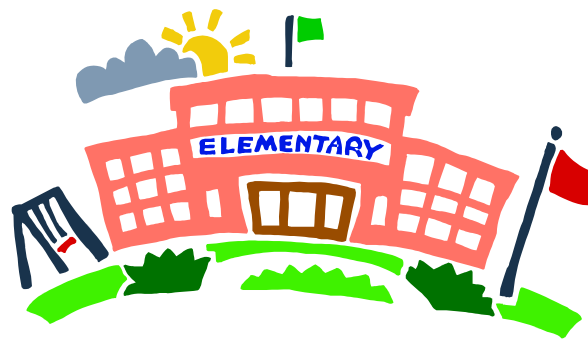


# *Office of Catholic Education*

*Recommended Guidelines  
For  
Parish and Regional Catholic Elementary Schools*



***CARES PROGRAMS***  
*Children Are Receiving Extended Services  
Before and After School*

***2014***

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## **CARES PROGRAM GUIDELINES**

The CARES Programs in each school are unique to the school and its situation. The fees charged, the ages of the children served, and the days and hours the program is offered depend upon the needs of the child/parent population of the school and the resources of the school to meet these needs.

CARES Programs are flexible and may be changed if the circumstances that were in place when the program began change, or no longer exist. The Pastors) and the Principal determine the scope of the program and basic design.

CARES Programs in every school are programs that have come into their own. Since the programs involve children, teachers, parents, and have a monetary fee attached to them, it is necessary that some basic guidelines are put into place to insure that the children are well served in programs of the highest quality.

The Guidelines presented here are meant to provide a basic framework upon which the CARES Program in each school may be developed. It is important that the basic principles stated in the Guidelines are incorporated into each program.

The basic philosophy and goal, which are the underpinning of the CARES Program, as well as samples of forms and letters, are included in these Guidelines. Schools can take these samples and incorporate them into already existing Handbooks, or use them to create their own CARES Handbook.

# **NEED FOR and GOAL OF CARES PROGRAMS**

## **NEED FOR CARES PROGRAM**

*“Large numbers of women have entered the labor force in order to put their talent and education to greater use but also out of sheer economic necessity. More families need two salaries if they are to live in a decent, human fashion. Female-headed households often depend heavily on a mothers’ income to stay off welfare rolls... Discrimination against women is compounded by the lack of adequate child services.”*

*(Bishops Pastoral Letter of Catholic Social Teaching and the U.S. Economy)*

## **GOAL OF CARES PROGRAM**

The (name) School CARES Program provides children with a Catholic environment extending the philosophy and values of (name) School into before and/or after school hours. The mission of the school is found in the Parent/Student Handbook of the (name) School. The program serves the children enrolled in the school whose parents work outside the home. There are clear academic and social components, which include homework time, music and art, as well as recreation and other activities. Only children enrolled in the school are eligible to be enrolled in a CARES Program.

The (name) School CARES Program, staffed by a Director, teachers and/or other caregivers is under the administration of the Principal. The staff members work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect and understanding of others is encouraged.

Fees are the sole support of the (name) School CARES Program. The school or parish does not subsidize the program.

## **SETTING UP A CARES PROGRAM**

Suggested steps (not complete) to follow when preparing applications for the CARES Program:

1. Send out notices of availability of the CARES Program in the school.
2. Include in handouts:
  - a. the Philosophy/Mission of the School as well as the Purpose and Goal of the CARES Program.
  - b. the days/times of the program (Academic Year).
  - c. grade levels served.
  - d. specifics of cost--fees, family discount (if offered) method of payment. Specify if there is a registration fee.
  - e. the location(s) where the CARES Program is in the building.
  - f. dates and times of registration. (May be included in the school registration/re-registration packet.)
3. Set up meeting with parent group/other interested groups. Have the Parent Handbook available for review. During the meeting, **highlight specific policies**
  - The importance of “designated person only” to sign child out.
  - On time pick-up of child.
  - Method/prompt payments of fees.
  - Keep Medical/Emergency information current.
  - Alert CARES Staff of any changes in attendance patterns.

# ***PROGRAM CONSIDERATIONS***

## **Basic tenets to be considered in setting up CARES Programs:**

**ADMINISTRATION:** The Pastor(s) and Principal are the persons responsible for the CARES Programs offered in a school setting. They may delegate to the Director or designated person the responsibility of overseeing the daily running of the program.

**ATTENDANCE:** Sign-In – Designated staff members take roll at the beginning of the CARES Program.

Sign-Out – Parents or guardians are required to come into the building for the student. Program staff members should check the student's name and the authorized signature and time of departure.

**BUDGET:** The CARES Program is totally self-supporting. The daily or weekly fee per child pays the salaries of the director, teachers, and other staff. It may also include the cost for snacks, supplies, and equipment. All monies received and spent must be accounted for. All budget items, (including method of payments/salaries etc,) should be finalized prior to the establishment of a CARES Program.

**FACILITY CARE:** Provision for maintenance should be included in planning the CARES Program.

**FILES:** In addition to attendance, file information regarding children's health records and emergency information should be available to the Director/Staff.

**SAFETY DRILLS:** A monthly safety drill is mandatory for all involved in the CARES Program. The Director is responsible for the drill.

**An exercise in crisis planning could also be a part of the monthly drill. Staff members should be familiar with crisis plan procedure.**

**FEE:** The fee depends on the financial situation in each elementary school. The Pastor(s) and Principal would best determine an adequate fee. In setting a fee, consideration must be given as to what it would include (snack, breakfast, etc.)

**HEALTH:** A First Aid kit with necessary supplies, gloves, band-aids, etc., should be available to the CARES Program. At least one member of the staff present should have First Aid Training and Blood Bourne Pathogens training

Pertinent health information regarding children should be disseminated to the CARES staff.

**INSURANCE:** Determine coverage provided (parish, school). Notify parents if there is coverage.

**NUTRITION:** Snacks are purchased and provided within the program or snacks (not needing refrigeration) are brought to the program by the children.

**PARENT INVOLVEMENT** An initial meeting should be held to invite parents or guardians to an explanation of the CARES Program. This meeting is essential for effective communication between the family and the program staff. Parents are given a handbook and asked to sign an agreement to ensure that the Goals of the program are met.

**RECORDS:** Records of children's attendance and payment fees must be carefully kept. Parents may request

attendance and payment records. These records may be used for tax/court purposes.

**SAFETY FACTORS:** Adequate security must be provided. There should be telephone access. Designated drop off/pickup areas must be assigned. Adult supervision is required at all times.

**SCHEDULE:** A CARES Programs is not an extension of the regular school day schedule. The schedule should provide time for homework, indoor and outdoor play, art and story time, etc.

**STAFF:** A Child Abuse Check, attendance at Child Abuse Prevention Training, and Police Checks are mandatory for all CARES Staff.

A Staff handbook on the policies and procedures of the CARES Program should be made available to staff members.

The CARES Staff should sign an agreement form to insure that the policies and procedures of the Program are being fulfilled.

