

BEFORE & AFTER SCHOOL CARE PROGRAM

I. CARES INFORMATION

St. Charles Borromeo Parish School provides a high-quality academic and religious education for boys and girls in grades PreK-3 through 8th grade. Operating within the Diocese of Trenton, St. Charles is centrally located in Cinnaminson, New Jersey and draws students from over 22 area school districts.

Goals and Overview:

The Saint Charles C.A.R.E.S program provides safe, quality and Christ-centered before and after school care settings.

Guidelines:

CARES staff members are employed until 6 PM. A fee will be charged for late pick-up. This fee is charged as a deterrent for extending the staff hours after 6 PM. Emergency contacts will be called after 6 pm. All participating families must designate an emergency contact person. Parents are expected to call the CARES program if they will be picking up after the scheduled pick-up time, so the child can be informed of the reason for the lateness. If a person (not specified on the emergency form) will be picking up the child, the parent **MUST** send a note to the school identifying the designated person. No child will be released to a non-specified person.

II. REGISTRATION

Any family intending to use the C.A.R.E.S. program during the 2024 – 2025 school year must pay the one-time **\$50.00 registration fee**. Students may participate on either a **scheduled** (registered) or **occasional (non-registered)** basis. Scheduled participants are those students who use (registered monthly) the program regularly throughout the school year. Occasional (non-registered or Add-on) are those students who did not submit the monthly registration forms on time and Add-ons/Drop-ins.

Payments will be collected through your account with FACTS Management Program.

III. C.A.R.E.S HOURS and LOCATIONS

Morning Cares – 7:00 AM to 8:00 AM.

Program Location – McCusker Hall (Cafeteria)

Afternoon Cares – 3:00 PM to 6:00 PM

Program Location - Pre-K Building

Cares during Half Days – 12:00 – 6:00 PM

Location: Pre-K Building

Our program provides time for homework as well as time for interaction, art activities, recreation and socialization with other children.

IV. FEES FOR CARES SERVICES

Morning cares:

7 AM – 8 AM

One Child \$8.00 per day

\$4.00 more per day for each additional child.

Afternoon cares:

3 PM to 6 PM - One Child **\$15 per day**

\$5.00 more per day for each additional child

\$20 per day for each Drop-in, Add-on or Non-registered student

Half Day Afternoon Cares

12:00 – 3:00 PM - \$15 per day

\$20 per day for each Add-on or non-registered student.

12:00 – 6:00 PM - \$30 per day

\$35 per day for each Add-on or non-registered student

V. MONTHLY REGISTRATION FORMS:

These will be sent home to all the participating registered families and posted on the school website on the 15th day of the month for the upcoming month. They are due on the last Thursday of the previous month. This is necessary to allow for proper staffing. A student will be considered as **Add-on/Drop-in** if forms are submitted after the last Thursday of the current month.

A credit for unused days will only be issued for emergency school closings or if the child is absent from school due to illness.

VI. EMERGENCY AFTERNOON ADDITIONS:

We understand that emergencies arise during the school day. If there is an emergency, you may add your child to the CARES list for the day. This should be a rare occurrence.

Please call the school office, or school nurse to add your students to the C.A.R.E.S. list for that afternoon. Please DO NOT leave a message. You must speak to a school representative in order to successfully add your child to the daily C.A.R.E.S. roster.

VII. LATE PICK UP:

Parents are expected to call the C.A.R.E.S. program if you will be picking them up after your 6:00 PM. C.A.R.E.S. staff will inform your child that you will be late, so they are reassured that you are on your way.

If you will be late in picking up your child, after 6:00 pm you will be charged an additional **\$15.00** per each **15minute period**.

Emergency contacts will be called at 6:00 PM for any child not picked up. All participating families must designate an emergency contact person for this situation. It is best to include several contacts.

VIII. MORNING CARES DROP OFF PROCEDURE:

Use the side door of McCusker Hall facing Branch Pike Road and sign in your child/children on the logbook. Students can bring and eat their breakfast during the morning cares session. The children will be escorted to proceed to their classrooms at 8:00 AM.

