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| 2500 Branch Pike  Cinnaminson, NJ 08077 | School Phone: (856) 829-2778  C.A.R.E.S Phone: (609) 707-7423  Fax: (856) 829-2159 |

Saint Charles Borromeo School

C.A.R.E.S.

September 6, 2022

Dear C.A.R.E.S. Families,

Welcome to the 2022 - 2023 school year! Please be sure to read through the C.A.R.E.S. Handbook (online) thoroughly, as it outlines fees, rules and regulations. Attached, please find the required forms to be completed and returned to school. There is an annual registration fee of **$25.00** that is due with your first payment. Students will not be accepted into the program if the registration fee is not paid. Below are the required forms that need to be submitted before your child can get started with extended services:

* Family Emergency Form
* Handbook Policy Verification Form
* $25.00 Registration Fee (per family)
* September Registration Form(s)
* Registration Payment

Each month, a registration packet for the following month will be sent home (***Every 15th day of the Month***). Please fill up the whole month calendar and be sure to return them back to school on or before the last **Thursday** of the previous month before services are provided. It is imperative for scheduling and staffing, that the monthly registration forms be submitted on time. **Please note that Cares payment will be collected through your Facts Account Management Program.**

We do not provide snacks/drinks for aftercare. Please be sure to provide an after school snack for your child each day. You may wish to place it in a separate bag, marked with your child’s name and C.A.R.E.S. Your child may purchase an afternoon snack for .50 daily fee. Saint Charles looks forward to providing your child(ren) with quality extended care! Thank you for your cooperation, and please feel free to contact me with any questions or concerns via e-mail at Cares@scbpschool.com.

Sincerely,

Mr. Joeram

Mrs. Schwartz

C.A.R.E.S. Directors

|  |  |  |
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Saint Charles Borromeo School

C.A.R.E.S.

Emergency Form

Family Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year: 2022 - 2023

|  |  |
| --- | --- |
| 1st Child’s Name: | Grade: |
| 2nd Child’s Name: | Grade: |
| 3rd Child’s Name: | Grade: |
| 4th Child’s Name: | Grade: |

**Contact Information**

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street) (City/State)

|  |  |
| --- | --- |
| Mother’s Name: | Cell phone: |
| Work Address: | Work Phone: |
|  | Email: |

|  |  |
| --- | --- |
| Father’s Name: | Cell phone: |
| Work Address: | Work Phone: |
|  | Email: |

Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Other than parent)*

**Medical Information**

Medications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Adults for Pick Up**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Proper identification will be needed for pick-up by above persons).*

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Saint Charles Borromeo School

C.A.R.E.S.

Handbook Policy Verification Form

Please sign and return this form to verify that you have read and agree to all of the policies and procedures that are listed in the Saint Charles Borromeo C.A.R.E.S. Handbook.

Kindly return this form to school no later than Wednesday, September 7th, along with your C.A.R.E.S. Emergency Form, Registration Fee, and Monthly Registration Forms/Payment.

No child will be allowed to use C.A.R.E.S. services unless these forms are complete and all fees are paid.

**Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*I have read and understand the policies and procedures of Saint Charles Borromeo School as outlined in the C.A.R.E.S. Handbook.*

***\*\*I also understand that I must provide an after school drink and snack each day for my child(ren).***

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 2500 Branch Pike  Cinnaminson, NJ 08077 | https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcT-04hh581LXDCH8GhN_0NPJCQ4sPmzM3-BbncF0ToDLhCnPai-Tw | School Phone: (856) 829-2778  C.A.R.E.S Phone: (609) 707-7423  Fax: (856) 829-2159 |

Weekly Registration Form

*Please register my child(ren) listed below for the C.A.R.E.S. program for the date and times indicated below.*

**Week of September 12 – September 16, 2022**

|  |  |
| --- | --- |
| 1st Child’s Name: | Grade: |
| 2nd Child’s Name: | Grade: |
| 3rd Child’s Name: | Grade: |
| 4th Child’s Name: | Grade: |

**Program Fees**

**Morning: One child: $8.00 per day and $4.00 more per day for each additional child.**

**Afternoon: One child: $15.00 per day. Each additional child is $5.00 per day.**

**Monday, September 12**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |

**Tuesday, September 13**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |

**Wednesday, September 14**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
| \_\_ PM Snack .50 |  |  |
|  |  |  |

**Thursday, September 15**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |

**Friday, September 16**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |
|  | **Total Weekly Amount:** |  |

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcT-04hh581LXDCH8GhN_0NPJCQ4sPmzM3-BbncF0ToDLhCnPai-Tw |  |
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Weekly Registration Form

*Please register my child(ren) listed below for the C.A.R.E.S. program for the date and times indicated below.*

**Week of September 19 – September 23, 2022**

|  |  |
| --- | --- |
| 1st Child’s Name: | Grade: |
| 2nd Child’s Name: | Grade: |
| 3rd Child’s Name: | Grade: |
| 4th Child’s Name: | Grade: |

**Program Fees**

**Morning: One child: $8.00 per day and $4.00 more per day for each additional child.**

**Afternoon: Afternoon: One child: $15.00 per day. Each additional child is $5.00 per day.**

**Monday, September 19**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |

**Tuesday, September 20**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |

**Wednesday, September 21**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |

**Thursday, September 22**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |

**Friday, September 23**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |
|  | **Total Weekly Amount:** |  |

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
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Weekly Registration Form

*Please register my child(ren) listed below for the C.A.R.E.S. program for the date and times indicated below.*

**Week of September 26– September 30**

|  |  |
| --- | --- |
| 1st Child’s Name: | Grade: |
| 2nd Child’s Name: | Grade: |
| 3rd Child’s Name: | Grade: |
| 4th Child’s Name: | Grade: |

**Program Fees**

**Morning: One child: $8.00 per day and $4.00 more per day for each additional child.**

**Afternoon: One child: $15.00 per day. Each additional child is $5.00 per day.**

**Monday, September 26**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 4:00 p.m. |  |
|  |  |  |
|  |  |  |

**Tuesday, September 27**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |

**Wednesday, September 28**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |

**Thursday, September 29**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |

**Friday, September 30**

|  |  |  |
| --- | --- | --- |
| Morning C.A.R.E.S. | Afternoon C.A.R.E.S. | Total |
| 🗌 7:00 – 8:00 a.m. | 🗌 3:00 – 6:00 p.m. |  |
|  |  |  |
|  |  |  |
|  | **Total Weekly Amount:** |  |

**Total amount for September**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_