The Director/designated person is ultimately responsible to the Principal/Pastor(s) to insure that all policies and procedures of the CARES Program are being followed.

**SUPERVISION:** It is recommended that there be one adult for every 8-10 students. However, local level knowledge of students may require a reduction in this number.

- No adult should ever be alone with a child.
- No child should ever be left alone without supervision.

**SUPPLIES:** Necessary supplies such as paper, games, craft materials, equipment (which may include access to a computer, etc.) should be available for the children.



**UNIFORMS:** Arrangements should be made for children who regularly attend the CARES Program to change from their uniforms to play clothing at the end of the school day.

## **CARES SAMPLE SCHEDULE**

### **BEFORE SCHOOL CARE**

Children, under the supervision of an adult, come into a designated area and according to their age level may be engaged in various activities. For some children, this may involve working on previous home assignments or projects.

**BREAKFAST:** Children may eat breakfast in another area if it is available.

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### **AFTER SCHOOL CARE**

At the end of the school day, children in the CARES Program should report to the area assigned for them. The procedure as to how this is done is determined on the local level.

As soon as the children are comfortable, a snack should be provided. Snack time should be a happy and relaxing time.

**3:00-4:00:** Weather permitting, children should have time for outdoor play. Outdoor play may consist of organized group games or just individual free play. Children release tension through play and also learn to take turns and share. The program staff members oversee the availability and fair distribution of materials as well as providing direction to the children in their choice of activities.

**The staff member(s) provides constant and alert supervision.**

**4:00-5:00:**

**Children divide into age appropriate groups for continued play or for activities within the CARES Program.**

**Indoor activities may consist of individual or group projects of art, crafts, hobbies, games or special projects.**

**Some children may wish to use the computer at this time. Adult supervision must be provided.**

**Quiet time and space may be provided for children to work on home assignments or school-related projects. (The staff members may initial any completed home assignments, but the entire time in the CARES Program should not be spent doing class/home assignments.)**

**While the program's staff members may assist a child with an individual problem with a home assignment, it is not the responsibility of the Staff member to tutor children on a regular basis during the time the child is in the CARES Program.**

**During this time, the staff members should move among the children. The staff members provide materials to assist children's projects while encouraging children to be innovative and creative.**

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**5:00-6:00:**

**Preparations begin for returning home. Children should begin to clean up, go to the lavatory, and wash their hands. Materials, playthings, books, etc., should be returned to their storage area.**

**Children who remain later in the program should be engaged in quiet relaxing activities such as table games, reading a favorite story, or completing a home assignment task.**

**5:00-6:00**

**The CARES Program Director/staff members in charge oversee the clean-up and put away of activities, maintain a relaxed atmosphere to close out the day, read a story to the children and play soft music. The staff members may take advantage of the time to engage in meaningful conversation with the children.**

**The Director/staff members are responsible to check that only the person responsible signs the child out. The staff members greet parents/guardians and share some of the happenings of the day.**

**Schedule may be adjusted for Half-Days or Holidays**

# **PERSONNEL INFORMATION**

## **STAFFING:**

### **Director:**

The Director may be a teacher or qualified adult named by the Pastor(s)/Principal. The Director plans and develops the CARES Program for the elementary school with the approval of the Pastor(s) and Principal.

The Director or designated person is on the site during the entire time the CARES Program is in session.

If the Director is a full time teacher in the school, provision must be made to assure attendance at all school faculty functions for him/herself and the staff if there is an early school dismissal for a faculty meeting/function.

Due to the level of responsibility, it is recommended that the Director of the CARES Program's salary be on a higher scale than those who assist him/her.

### **Assistants:**

Teachers or qualified adults will supervise and assist in the implementation of the daily activities of the CARES Program under the guidance of the Director.

Assistant staff members may work in the program on a daily or part time basis as determined at the initial setting up of the program by the Director. The Director assigns various responsibilities to the staff members.

The position of a teacher in the school supersedes his/her position in the CARES Program.

**Physical Checkup:**

Every member of the CARES Staff, unless currently employed as a teacher in the school, should have a physical before working with children. This is for the safety of all concerned.

**Criminal History:**

A Child Abuse Clearance, a Police Check, and attendance at Archdiocesan Safe Environment Training are mandatory for all CARES Staff.

**Salaries:**

The Pastor/Principal negotiates salaries for all staff members in the CARES Program. Salaries should be finalized prior to the hiring of staff persons. It is recommended that the salary of the Director be on a higher scale due to the level of responsibility incurred through the position.

All salaries and/or payments to individuals in the CARES Program are to be in compliance with all State and Federal regulations regarding same.

## **CARES PROGRAM DIRECTOR – JOB DESCRIPTION**

**CARES Director Responsibilities:**

1. Hold monthly informal meetings with staff to discuss the program schedule, and to insure that the basic components of the program are being followed.
2. Keep a record of staff service (hours/time).
3. Review procedures for staff in dealing with situations which might result in a student injury; for example: bee sting, fall, bump, etc.
4. Keep all materials clean and orderly. Oversee the proper distribution/care of materials: instructional and other. Replace broken or incomplete items. Take an inventory semi-annually or as needed.

5. Review discipline procedures and policy with the staff.
6. Be certain that the children are supervised at all times.
7. Meet regularly with the Principal to keep the Principal apprised of the CARES Program.
8. Send out notices of payments due.
9. Collect/record CARES fees.
10. Designate a staff member to purchase supplies as needed. (This may include snacks).
11. Submit a weekly/monthly budget report to the Principal or designated person. This should include: collection of fees, salaries, purchases and outstanding bills.
12. The Director or designee remains on site at all times.

**Communication:**

1. Within the context of the CARES Program, the Director advises the staff that all comments, oral or written, must be extremely prudent. (A uniform form for such comments is recommended).
2. Insure that communication about any student is made only to those persons who have a legitimate right to know.
3. Insure that disciplinary records are factual and objective.
4. The Director should be alerted about any unusual situation that is outside the general norm of school policies.
5. Insure that the policies of the CARES Program regarding children and medication are in full compliance with the School policy. This should be communicated to the parents.
6. In conjunction with the Pastor/Principal, the director creates a brochure to publicize the CARES Program offerings to the school families and beyond, if the need exists.

