

# St. Charles Borromeo After School CARES

## **AIM:**

1. To create an atmosphere where Christian values are instilled through modeling and meaningful interaction
2. To provide continuity in the education of our students
3. To provide security and services to students of working parents

**STAFF:** SCB Staff

**PLACE:** Cafeteria

**TIME:** This service is provided on school days from 3:00pm until 6:00pm. In the event of an unscheduled early school closing, CARES will be provided for **3** hours after the emergency dismissal time.

## **PROCEDURE:**

Students in Pre-K3, Pre-K4, Kindergarten and Grades 1-8 who will be attending the CARES Program after school will report to the **Cafeteria** at the close of the school day. Daily activities include: snack time, outside play time (weather permitting), an educational activity, homework assistance, and free time. Students may be picked up only by adults listed on their student identification forms. No student may NEVER leave alone. We must be informed **in writing** if any other adult will be picking up your child. Phone messages or verbal messages will not be sufficient. **Parents/Guardians will pick up their child/ren at the cafeteria door.**

## **FEES:**

\$185 a month for full time care (Mon to Fri) for pick up until 6pm. \$145 per month for each additional student  
\$145 a month for full time care (Mon to Fri) for pick up picked up before 4:30pm. \$105 per month for each  
additional student in a family.

\$148 per month for part time care (4 days) picked up by 6pm

\$116 a month for part time care (4 days) picked up by 4:30pm

\$111 per month for part time care (3 days) picked up by 6pm

\$87 a month for part time care (3 days) picked up by 4:30pm

\$74 per month for part time care (2 days) picked up by 6pm

\$58 per month for part time care (2 days) picked up by 4:30pm

If your student needs after care **occasionally**, the fee is \$7.50 for those picked up by 4:30pm and \$9.50 when picked up by 6:00pm.

A late fee of \$1.00 per minute will be charged for each student who is picked up later than your designated pick up time. Late fees are due on the following day.

All fees are due on the **first Monday** of each month. Please make checks payable to Saint Charles CARES Program. If the check does not clear more than once, payments will then have to be made in cash. *A late charge of \$10 per week will accrue for each week you are late with payment.* You will receive a receipt each month showing that your payment has been received. No refunds will be given for days absent or personal vacation days.

## **SPECIAL NOTES:**

**Mrs. DeLeon must be notified in writing** if your child will not attend a regularly scheduled CARES day. Phone messages will not be accepted as a change in your child's schedule. All notes/payments for the CARES program should be sent to Mrs. DeLeon (Room 102) at the beginning of the school day. Please use envelopes early labeled with "CARES Program" with your child's name and room.

**Designated persons picking up students must sign their name and record the pick up time in the binder. This is a legal document and every child must be signed out daily. NO child may sign the book at any time.**

CARES is an optional service and therefore **will not be included in the cost of school tuition.** This is a separate fee which will be collected monthly during the year.

If your child is absent from school or sent home sick during the school day, please inform the school office staff that your student is a participant of the CARES Program. This is very helpful for us to roll call for CARES.

A scheduled homework period will be provided on all days except Fridays. The Staff will assist students during this period. However, this does NOT take the place of parents doing homework with their child. The staff is not responsible for checking student(s)' homework. It is your responsibility to review all written and study work for the day.

The CARES phone number is **215-584-5478**. Please use this number if you are delayed in arriving to pick up your child. Please limit the call to identifying yourself and giving the approximate time you will arrive. If you need to send another approved adult to pick up your child and he/she does not have a key fob, please have him/her call this number to gain access into the building.

### **COVID-19 Prodedures:**

- All CARES students will wear their masks until all students are settled in their personal area.
- Social distancing procedures will be observed. Monitored hand washing and hand sanitizing will be done on a regular basis.
- Students should bring their own snack and drinks.
- One parent/guardian arrives for pick ip, and a CARES staff member and the child will meet the parent/guardian at the cafeteria door. Please wear a mask when picking up your child(ren).
- Students will not be sharing pencils or school supplies, please make sure your child has a pencil case.
- CARES area will be sanitized before and after CARES students enter and exit the area.
- Materials and games used by CARES students will be sanitized daily.

*The above procedures are subject to change depending on the CDC guidelines.*

We look forward to working with you!  
- Mrs. DeLeon (Program Coordinator)  
and the CARES Staff