

“Before/After” School CARES Handbook

BEFORE SCHOOL- CARES HOURS- 6:30-7:45 A.M. (*Director, Jen Petro*)

AFTER SCHOOL- CARES HOURS- 2:40-6:00 P.M. (*petrojen@comcast.net*)

MORNING CARES DROP OFF LOCATION:

Morning CARES is held in the St. Ephrem Cafeteria. The drop off location for morning CARES is behind the school, down the steps by the church. Please ring bell and a staff member will answer. Students are permitted to bring a healthy breakfast during morning CARES but no breakfast is provided by the school.

AFTERNOON CARES PICK-UP LOCATION:

Mondays & Fridays CARES students are to be picked up from the Marian Center, unless otherwise noted.

Tuesday, Wednesday and Thursday CARES students are to be picked up from the cafeteria, behind the school, down the steps by the church unless otherwise noted. Please ring bell and a staff member will answer.

Please be sure to bring a picture ID with you for the first month until the staff gets to know you. Be sure to sign your child/children & the time you pick them up on the form at the sign out table. If anyone, other than a parent, will be picking up your child/children, they must be listed on your registration form and we should be informed prior to pick-up. Please have them bring ID with them as well.

DISCIPLINE:

St. Ephrem CARES program is an extension of the school therefore it follows the ***school handbook policies*** to always inspire and exhibit behavior which represent a disciple of Jesus Christ. After reading the school handbook please inform your child that the same behavior expected of the them during school remains in effect at CARES as well as the same disciplinary actions.

BILLING :

Since most of you have access to the internet, either at home or work, I will be posting 2 months' billings at a time on the school website, under the CARES link. Billing will also be at the CARES pick up table. Each session will be noted, whether it's a "3 Day", "5 Day", 5:00 pick-up, or 6:00 pick-up, Afternoon or Morning. The amount shown will already have the credit for "off

days” deducted from the total for those of you on a “5 Day Session” only. Keep in mind however, if your child is on a “3 Day” basis, you may substitute other days in the month for the off days, but no monetary credit will be given.

PAYMENTS:

Payments are due by the 10th of each month: However, your first bill will include September & October since we are starting in the middle of September and that payment will not be due until Oct. 10th. Of course, earlier payments will also be accepted. Any payments received after the 10th are subject to a ***\$5 late fee for each week late***. If a payment is more than 30 days late, your child/children will not be allowed to return to CARES until payment is made. Any checks that are returned from the bank, will be subject to a \$25 administration fee. **Checks should be made out to St. Ephrem CARES** and handed directly to the CARES teacher at the door and she will note payment was received or sent to the school office marked **ATTEN. CARES PAYMENT**. If you are paying in cash, a receipt will be given to you. If you need a receipt for work, other than your cancelled check, please let me know right away. If your child is on a **“Needs” basis** please send a note in with your child to give to the teacher stating he or she will be attending CARES that day. **Payment for “NEEDS BASIS” will be made at the door at the time of pick up.**

Delay or Early Dismissal:

1 or 2 Hour Delay- NO MORNING CARE is offered whenever St Ephrem is operating on a delayed opening.

Early Dismissal due to inclement weather- CARES will be available if St. Ephrem dismisses early for snow and a child has no other options available to them. CARES will be available (no later than 6:00) and there will be an extra charge depending on how long the children are at CARES from dismissal time.

HOMEWORK TIME:

Please remind your child, 2nd Grade and up, that during this time they need to be quiet and focus on their homework and not socializing. They will be “allotted” time to do their “written” homework. If not done in that time, they will need to complete at home. Children who disrupt the others during this time, will be asked to leave the “homework” area.

ACTIVITY BOOK:

We ask that every student bring a book with them, whether it’s a coloring/activity or reading book to use at the end of the CARES session. This item should have your child’s name on it and kept in their schoolbag so they will have it available at CARES.

LABEL BELONGINGS:

Please be sure your child's name is on all their belongings, including their sweatshirts, jackets, and lunchboxes. This way if anything is left behind, we'll know who it belongs to.

AFTER SCHOOL SNACKS:

Is provided by the Archdiocese called NDS (Nutritional Development Services. This is a federally funded Child Nutrition Program that provides free, nutritious snacks & meals for children in the after school program. If your child/children is not interested, please make sure they have healthy snacks to eat during snack time at CARES.

GYM TIME:

Students need to wear sneakers if they want to play in the Gym. **Note: We do have a sneaker rack at CARES for anyone that would like to send in an extra pair of sneaks to keep at CARES for the year (not an expensive pair), so that any day we have use of the gym, your child will be able to use it.**

OUTSIDE PLAY:

On nice weather days children will be allowed on the soccer field during CARES, and it is highly recommended to bring a change of clothes to keep school shoes and uniform in proper condition.

ELECTRONICS:

FRIDAYS ONLY: We will once again allow the children to bring electronics to school on Fridays only. However, please stress to them that they are responsible, not CARES staff for the use of their electronics. Electronics are strictly for "downloaded games", not music or internet. If a child is using the device for something other than games, they will be told once, but if they misuse the item again, they will not be permitted to bring any electronics to CARES for a month. We ask that if you can set your child's device with "parental" controls, this may solve some of the problems. Please note: **Cell Phones ARE NOT permitted** during CARES unless for emergency situations.