

# **CARES PROGRAM PARENT HANDBOOK**

## **2021-2022 School Year**

### **Our Mother of Consolation Parish School**



Dear Parent(s)/Guardian(s),

This handbook contains information considered important to your child's safety and for the basic operation of Our Mother of Consolation Parish School CARES Program. May we all work together to make this a happy and worthwhile experience for your child.

Sincerely,

Mrs. Patricia Sheetz  
Principal

Mr. Matthew Kozeniewski  
CARES Director

## **Cares Program Overview** **(Children are Receiving Extended Services)**

Open from 3:00 PM until 6:00 PM each school day, the CARES Program at Our Mother of Consolation Parish School provides professional care, supervision, recreation, and enrichment activities. It serves working families who desire both parochial school education and supplementary child care in a Catholic environment of children enrolled at school in grades Pre-K 3 through 6<sup>th</sup>.

This professionally-operated program allows children to experience a rich diversity of growth activities within a Catholic environment. These activities are planned to complement the philosophy and value systems of the school and family. Arts and crafts projects, games and recreation, rest time, and snack time are just a few of the activities planned. There is also time set aside for homework completion.

A Director and a number of devoted and committed teachers and/or other qualified adults staff the program. These people, employed on a full time or part time basis, 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.

CARES is an offshoot of the regular school day; thus, all procedures in place for the school will be adhered to during the CARES program. It is paramount that we provide a safe, healthy, and sanitized environment for those students entrusted to our care before and after regular school hours. It is important to engage these students in a social setting which they have not experienced in months and to provide a pleasant atmosphere for them. We are the protectors and providers for these students during the hours they are entrusted to us.

- Students who participate in CARES will remain in their classrooms. Cohorts will not be mixed, and students will be kept with the same adult monitor.
- Visitors/parents are not permitted to enter the school building during CARES.
- Children will be picked-up at the front door by parents.
  - Students are responsible for providing their own snack and beverage during their time in CARES. There is no snack sharing.
- All CARES employees will follow the same health checklist practices as school employees.
  - All operational guidelines put into place in the school (e.g. movement through the building, recess, etc.) will be practiced during CARES sessions.
- Materials used by CARES students will be sanitized.
- Proper hand hygiene will be monitored on a regular basis.
- Suspected cases of COVID-19 will be handled by the CARES Director as during school hours.
- The CARES program will comply with any emergency actions and resulting decisions that occur during the school day.
- The CARES Director will communicate procedures so that parents know what to expect, including the obligations of the parent to take daily health checks.

## **Goal of Program**

The CARES Program provides children with a Catholic environment extending the philosophy of Our Mother of Consolation Parish School into the hours after school. There is an academic component including homework time, as well as art & crafts, games, and other activities. The program provides a nurturing and safe after school environment.

A director, teachers and other caregivers staff the Our Mother of Consolation Parish School CARES Program. All staff has correct State certification including Protecting God's Children required by the Archdiocese. 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.

## **CHILD BEHAVIOR**

As members of a caring Catholic community, the children will be expected to respect the staff, others, materials and the physical program environment. **Children should never leave the CARES room or school building without the explicit permission of the staff of the CARES Program. Please review this policy with your child prior to the start of the program and periodically with your child.**

If a child disobeys the program rules set by the director/staff member, the child will be given an opportunity to correct their behavior. If the behavior is repeated, the parent will be informed and, if necessary, a conference with the parent and director will be set up. At that time, the child may be given a final opportunity to improve or will be dismissed from the program.

Any child who does not conform to the set rules of the CARES Program will be dismissed from the program. The program reserves the right to dismiss a child at any time.

## **FEES**

Payment for the CARES program will be done through Smart Tuition for the 2021-2022 school year. All billing questions and concerns such as a change in plan or late fees must be addressed to Mrs. Suzanne Danella, [sdanella@omcparish.com](mailto:sdanella@omcparish.com)

**A late fee of \$10.00 (per child) for every 15 minutes of lateness (payable in cash at pick-up) will be assessed after one such offense.**

## **PICK-UP TIME**

The program ends at 6:00 PM. Parents who have difficulty with the pick-up time should make arrangements with others listed as authorized pick-up individuals.

If a parent is late, a staff member will stay with the child until the parent arrives. Parents enter school by the designated door to pick up children.

Official attendance records are kept for the CARES Program. Signature and accurate times must be recorded when the child is picked up.

## **IMPORTANT PARENTAL RESPONSIBILITIES**

### **1. Change in Address, Phone Number or Emergency Numbers**

Parents are expected to inform the director or designated 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 be made known to the director.

### **2. Illness 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.)

In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the Emergency Card.

If the home does not supply adequate emergency instructions or if the instructions given cannot be followed at the time of the emergency, the CARES Staff will act according to their best judgment for the welfare of the child. Care should be taken by the CARES Director to review all medical information and emergency card instructions with the parent and staff prior to a child's enrollment in the CARES Program.

### **3. Remind Application**

This year all communications with parents will go through the Remind application. More information and registration for the application will be discussed during CARES Back to School Night.

### **4. Homework**

A scheduled hour will be provided for children to work on class assignments or projects. 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. Parents are responsible for checking their child's homework before they return to school the following day.

### **5. Snacks**

Students will be given a 30 minute snack period during CARES. It is recommended that parents/guardians send the child(rens) snack in a plastic bag and place it in the front of their backpack each day. If a child does not come to CARES with a snack, it cannot be guaranteed the child will be given one. Please try to make healthy choices when sending a snack. A water bottle (reusable) or drink may also be sent with the child(rens) however there is a water fountain within the school.

# **SPECIAL PROVISIONS AND PROCEDURES**

## **Emergency Closings**

The CARES Program Director will specify the procedure to be followed. Emergency closing procedures and/or temporary evacuation policies will be communicated to the parents.

The CARES Program Director will communicate emergency closing procedures and/or temporary evacuation policies to the appropriate local School, Health and Safety authorities.

## **Health Safety**

The CARES Program follows the policy of Our Mother of Consolation Parish School with regard to communicable diseases. Parents or their designates will be notified if a child becomes ill during the hours of the program. Parents will be informed of any health issues.

## **Safety**

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 Our Mother of Consolation Parish School and for the CARES Program.

Phone Numbers: Until 4:00 PM: (215) 247-1060 (School Office) After 4:00 PM: (215) 839-9501 (Mr. Koz)

## **Contact**

Staffing is planned according to the number of children enrolled in CARES each day. Please report changes to [mkozeniewski@omcschool.com](mailto:mkozeniewski@omcschool.com) and the students teacher in advance as soon as possible.

## **CARES Schedule 2021-22**

3:00- 3:15- Check- in Students

3:15-3:30- Pre-K 3 – 1<sup>st</sup> Snack

2<sup>nd</sup>- 6<sup>th</sup>- Outside (when weather permitting)

3:30- 4:00- Pre-K 3- 1<sup>st</sup> Outside (when weather permitting)

2<sup>nd</sup>- 6<sup>th</sup> Snack

4:00- 5:00- 1<sup>st</sup>- 6<sup>th</sup> Homework

Pre-K 3- K Outside/ Activities

5:00- 6:00- Organized Free Play (Games, Art, Movie)

*2015 National Blue Ribbon School of Excellence*  
*Our Mother of Consolation Parish School*

*17 E. Chestnut Hill Ave ♦ Philadelphia, PA 19118*

*215-247-1060*

school.omcparish.com ♦ [www.facebook.com/OMCParishSchool](http://www.facebook.com/OMCParishSchool)

**Handbook Response Form**

Dear Parent,

After reading the Parent Handbook, please return this form to the CARES Program Director.

I have read the CARES Program Handbook and have discussed pertinent sections with my child(ren). We agree to abide by the policies stated in these Guidelines.

Parent/Guardian \_\_\_\_\_ (print name)

Parent/Guardian \_\_\_\_\_ (signature)

Date: \_\_\_\_\_