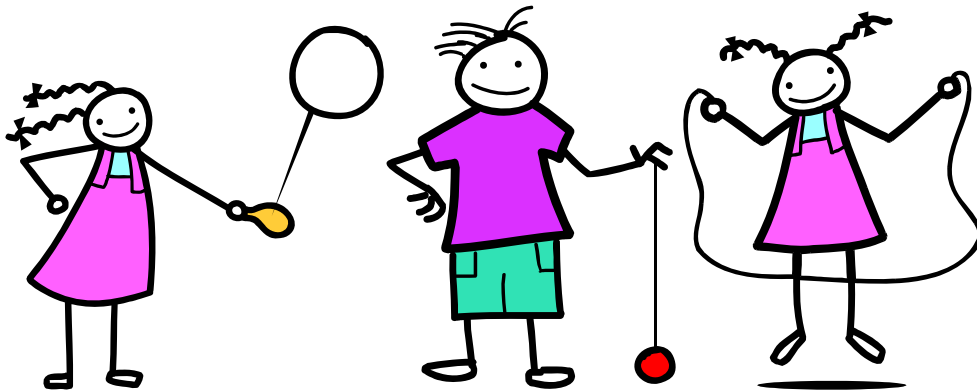


# CARES

## HANDBOOK

2015-2016



CHILD CARE SERVICES  
(before and after school)  
FOR  
STUDENTS K-6

**Centerville-Abington Elementary**

(Assistant CARES Coordinator: Brittany Tyree)

(Principal: Kelly VanWinkle)

(Asst. Principal: Tiffani Hokey)

and

**Rose Hamilton Elementary**

(Assistant CARES Coordinator: Kim Jenkins)

(Principal: Lee Stienbarger)

## **NEED MORE INFORMATION???**

Rose Hamilton Elementary-966-3911

Centerville-Abington Elementary-855-5132

## **CARES SERVICES**

The Centerville-Abington School system has designed a childcare service that combines childcare with educational and recreational activities. The purpose of the service is to assist working or school bound parents by providing their children with a safe, structured and enjoyable environment.

The service is open to children K-6 who attend Centerville-Abington Elementary schools. Care is available 6:00 AM to 6:00 PM Monday-Friday. Children who attend the early morning program may purchase a breakfast from the school cafeteria at 7:30 AM.

## **FEES**

A non-refundable \$25.00 registration fee must be paid before service will be provided.

### **Morning Childcare 6-8 AM**

1 child \$3.00 per morning

2 children \$3.75 per morning

3 children \$4.50 per morning

### **After school Childcare until 6:00 PM**

1 child \$3.00 per hour

2 children \$3.75 per hour

3 children \$4.50 per hour

Fees are charged only for the days and hours of attendance. A 25% late fee will be added to all accounts two or more weeks past due. Unpaid accounts will be turned over to a collection agency and service will be terminated.

\*\*\*A "break" is offered to families with more than one child. However, to receive the break, children must attend CARES in the same building even if they go to different buildings.

## **PROCEDURES OF OPERATION**

- The program will operate Monday through Friday provided school is in session.
- Closing time is promptly 6:00 PM. There will be a late charge of \$1.00 per minute (per child) past 6:00 PM. If repeated lateness occurs, service will be terminated immediately.
- All holidays and vacations will coincide with the school calendar. Service will not be provided on days that school is closed.
- In the event that school is closed due to inclement weather, CARES will be closed. If school is delayed for any reason, CARES will be open at 6:00 AM. However, if school is then cancelled, parents will be notified to pick up their child within one hour. If school is dismissed early due to bad weather, CARES will also be closed.
- Please be sure the elementary office and CARES have your correct phone number.

## **HEALTH REQUIREMENTS**

- The CARES staff will be sensitive to the physical and emotional well being of each child.
- Any child who shows signs of illness will be sent to the nurse (if she is available) and the parent will be contacted.
- It is the parent's responsibility to verify that their child's daily health is adequate for his/her participation at CARES. A child who shows signs of illness should be kept at home.
- In order for medication to be administered, a medication form must be on file in the school office. All medication must be in original container.
- In case of an accident, your child will be treated at school. If the accident requires more than a bandage or ice pack, a call will be made to parents, and a complete report will be filed with the elementary office. In case of a medical emergency, parents will be notified after the 911 call.
- Please keep the CARES staff informed of any medical issues your child may have.

## **EXPECTED STUDENT BEHAVIOR**

- CARES attendance is a privilege not a right.
- School rules will be followed.
- Cell phones may be used at 3:00 to retrieve any messages but then must be shut off and put away until the child is picked up.
- All students are expected to show respect for the staff, fellow students, and school property at all times.
- Safety is a priority. No fighting, name calling, pushing, stealing, or other unacceptable behavior will be tolerated.
- Parents will be notified of discipline problems that are considered more severe. If problems continue, a child may be suspended or expelled from the program.
- The building principal will be consulted for more severe discipline problems.

## ARRIVAL AND PICK-UP POLICY

- PARENTS MUST ACCOMPANY CHILDREN INTO THE BUILDING AND SIGN THEM IN FOR MORNING SERVICES. PARENTS MUST ALSO COME INTO THE BUILDING TO SIGN OUT AND PICK UP CHILD AFTER SCHOOL. FAILURE TO DO SO WILL RESULT IN TERMINATION OF SERVICE. Signing your child in/out is a matter of safety.
- A child will not be able to be picked up by anyone other than names given on the enrollment form at registration time. If another name needs to be added, be sure to update the information with the assistant coordinator.
- No child will be released to any adult who does not properly identify him/herself to the staff. Staff will ask for license or another form of ID if needed.

## SNACKS, MEALS, ACTIVITIES

- Snacks will be offered to all students in the after school program.
- Students who attend the early morning program may purchase breakfast from the cafeteria at 7:30.
- Children may participate in a variety of activities offered at the school site. Both indoor and out door learning experiences, games, crafts, and activities may be provided.
- There will be active play as well as time to relax, read, do homework, and play games.



**ANY UNPAID BALANCE FROM SPRING OR SUMMER CARES SERVICES MUST BE PAID IN FULL BEFORE SIGNING UP FOR SERVICES WHEN SCHOOL BEGINS IN THE FALL.**

**ALL BALANCES DURING THE SCHOOL YEAR MUST BE PAID OFF BY THE END OF EACH WEEK OR SERVICES WILL BE DISCONTINUED IMMEDIATELY. IF THAT BALANCE IS PAID IN FULL, SERVICES MAY RESUME.**