

2022-23 CARES Program Information and Calendar

CONTACT INFORMATION

CARES Email: cares@skdschool.org

CARES Phone (direct line): pending

School Phone: 215-357-4720

School Address: 1053 Holland Road, Holland, PA 18966 SKD Website: www.skdschool.org (CARES-Parent Resources)

COMMUNICATION

CARES is a busy program especially as school dismisses and CARES begins. For a smooth transition at this time of day, communication is important. **Email is our lifeline:** CARES@skdschool.org

For general communication (not time sensitive) email with as much advance notice as appropriate for the subject.

For time sensitive communication, email CARES BEFORE 2:00 PM to ensure the information is received and acknowledged. This includes attendance change for PM CARES that affects your child's dismissal plan. **The school office (mrsyoung@skdschool.org and mrsguarino@skdschool.org) and teachers should also be copied for time-sensitive changes.** Please let CARES know if your child will not be in attendance on any day they are expected at CARES.

If you have a varying weekly schedule, attendance sheets are prepared by the Sunday before. Send your weekly schedule by this day or earlier if known.

If your child is registered to attend occasionally, CARES requires at least 24 hour notice. We have a maximum attendance each day. Requests are considered on a first-come basis.

GENERAL INFORMATION

CARES (Children Are Receiving Extended Services) follows the policies, procedures and values of SKD School. A high standard of conduct is expected of those enrolled in CARES. Students are expected to respect the staff, each other, as well as the materials and environment provided. (See SKD Family Handbook).

MORNING CARES - All registered families may use AM CARES in the Cafeteria starting at 7am sharp. Parents are asked to drop off through the right-side set of Chapel doors, facing the back of the Church. Proceed down the hallway to the windowed, cafeteria door. Please ring doorbell. Staff will assist your child from the door and take attendance. Children can eat a light breakfast from home or may purchase from Cafeteria Services when open. Morning CARES offers time for quiet play, homework/study and general socializing. Students are dismissed to their classrooms prior to start of school for their grade level. PK students are walked to their rooms.

AFTERNOON CARES is held in the cafeteria and other classrooms (TBA- if needed to move on CCD days), as well as inside/outside rec areas. CARES students are dismissed to the cafeteria at the end of the school day by the office PA system. PK students are picked up from their classrooms; attendance, snack and bathroom break follow. The remainder of the afternoon allows time for homework, a variety of age appropriate play, recreational and creative activities until pick up.

Afternoon Pick-up – Pick up is from the same drop off location for AM CARES – the right side set of Chapel doors... - please ring bell. Parents are asked to remain outside. Staff will sign your child out and dismiss to you. Parents are responsible for transportation to and from CARES and assume all risk associated with others who may transport your child. If someone other than a parent is picking up, photo identification will be required. Children will be released only to a parent or authorized person listed on registration form. Exceptions will not be made unless written or verbal permission by the parent has been given to CARES.

Program Fees and Payments – Please also see **Program Fees** in the CARES section of the school website.

CARES is entirely self-funded. All accounts must be paid each month in order for CARES service to continue.

Checks are preferred - made payable to SKD-Cares Program. Cash is also accepted. Payment is due (depending on your usage) at time of pick-up or monthly. Your sign-out sheet keeps track of your balance and payments.

Payments can be made at pick-up, mailed to the school address or sent in with your child. Late payments and returned checks are assessed fees. Inability to meet payment requirements can result in delay or discontinuation of service. Expense summary with tax ID is available upon request.

SNACKS – Snack/drink must be brought from home. A separate bag for CARES is a good idea. The Cafeteria Services snack cart is available to PM CARES students and offers snacks for purchase from approximately .25 to \$1.50.

HOMEWORK time is scheduled Monday - Thursday for students (grades 1-8) to work independently on written assignments. Students are expected to be prepared for and participate in this activity. Staff is available to assist, but not responsible for checking if work is completed or correct.

