



## St. Mary Magdalen School C.A.R.E.S. Programs

Children Are Receiving Extended Services

### Mission Statement

The St. Mary Magdalen School CARES Program offers extended day care, which reflects a faith filled, developmentally appropriate environment. The caring environment is both age and individually appropriate.

### Policies and Procedures

#### Who can attend?

- ✚ All students enrolled at St. Mary Magdalen School in grades PreK 3 to grade 8.

#### What happens during CARES?

- ✚ Balance between adult-directed and child initiated activities
- ✚ Active and quiet times
- ✚ Indoor and outdoor games
- ✚ Snack time (snacks are provided by parents)
- ✚ Time for written homework (Grade 2+)
- ✚ Schedule (Subject to change)
  - 3:10pm students report to appropriate CARES locations/attendance taken
    - PreK 3 and 4 students will meet in PreK 4b classroom
    - Kindergarten + students will meet in KC classroom
  - 3:10pm – 3:30pm students will have their snacks
  - 3:30pm – 4:00pm activity in the gym or outside
  - 4:00pm – 5:00pm indoor activity in the classroom (homework time if appropriate)
  - 5:00pm – 5:45pm indoor quiet activities, crafts, reading, etc.
  - 5:45pm Clean-up and prepare for dismissal

#### Who staffs the CARES Program?

- ✚ Director: Mrs. Vanessa Spurio, Kindergarten Teacher
- ✚ Staffing: Other dedicated teachers and staff from St. Mary Magdalen School

### What are the hours of Operation?

- ✚ Before School CARES ~ 7:30am to 8:00am
- ✚ After School CARES ~ 3:00pm to 6:00pm
- ✚ NO CARES on early dismissal days (12:00pm)
- ✚ If the school should have an early dismissal/closure due to inclement weather or other emergency, CARES will not operate
- ✚ Hourly services are available
- ✚ Emergency drop-in arrangements can be made

### What is the Cost?

- ✚ Family registration fee (\$40.00) Non-refundable
- ✚ Morning CARES ~ \$10.00 per day
- ✚ After School CARES per day

# of Children	Pick-up by 4:00pm	Pick-up by 5:00pm	Pick-up by 6:00pm
1 Child	\$14.00	\$25.00	\$35.00
2 Children	\$25.00	\$35.00	\$45.00
3+ Children	\$35.00	\$45.00	\$55.00

- ✚ **Hourly Rate \$14.00**

### How does a family schedule for CARES?

- ✚ A monthly calendar will be emailed to you at the end of each month to schedule the days needed for the next month
- ✚ Complete the calendar for the needed days and return the calendar to Mrs. Vanessa Spurio [vspurion@stmarymagdalen.net](mailto:vspurion@stmarymagdalen.net)
- ✚ Payment MUST be made at the end of each month for the days your child(ren) used
- ✚ Payment is to be sent to the attention of Mrs. Vanessa Spurio; make your checks payable to St. Mary Magdalen School.
- ✚ Crediting: due to the fact that CARES is staffed and funded solely through parent fees, we are **unable** to credit you in the event your child does not attend CARES. If your child is absent due to illness, a credit for the day will be issued.
- ✚ If for some reason your child/ren will not be attending CARES on a day you scheduled, please notify the director through an email and also call the main office.

### **What is the pick-up procedure?**



- + **Pick-up will happen in front of the school building at the exterior door to the KC Classroom (two doors to the left of the main door)**
- + The children may **ONLY** be picked up by parents/guardians or by the authorized persons listed on the CARES emergency card.
- + We ask that all those picking up the children have a form of picture ID with them for verification purposes.

### **What happens if pick-up is later than 6:00pm?**

- + There is a standard fee of \$5.00 for the first 10 minutes; then \$1.00 per minute thereafter.
- + Late fees are billed separately and must be paid at the end of the month.

### **What emergency and safety procedures are in place?**

- + Every family is required to complete an emergency card with current phone numbers where someone can be reached.
- + Parents **MUST** provide the names and phone numbers of an emergency contact person in the event you can not be reached.
- + Parents must provide the names and phone numbers of all persons that you have authorized to pick-up your child(ren) from CARES
- + Students may **NOT** be taken from the school yard during CARES
- + Every child **MUST** be signed out by the proper authorized adult (age 18 or older)
- + People who are **NOT** listed on the Emergency Form **WILL NOT** be permitted to pick-up the child.

### **What happens if a child takes ill or has an accident during CARES?**

- + First Aid will be administered to any minor accidents. (ice, band-aid, etc.)
- + For illness or a more serious injury, parent will be called immediately for directives on how to proceed.
- + If the parent does **NOT** wish their child to be treated, this should be indicated on the Emergency Form.
- + A report of the incident will be given to the parent.
- + In the event that the CARES staff cannot contact anyone listed on the **EMERGENCY FORM**, the staff member will act according to their best judgement for the welfare of the child.

### **What behavior is expected during CARES?**

- + All components, policies, and procedures that exist in the school's behavior code and handbook will be enforced.
- + Students will be given a warning, parents will be informed and if the inappropriate behavior continues, the child may be dismissed from the program.

Please acknowledge that you have made yourself familiar with and understand the above policies and procedures regarding the CARES program.

Please return this signed document to the Director of CARES by September 12, 2022.

Child(ren)

_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____

Parent Signatures:

_____	Date: _____
_____	Date: _____

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

