

CARES Program

St. John the Evangelist School CARES Program will provide the professional care, supervision, recreation and enrichment activities for your child. It serves working families who desire both parochial school education and supplementary day care in a Catholic Environment.

Our aim is to create an atmosphere where Christian values are instilled through modeling and meaningful interaction; to provide continuity in the education of your children; and also to provide security and services to school children of working parents.

The CARES Program is staffed by experienced, devoted and committed teachers. These teachers work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others is realized.

This service will be provided only on school days. On days when school is in session but closes early due to weather, etc. you are to make prior arrangements with a child care provider. Once your child comes to school we take on the responsibility until pick up time. On half-days or holidays, it will be your responsibility to take care of your child's placement elsewhere.

Before School Hours - 7:30am until 8:20am

After School Hours:

PreK – 2:20pm until 6:00pm

K-8 - 2:50pm until 6:00pm

Only the children enrolled in the CARES Program are allowed to stay in the classrooms. We cannot take on the responsibility of children who have not been formally enrolled in the program. No exceptions can be made.

EARLY CLOSURE DUE TO SNOW

The CARES Program will not remain open on days that the students are sent home early due to inclement weather. The instant alert system will notify you that school is dismissing. Please make arrangements for your child to go home with another child care provider, student, etc.

COSTS

There will be a \$25 non-refundable registration fee per student. Registrations are taken on the 1st of the month only. No student may begin this program except at the beginning of the month. This allows for the purchase of snacks and start up costs. The ongoing cost of this program will be \$5.00 PER HOUR per student. There will be a \$4.00 PER HOUR fee for each sibling. An invoice of the amount you owe for the previous month will be sent home with the oldest child at the beginning of the next month. We ask that this invoice be paid no later than the 15th of the month.

The fees charged are the sole support of the CARES Program. It is not subsidized by the school or parish. If payment is late, it can be difficult to pay our teachers.

The parent or guardian can pay the CARES invoice by using the envelope provided, by sending it to school with your child, dropping it in the Sunday collection basket, or dropping it off at the rectory.

AFTERNOON SCHEDULE

The children will be assigned to the Music/Art Room. They will be dismissed from their classrooms and directed to those room(s). Daily activities include: snack time, outside playtime (weather permitting), free play with board games, and homework time.

HOMEWORK

A scheduled homework period with the teachers will be provided. It is the child's responsibility to have his/her assignments and books. Children may not go back to their homeroom to get these items. The teachers will guide the children and go over some of their work but **this does not take the place in doing homework with your child**. The teachers are there to help but not to take the place of the parent. Homework time will be from 4:00-5:00. If you prefer to have your child do homework at home, we need a note informing the CARES staff.

IMPORTANT PARENT RESPONSIBILITIES

EMERGENCIES AND SAFETY

With the children's safety and well being in mind, an emergency card must be filled out by a parent in case an emergency ever occurred. Please inform us immediately of any changes to the information supplied. It is most important that we have a dependable number where the parent can be reached immediately if an emergency occurs. Two reliable emergency contact individuals must be provided.

One of the most important regulations concerns the child's leaving the premises of the CARES Program.

1. We will have a sign in/out book which you or the designated person dropping off or picking up your child will have to sign – name of adult, time of drop off or pick up;
2. The sign out book is a legal document and every child must be signed in/out before coming in or leaving the program. No child may ever sign this book;
3. Parents or guardians should not take children from the schoolyard or other areas without notifying the CARES Program staff and signing out the child;
4. Teachers will not permit children to leave in taxis presumably sent by their parents;
5. Parents or guardians should not send persons whose signatures are not on the emergency card to ask for the release of their children; The release will not be granted;
6. If your child is involved in another after school activity, a note needs to be sent in with the child so he/she can be dismissed from CARES.

PICK UP PROCEDURES

We ask that you please pick up your child by the close of business each day – 6:00pm. A late fee of \$5.00 will be charged for every minute after 6:00pm. Please respect our closing hour.

ILLNESS OR ACCIDENT

In cases, which appear to be minor in 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, and a written statement from the parent authorizing the staff to assist a child in taking such medication are on file.

In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the emergency card.

Parents who do not wish their child treated in any way should indicate such on the emergency card and give directions to be followed in the space “Special Instructions”.

If the parent 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.

EXPECTATIONS FOR CHILDREN’S BEHAVIOR

As members of a caring community, the children will be expected to respect the staff, each other, and the material and environment provided. We realize how important this program is to you and we hope that you will stress good behavior on the part of your children. We want them to be happy and to enjoy their time spent with us.

Any child who does not conform to the set of rules and regulations of the CARES Program will be dismissed from the program. The parents will receive two warnings from the staff. If the behavior is not corrected, the parents will have to find placement elsewhere for their child.