



Saint Francis of Assisi School

601-A Buttonwood St.
Norristown, Pa 19403
Phone: 610-272-0501 Fax: 610-272-8011

C.A.R.E.S.

(Children Are Receiving Extended Services)

The St. Francis of Assisi School CARES program provides children with a Catholic environment extending the philosophy and values of St. Francis of Assisi School after school hours. The program serves the children enrolled in the school whose parents/guardians work outside the home. Only children enrolled in our school are eligible to be enrolled in a CARES program.

The St. Francis of Assisi School CARES program is staffed by Mrs. Barbara Santangelo, Director and other caregivers and is under the administration of the 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 and understanding of others is encouraged.

Registration

We highly recommend that you register your child for your current or future extended care. A one time \$20.00 non-refundable registration is needed per family. This will also allow you to call in for CARES on an as needed basis if space is available. Children not enrolled in CARES can not be accepted into the program.

CARES Hours:

Our CARES program commences immediately upon school dismissal and pick up time is at 5:30 P.M. St. Francis of Assisi School does not offer the CARES program on scheduled early dismissal days, snow days, or early dismissal due to snow. Please ensure your child / children know where they are to go if this should occur. A \$5.00 late fee will be charged for every fifteen minutes you are late (no exemptions will be made) to cover the staff's extra working time.

CARES FEES

| | |
|---|---------|
| Registration Fee per family | \$20.00 |
| One (1) child per hour | \$ 6.00 |
| Two (2) child per hour | \$ 7.00 |
| One (1) child full day until 5:30 P.M | \$12.00 |
| Two (2) children full day until 5:30 P.M. | \$13.00 |
| Late Pick-up every <u>15 minutes</u> | \$ 5.00 |

No credit for early pick-up, child / children are absent, you are off or on vacation and decide not to use CARES that day.



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Payments

- ❖ Invoices will be sent home with your child every 2 weeks.
- ❖ Please make all checks payable to St. Francis of Assisi CARES Program on or before due date in an envelope addressed to Mrs. Santangelo.
- ❖ There will be a \$10.00 fee for all returned checks.
- ❖ You will not be charged if school is not scheduled or canceled due to snow.

Sign Out Procedures

- ❖ Please make sure you sign your child out each day.
- ❖ Check to make sure your child has all his/her belongings when leaving.
- ❖ The lost and found box is next to the sign-out table.

Fees are the sole support of the St. Francis of Assisi School CARES program. This school or parish does not subsidize the program. Therefore, please be prompt with your payments upon receipt of invoice.

Thank you for your support!

Mrs. Barbara Santangelo
CARES Director

BS/car



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C.A.R.E.S. Registration Form 2010 - 2011

| Name of Student | Sex M/F | Date of Birth | Grade |
|-----------------|---------|---------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

CONTACT INFORMATION

Parent/Guardian Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone _____

Please list days and hours your child / children will attend CARES:

Example: You need extended care for two days of the week Monday and Wednesday from 2:30 P.M. to 3:30 P.M. then your selection should look like this:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|-------------------|---------|-------------------|----------|--------|
| Days | x | | x | | |
| Hours | 2:30-3:30 P.M. | | 2:30-3:30 P.M. | | |

Please make selection here:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|--------|---------|-----------|----------|--------|
| Days | | | | | |
| Hours | | | | | |

Please be advised that you will be billed for you selection(s). You will receive an invoice every 2 weeks. Due to staffing and billing complications, there will not be credits for early pick ups, sickness, days off from work or vacation. Please be prompt with your payments!

If you have any questions please do not hesitate to contact me at (610) 272-0501 or at (610) 277-5738 after 5:30 P.M.

Thank you,

Mrs. Barbara Santangelo
 CARES Director

Please attach non-refundable fee of \$20.00 per family, made payable to St. Francis of Assisi CARES Program.