is a delayed opening in the morning, CARES will be available one hour prior to the delayed opening time. If weather or other issues arise that only affect CARES PM hours, early closing will be determined at the discretion of the staff and parents will be notified.