

Children are Receiving Extended Services

Phone :(215) 379-4860 (after school)

Presentation B.V.M. School provides an extended day program. Children must be registered in order to stay for this program.

The program provides professional care, supervision, recreation, and enrichment activities. Time is set aside for a snack, outdoor and indoor recreation, homework, games, and art projects.

Hours are 2:30 to 6 P.M. each school day.

It services members of our parish school community who desire Catholic school education and after school care. It is available for children in grades K to 8.

It is our sincere intend to provide a safe enjoyable after school environment for your child.

If you have any questions, concerns, or suggestions please contact feel free to contact the principal.

SCHEDULE:

1. Children change in separate classrooms. Use lavatory facilities.
2. Gather together in CARES Room (room 4) to select a snack and socialize.
3. All of the children proceed to the fenced field located behind the church for activities and ball playing. (A first-aid kit and a cell phone are present at all times.) In inclement weather, the children will play in the gym.

After a play period the students will begin to complete their homework at this time. Staff will offer help to the children but ultimately all homework must be checked by the parent for accuracy and completion. Studying needs to be completed at home and all assignments need to be checked by a parent. (If at any time you are not pleased with the written work, contact the director.)

4. As children complete their assignments they may watch cartoons, play Nintendo, create their own drawings, play a variety of games or use the computers. There are a multitude of activities and at times the children do not want to leave!!!

CLOTHING:

In an effort to keep uniforms clean, it is important that the children may bring play-clothes. All items (uniforms, ties, lunchboxes etc.) **MUST** be labeled with at least initials. They must also bring a bag to place their clothing in so these items are not lost. Please mark your child's name on the bag. The after-school clothes should be placed in a sturdy bag with the child's Name and Room #. (Plastic grocery store bags are **not** a good idea. Children tend to pick up the wrong one.) The Home and School sell gym style bags for your convenience. We cannot guarantee that they will be returned if they are not identifiable. A lost and found will be outside the CARES Room.

If your child is missing an item, you will fill out the "Lost and Found" form and give it to a C.A.R.E.S. teacher. We will do everything in our power to locate it.

Play-clothes should be geared to the daily temperature. Shorts should only be worn on very warm days. (Sunscreen may also be necessary!)

As the weather gets cooler, children must have sweatshirts or jackets.

Since it is important for children to have fresh air, we will continue to take the children out during the winter months, even if only for a very short time. At this point they will need heavy jackets, hats, and gloves.

PAYMENT:

1. Payment is due at the beginning of each month.

Monthly calendars will be sent home. Follow the directions and fill in the days you will use our services and the time you will pick up your child. Total the monthly amount and return the calendar along with a check or money order in an envelope marked C.A.R.E.S.

2. Payment should be sent with calendar to the Main Office. Please mark the outside of the envelope CARES with child's name and room number. No envelope is being provided this year.

3. If additional days are needed after the calendar has been completed please send in a note advising us of these days. Also if your child is out for three or more consecutive days due to illness a credit will be issued for the next month. Anyone not knowing a full monthly schedule may opt to duplicate calendar and send in two weeks at a time.

4. Students will not be permitted to begin a new month until previous month is paid.

Cost:

Please complete to the nearest time. Example: if you pick up at 4:15 you pay \$7.00. There is a reduced rate for more than one child.

Pick Up:

1. Children are to be picked up by people on the approved list completed by the parent. If there are ever occasions when someone other than this is to pick up your child please call the school office to notify us.

If you pick your child up at the recess area they will have their school bags with them.

2. When picking up your child please sign them out and indicate the accurate time. Children may not sign themselves out or walk home alone.

SECURITY:

The children are to be picked up at the side doors across from the R.R.

On the left of the door is an intercom.

Parents must sign the form located on the podium outside the CARES Room. Please fill in the exact time of pick-up. Children **may not** sign for themselves!!

Doors need to be kept closed and locked at all times for everyone's safety. Please check the door when leaving. If it does not lock, notify a teacher at once.

The school cleaners are not permitted to open the doors, as they do not know whom they are letting in.

Parents and children are not to enter any classroom except those that are occupied by a C.A.R.E.S. teacher. The children **cannot** retrieve items that were forgotten. It is unfair to the other students who are not permitted to return to school. They must learn to be responsible and to pack the necessary books at dismissal.

Everyone must do their part to keep the children (and teachers) safe and secure.

EMERGENCIES:

Notification needs to be given to the C.A.R.E.S. director when someone other than a parent is picking up your child.

If you need to leave a message, phone the office at (215) 379-3798. (Do not leave an **urgent** message on the voice mail, as it may not be able to be

checked until later.) **We will never allow a pupil to leave the program via a telephone request, as we cannot verify the caller's identity.**

The CARES # 379-4860 can be reached between 3:00 and 6:00. It is wise to carry both numbers with you or place them in your cell phone book.

Please have arrangements made for a relative or near-by neighbor to pick up your child in the event of an **EARLY** dismissal. C.A.R.E.S can only remain open **2 hours** following the announcement.

Complete the required forms and return them to school.

We look forward to having your child as a member of our program!

Every CARES child must have on file these necessary forms.

Forms:

- 1) Health Emergency Form
- 2) Pick Up Form
- 3) Emergency Closure Form
- 4) Monthly Calendar Form

I have read about the Cares Program and would like to enroll my child/ children in this after school program. Please send home the necessary paperwork.

Name _____

Phone # _____

Child's name _____ Grade _____ Room _____

Child's name _____ Grade _____ Room _____

Child's name _____ Grade _____ Room _____