AFTER SCHOOL CLUBS – Please notify CARES if your child will be attending a club (instead of CARES) and whether or not your child is to go to CARES afterward or if they will be picked up directly from the club. Please include start and end dates of the club. You will not be charged unless your child needs CARES.

PERSONAL BELONGINGS – For sanitary reasons, we will continue to minimize the use of shared materials, it is **strongly suggested** that each CARES student provide their own supplies for homework and personal downtime (pencils, erasures, scissors, markers, crayons, glue, books, tech devices, etc.) as well as hand sanitizer, spare mask or other protective gear (if required).

CARES is not responsible for any lost items. Please label all personal items and uniform pieces.

Cell phones are permitted for **emergency use only** and are to be kept in backpacks while at CARES. Laptops or other forms of technology are permitted with limited use (see SKD Family Handbook).

We will go outside as much as possible. Make sure your child is dressed and equipped for year-round, outdoor recreation. Younger students may keep spare clothing in backpacks in case of bathroom accidents or spills.

ILLNESS/INJURY - A Nurse is **not** on duty during CARES hours nor is there access to any supplies or medications kept there. Only emergency medication for severe chronic illnesses (food allergy with history of anaphylaxis, diabetic emergency supplies) will be accepted at CARES. Please consult with the school Nurse first. If approved, emergency meds must be provided separately, along with physician orders and detailed instructions. Otherwise CARES does not keep or administer medications. For general cases of illness or injury, the staff will use their best judgment for the safety and well-being of the child. You will be notified if your child shows signs of illness or injury that may require immediate pick-up. If a serious injury occurs, we follow school protocol; call 911 immediately and notify the parent.

SAFETY - CARES follows all SKD emergency procedures and Health and Safety Plan guidelines. We will continue regular hand washing/sanitizing, surface and material cleaning during CARES hours. We keep all access doors to CARES rooms locked. No one will be permitted into the CARES rooms or into the school.

2022-23 CARES Program Calendar

CARES is available for PK-Gr. 8 students on full school days from 7:00 - 8:30 AM / Dismissal - 6:00 PM.

CARES is not available on school days off. PM CARES is not available on school ½ days.

| 2022 – 2023 CARES CALENDAR | | | |
|--|------------------------|-------------------------------------|--|
| CARES | DATE | AM Available 7:00 – 8:30 | PM Available Dismissal - 6:00 |
| Start Date: All grades PK-8 | Tuesday, 9/6/22 | Yes | Yes |
| School Half-Day: Parent-Teacher Conferences | Thursday, 11/10/22 | Yes | NO |
| School Half-Day: Thanksgiving | Wednesday, 11/23/22 | Yes | NO |
| School Half-Day: Christmas | Wednesday, 12/21/22 | Yes | NO |
| School Half-Day: Easter | Wednesday, 4/5/23 | Yes | NO |
| Last CARES Day: Pre-K 3 & 4 | Tuesday, 5/30/23 | Yes | Yes |
| Last CARES Day: Kindergarten | Wednesday, 5/31/23 | Yes | Yes |
| Last CARES Day: Grades 1-8 | Tuesday, 6/6/23 | Yes | Yes |
| School Half-Day: Grades 1-8 | Wednesday, 6/7/23 | Yes | NO |
| School Half-Day: Grades 1-8 | Thursday, 6/8/23 | Yes | NO |
| SKD School Last Day: Grades 1-8 | Friday, 6/9/23 | NO | NO |
| **Prepare to have alternate plans in case of an unforeseen cancellation to CARES services** | | | |
| <p><u>DELAYED OPENINGS/EARLY CLOSINGS – due to weather or other issues - CARES will be cancelled.</u> Refer to the school website for full details. If weather or other issues arise that only affect CARES PM hours (2:30-6pm), early closing will be determined at the discretion of the Principal a/o CARES Director and parents will be notified.</p> | | | |