

# **ST. FRANCIS OF ASSISI SCHOOL**

## **C.A.R.E.S. PROGRAM**

St. Francis of Assisi C.A.R.E.S. Program will provide professional care, supervision, recreation, and enrichment activities for your child. The program serves working families who desire both a parochial school education and supplementary day care in a Catholic environment. The program is available to all children enrolled in St. Francis of Assisi School and registered in the C.A.R.E.S. program.

Our aim is 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 children of working parents.

The C.A.R.E.S. Program is run by experienced, devoted, and committed Mrs. Joanne Martin and her daughter, Colleen. They work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others is realized.

This service will be provided only on school days, from 2:40 PM to 6:00 PM on full days, and 11:30 AM to 6:00 PM on half-days.

### **Schedule of the Afternoon**

The program will operate in Ward Hall. The children will be dismissed from their classrooms and directed to that building. We encourage all children to bring with them a change of clothes, but be sure name tags are on all belongings. The children will be given time to change. Daily activities include snack time, outside play time (weather permitting), a planned activity and a homework time.

### **Homework**

A scheduled homework period with the staff will be provided in the afternoon. It is the child's responsibility to have his/her assignments and books. Children may not go back to their homeroom to get these items. The staff will guide the children and go over some of their work, but this does not take your place in doing homework with your child. Your responsibility will be to go over written work and make sure it is done neatly before signing it, as well as reviewing all studied work for the day.

## **IMPORTANT PARENTAL RESPONSIBILITIES**

### **Emergencies and Safety**

With the children's safety and well-being in mind, it is MOST important that the parent fill out an emergency paper and then adhere to the instructions given. It is essential that we have a dependable number where the parent can be reached immediately if an emergency should occur with their child.

The most important regulations concern the child's leaving the premises of the C.A.R.E.S. Program. They are as follows:

- ❖ We will have a sign-out book which you or the designated person picking up your child will have to sign – name of adult, and time of pick-up using the designated clock.
- ❖ The sign-out book is a legal document and every child must be signed out before leaving the premises. **NO CHILD MAY EVER SIGN THIS BOOK.**
- ❖ Parents or guardians may not take the children from the school yard or other areas without notifying the C.A.R.E.S. Program Staff and signing out the child.
- ❖ C.A.R.E.S. Program personnel will not permit children to leave in taxis presumably sent by the parents. If you intend to send a taxi for your child, you must notify the C.A.R.E.S. Program Director in advance, in writing, or have a permanent request filed with the C.A.R.E.S. Director.
- ❖ Parents or guardians must not send persons whose signatures are not on the Emergency paper to ask for the release of children. For the child's safety, the release will not be granted.
- ❖ Parents or guardians may wish to telephone the C.A.R.E.S. Program Director, asking that their child be directed to go to various places after school. As there is always the possibility that a person other than a parent or guardian might telephone, such requests cannot be granted.
- ❖ If a parent takes a child from the school for any reason during the school day, the Business Office will notify the C.A.R.E.S. Program Director.

If you send any notes or payments, please have your child take it to the Business Office first thing in the morning. Have your child's name and room number as well as "C.A.R.E.S. Program" written on the envelope. We do not want to have anything get lost during the school day.

### **Child Pick-Up**

If the parent does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the C.A.R.E.S. 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, and the materials and environment provided. They must never leave the building or grounds without explicit permission of the staff of the C.A.R.E.S. Program. Such permission will only be granted by order of the parent or guardian.

Any child who does not conform to the set of rules and regulations of the C.A.R.E.S. Program is liable for dismissal.

Please keep this information in a safe place for easy reference during the year.

Staff members are employed only until 6:00 PM. Please respect the time of closure. A late fee will be charged for every minute after pick-up time. The late fee will appear on your monthly bill.

### **Illnesses or Accidents**

In cases which appear to be of a minor nature, First Aid will be administered on the premises. Medication will not be administered unless both a written statement from a physician detailing method, amount, and time schedule, and a written statement from the parent authorizing the staff to assist a child in taking such medication are on file.

In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the emergency paper. Parents who do not wish their child treated in any way should indicate such on the emergency paper.

**C.A.R.E.S. PROGRAM RULES**

1. Report to C.A.R.E.S. building (Ward Hall) when called in an orderly fashion.
2. Walk and talk appropriately at all times.
3. Everyone is to stay in the assigned area with the Staff. No one will be allowed to leave.
4. Always be polite, kind, and cooperative to each other and to the adults.
5. Clean up after yourself (clothes, snacks, books, games, etc.).
6. Be sure your name is on all your belongings.
7. You will only have two warnings about your behavior. If there is a problem a third time, a conference will be called with student, parents, C.A.R.E.S. Staff and Principal of the school.
8. Each child must keep a coloring book, crayons, or activity book in your school bag for days when there is no homework because of parent meetings or other reasons.
9. Every child is expected to listen to and obey all directives given by C.A.R.E.S. staff.



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Please complete and return to the Business Office by the end of September.

I have discussed these rules with my child/ren and promise to remind him/her to obey them at all times.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Name(s) of Child(ren)- \_\_\_\_\_  
\_\_\_\_\_