IX. AFTERNOON CARES CHECK –IN PROCEDURE:

Attendance will be checked in the main building after dismissal.

The children will be escorted to proceed to the C.A.R.E.S building after checking the attendance and some other important daily updates.

X. PICK-UP:

Parents/authorized adults picking up children are to check in with the CARES staff and sign children out.

Only authorized individuals will be permitted to pick up children. Be sure emergency contacts are listed on your registration form and are authorized to pick them up in case of your absence. The CARES staff will ask any unfamiliar person to provide ID before releasing your child. If a person not specified on the emergency form will be picking up your child, you **MUST** send a note to the school office identifying the designated person. No child will be released to a non-specified person.

XI. ACCIDENTS & EMERGENCIES:

The health and safety of the children are always our priority. If immediate medical care is needed, the parent will be notified by telephone and 911 will be called to transport the child to

the nearest emergency facility. The parent will be instructed to meet the child and a staff member there. A staff member will remain with the child until the parent arrives. A written report of the accident and actions taken will be promptly completed.

XII. RECREATION:

Each day will have time set aside for outdoor recreation as weather permits. Please make sure your child is dressed for the weather. Children should have coats, gloves, and hats in cold weather.

During outside playtime, the children will play with children of all ages. The focus of this activity will be on having fun and being active. Students will follow the same rules on the playground that they follow during the school day.

XIII. WEATHER-RELATED CLOSINGS:

When the school has a delayed opening or an emergency early dismissal there will be no CARES services. Please be sure you have alternate arrangements if afternoon CARES is canceled.

XIV. SNACKS:

On arriving at C.A.R.E.S. the children will have a snack before other after-school activities. Children must bring their own snacks in their school lunch boxes. We do not provide snacks. The school nurse will inform the CARES staff if your child has any food-related allergies.

XV. HOMEWORK TIME:

Children will have time to work on their homework during C.A.R.E.S. until 4:15 pm. It is each student's responsibility to bring homework assignments to C.A.R.E.S. The staff on duty will provide homework assistance. Your child may not always finish all their work during the after-school program. Please always check your child's homework for accuracy and completeness.

Students who do not have homework will have quiet time during the homework period. TV/Video and creative art work time are available during quiet time, especially on rainy days when outside playtime is not an option. Children can read or color during quiet time.

XVI. BEHAVIOR POLICY:

St. Charles Borromeo School CARES program will provide a safe environment for your child, both physically and socially. Recognizing that children are still developing self-control and socially acceptable behavior, a major goal of the school and program staff is to help youngsters learn how to manage their behavior in and out of school.

Adults who work with the children will model courteous and respectful behavior and will encourage children to do the same. In addition, children will learn to share materials and equipment (when permitted following COVID-19 restrictions), to wait for turns, and to listen to

one another. All children are expected to follow these rules. Consideration towards one another will be expected.

The C.A.R.E.S. program maintains all policies and procedures that are specified in the St. Charles Borromeo School Handbook. All participants will show proper respect to each other, to staff, and to their surroundings. Acts of verbal and/or physical violence (i.e., hitting, fighting, throwing, damaging equipment/building, swearing, talking back) will not be tolerated.

Consistent disobedience will be grounds for suspension and/or possible removal from the program. In all cases of vandalism or property damage, the parent will be responsible for the cost of repair or replacement as necessary. Children must abide by any other rules deemed necessary by the C.A.R.E.S. Program Coordinator for the safety and well-being of all CARES participants.

XVII. COMPLETING THE REGISTRATION FORMS

You will find the September forms at the top of the page. Forms for the following month will be sent and collected the month prior to figure out proper staffing.

XVIII. PAYMENT FOR CARES SERVICES

All payments will be collected through you FACTS Account.

If you have unpaid C.A.R.E.S as of last year, please find time to pay it before enrolling this years' program.

For more information and questions please email us at CARES@scbpschool.com. Or call us at
856-829- 2778 School Office
856-829- 2980 Health Office
856-829-2778 ext. 257 C.A.R.E.S Building (call this number after 3:00 pm)

We look forward to working with you to provide a quality experience for your child.