



The DePaul
CATHOLIC SCHOOL
An Independence Mission School

C.A.R.E.S. After School Program

Registration Packet

The DePaul Catholic School is an innovative urban elementary school dedicated to carrying out the legacy of St. Vincent de Paul by empowering students to become life-long learners, leaders, and servants who build the Kingdom of God.

Philosophy:

The DePaul Catholic School's CARES (Children Are Receiving Extended Services) Program has been established to provide professional care, supervision, and recreation activities for children registered in the program. By definition, CARES is an extension of our Catholic school environment to service our children after school. The Program will strive to provide individual attention, security, and caring for the students enrolled. The CARES Program will be staffed by a number of devoted and caring teachers and staff who will work together, along with the director, to provide a loving and safe atmosphere for the children.

Program Hours:

The CARES After School Program will be in operation on days when school is in session. The Program will not operate on days when school is closed due to inclement weather. Hours for the After-School CARES Program are 3:15 PM – 6:00 PM on Monday, Wednesday, Thursday and Friday. After-School CARES Program will run on Tuesday from 1:30 PM – 6:00 PM.

There will be no CARES on half days that fall before a holiday break, i.e. the Wednesday before Thanksgiving, Christmas and Easter.

Program Fees:

The weekly CARES rate is \$35 per week for each child. There is a one-time, nonrefundable \$25 registration fee for each family. Payment must be made weekly or can be made monthly in advance. Cash, check or money order are accepted. Checks or money orders must be made payable to The DePaul Catholic School with your child's name included on the memo line. Payment must be sent to the CARES director in an envelope marked CARES with your child's name and grade. Payment may also be made in person any afternoon during the CARES Program operation hours. If there is a financial matter that needs to be discussed, please speak to the director of the Program.

If an unregistered child is sent to the CARES Program because they were not picked up from school on time will be charged \$10.00 per day.

Parental Responsibilities:

With the children's safety and well-being in mind, it is most important that parents/guardians fill out the CARES Registration Packet which includes the Release Authorization and Emergency Information forms. These forms should be completed **Prior** to the first day of the CARES Program.

Once a child has reported to the CARES Program, parents/guardians should not take the child from the school premises without notifying the CARES Program staff. An authorized adult must sign to pick up the child from the CARES Program. Only authorized adults are permitted to pick up and sign out a child or children. An authorized adult is defined as an adult whose name is on the Release Authorization Form. No person, parents included, will be permitted to pick up a child if their name is not listed on the Release Authorization Form.

If, during the school year, parents/guardians wish to add or remove names from the Release Authorization Form, please notify the CARES Program director with the change. For the safety of the children, this information must be kept up to date! Children may not sign themselves out of the program (regardless of their grade/age). Adults should be prepared, every day, to show valid photo identification if asked for by a CARES staff member. This is for the safety of the children.

Illness or Accident:

In cases which appear to be of a minor nature, first aid will be administered on the premises. Medication cannot be administered by mouth unless we received both of the following documents:

- Written statement from a physician detailing method, dosage and time schedule.
- Written statement from the parent/guardian authorizing the staff to assist the child taking such medication is on file.

Those medications will be kept by the staff in a secure location to ensure overall safety.

Homework Period:

A scheduled homework period will be provided. The homework period is an opportunity for students in grades 1-8 to complete assignments. It is the child's responsibility to have his/her assignments and books. Children will not be permitted to go back to their classrooms for forgotten books, materials, or belongings. Parents/guardians should check their child's homework each night. The homework period will begin following snack and will end at 4:30 PM.

Snacks:

Snacks will be provided through the NDS Program.

Behavior:

As members of a caring community, the children will be expected to respect the CARES staff and one another, as well as the materials and environment provided. Children may never leave the building or grounds without an authorized adult. Children will be expected to listen to and obey the CARES staff and rules. School rules and regulations are carried out during all CARES operating hours.

Cell Phone:

At no time are students in the CARES Program to be using a cell phone for any reason. Phones are to be kept, powered off, in their schoolbag.

Electronic Devices:

Children should refrain from bringing any type of electronic devices to CARES. These include any type of cell phone, iPod, iPad, handheld games, tablets, video games or any other electronic device. The school and CARES Program are not responsible for any missing or damaged electronic device. If an electronic device is spotted by a CARES staff member, the electronic device will be given to a parent/guardian upon pick up.

School Connection:

The CARES Program at The DePaul Catholic School is a school-sponsored program which employs faculty and staff members of the DePaul community. CARES is an extension of our Catholic school environment. It is a program offered to families of students who require child care following the normal operating hours of the school day.

Lateness:

Any child who is not picked up from the CARES Program by 6:00 PM will be required to meet with the program director and/or school administrator. Any child who is picked up after 6:00 PM on three occasions during the school year may be dismissed from the program, at program discretion. There is no exception to this policy.

Release Authorization and Parent/Guardian Contact Information:

It is the responsibility of the parent/guardian to keep all pertinent information up to date. Please ensure all phone numbers are operational. Communication is a necessary part of safety.

Any child who has a court/custody order must have all appropriate paperwork on file in the CARES office. Please provide all paperwork with your child's registration information.

Inclement Weather/School Closing:

In cases of inclement weather forecasted after the completion of the school day, it may be necessary to cancel the CARES Program for that day. Any decision for cancellation will be made by 12:00 PM and parents will be contacted via the DePaul app. Please download the app and enable notifications.

CARES director email address:

cares@thedepaulcatholicschool.org



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CARES Program Registration Form

Student Name and grade: _____

Allergies (Be specific if YES): YES _____ NO _____

Any Chronic Illness (Be specific if YES): YES _____ NO _____

Pertinent Information

- Starts Monday, September 13, 2021
- Open to all students in grades PreK -8
- Open from after school until 6:00 PM Monday-Friday

Fees: Nonrefundable registration fee - \$25.00 per family

Weekly fee - \$35.00 per week per child

The DePaul Catholic School CARES Program 2021-2022

Release Authorization Form

The following individuals are authorized to pick up my child from the CARES Program. It is the parent's/guardian's responsibility to keep this list up to date. Children will not be released to any person who does not show valid photo identification. It is imperative that all adults (parents included) have a photo ID available at all times. No one under the age of 16 may pick up a child. No one is permitted to sign themselves out of the program. Please include yourself on this authorization pickup form.

1. Name: _____ Relationship: _____
Phone # _____
2. Name: _____ Relationship: _____
Phone # _____
3. Name: _____ Relationship: _____
Phone # _____
4. Name: _____ Relationship: _____
Phone # _____
5. Name: _____ Relationship: _____
Phone # _____
6. Name: _____ Relationship: _____
Phone # _____

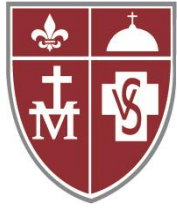
CARES Agreement

I, _____, have read and understand all rules and regulations in regards to the CARES Program at The DePaul Catholic School, an Independence Mission School. By signing below, I acknowledge that my child will be in compliance with all rules set forth in the outlined guide, and also understand that my child's participation in this program may be terminated at any time due to failure to follow rules and regulations that have been set forth for the safety of all attending the program or for failure to pay fees related to the program.

Print name of parent/guardian: _____

Relationship to student: _____

Signature of parent/guardian: _____



The DePaul CATHOLIC SCHOOL

An Independence Mission School

Before-CARES Program Registration Form

Student Name and grade: _____

Allergies (Be specific if YES): YES _____ NO _____

Any Chronic Illness (Be specific if YES): YES _____ NO _____

Pertinent Information

- Starts Monday, September 13, 2021
- Open to all students in grades PreK -8
- Side door opens at 7:00 AM

Fees: Nonrefundable registration fee - \$10.00 per family

Monthly fee - \$35.00 for one child, \$45.00 for two children, or \$55.00 for three children per month

Fees are due on the first day of the month

CARES Agreement

I, _____, have read and understand all rules and regulations in regards to the CARES Program at The DePaul Catholic School, an Independence Mission School. By signing below, I acknowledge that my child will be in compliance with all rules set forth in the outlined guide, and also understand that my child's participation in this program may be terminated at any time due to failure to follow rules and regulations that have been set forth for the safety of all attending the program or for failure to pay fees related to the program.

Print name of parent/guardian: _____

Relationship to student: _____

Signature of parent/guardian: _____