

# CARES Family Handbook



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## **Mission Statement**

**CARES enriches the lives of children, youth, and families by providing quality, educational programs and services to their parents and the community.**

## **Philosophy**

**The importance of learning and playing cannot be overestimated in the development of children. Learning basic skills and life skills will be accomplished through both structured activity and play experience in a nurturing environment. CARES will help to provide each child with educational skills in an effort to develop a healthy self-concept.**

**Our out-of-school time program provides each child a fun, safe and supportive environment after school. The out-of-school time program provides a range of activities to children and youth. Such activities include:**

- **Academic Enrichment including homework assistance**
- **Structured Physical Activity**
- **Service Learning including community service projects and PBL.**

- **Enrichment Activities including Arts and Crafts, Karate, Performance , Book Talk and STEAM**

**Calendar/Schedule**

The after-school program will operate from September 7, 2016 to June 15, 2017 .

**Weekly Time Schedule:**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Sat/Sunday</b>
2:30-6 p.m.	2:30-6 p.m.	2:30-6 p.m.	2:30-6 p.m.	2:30-6pm.	<b>CLOSED</b>

**Daily/Activity Sample Schedule:**

<b>Time</b>	<b>Activity</b>
3-3:20 p.m.	<b>Arrival/Snack/Social Time</b>
3:25-4:15 p.m.	<b>Homework Help</b>
4:15-5:00 p.m.	<b>Academic Enrichment</b>
5:00-5:45 p.m.	<b>Daily Activities/Curriculum</b>
5:45-6:00 p.m.	<b>Wrap up/Dismissal</b>

A detailed daily schedule can be found in the sign in/out book and is available upon request.

**Fees**

- The daily rate for participation in the after-school program is \$10.00 until 4:15 and \$ 15.00 from 4:15-6:00.  
This is due on the Friday of the week that the service was given. Fees may be made by check , payable to Saint Mary Interparochial School , or cash. Receipts are printed and distributed as requested.
- An annual registration fee of \$50.00 per family is due May 15 .
- In the event that a child is picked up after the 6:00PM closing time, an additional fee of \$30.00 will be charged. Excessive lateness may result in dismissal from the program.

**Enrollment Forms**

- Parents must complete ,sign and submit the following forms:
  - Agency application/intake form
  - DPW Emergency Contact Form

- DPW Youth Health Assessment Form
  - Parent sign-off verifying receipt of the Family Handbook
- The Emergency Contact Form must be updated with a signature every six months. The other forms must be updated every year.
- All information will be kept confidential.

### Confidentiality

All employees must maintain strict confidentiality regarding files, records and other information regarding clients, their families. No information can be shared with any persons and/or organizations outside of the agency without the signed consent of the client, and/or the client's parent or legal guardian. Disclosure of confidential information among agency staff is for professional purposes only and done in a setting that assures privacy. All paperwork and forms with sensitive personal information will be maintained in a locked/secured place.

### Youth Sign in / Out Procedures

- All youth must sign in and out of the program with time of entry noted.
- Parents and/or designated alternates must sign out their child. Sign outs must be legible.

### Youth Attendance

- Consistent attendance is a high priority for this program.
- If a child is going to be absent due to illness, travel or other circumstances, the child's parent/guardian must contact the site director to notify them.
- Space in the program is limited and poor attendance may jeopardize a child's place in the program.
- When/if you choose to withdraw your child from the program, please notify the program director in writing.

### Arrivals, Departures and Release of Youth

- All youth must sign in when they arrive at the program and their parent/guardian must sign out when they pick up that youth.
- Children are never released to any persons other than the parents unless

permission is given by the parent. Parents must specify adults who are authorized to pick-up youth on the Emergency Contact Form.

- Parents must notify the program if anyone not named on the Emergency Contact Form will be picking up a youth. This information will be documented on a Verbal Release of Child Form and the individual will be asked to produce identification before the youth may be released to them.
- Only youth in grades 7 and 8, whose parents have completed a Consent to Walk Home Form may do so.

#### Parent Visitation and Communication

- Parents may visit the program at any time.
- All parents are asked to read the Out-of-School Time Family Handbook and sign-off to acknowledge receipt.
- Parents are asked to be mindful of postings and newsletters as they contain important information concerning the program.

#### First Aid

- A complete and well stocked first aid kit is kept site at all times.
- At least one staff person with CPR and First Aid certification is present on site at all times.
- Parents will be promptly contacted if first aid is administered to their child.

#### Allergies

Please advise the program of any food or medicine allergies that your child may have.

#### Administering Medications

- Students are not permitted to bring any form of medication to the out-of-school time program (prescription or over the- counter) or to self-administer any medicines including inhalers without permission.
- Parents must complete medical forms and produce written instructions by the physician before any medications can be administered. If a form is not completed, the parents are responsible to come into school and administer the medication.

### Sick Youth

- If your child has been absent from school due to illness they may not attend the out-of-school time program.
- Students that become ill during program will be separated from the group and monitored by a staff member while parents are contacted to collect their child.
- Please notify the Site Director at the time of enrollment if a child has a chronic health condition.

### Controlling Communicable Diseases

If a staff member observes a youth with symptoms of a communicable disease or infection that can be transmitted to others, parents will be notified. The youth will be unable to attend the program until notification from a physician is received stating that the youth is no longer ill or a risk to others.

### Hand Washing Policy

- Staff and youth must wash hands frequently especially at meal times and after using the toilet.
- Hand sanitizing liquid will not be substituted for soap and water hand washing.

### Food and Beverages

- Your child must bring a healthy snack when they come to the out-of-school time program.
- Drinking water will be available at all times.
- Please advise the program of any food allergies your child may have.
- Youth must wash hands before meals.
- Staff must wash hands before and use gloves when preparing food.

### Emergency Policy and Procedure

The site must explicitly document emergency policies and procedures including but not limited to: exit maps/routes, notifications, program closures and disaster plans.

### Mandated Reporting of Child Abuse and Neglect

Staff are mandated (required by law) to report any suspected child abuse and/or neglect. A designated staff member will forward all suspected cases of child abuse and/or neglect to PA Child Line.

### Ratios

- Youth will never be left unattended.
- Staff will adhere to the following staff to youth ratios at all times: Kindergarten 1:12; 1<sup>st</sup> through 3<sup>rd</sup> grade 1:12 and 4<sup>th</sup> through 12<sup>th</sup> 1:15
- When 2 or more children are present in the program at least 2 staff will also be present.
- When the level of risk for an activity increases (ice skating, martial arts) the lowest staff/youth ratio, 1:10, will be applied. Extra adults will be present on field trips and other outings that are difficult to supervise.

### Behavior Policy

The goal of redirecting youth behavior is to ensure the safety of the program participants and teach good social skills and behavior to participants. We will maintain a relaxed and comfortable environment where youth feel welcomed, encouraged and safe.

- Staff will ensure that redirection and guidance are consistent, are based on understanding of individual needs and development, and promote self-discipline and acceptable behavior.
- Good behavior will be recognized and encouraged.
- Children will be taught by example through the use of fair and consistent rules.
- Children will be helped to understand why their conduct is unacceptable, what is acceptable in a given situation, and the consequence of the subsequent behavior.
- Behavioral reports will be written daily on youth who pose behavioral challenges. All behavioral concerns will be addressed with parents/guardians.

### Parent Acknowledgement Sign-Off

I \_\_\_\_\_ acknowledge that I have received the Family Handbook and have read and understand the policies and procedures therein.

Youth Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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