7. **In most instances, the Director is the first and last person the parents meet when dropping off or picking up their child enrolled in the CARES Program. It is important that the Director and every caregiver be a welcoming presence to the child and the parent, assuring both that the experience of a CARES Program will be a rich one in a child's life.**

**Emergency Closing:**

**Specify the procedure to be followed. This is a local decision and should be reviewed periodically.**

**Guidelines:**

**The Director with the Pastor/Principal should formulate/distribute Parent/Staff CARES Guidelines. Review and update Guidelines on an annual basis.**

## **LEGAL ISSUES**

Points considered in Mary Angela Shaughnessy's, *Extended Care Programs in Catholic Schools: Legal Issues* (NCEA, 2008)

- 1. If the program is considered an extension of the school day rather than a daycare program, the program must have a curriculum and cannot be merely time to play games, watch TV, socialize and do homework. If it is considered daycare, it must have licensing from the state as a childcare program. The program needs to be justified from an educational standpoint.*
- 2. Enrollment in extended day programs should be limited to students enrolled in the school. If a program operating under the school calendar accepts students not enrolled in the school, it is considered to be daycare rather than an extended day program.*
- 3. If the extended care program is operated by independent persons/companies, the independent agent should be required to have and provide proof of liability insurance.*
- 4. A school or a program within a school can call itself Catholic with the approval of the bishop. The program is subject to canon law in the same way that the parish is and must be governed by canon law as well as civil law. Those who oversee extended care programs in a Catholic setting have the same obligations as any other educational program within the Catholic Church.*
- 5. The Catholic School, as a private agency, is under no legal requirement to grant the same constitutional protections as the public school and can legally prohibit what could not be prohibited in a public school. (e.g. wearing of buttons or T-shirts which promote positions inconsistent with the teaching of the Church. There are, however, some things such as giving due notice and giving a hearing before an impartial tribunal which fall under the doctrine of good faith and fair dealing and which satisfy the demands of the Gospel.*
- 6. The state Board of Education can issue regulations related to health, teacher certification, food programs, etc. that are binding on the schools/programs.*



7. *All staff members, both paid and volunteer, must be given in-service training in the identification of child abuse and neglect. A person with any suspicion of child abuse has the responsibility to report it. When a staff member files a report, the administrator must be notified.*
8. *Fingerprinting and background checks are required of all staff members.*
9. *There are four main types of torts (injury resulting from a breach of duty by one responsible for care):*
  - a. **negligence**; *Students should never be left unattended. It is important to note that negligence is unintentional; a person with the best of intentions can be negligent, and that negligence can result in injury. Administrators and staff members can be held responsible for student behavior occurring on school property before or after CARES programs. Administrators should realize that they could be held responsible for the actions of their staff members unless they develop a clear policy for staff members, implement it, and provide supervision.*
  - b. **Corporal punishment**; *this is considered child abuse. Some courts have construed this to mean any punitive touching such as pushing, shoving or pulling. Emotional and sexual abuse are also covered in this area; Staff members are well-advised to maintain professional boundaries in their relationships with students.*
  - c. **search and seizure**; *Safety requires that school officials be able to search students and their belongings if there is a need. Extended care administrators should develop a policy regarding search and seizure in the extended care setting. Unless there is probable cause, unnecessary intrusion into students belongings should be avoided.*
  - d. **defamation**. *All staff members, both lay and volunteer, must be extremely prudent in any comments, oral or written, about students. Communications should be made only to those persons who have a legal right to know. Disciplinary records must be factual and objective.*
10. *The extended care handbook binds both the school and the parent. Parents should be required to sign a statement indicating that they have read the handbook and agree to follow the policies found therein.*



***SAMPLE FORMS***

***USED IN***

***THE CARES PROGRAM***

## **Suggested list (not complete) of forms that may need to be created by the school:**

1. Class List for staff member and assigned location
2. Record sheet of child's attendance
3. Record of payment fees
4. Receipt form for parent/guardian
5. Sign out sheet for parents – leave a space for time/signature
6. Record of staff hours – dates/hours
7. Record of staff salary
8. Emergency information forms
9. Budget forms for Director/designated person
10. Record of fire drills/emergency evacuation
11. Early dismissal emergency closing form
12. Notice of inappropriate behavior form

### **Computer Data Base**

All records and forms, as well as current information, should be done on the computer. Information should be kept in a data base and kept current.

Financial information fees/payments, etc. should be kept in a data base with easy access to information.

The Director should have a binder containing current information.

*NB – The following are sample forms and should be adjusted to meet the need of the individual school’s CARES Program.*

**Announcement of Position Available**

**Beginning September \_\_\_\_\_**

**The \_\_\_\_\_ Elementary School CARES Program provides before/after school care, supervision, recreation, athletics, arts and crafts activities and tutorial assistance for children in the grades Pre-Kindergarten through 8. To supplement the Catholic school’s staff, there is a need for qualified adults who would be interested in becoming a part of the CARES staff.**

**Employment hours are \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m. (Monday through Friday) each school day.**

**Salaries are negotiable and are determined by the Pastor(s)/Principal or the designated Director of the CARES Program.**

**Interested persons should make an interview appointment with:**

\_\_\_\_\_  
**Principal/Director**

\_\_\_\_\_  
**Extended Care Program**

\_\_\_\_\_  
**Telephone Number**

**APPLICATION FORM**

School CARES Program

**NAME**

**GRADE/YEAR**


**ADDRESS**

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<b>Street</b>	<b>City</b>	<b>Zip</b>	<b>Telephone</b>
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**Parent or Guardian Name** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

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<b>Business Address</b>	<b>Telephone</b>
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Attached is my non-refundable registration fee of \$\_\_\_\_\_ (per family) payable to:

\_\_\_\_\_ CARES Program

**Parent/Guardian Signature** \_\_\_\_\_

**CARES Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reason for need of CARES Program:**

**Single Parent:** \_\_\_\_\_

**Both Parents Working:** \_\_\_\_\_

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

**CARES PROGRAM**  
**PICK-UP RELEASE FORM**

Child's Name \_\_\_\_\_

Parent(s) or Guardians with whom the child resides:

\_\_\_\_\_  
(Mother's Name)                      (Street Address)                      (Phone)

\_\_\_\_\_  
(Employer)                                      (Address)                                      (Phone/Work)

\_\_\_\_\_  
(Father's Name)                      (Street Address)                      (Phone)

\_\_\_\_\_  
(Employer)                                      (Address)                                      (Phone/Work)

In addition to the parent, the following people also have my permission to pick up my child from the CARES Program.

(NAME)                                      (ADDRESS)                                      (PHONE)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The staff at the CARES Program has access to all of the medical forms used by your child while in the school. Please alert the CARES Staff to any additional information you feel is important. The distribution of medicine at the CARES Program follows the same policy as \_\_\_\_\_ (School).

