



SAINT PIUS X SCHOOL

204 S. Lawrence Road Broomall, PA 19008
Sister Kathleen Touey, Principal

Phone: (610) 356-7222
Fax: (610) 356-5380

Dear Parents and Guardians,

We provide a CARES Program at Saint Pius X Catholic School. This includes Before Care and After Care. This service will be available on all school days, full days as well as those with an early dismissal, and on some days when school is not in session for the students. The program provides professional care, supervision, and recreation. It serves members of our school community who desire a Catholic school education with before care and after care. It is open to children from Pre-Kindergarten to eighth grade. Parents may request a week, several days out of the week, or may send their child on a per day basis.

The CARES Program will be staffed by experienced, devoted and caring adults. These people are our faculty and staff members who work together daily to provide the children with an atmosphere of acceptance and care.

If you are interested in enrolling your child in our after school program, please complete the form the necessary forms and return them to school.

May God continue to bless you and your family.

Sincerely,

*Sister Kathleen Touey, IHM
Principal*

PARENT HANDBOOK
C.A.R.E. S. PROGRAM



Saint Pius X School
Broomall, PA

Dear Parent and Guardians,

This handbook contains information considered important to your child's safety and for the basic operation of the Saint Pius X Catholic School C.A.R.E.S. Program. May we all work together to make this a happy and worthwhile experience for your child.

Sincerely,

Sister Kathleen Touey, IHM
Principal

GOAL OF PROGRAM

The C.A.R.E.S. Program of Saint Pius X Catholic School provides children with a Catholic environment extending the philosophy of Saint Pius X Catholic 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.

AGREEMENT

Saint Pius X Catholic School agrees to provide the C.A.R.E.S. Program for a student, and in return, the parents agree to pay a fee to support the program. Fees are the sole support of the school's C.A.R.E.S. Program. Saint Pius X Catholic School or Parish does not subsidize this program.

CHANGE IN ADDRESS, PHONE NUMBER OR EMERGENCY NUMBERS

Parents are expected to inform the CARES 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 also be made known to the CARES staff. If you are unable to reach a staff member, please send the information in writing c/o the school office.

If you need to contact the CARES office please call PHONE NUMBER: 215-531-2125

CHILD BEHAVIOR

Since the C.A.R.E.S. Program is an extension of Saint Pius X Catholic 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.

If a child violates the guidelines or rules set by the staff members, 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. At that time, the child may be given a final opportunity to improve or may be asked to leave the program.

EARLY CLOSING DUE TO SNOW

The C.A.R.E.S. Program will remain open on days that the students are sent home early, due to inclement weather. The program will operate for 3 hours beyond the time of the Marple Newtown School District's closing. For example, if Marple Newtown School District announces a 1:00 PM dismissal for students in the elementary schools, the program will remain available until 4:00 PM that day. This procedure will be followed in order that the program staff may have an opportunity to arrive home before the weather worsens.

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. Regular and prompt payment will assure the continuation of personnel and the provision of supplies and snacks.

Checks should be made out to Saint Pius X School C.A.R.E.S. Program. If payments are mailed, they should be sent to the school office address (204 Lawrence Road, Broomall, PA 19008) and marked to the attention of the C.A.R.E.S. Program.

If a parent fails to meet the C.A.R.E.S. Program fee payment due at the time assigned, and does not make adequate arrangements for payment, a reminder will be sent. A fee will be assessed for all returned checks. The fees charged are the sole support of the C.A.R.E.S. 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 ends at 6:00 PM. 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. However, we do realize that emergencies arise that would cause a late pick-up.

FEE AND PICK-UP TIME (Continued)

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 Door #3 to pickup children. They are asked to check the play areas if they arrive early. Official attendance records are kept for the C.A.R.E.S. Program. Signature and accurate times must be recorded when the child is picked up.

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.

HEALTH AND SAFETY

The C.A.R.E.S. Program follows the policy of Saint Pius X Catholic School with regard to communicable diseases. Parents or guardians 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 staff of the C.A.R.E.S. Program.

HEALTH AND SAFETY

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.

As part of the C.A.R.E.S. Program, nutritious snacks are provided. Parents should send in written notification of any food allergies.

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 Saint Pius X Catholic School and for the C.A.R.E.S. Program.

INSURANCE

Children are covered by the school insurance plan through the Archdiocese of Philadelphia.

PERSONAL BELONGINGS

Children may bring play clothes to school for the C.A.R.E.S. Program. 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. It is requested that children not bring toys or games from home without permission.

SAFETY

Scheduled safety drills are included as part of the C.A.R.E.S. Program. Children will practice exiting by the nearest designated exits.

SUPERVISION

The faculty and staff of Saint Pius X Catholic School will supervise the daily activities of the C.A.R.E.S. Program. Every member has all of their clearances (Child Abuse Check, Criminal Record Check), and has been through the Safe Environment Program for the Protection of Children and Youth. 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.

Only adults (C.A.R.E.S. Staff) supervise children. 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 C.A.R.E.S. 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 C.A.R.E.S. Program without an authorized signature.

When children arrive at the C.A.R.E.S. 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.

C.A.R.E.S. SCHEDULE

After Care

At the end of the school day, children in the C.A.R.E.S. Program will report to the cafeteria. The faculty/staff member assigned to the day will meet the children in the cafeteria.

As soon as the children are comfortable, a snack will be provided. Snack time should be a happy and relaxing time. This is a time for socialization.

3:00-4:00: Weather permitting, children will 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 members will provide constant and alert supervision.

4:00-5:00: Children divide into age appropriate groups for continued play or for activities within the C.A.R.E.S. Program. Indoor activities may consist of individual or group projects of arts and crafts, games or special projects. Some children may wish to use the computer at this time. Quiet time and space will be provided for children to work on homework assignments or school-related projects. The staff members may initial any completed home assignments, but the entire time in the C.A.R.E.S. 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 C.A.R.E.S. Program.

5:00-6:00: Preparations begin for returning home. Children should begin to clean up. 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 homework assignment. The C.A.R.E.S. staff members in charge oversee the clean-up and put away of activities and maintains a relaxed atmosphere to close out the day. The 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.

When C.A.R.E.S. begins at 11:50AM, there is a slight variance in the schedule. The children change into play clothes, eat lunch, and then have a free play period outside on the playground or in the gym with equipment provided by Mrs. Basile.

Before Care

Children who will be attending C.A.R.E.S. before the school day begins should be brought to the school cafeteria. Before Care is available from 7:30 AM until 8:00 AM for students in grades K thru 8 and from 7:30 AM until 9:00 AM for students in Pre-School. Children in Before Care will join their classmates at the conclusion of their Before Care session. Time will be spent having breakfast, if that is your choice, and socializing with the other children.

Forms are included for both Before Care and After Care.

SAINT PIUS X CATHOLIC SCHOOL C.A.R.E.S. PROGRAM
FEE SCHEDULE

Single Child Daily Rate Per Hour: \$8

Family Rate Per Hour: \$12

All rates are rounded to the $\frac{1}{4}$ hour

Child Care Services are tax deductible. Please request a tax form indicating your child care expenses so that you may submit it when you do your taxes.

SAINT PIUS X CATHOLIC SCHOOL

C.A.R.E.S. PROGRAM

HANDBOOK RESPONSE FORM

Dear Parent,

After reading the Parent Handbook, please return this form to the School Office.

I have read the C.A.R.E.S. Program Handbook and have discussed pertinent sections with my child (children). We agree to abide by the policies stated in the Guidelines.

Parent/Guardian _____ (signature)

Child: _____ (signature)

Child: _____ (signature)

Child: _____ (signature)

Date: