

Hello families of Pope John Paul II,

My name is Melissa Hevel and I am the director of the CARES program at Pope John Paul II. This will be my second year as the director and I am excited to begin this new school year. I wanted to share some of the new and exciting changes that we are making to our CARES program in order to improve the quality and experience for the children as well as the efficiency of how the program will run.

This year CARES students will be assigned to the same classroom everyday. Students may see a different CARES teacher with them but they will know which classroom they will be in daily. The children will have access to desks and supplies to complete homework; toys and games for engaging play after homework; and a familiar space to ease the transition between school and after-school CARES. This change will also make for a more convenient pick-up the students will have a designated classroom.

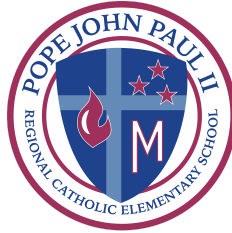
While at CARES, children receive a snack each day. We have made the decision to change our snack to include more variety and essential food groups. Each day, students be offered a snack that consists of low fat or non-fat white milk, 2 ounces of protein (meat or meat alternative), $\frac{3}{4}$ of a cup of fruits and/or vegetables, and 1 grain serving. Most of the grains served are made with whole grains. For any food that the student chooses not to eat, there is a sharing table available for them to share their unopened food with another classmate. Students will also have the option of taking non-perishable snacks with them to eat at a later time (i.e. the drive home, on the way to soccer practice, as their morning snack the next day, etc.) We believe offering these healthier options will create better eating habits among our students. Please know that all of the food is peanut and pork free however, some food items may be processed in the same factory that also processes peanuts/tree nuts. **If you child has a food allergy PLEASE make note of it on the registration form.**

Each week at CARES, there will be a new game, activity, craft, or challenge available to students. Since students typically are outside or in the gym from 4:15-6:00, we are going to provide the students with something specific that they can do while they play. Some examples Balloon Tennis, Ring Toss, Story time and a craft/activity to match (younger grades), Frisbee Toss, Paint a Kindness Rock, Turkey Feather Tag, Yard Yahtzee, Math Fact Balloon Hunt, Stem Solo Cup Towers, Create Your Own Crayons, and more! These games and activities will help stimulate creativity and hand-eye coordination while keeping the children engaged. Be sure to ask them what they did at CARES each day!

This school year, CARES billing will be prepaid and online only starting with October through FACTS. You will be required to fill out a calendar with each date that your child(ren) will be attending CARES by the 15th of the month prior to qualify for the discounted rate. Payment will be drafted through FACTS on the 1st of every month (Starting in October). For September, calendars and payment (check or cash only) must be submitted by August 30th. If you are unsure of your CARES needs there is a daily drop in rate and you will be billed at the end of the month (Payment through FACTS as well). For each family, there is a one-time \$25 registration fee. If you have a child registered for the Little Saints Academy, the registration fee is waived. There will be more information about the new online payment (FACTS) in September.

I am very excited to kick off this exciting new year. If at any point if you have a question or concern please feel free to email me! I look forward to working with you to ensure your child(ren) have a safe, healthy, and happy after school experience!

Melissa Hevel
Director of CARES
mhevel@popejohnpaul2sch.org



PLEASE RETURN (FORM 2)

CARES STUDENT INFORMATION 2018-2019

First Name	Last Name	Male/Female	Birthdate	Grade/Rm
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First Name	Last Name	Male/Female	Birthdate	Grade/Rm
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First Name	Last Name	Male/Female	Birthdate	Grade/Rm
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First Name	Last Name	Male/Female	Birthdate	Grade/Rm
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Mother Information

Father Information

Name

Name

Street Address

Street Address

City, State, Zip

City, State, Zip

Daytime Phone:

Daytime Phone:

Cell #

Cell #

Email

Email

<i>Please list any allergies:</i>	
<i>List any other special concerns:</i>	

IF PARENT/GUARDIAN CANNOT BE REACHED CONTACT:

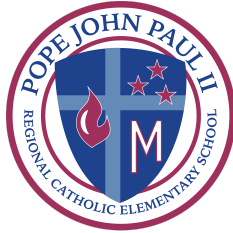
First Name	Last Name	Relationship	Phone #	Y N
				Authorized Pick up

First Name	Last Name	Relationship	Phone #	Y N
				Authorized Pick up

First Name	Last Name	Relationship	Phone #	Y N
				Authorized Pick up

Parent Signature

Date



PLEASE RETURN (FORM 4)

CARES Unscheduled EARLY SCHOOL DISMISSAL 2018-2019

The CARES program is closed on all snow days, in-service days, school holidays, and **on days when the school closes early for emergencies and inclement weather.** If the school closes due to an emergency or inclement weather, the CARES program will **not** be available for the safety of the staff.

Parents/guardians must make arrangements with a relative, neighbor or friend as backup plan in the event the parent/guardian will not be able to pick-up their student at the appointed time. Please be sure to list any and all individuals who make pick-up you student in the event of an emergency closing below.