Parent/Guardian Signature \_\_\_\_\_  
Signatures of authorized pick-up (noted above)

\_\_\_\_\_

\_\_\_\_\_

Allergies: \_\_\_\_\_  
My child(ren) is/are permitted to go on Field Trips that are within walking distance. \_\_\_\_\_

**CARES PROGRAM ACCIDENT REPORT**  
**(Sample)**

**Report all accidents that occur during the time of the CARES Program.**

**Accident Information:**

**Name of the injured child:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**How the accident occurred:**

\_\_\_\_\_  
\_\_\_\_\_

**Describe the nature of the injury:**

\_\_\_\_\_  
\_\_\_\_\_

**What part of the body was injured (be specific as to location of injury):**

\_\_\_\_\_  
\_\_\_\_\_

**Was treatment given?**

\_\_\_\_\_

**Was it necessary to contact 911? \_\_\_\_\_ If yes, please briefly explain:**

\_\_\_\_\_  
\_\_\_\_\_

**Other pertinent information:**

\_\_\_\_\_  
\_\_\_\_\_

**Signature of person filing report:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CARES PROGRAM**  
**GUIDELINE VIOLATION**

**Guideline Violation (Inappropriate Behavior)**

**Name of Child:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Describe briefly the inappropriate behavior/incident that occurred.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Indicate the number of times violation has occurred.**\_\_\_\_\_

**Was the parent notified?** \_\_\_\_\_

**Does the violation warrant a conference with:**

**Staff Member** \_\_\_\_\_ **Parent** \_\_\_\_\_ **Director** \_\_\_\_\_ **Principal** \_\_\_\_\_

**Signature of person submitting the report:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_



**SAMPLE LETTER TO PARENTS**  
**(Use School Letterhead)**

Dear Parents,

We will provide a CARES Program in \_\_\_\_\_ School. The program provides professional care, supervision, and recreation and enrichment activities. It will be open before school from \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m. and in the afternoon, the after school CARES Program will be open from \_\_\_\_\_ p.m. until \_\_\_\_\_ p.m. each school day. It serves members of our school community who desire a Catholic school education and before/after care. It is open to children from Pre-Kindergarten to eighth grade.

In the morning, breakfast may be purchased and in the afternoon, time is set aside for homework, snacks, outdoor and indoor recreation, games and art & craft projects.

The CARES Program is staffed by experienced, devoted and caring adults. These people, employed on a full-time or part-time basis, work together to provide the children with an atmosphere of acceptance and care.

If you are interested in enrolling your child, please complete the form and return it to school. The Principal or Director of the CARES Program will contact you regarding time, cost, etc.

Sincerely,

\_\_\_\_\_ Principal

\_\_\_\_\_ Director

Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Before School Care: \_\_\_\_\_

After School Care: \_\_\_\_\_

**CARES PROGRAM ANNOUNCEMENTS**  
**(Sample)**

\_\_\_\_\_ School's CARES Program operation from \_\_\_\_\_ and \_\_\_\_\_ each school day is now accepting applications for the next/current school year. Under the experienced leadership of \_\_\_\_\_, the CARES Program Director, and staff of dedicated caregivers, plans are underway for a variety of activities that will supplement the children's formal classroom experiences.

Indoor and outdoor activities, play, quiet study time, in addition to arts, crafts, story telling integrated with technology are all part of the CARES Program activities. The Program agenda provides for the physical, spiritual, emotional and intellectual enrichment of the child.

CARES Program fees are \$ \_\_\_\_\_ per school year for students in grades Pre-Kindergarten through eighth. CARES Program fees are payable in ten installments due on the first school day on each month beginning with September or the current month.

To reserve space for your child or children in the CARES Program, please complete the application form, attach a non-refundable registration fee of \$ \_\_\_\_\_ per family and forward both to CARES Program \_\_\_\_\_ School. After receiving your application, you will be personally contacted by the Director.

Parent or Guardian's Name: \_\_\_\_\_

Child's name	Grade
_____	_____
_____	_____
_____	_____
_____	_____

Before Care: \_\_\_\_\_ After Care: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_  
Work Phone Number: \_\_\_\_\_

**CARES PROGRAM**  
**STATEMENT OF INCOME AND EXPENSES**

**Income**

**Fees** \_\_\_\_\_  
**Other Income** \_\_\_\_\_  
**Total Income** \_\_\_\_\_

**Expenses**

**Salary of Director** \_\_\_\_\_  
**Salary of CARES Staff** \_\_\_\_\_  
**Parish/Social Security Tax** \_\_\_\_\_  
**Administrative Costs** \_\_\_\_\_  
**Supplies** \_\_\_\_\_  
**Maintenance** \_\_\_\_\_  
**Heat, Light, Water** \_\_\_\_\_  
**Telephone** \_\_\_\_\_  
**Snacks** \_\_\_\_\_  
**Other** \_\_\_\_\_

**Total Expenses** \_\_\_\_\_

**CARES Program, Net** \_\_\_\_\_

**School** \_\_\_\_\_

**Date** \_\_\_\_\_

**Principal/Director Signature** \_\_\_\_\_

# **CARES PROGRAM PARENT HANDBOOK**

*(School Letterhead)*

## **HANDBOOK RESPONSE FORM**

*Dear Parent,*

*After reading the Parent Handbook, please return this form to the CARES Program Director/Principal.*

*I have read the CARES Program Handbook and have discussed pertinent sections with my child (children). We agree to abide by the policies stated in these Guidelines.*

*Parent/Guardian* \_\_\_\_\_ *(signature)*

*Child:* \_\_\_\_\_ *(signature)*

*Child:* \_\_\_\_\_ *(signature)*

*Child:* \_\_\_\_\_ *(signature)*

*Date:* \_\_\_\_\_

*Received by:* \_\_\_\_\_

***Staff Handbook Response Form:***

**CARES PROGRAM**

**STAFF HANDBOOK**

*(Name of School)*

***I have read and reviewed the Staff Handbook for the CARES Program in the (name) School and agree to abide by the policies and procedures as stated in the Handbook.***

***Signature:*** \_\_\_\_\_ ***Position:*** \_\_\_\_\_

***Principal:*** \_\_\_\_\_

***Director:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

**NAME OF PARISH  
ADDRESS OF PARISH  
PHONE NUMBER OF PARISH  
TAX EXEMPT # OF PARISH XX-XXXXXXX**

**To Whom It May Concern:**

**This is to confirm that \_\_\_\_\_ (Parent name)**

**Of \_\_\_\_\_ (Address)**

\_\_\_\_\_

**paid \$ \_\_\_\_\_ for the calendar year of \_\_\_\_ for child care services for the following child/children**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sincerely,**

**XXXXXXXX**

**Parish Business Manager**

**(SAMPLE)**

**NAME OF PARISH  
ADDRESS OF PARISH  
PHONE NUMBER OF PARISH**

**(Date)**

**Mr. & Mrs.  
Street Address  
City, State, Zip**

**Dear Mr. and Mrs.**

**The following monies were received in payment for the following programs:**

<b>Pre-Kindergarten Program</b>	<b>\$950 received in July 2014 \$950 received in January 2015</b>
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<b>CARES Program</b>	<b>\$350 for calendar year 2015</b>
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**Our tax exempt number is XX-XXXXXXX.**

**Sincerely yours,  
Parish Business Manager**

# ***PARENT HANDBOOK***

## ***CARES PROGRAM***

***Name of School***  
***Location***





## **DEVELOPING CARES GUIDELINES AT THE LOCAL LEVEL**

*The initial pages of the CARES Guidelines should include:*

### **A. The Policy of Non-Discrimination**

The (name) School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The (name) School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, administration policies, scholarship and loan programs and athletic and other school-administered programs.

### **B. Binding Effect**

The following statements should be used to define the purposes of the CARES Guidelines and the School's right to modify the Guidelines.

The Guidelines exist to foster the efficient operation of the (name) School. To meet this objective, the School Administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Guidelines.

## **AMENDMENTS TO GUIDELINES**

The Guidelines are subject to change at any time when determined to be necessary by the School Administration. If changes are made to the Guidelines, parents/guardians will be notified promptly.

**The following components should be included in the Extended Care Program handbook:**

- **Philosophy and Goals**
  - An extended care philosophy should tell parents what the staff believes about the children and their care. This is often the same as the school philosophy.
  - Goals and Objectives are ways in which a philosophy is put into practice.
- **Admissions Policies**
  - The bases for admission must clearly be stated:
    - Enrollment in the elementary school
    - Children must obey rules and regulations in order to stay in program
    - Fee requirements and refund policies
    - Policy regarding placement in CARES on an “as needed basis.”
- **Program**
  - Activities available to children
  - Sample Schedule
- **Communication**
  - Note how and when staff will communicate with parents.
  - Preferred mode of communication with staff should be noted
  - Procedures for making longer appointments should be indicated.
- **Policy for release of students**
  - Students are released only to parents or individuals authorized in writing by the parents to pick up the child. (No exceptions)
  - Parents should be required to sign in (before school care) or sign out (after care.)
  - Clear procedures for pick-up should be in place.
  - Photo ID of persons unknown to staff should be required.
- **Discipline Code**
  - Acceptable and unacceptable behavior should be clearly delineated.
  - The rudiments of due process and fair play should be met.
- **Field Trips**
  - Every field trip should have an educational purpose.
  - Permission forms should be required for every field trip.
    - This form should be signed by the parent with primary custody.
    - A student without a signed permission slip should not be allowed to go on the trip. A written note or phone call will not suffice for the form provided.

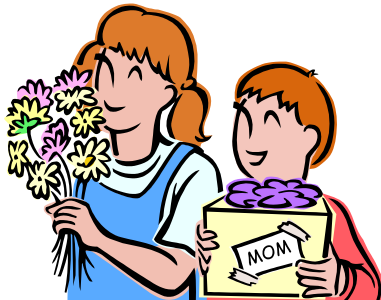
- The use of private cars should be avoided if at all possible.
  - If private cars are used, parents should sign a separate form agreeing to the mode of transportation.
  - Those driving private cars should be told whether or not the school has insurance covering them; they should understand that they could be personally liable in the event of an accident.
- The ratio of children to adult chaperones should be stated in the handbook. Younger students need more adult supervision than older students.
- **Health and Safety**
  - A policy stating that students who have any sort of communicable disease will not be able to attend the program should be included.
  - Procedures for contacting parents if children exhibit signs of illness should be detailed.
  - Procedures for dispensing medications should be outlined.
- **Emergency Procedures**
  - Explain how parents will be contacted in the event of an emergency.
  - Emergency contacts indicated by the parent on the emergency card should be contacted if the parent can not be reached.
  - The school's crisis/disaster plan should be detailed indicating where students will be taken in the case of an evacuation and how school officials can be reached.
- **Nutrition**
  - If the program provides snacks, the type of food should be indicated.
  - If students have special dietary needs, parents should give written notification of such needs.
- **Records**
  - Parents should be told what records will be kept concerning their child.
  - The procedure parents should follow in asking to review records should be stated.
- **Visitors**
  - Parents should be welcome to visit the program without interference to other students or the program.
  - An administrator should accompany any visitor to the program.
- **Evaluation**
  - The handbook should describe both formal and informal means of evaluation.
  - Parents should be encouraged to give input.

**Parent Signature form** should be included .indicating that they have read and agree to follow the policies in the handbook

# ***SAMPLE STATEMENTS***

***FOR***

# ***CARES HANDBOOK***



Dear Parent,

This handbook contains information considered important to your child's safety and for the basic operation of the (name) School CARES Program. May we all work together to make this a happy and worthwhile experience for your child.

Sincerely,

(name)  
Principal/Director

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**CARES PROGRAM OVERVIEW**  
*(Children Are Receiving Extended Services)*

*Open from \_\_\_\_\_ until \_\_\_\_\_ each school day, the CARES Program in \_\_\_\_\_ (School) provides professional care, supervision, recreation, and enrichment activities. It serves working families who desire both parochial school education and supplementary child care in a Catholic environment of children enrolled at school in grades PreK through grade eight.*

*This professionally-operated program allows children to experience a rich diversity of growth activities within a Catholic environment. These activities are planned to complement the philosophy and value systems of the school and family. Arts and crafts projects, game and recreation, rest time, and snack time are just a few of the activities planned. Also, there is time set aside for homework completion.*

*Within a large family environment, the program strives to provide individual attention, security consistency, and caring treatment for children of working parents.*

*A Director and a number of devoted and committed teachers and/or other qualified adults staff the program. These people, employed on a full time or*

*part time basis, work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding of others is realized.*

*Fees are the sole support of the CARES Program. It is not subsidized by the school or parish.*

### **GOAL OF PROGRAM**

The CARES Program of (name) School provides children with a Catholic environment extending the philosophy of (name) School into the hours before and after school. The program serves the children of parents who work outside the home. There is a clear academic component, which includes homework time, as well as art, games and activities. The program provides safety, care, supervision and recreation.

A director, teachers and other caregivers staff the (name) School CARES Program. The entire program is under the administration of the school principal. The staff members work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect of others is encouraged.

### **AGREEMENT**

(Name) School agrees to provide the CARES Program for a student, and in return, the parents agree to pay a fee to support the rules of the program. Fees are the sole support of the school's CARES Program. (Name) School does not subsidize it.

### **CHILD BEHAVIOR**

Since the CARES Program is an extension of (Name) School, the same basic philosophy underlies each program. As members of a caring Catholic community, the children will be expected to respect the staff, each other, and the materials and environment provided. Parents must agree to cooperate in insuring that their children behave appropriately.

Children must never leave the building or grounds without the explicit permission of the staff of the CARES Program. Such permission will only be granted by the request of the parent or guardian in conjunction with the approval of the CARES staff member.

If a child violates the guidelines or rules set by the director/staff member, the child will be spoken to. If the behavior is repeated, the parent will be informed and, if necessary, a conference with the parent and director will be set up. Should there continue to be a problem, another conference will be arranged with the principal or director. At that time, the child may be given a final opportunity to improve or may be asked to leave the program.

Any child who does not conform to the set rules and regulations of the CARES Program is liable for dismissal from the Program.

### **EVALUATION**

Parents may be asked, or wish to take part in, an evaluation of the program during the year. This is done so that the CARES Program can continue to serve the needs of the school community in the best way possible.

### **FEES**

An area of parental responsibility is in the matters of prompt fee payment and prompt pick-up time in the afternoon. The method and time of fee payment, as well as the pick-up time, is determined by the CARES Program in the (Name) School. Regular and prompt payment will assure the continuation of personnel and the provision of supplies and snacks.

Checks should be made out to (Name) School CARES Program and not simply to the school. If payments are mailed, they should be sent to the School address and marked to the attention of the CARES Program Director or designated person.

If a parent fails to meet the CARES Program fee payment due at the time assigned, and does not make adequate arrangements with the director, a reminder will be sent. A late fee will be assessed for all returned checks. The fees charged are the sole support of the CARES Program, and to continue to serve the children in an adequate and fair way, it is necessary that all payments be prompt and complete.

The program is entirely financed by a yearly fee paid in pre-arranged installments. If a Program runs all year round or has a special component, which may include holidays, the financial arrangement may be different, but, of necessity, includes pre-arranged agreements.

If a parent or guardian fails to meet the CARES Program fee payment, due on the designated day of the month/year and does not make adequate arrangements with the Director, the child will not be allowed to continue in the program.

An appropriate charge will be assessed for all returned checks.

Designated staff members are employed until the agreed end of the Program, which in most cases is 6:00 PM. In many programs, the staff members will remain with the child until the parent/guardian arrives for pick-up. Some programs make previously-arranged areas for the pick-up after 6:00 PM.

A fee of \_\_\_\_\_ will be assessed for late pick-ups at the discretion of the Director.

### **PICK-UP TIME**

The program ends at (time). It is common courtesy to the staff to respect the time of closure. Parents who have difficulty with the pick-up time should make arrangements with others listed as authorized pick-up individuals.

If a parent is late, a staff member will stay with the child until the parent arrives. A late fee will be charged if the director ascertains that a late pick-up or a history of late pick-ups occurs without justifiable cause.

Parents enter school by the designated door to pickup children. They are asked to check the play areas if they arrive early. Official attendance records are kept for the CARES Program. Signature and accurate times must be recorded when the child is picked up.

### **REGULATIONS REGARDING CHILD'S DEPARTURE FROM THE PROGRAM:**

Parents or guardians should not take children from the schoolyard or other areas without notifying a CARES staff member and signing out the child (ren).

Cares Personnel will not permit children to leave in taxis presumably sent by parents. If you intend to send a taxi for your child, you must notify the CARES Program Director in advance, in writing, or have a permanent request filed with the CARES Director.



Parents or guardians should not send persons whose signatures are not on the Emergency Card to ask for the release of the children. For the child's safety, the release will not be granted.

### **IMPORTANT PARENTAL RESPONSIBILITIES**

#### **Change In Address, Phone Number Or Emergency Numbers**

Parents are expected to inform the director or designated staff member when there are changes in addresses or phone numbers/emergency numbers. If there is any change in the names of those authorized to pick up the child, this information should be made known to the director.

#### **Illness or Accident:**

In cases which appear to be of a minor nature, first aid will be administered on the premises. (Medication will not be administered by mouth unless both a written statement from a physician detailing method, amount, and time schedule, and a written statement from a parent authorizing the staff to assist a child in taking such medication are on file.)

In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the Emergency Card.

Parents who do not wish their child treated in any way should indicate such on the Emergency Card and should give directions to be followed in the space, "Special Instructions".

If the home does not supply adequate emergency instructions or if the instructions given cannot be followed at the time of the emergency, the CARES Staff will act according to their best judgment for the welfare of the child.

Care should be taken by the CARES Director to review all medical information and emergency card instructions with the parent and staff prior to a child's enrollment in the CARES Program.

### **Emergencies**

With the children's safety and well being in mind, it is **MOST** important that the parent fills out an emergency card, and then adheres to the instructions given.

### **Regulations regarding Telephone Messages:**

Parents or guardians may wish to telephone the CARES Program Director asking that their child be directed to go to various places after the Program. As there is always a possibility that a person other than a parent or guardian might telephone, such requests will **not** be granted.

Telephone numbers for the CARES Program will be provided to the appropriate persons when a child is accepted into the Program.

### **Absences:**

If a child is absent from the CARES Program for any reason, the parent is asked to send a note upon a child's return.

If it is known in advance that a child will be absent from the program for any amount of time, it would be well to notify the CARES Program Director.

### **Homework – Class Projects:**

A scheduled time will be provided for children to work on class assignments or projects.

One or more teachers/aides will be available to supervise the activity and assist, if possible, when needed. It is the child's responsibility to have his/her assignments and books. Children may not go back to their homeroom to get these items.

A staff member may initial the started/completed task done while in the Program. **However, parents are responsible for checking their child's homework before they return to school the following day.**

## **SPECIAL PROVISIONS AND PROCEDURES**

### **Emergency Closings:**

The CARES Program Director will specify the procedure to be followed.

Emergency closing procedures and/or temporary evacuation policies will be communicated to the parents.

The CARES Program Director will communicate emergency closing procedures and/or temporary evacuation policies to the appropriate local School, Health and Safety authorities.

### **Scope of Program:**

The Pastor(s)/Principal and/or designated person may determine the scope of the CARES Program, which may include additional days/times.

## **FIELD TRIPS**

Field trip experiences may be included in the program. Field trips will generally be within walking distance of the school. The parent may sign a general permission slip for these field trips at the time of registration. Parents would always be notified ahead of time if a field trip were planned. This information would include time and place. A child will not be permitted to participate in a field trip without the written permission of a parent.

## **HEALTH SAFETY**

The CARES Program follows the policy of (Name) School with regard to communicable diseases. Parents or their designates will be notified if a child becomes ill during the hours of the program. All minor injuries will be recorded in the Accident Log. Parents will be notified at the time of pick-up. When serious injuries occur, procedures will be followed as they appear on the Medical Emergency Form. Parents are expected to sign this form at the time of registration.

Copies of all necessary medical information, medicine, etc. are made available to the Director of the CARES Program. As is the policy of (Name) School, only prescription medication will be dispensed. If a child is taking

medication during the school day, the same written permission slip will suffice. **Reminder:** The written note must include amount of dosage and the date. Medication must be in its original container marked with the child's name.

In most CARES Programs, nutritious snacks are provided. Parents should send in written notification of any food allergies.

### **SAFETY**

Scheduled safety drills are included to the CARES Program. Children will practice exiting by the nearest designated exits.

If something serious should occur and the building is evacuated (fire, etc.), children will be taken to a designated place. Parents will be given information as to the site chosen. Along with the Fire Drill, a Crisis Plan is in place for unexpected emergencies. These plans are in place for (Name) School and for the CARES Program.

Phone Numbers: Until 3:00 \_\_\_\_\_  
After 3:00 \_\_\_\_\_

### **HOMEWORK**

Each day, a homework period is scheduled for all students except Pre-Kindergarten and Kindergarten. It is the child's responsibility to know what homework has been assigned. It is the responsibility of parents to check homework assignments at home. The older students may have more work than can be completed during the homework period. Staff members will initial each assignment as it is completed.

### **INSURANCE**

Children are covered by the school insurance.

