



Immaculate Conception School Extended Day Program - CARES Children Are Receiving Extended Services

Immaculate Conception School CARES program will provide professional care, supervision, recreation, and enrichment activities for your child. It serves working families who desire supervised care beyond the scheduled school day, while acting as a continuation of the nurturing environment that educates and inspires the children throughout the day.

Our aim is consistent with our efforts during the school day – namely, to create an atmosphere where Christian values are instilled through modeling and meaningful interaction; to provide continuity in the education of our children; and also to provide security and services to school children of working parents.

The CARES program is staffed by experienced, devoted and committed teachers and staff members. These staff members 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.

This service will be provided only on school days, including days which are in session but close early due to an emergency. Only those children pre-registered may participate.

HOURS OF OPERATION

Only those students who have pre-registered may participate in CARES. The program will begin the first full week of school and conclude the day prior to the last day of school. There will be no CARES on the last day of school.

The program will operate between 2:45 and 6:00 p.m. on regular school days.

The program will operate on most scheduled half-days. Please check school calendar for scheduled days off.

If school should have an early closure due to inclement weather or other emergency, extended care will be provided for two hours following the announced closure time as notified by Honeywell Alert. (Warnings are often given for impending storms, so you may wish to prepare yourself with alternate arrangements for your child's transportation on such days).

Families may register full time (five days/week) or part time (three days/week).

Families may enter the program during the school year, but only on the first of the month.

COST OF THE EXTENDED DAY CARES PROGRAM

A **non-refundable annual registration fee of \$25.00/family is required.** The cost of the program is:

Full time (5 days per week)	\$300 per month
Part time (3 days per week)	\$225 per month

** A late fee will be charged to parents arriving after 6:00 p.m. for pick-up. This fee is \$25.00 every 10 minutes late.*

Monthly payments are due by the first of each month in advance of the month. Payments are made by CHECK payable to Immaculate Conception School. Please note: payments will not be made through FACTS.

Parents are responsible for full tuition payment regardless of illness, vacation or differences in school calendars. Students may not attend CARES for the month if payment is not made by the first of that month.

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

CHILD PICK UP

Children will be dismissed from the cafeteria where the CARES program is based. If children are elsewhere on the school grounds, a sign will be posted to direct you. Children must be signed out and will be released only to parents/guardians or those listed on the emergency sheet. If there is a change, please notify us beforehand to update our information.

SCHEDULE OF THE AFTERNOON

The children will be dismissed from their classrooms and directed to the cafeteria, where roll will be taken, a snack eaten and bathroom break provided. Generally, the schedule will be:

2:45-3:15 pm	Organization
3:15-4:00 pm	Free play (outside or in the gym if available)
4:00-5:00 pm	Homework and/or quiet time
5:00-6:00 pm	Choice of activities (board games, crafts, movies, etc.)

** Parents are asked to provide a snack for their child for this time.*

HOMEWORK

As stated above, a scheduled homework period with the teacher will be provided. The teachers will guide the children and go over some of their work, but this does not take the parent's place in monitoring and checking homework assignments. It is the child's responsibility to come prepared. No child may return to a classroom to retrieve forgotten books or other items. Every child is to have a book ready for reading should homework be completed before the allotted time. This is a 'quiet time' that respects the need for concentration and focus of all.

EMERGENCIES AND SAFETY

With the children's safety and wellbeing in mind, it is mandatory that the CARES Emergency Form be completed each and every year and that attention be given to all instructions. Students may not attend CARES until emergency forms are updated and submitted. We must have **dependable** phone numbers where the parent may be reached if an emergency occurs. We ask that you also supply an e-mail address.

One of the most important regulations concerns the child's leaving the premises of the program. A sign-out sheet must be signed by the parent or designated person. This sign-out sheet is considered a legal document, and every child must be signed out before leaving the program. No child may ever sign this book.

Parents or guardians should not take children from the playground or other areas without notifying the staff members and signing out the child.

Program personnel will not permit children to leave with other parents, taxis, or by other modes of transportation presumably sent by the parents. If you intend to send someone else for your child, you must notify the school in advance, in writing, or have a permanent request on file with the program's director.

If a child is attending an after-school activity and will be late reporting to CARES, we ask that a note be sent in addressed to 'CARES' so staff members are not searching for 'missing' children.

ILLNESSES 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 orally unless both a labeled pharmacy container and a note from a parent are on file. Please do not assume that after school personnel have access to medications locked in the school Health Office. This program operates on a self-contained basis.

In cases which appear more serious, the program moderator will make every effort to carry out instructions as given on the emergency card. It is thus imperative that the CARES emergency form be completed and returned at the beginning of the program. It will be kept in a separate file from the school office emergency cards and will be accessible to after school staff.

If you do not wish for your child to be treated in any way, please indicate such on the emergency form, and give directions to be followed in the space marked "Special Instructions." If you do not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the program staff will act according to their best judgment for the welfare of the child.

EXPECTATIONS FOR CHILDREN'S BEHAVIOR

As members of a caring community, the children will be expected to respect the staff, each other, the materials, and the environment provided. They must never leave the building or grounds without explicit permission of the staff of the CARES program.

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

CARES PROGRAM RULES

1.	Report to the CARES program area in an orderly fashion at dismissal.
2.	Walk and talk appropriately at all times.
3.	Everyone is to stay in the assigned area with the teacher.
4.	No one may return to a classroom for a forgotten item.
5.	Always be polite, kind, and cooperative to each other and to the adults.
6.	Clean up after yourself (snacks, books, games, etc.)
7.	Cell phones may not be used by children during extended day hours. These are given to the teacher to hold until dismissal to the parent.
8.	Be sure your name is on all your belongings.
9.	Listen and obey what the teachers ask of you at all times.
10.	Repeated violations of regulations may result in dismissal from the program.