Student Name _____ Grade/Room _____

Student Name _____ Grade/Room _____

Student Name _____ Grade/Room _____

My child/ren, on unscheduled early dismissal days, should...

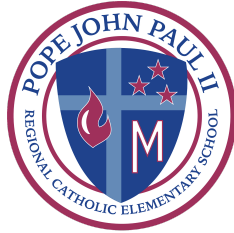
_____ take their assigned bus home, Bus # _____

_____ take Bus # _____ home with _____

_____ will be picked up as a car rider by _____

Emergency Contact Name & Phone Number

Parent's Signature _____



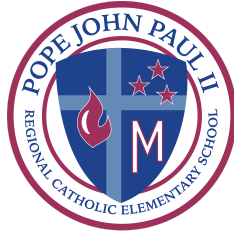
PLEASE RETURN (FORM 5)

Pope John Paul II CARES PROGRAM HANDBOOK Acknowledgement FORM

I/We hereby express agreement with these policies, procedures, and regulations. I/We accept them as conditions for the enrollment of our child/children in the Pope John Paul II Regional Catholic Elementary CARES program. I/We pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern Pope John Paul II Regional Catholic Elementary and the Archdiocese of Philadelphia.

I/We agree to the financial responsibilities of CARES enrollment. Pope John Paul II Regional Catholic Elementary reserves the right, in its sole discretion, to add, revise and/or delete school and CARES policies before, during and after the school year.

Parent Printed Name:	
Parent Signature:	
Name(s) of Children:	
Date:	



CARES Office, 610.384.5961 X5491
Melissa Hevel

Pope John Paul II Regional Catholic Elementary School CARES Program

Children Are Receiving Extended Services 2018-2019 Handbook

Updated 8/2018

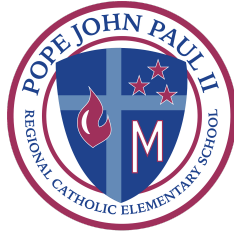
Pope John Paul II CARES Program offers extended care, which reflects a faith filled, developmentally appropriate environment. The caring environment is both age and individual appropriate.

CARES is open to all students grades PK3-8th grades enrolled in Pope John Paul II School. The program offers a balance of active and quiet times, indoor and outdoor games, and time for homework. The Elementary school program provides professional care, supervision, recreation, and enrichment activities. It serves working families with children enrolled in Pope John Paul II School. Within a large family environment, the program strives to provide security, consistency, and caring treatment for children of working parents.

CARES is staffed by a director, committed teachers, and teacher's aides. Our staff works together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect and understanding for others are realized.

Please read the handbook that is attached and discuss it with your child. Return the contact information and the emergency form/signature card prior to your child(ren) attending CARES.

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ABSENCES:

If your child is absent from school they may not attend CARES that day. If a parent takes a child from school for any reason, the CARES director should be notified that day. If your child is to take a different mode of transportation home on any day that they are registered for CARES, a note must be sent to their teacher with their first and last name, the date and their classroom number. Phone calls and emails cannot be accepted. If your plans change after the school day has started a note should be faxed to the main office and should include the same information. All requests **MUST** be received by 1 p.m.

ALLERGIES, ILLNESS OR ACCIDENT:

Note: CARES Staff does NOT have access to any medication in the nurse's office, including inhalers and EpiPens.

Please indicate on the emergency form whether or not your child is allergic to anything – **including food**. The reaction should be noted as well as how you would like the staff to handle any allergy situation. In cases which appear to be minor in nature, first aid will be administered on the premises. Medication will not be administered. In cases which appear serious, the staff will make an effort to carry out the instructions as given on the Emergency Form. Parents who do not wish their child treated in any way should indicate such on the EMERGENCY Form 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, CARES staff will act according to their best judgment for the welfare of the child.

EMERGENCIES AND SAFETY:

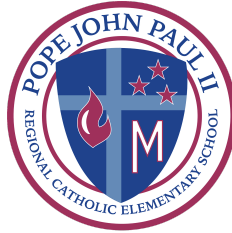
With the children's safety and wellbeing in mind, it is most important that the parent fill out an Emergency Form and adheres to the instructions given. One of the most important regulation concerns the child's leaving the premises of the CARES program. Parents or guardians should not take the children from the pit area or other areas without notifying the CARES staff and signing out the child. Parents and guardians should not send persons whose signatures are not on the emergency form. If a person other than those indicated on the Emergency Release form will be picking up your child you will need to notify the CARES staff in advance. The individual's identification will be checked before the child is permitted to leave the premises.

EXPECTATIONS FOR CHILDREN'S BEHAVIOR

As members of a caring community, the children will be expected to respect the staff, each other and the materials and environment provided, they must never leave the building or grounds without permission of the CARES staff. Any child who does not conform to the set rules and regulations of the CARES Program is liable for dismissal. All school conduct policies are applicable.