### **PERSONAL BELONGINGS**

Children may bring play clothes to school for the CARES Program. They are not to bring a change of socks. All of the children's clothing should be labeled. Gym clothes will suffice on gym days. Children will be outside for play on most days. Please send in clothing appropriate for the day's weather. It is expected that parents be responsible to check for all correct clothing at the time of pick-up. Staff members are not responsible for lost clothing. It is

requested that children not bring toys or games from home without permission.

### **STAFF**

In order to maintain a professional atmosphere, each staff member is to be formally addressed as adults, that is Miss or Mrs. Informal use of staff members first names by the students is inappropriate in the school setting.

The staff of the CARES Program is responsible for the children enrolled in the program. In addition to the children, the CARES staff is responsible for the facilities and materials used while in the program. As members of a caring community, the children enrolled in the program are expected to respect the staff, each other, the materials, and environment provided.

If a child violates the standards set by the Program Director, the child will be spoken to. If the inappropriate behavior persists, the parent will be notified, and if necessary, a conference with the parent will be scheduled. Parents will be appraised of the situation and all incidents will be documented.

### **SUPERVISION**

Only adults (CARES Staff and aides) supervise children. If older students assist with this program, they do so only in assistance to and under and direct supervision of an adult.

A child will be released only to a parent or individual who has been authorized in writing by a parent to pick up the child. Exceptions will not be made unless the parent sends in written permission with the child when he/she comes to school in the morning. Phone calls during the day requesting that a child be directed to go someplace after the CARES Program will not be honored unless it is documented that the caller is a parent. In any case, the child will not be released from the CARES Program without an authorized signature.

When children arrive at the CARES Program, a designated staff member will check them in. At the time of pick-up from the program, the parent/authorized person will be asked to sign a form noting name and time of pick-up. Again, it is reiterated that children will be released only to an authorized person.

# ***CARES PROGRAM***

***Staff Handbook***

***Name of School***  
***Location***



Dear Staff Member,

This handbook contains information considered important for the smooth running of (name) School CARES Program and the role of each staff member in the Program. The staff members working together will insure that the CARES Program will be a happy and worthwhile experience for each child.

Sincerely,

(name)  
Principal/Director

*“Large numbers of women have entered the labor force in order to put their talent and education to greater use but also out of sheer economic necessity. More families need two salaries if they are to live in a decent, human fashion. Female-headed households often depend heavily on the mothers’ income to stay off welfare rolls. Discrimination against women is compounded by the lack of adequate child care services.” (Bishops Pastoral Letter on Catholic Social Teaching and the U.S. Economy)*

## GOAL OF PROGRAM

The CARES Program of (name) School provides children with a Catholic environment extending the philosophy of (name) School into the hours before and after school. The program serves the children of parents who work outside the home. There is a clear academic component, which includes homework time, as well as art, games and activities. The program provides safety, care, supervision and recreation.

A Director, teachers and other caregivers staff the (name) School CARES Program. The entire program is under the administration of the school principal. The staff members work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect of others is encouraged.

Fees are the sole support of the School CARES Program. It is not subsidized by (name) School or Parish.

## **AREAS USED FOR THE PROGRAM**

Designated areas/rooms will be provided for the program. This may or may not include the gym. Schoolyard space for outdoor play should be available. Children should not be in any other part of the school building without the direct knowledge and permission of a staff member. Staff members check all designated areas before leaving so that everything is left in good order.

## **ATTENDANCE**

Staff attendance sheets are provided for the staff to sign in upon arrival and when leaving.

Staff members call the director or designee the evening before an absence or in the morning the day of the absence. This will allow the director time to get a substitute. In the case of (name) School teachers, a separate call to the director may not be necessary since they will have notified the principal. In most cases, however, the responsibility to insure that the CARES Program is covered falls to the director, hence a separate call may be required.

Should an emergency arise during the day, the Principal or staff members should notify the Director, who may be on the staff, or who may come in after school hours.

Staff members who are teachers in (name) School may ask someone on the substitute list to work on a given day. Permission to request a substitute as well as notification of change should be facilitated through the director or designee in charge.

## **ATTENDANCE/CHILDREN**

Staff members are responsible to check children in when they arrive for CARES. At the time of pick-up, a parent or authorized person signs the child out. The director or designated staff member notes date and time of pick-up as well as the signature of the adult. A record of children's daily attendance, as well as time of pick-up, should be kept in a central file.

If there is a question regarding the pick-up of a child, the staff member should notify the Director or the Principal in the absence of the Director.



## **CHILD BEHAVIOR AND DISCIPLINE**

Since the CARES Program is an extension of (Name) School, the same basic philosophy underlies each program. As members of a caring Catholic community, the children will be expected to respect the staff, each other, and the materials and environment provided. It is important that parents are informed of all policies and agree to cooperate in insuring that their children behave properly.

The staff of (Name) School CARES Program is responsible to protect the children, the facilities, and the overall environment from the difficulties that serious behavior problems can cause.

If a child violates the guidelines or rules set by the director/staff member, the child will be spoken to. If deemed necessary, the incident should be documented and the parent and director informed of the incident. If the problem persists and there is not sense of change in the inappropriate behavior, a conference with the parent and director should be arranged. At that time, the child may be given a final opportunity to improve or may be asked to leave the program.

No child is subjected to any type of corporal punishment, verbal abuse, or deprivation of snacks as a punishment.

Staff members should comment to parents only about their child. The director and the parents would be the only ones informed about a behavior problem that may involve a conference. If a parent is not the one picking up a child, behavior forms and minor injury forms should not be given, without consultation of the director. Copies will be made and sent home in the mail or placed in the child's bag.

## **COMMUNICATION**

Parents must understand that they may not expect a staff member's full attention if children are present.

The director or designee would generally be the person to communicate with the parent when the staff member is engaged in supervising children.

All written communication, announcements etc. would come from the Director/designee and be sent home with the children.

## **EMERGENCY**

CARES Programs present special dangers. Children are not in the traditional school settings. Children possess unbounded energy. After school programs offer opportunities to expand that energy in physical activity. A staff member could be held liable if a child is placed in danger or in a situation where a child could be injured without supervision (e.g. near cars, hot liquids, stoves, etc.)

A phone should be available to the staff in case of an emergency. Parents should be given this number to call, if necessary.

Emergency plans (evacuation, accident, other..) should be shared with the staff by the director.

## **EVALUATION**

Parents or staff members may be invited to take part in an evaluation of the program during the year. This is done so that the CARES Program can continue to serve the needs of the school community in the best way possible.

## **FEE AND PICK-UP TIME**

An area of parental responsibility is in the matters of prompt fee payment and prompt pick-up time in the afternoon. The Principal/Director at the outset of the CARES Program finalizes all budget items (including amount/method of payment).

The director or designee will be responsible for the collection of fees. There must be a recorded account of all monies received and spent. The staff member will be advised as to the process used for the collection of fees in the (name) School CARES Program.

