St. Mary Magdalen Catholic School

Passionately Catholic & Academically Excellent

C.A.R.E.S. Handbook   2023-2024

C.A.R.E.S stands for Children Are Receiving Extended Services.

Our Mission

The St. Mary Magdalen School C.A.R.E.S. program offers extended daycare, reflecting the same faith-filled, developmentally appropriate environment embodied throughout our regularly scheduled school days. The C.A.R.E.S. program provides all students with a caring, active, age-based, and appropriate environment.

Policies and Procedures

Who can attend?

All students enrolled at St. Mary Magdalen School in grades Pre-K3 through 8th.

What happens during C.A.R.E.S.?

Our program provides:

- A balance between adult-directed and student-initiated activities
- Active and quiet times for students
- Indoor and outdoor game time
- Snack time (parents provide snacks)
- Written homework time (Grade 2+)

What is the daily schedule?

(The schedule is subject to change as needed.)

- 3:10 pm: Students report to their assigned CARES location, and attendance is taken.

    Pre-K3 and Pre-K4 students report to Classroom 164
    Kindergarten and Grade students report to Classroom 115

- 3:10 to 3:30 p.m.—Student snack time (parents provide their child's snack)
- 3:30 to 4 p.m.—Activity time in the gym or outside
- 4 p.m. to 5 p.m.—Activity in the classroom and homework time if appropriate
- 5 to 5:45 p.m.—Quiet activities, crafts, reading, etc.
- 5:45 p.m.—Clean up and prepare for dismissal

Who staffs the C.A.R.E.S. program?

Our C.A.R.E.S. director is also one of our Kindergarten teachers, **Mrs. Vanessa Spurio**. She and other dedicated and skilled faculty and staff in our school staff the program.

What are the hours of operation?

The after-school program operates from 3 to 6 p.m. A before-school option may be available upon inquiry and approval from 7:30 to 7:40 a.m.

C.A.R.E.S. will not be available on days the school has an early dismissal or closure due to inclement weather or other emergency.

The C.A.R.E.S. program is based on an hourly service rate. Emergency drop-in arrangements are available.

What is the cost?

There is an annual non-refundable registration fee of $40 per family. For the daily rate schedule, see the chart below.

Students	Pick-up by 4 pm	Pick-up by 5 pm	Pick-up by 6 pm
1 Student	$15.00	$25.00	$35.00
2 Students	$25.00	$35.00	$45.00
3+ Students	$35.00	$45.00	$55.00

How does my family sign up, schedule, and pay for C.A.R.E.S.?

Parents must complete the C.A.R.E.S. Enrollment form, which is available on the website. A monthly C.A.R.E.S. planning calendar is emailed to enrolled families to schedule their needed coverage for the upcoming month.

Parents must complete the monthly calendar with their child's attendance days and return it to Mrs. Vanessa Spurio at vspurio@stmarymagdalen.net. Families are invoiced at the end of each month for the days their child or children attend. Payments to this program are made via check made payable to St. Mary Magdalen and submitted attention to C.A.R.E.S. Attention: Ms. Spurio. We appreciate your prompt payment of each prior month's tuition.

Are there tuition credits?

We cannot credit family accounts for days their child was scheduled to attend. The program is staffed based on registration and funded solely through parent fees. However, if the student is absent from school due to illness and scheduled to attend C.A.R.E.S., they will not be charged for that day.

If, for some reason, your child will not attend a day on which they are scheduled, the parent should notify the director by email and also call the school office.

What is the pick-up procedure?

Students are picked up in front of the school by the exterior doors to the Kindergarten wing located to the left of the main doors.

The students may only be picked up by their parents, legal guardians, or those authorized persons listed on the student's C.A.R.E.S. Registration or Emergency Card.

Any individual picking up a student may be asked to present a valid photo ID or license for verification purposes.

What happens if parents arrive after 6 p.m.?

There is a standard fee of $5 for the first 10 minutes, then $1 per minute after the first 10 minutes. All late fees are billed separately and must be paid monthly.

What are C.A.R.E.S. emergency and safety procedures?

Every family must complete an emergency card with current phone numbers.

In addition, parents must provide emergency contact names and phone numbers.

Parents must provide the names and phone numbers of anyone they authorize to pick up their child or children in their absence.

Students must be signed out by an authorized adult, age 18 or older. Only those listed on the student's Emergency Form can leave with that student.

No student may leave or be picked up from the schoolyard or while outside.

What happens if my child becomes ill or has an accident?

First Aid is administered for any minor accidents as needed. (i.e., ice, band-aid)

In the event of illness or serious injury, the staff will notify the parents immediately.

Except for a severe injury or life-threatening emergency, parents who do not want their child treated must indicate it on their Emergency Form.

We will provide an Injury or Incident Report to the parents of any injured student.

If the C.A.R.E.S. staff cannot reach the parents or anyone listed on their child's Emergency Form, they will act by using their best judgment concerning the child's welfare.

What is expected of students?

The program expects and will enforce all components, policies, and procedures in the school's Parent & Student Handbook and Code of Conduct. Students who disregard the Handbook or Code of Conduct are given a warning, and their parents are informed. The child may be dismissed from the C.A.R.E.S. program if the inappropriate behavior persists.

_____

I/we, the parents or legal guardians, have reviewed, acknowledged, and will abide by all the policies and procedures regarding the C.A.R.E.S program.

Please sign and return to the C.A.R.E.S. director at vspurio@stmarymagdalen.net.

Family Name:_____ Date: _____

Child's First Name _____ Grade _____

Child's First Name _____ Grade _____

Child's First Name _____ Grade _____

Child's First Name _____ Grade _____

Parent Signature: _____

Parent Signature: _____

Staff: Director Signature:_____ Date Received: _____