FEES:

CARES will be pre-paid in advance. The pre-paid daily fee for CARES is \$12 a day for one child, \$20 a day for two children and \$25 a day for three or more children. If you do not pre-pay before the month begins, you will be charged a daily drop in rate of \$15 a day for one child, \$30 a day for two children and \$40 a day for three or more children. To be considered "pre-paid" you must submit your calendar by the 15th of the month before and your online payment will be



collected on the 1st of the following month. If you do not pre-pay, you will be billed at the end of each month for the number of days that your child attended using the drop in rate. A bill will be sent at the end of each month with a due date. Payment must be made through FACTS. No refunds will be given for sick days or schedule changes. Emergency closures will be credited to the following month.

Your CARES tuition must be current in order to participate in the program. If a parent or guardian fails to meet the CARES fee payment, and does not make adequate arrangements with the business office, the child(ren) will not be permitted to continue in the program. You will receive written notice before any action is taken.

Payment for September will be collected via Check or Cash only. In October, online payment through FACTS will begin. September 15th the calendar with your child(ren)'s schedule for the month of October will be due. Then, the bill will be sent to you a couple days later via email and automatic billing will collect your payment on October 1st.

There is a \$25 registration fee per family that should be turned in with the CARES registration form and the September payment. If a child in your family is registered for the Little Saints Academy, the registration fee is waived.

HOMEWORK:

A scheduled homework period will be provided. It is the children's responsibility to have his/her assignments and books. Children may not go back to their classrooms or lockers to get these items. Parents are responsible for checking the child's homework before he/she returns to school the following day.

HOURS:

We offer CARES which begins at dismissal time until 6:00pm. CARES is open on some half-days. Please see school calendar for more information. CARES is NOT available on half days before a holiday.

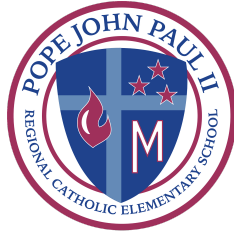
<i>6:30 - 8:00 am</i>	<i>Morning Care through Little Saints Academy</i>
<i>2:45 - 3:15pm</i>	<i>Attendance/Snack</i>
<i>3:15 - 4:15pm</i>	<i>Supervised homework/study period (for grades 1-8)</i>
<i>4:15 - 6:00pm</i>	<i>Indoor/Outdoor Recreational Activities</i>
<i>11:30 - 3:00pm</i>	<i>Early Dismissal Days</i>

LATE PICK UP FEE:

Staff members are employed until 6:00pm or until the last child is picked up. Please respect the time of closure. A late pick up fee of \$10.00 for the first 15 minutes; \$1.00 per minute thereafter will be billed. Late fees apply to each child being picked up.

PHONE NUMBERS:

The phone number for the CARES office is 610-384-5961 x5491. To contact CARES During after school CARES Hours, 3-6pm call 610.384.5961 X5504 or X5507



PICK UP PROCEDURES/PASSWORDS:

Parents use the Side Door buzzer for CARES pick up (door marked door #1). You will be asked for your Password and the student's name when buzzing in. Once buzzed in, come downstairs to CARES Room to sign out. You will be directed to where your CARES student's classroom is located. You are expected to pick up your child(ren) and exit the premises immediately. As per school guidelines, there is to be no roaming in the hallways at pickup, this applies to parents and students.

CARES Family Password - All CARES students have a CARES Family Password that families select and use when picking up the child(ren) from CARES. Authorized pick-up people should know this password. If no password is given a phone call will have to be made to parents verifying the person picking up. It is very important to make sure the children are handed off to the appropriate adult on file or note.

Parents please do not hold the outside door for another parent. All parents need to be buzzed in by using password.

If, in the opinion of the CARES personnel on duty, an adult is suspected of being impaired in any way, the child will be kept in CARES until another authorized driver arrives.

WEATHER RELATED CLOSINGS:

The CARES program is closed on all snow days, in-service days, school holidays, and on days when the school closes early for emergencies and inclement weather. If the school closes due to an emergency or inclement weather, the CARES program will not be available for the safety of the staff. Parents/guardians must make arrangements with a relative, neighbor or friend as backup plan in the event the parent/guardian will not be able to pick-up their student at the appointed time. Please be sure to list any and all individuals who make pick-up you student in the event of an emergency closing on the appropriate form.

EARLY DISMISSALS:

CARES will be available on scheduled early dismissal days. CARES will be available from 11:30 am until 3:00 pm. CARES will NOT be available during it's normal time of 3:00 pm - 6:00 pm. Please make sure that you send a bagged lunch and a drink with your child. Pricing follows the same pre-paid and daily drop in costs.

CARES will NOT be available on the early dismissal days before a holiday. The CARES calendar and school calendar will both have listed whether or not CARES is available. Please be sure to check them.