The CARES Program ends at (time). It is common courtesy to the staff to respect the time of closure. Time of closure for the staff is (time). This will allow the staff member to have the rooms in order. If a child is not picked up by a designated time, a late fee will be charged.

### **FEE AND PICK-UP TIME CON'T**

Parents come to the designated door to pick up children. No child may be released without an authorized signature. It is important that the time and date of pick-up is verified and recorded.

Staff members should have access to the emergency names and numbers listed on the information form for each child. The Director should be notified before any calls are made.

The procedure for pick-up in (Name) School CARES Program will be communicated to the staff members by the Director.

### **FIELD TRIPS**

Field trip experiences may be included in the program. These trips are generally within walking distance of the school. The parent signs a general permission slip for field trips at the time of registration.

The program staff supervises all field trips. The director/parents are to be informed ahead of time, in writing, if children are to be taken off school property. A note to parents should be posted in a prominent place stating where the children are.

### **HOMEWORK/ACTIVITIES**

The program is not required to continue academic instruction for the total session, but there should be a clear academic component, such as structured homework time or instruction in music, and/or art. The program is not simply supervised play. Therefore, it is necessary that the staff plan together, not as individual caregivers. Each staff member is responsible for providing an activity or a project.

There is a clear need to maintain stimulating and varied activities in a well-ordered environment. Use of videos should be minimal. Children are encouraged to learn to play group games.

Each day, a homework period is scheduled for all students except Pre-Kindergarten to Kindergarten. It is the child's responsibility to know what homework has been assigned. The homework area is to have a quiet atmosphere. Speaking to an individual child should be done quietly. Staff members ask to see assignment notebooks and initial each assignment as it is complete. (The staff member is not responsible to mark the homework, but simply initial. It is the responsibility of parents to check homework assignments at home.)

### **INJURY/MEDICATION**

A first aid kit with necessary supplies: gloves, band-aids, etc. should be available to the CARES staff members.

Pertinent health information regarding children should be disseminated to the staff members.

Minor injuries may be treated by the staff members, and if deemed necessary, documented on the proper form and given to the parent at pick-up time.

When serious injuries occur, the Director and/or Principal is/are to be notified immediately. Procedures are followed as they appear on the Medical Emergency Form. The notarized emergency form should be taken to a hospital with the child. A parent is to be notified immediately. If the parent cannot be contacted, the person listed as an emergency contact should be called.

Medical/other emergency forms are in the director's file. Staff members should have access to all forms should the need arise.

Staff members should be informed of children's allergies and/or any other information deemed pertinent to a child's good health.

The CARES Program follows the policy of (name) School with communicable diseases.

As the policy of (name) School, only prescription medication will be dispensed. If a child is taking medication during the school day, a copy of the same written permission form will suffice. The written note must include amount of dosage and the date.

## **INSURANCE**

Children and staff members are covered by insurance.

## **NUTRITION**

Snacks are provided. Staff members need to note the scheduled time provided for snacks. Permission by the director to bring a snack from home may be given in a case where the child has an unusual amount of food allergies. Staff members need to be appraised of all allergies listed for children.

## **PERSONAL BELONGINGS**

Children may bring play clothes to school for the CARES Program. Gym clothes will suffice on gym days. Children may not bring toys or games from home without permission.

Staff members will leave personal belongings in a closet or other safe place. Children should be directed to leave coats, bookbags, etc. at the place assigned. Parents/staff members check to see that each child has personal belongings when leaving the program at the end of the day.

## **PHONE NUMBERS**

It is important that essential phone numbers, other than the child's emergency numbers, be made available to the staff. These numbers may include: Police, Fire, First Aid, School, CARES, Rectory, Pay Phone, Director, Principal, Other...

Parents should be supplied with those phone numbers deemed necessary by the director.

## **PLANNING**

Staff members who are also teachers in (Name) School are reminded that their position as teacher in the school is their primary role. It is expected that they will be present at all school faculty meetings. The director is responsible to see that the children in the CARES Program are adequately supervised at this time.

Staff meetings for the CARES Staff members may be periodically scheduled by the director/principal. The director should arrange for caregivers to supervise the children while the CARES Staff meets as a special staff. Such meetings may be necessary for the CARES Program in (Name) School to be explained. Such meetings also allows for interaction about the staff and a possible sharing of ideas. Periodic meetings of the CARES Staff will insure that the quality of the program is enriched.

## **SAFETY DRILLS**

The rooms and areas used for the program have exits easily accessible for leaving the building. Staff members need to be familiar with the safety drill procedures for the areas and rooms used for the program. Drills are conducted with the children. The date and time of drills should be noted.

## **SCHEDULE**

The schedule is flexible and may, at times, be adapted as needs arise. The director will give each staff member a copy of the schedule at the initial CARES Staff meeting. The CARES Program schedule is based on the premise that the program is not an extension of the regular school day.

## **STAFF**

As an adult providing care in the (Name) School CARES Program, each staff member can serve as a significant role model for the children. The joyful services of CARES Staff members proclaim the Gospel in ways that will enrich the lives of the children now and in the future. The ultimate success of the program is dependent upon all those who work in it. The CARES Staff members interact with parents each day. These parents receive a daily impression of the professionalism, concern, and mission of (Name) School from contact with staff members. Positive interaction with the parents is essential.

## **QUALITIES OF STAFF MEMBERS**

- 1. respectful and cooperative with each staff member**
- 2. genuine respect for children and their parents**
- 3. an ability to listen to children**
- 4. an awareness of appropriate and enjoyable activities for children**
- 5. flexibility as well as consistency**
- 6. a commitment to the philosophy goals of (Name) School**
- 7. an ability to project a positive role model for children**

## **SUPERVISION**

**In a CARES Program, staff members have the duty to protect the health and safety of the children entrusted to their care. Staff members are required to provide reasonable supervision of children. Administrators are responsible for the development and implementation of policies and procedures, which guide the staff in their work in the supervision of children.**

**The children must be supervised from the time they arrive at the program site until the time they depart.**

**If a parent is late picking up a child, a staff member must remain with the child until the parent arrives. The director should be notified if a child has not been picked up on time. It is the responsibility of all staff members to know which persons are permitted to sign out children from the program. These names should be listed on each child's information sheet.**

**If at the time of pick-up, the parent or person authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child will be placed at risk of harm, the child should not be released to that individual.**

**The Director/Principal will contact the child's other parent or an alternate person authorized by the parent.**

**Most state and local requirements indicate clearly that only adults may supervise children in CARES Programs. If minors assist with the program, they must do so only as helpers under the direct supervision of a responsible adult. Only adult staff members may witness the signing out of a child. High school students working in the program are under the supervision of a teacher/staff member who has been assigned to work with the student. These students must be very exact in recording their times working in the program. The assigned teacher keeps the attendance record.**

### **VISITORS**

Only parents or their designated representatives are permitted on the program site. Exceptions would be those who are present on official school business or those accompanied by the Director, Principal, or member of (Name) School staff. The Director or Principal should be notified if an unauthorized individual is present and does not leave when asked to do so.