



Please read the following information concerning CARES for the month of September.

CARES will be available beginning the week of September 11th.

AM CARES for PreK- Grade 8 will take place in the cafeteria. AM CARES hours 7:00 AM – 8:00 AM.

PM CARES for Kindergarten- Grade 8 will be in the cafeteria. . PM CARES Hours school dismissal until 6:00 PM.

When dropping off or picking up children in the cafeteria, please use the back steps (Door C5). Ring the doorbell. A staff member will talk to you through the speaker. Please say your child's name and we will then unlatch the door. (The system will work like the doors at the Main Office.) If the gate is open you may drive to a parking spot close to the cafeteria door.

PM CARES for PreK will be in Mrs. Delp's room which is the room to the left of the gym ramp doors. (Door C7). If the gate is opened you may drive to a parking spot closest to her door.

With the number of children, we have in the CARES program each day, it is **imperative** to follow the directions below for registering your child:

- All CARES families must complete the Google Form before utilizing CARES. Upon receipt of the forms, a \$25 registration fee will be added to your FACTS account. (Please do not send a check.)
- All CARES fees will be billed to your FACTS account. No checks or cash will be collected by the CARES staff (except for late fees.) The CARES rates are listed on the main CARES page on Mater Dei's website.
- You will only be billed for the actual days your child attends. Each week your fees for the previous week attendance will be entered into your FACTS account.
- To ensure we have adequate space, scheduling your child for CARES each week or month is extremely important. The safety of your child is our utmost concern. First, we want to ensure your child is in CARES on their days scheduled.
Completing the change in transportation form does not officially register your child for CARES. You must complete the CARES calendar.
- Scheduling is in a calendar format. The calendar may be submitted weekly or monthly. Directions for completing this calendar are explained on the last page.

- If you need CARES the first full week of school we **must** receive the necessary forms no later than September 8th.
- The morning fee is \$8.00 a day for one child. \$16.00 for 2 or more children. The official CARES calendar must be submitted .
- The afternoon fee will be \$12.00 a day for one child and \$24.00 a day for 2 or more children. This fee will be entered into your FACTS account **only** for the parents who schedule their child by the morning of the 1st of the month **and** who uses the official CARES calendar. (E-mail, change of transportation form, notes, handwritten calendars, verbal communication, etc. will not be accepted to receive the \$12.00 rate)
- For parents whose schedule changes weekly, we will still accept weekly registration. We must receive the official calendar no later than Monday morning of each week to be billed at the rate of \$12.00 for one child and \$24.00 for two children. A new calendar must be submitted each week.
- If you submit a calendar for the month or the week, you may add additional days if needed. You must notify the CARES staff to receive the \$12.00 rate.
- Parents will be billed at a rate of \$15.00 for one child and \$30.00 for two children in the following situations:
 - Any calendar received after the 1st of the month. Once the calendar is received you will begin to be billed at the \$12.00 rate beginning the next week.
 - If registering weekly you will be billed \$15 for all the days that week if you submit the calendar after Monday morning.
 - Children who attend afternoon CARES without submitting a calendar.
 - If you do not need our services for a particular week and an emergency arises, the drop-in rate is \$15.00/\$30.00.
- The spread sheet created by the Google Form will be used as the official attendance for the AM sessions.
- The roll slips the CARES teachers use to check-in your child/ren at the beginning of the PM session will be used as the official attendance for the PM sessions.
- You will only be billed for the actual number of days your child(ren) attends. This eliminates the need for issuing credit.
- **New changes for the 2023-2024 School Year:** On Early Dismissal days CARES will **only** be available for the 7:00 AM- 8:00 AM Session. **All children will be dismissed at 11:30 AM.**

- Anytime you do not need an afternoon that you already have scheduled, it is necessary for you to send a note to your child's teacher **and** a note to CARES. The first fifteen minutes of CARES is very hectic getting the kids settled in the room and taking attendance. We need to verify any child who were registered and not in attendance. This takes much time, phone calls etc., which sending a note eliminates.
- Please be courteous in respecting our closing time of 6:00. The adult staff are Mater Dei teachers and teacher's aides who have worked all day in addition to doing CARES. We do know that at times traffic, emergencies, etc. do occur. Please call the **CARES number** 267-642-3615 and let us know you are running late. A fee of \$1.00 a minute is to be given to the staff member who stayed. (Calling does not eliminate the late fee.)
- Any late fees from the previous week that are not paid by Monday morning will be entered into your Smart Tuition account at a rate of \$2.00 a minute.
- More than three late pick-ups in one month may result in dismissal from the program.
- Beginning in October the monthly registration forms will be sent to your e-mail address you listed on the yearly application form. The monthly forms will also be available on Mater Dei's website

The CARES phone number is **267-642-3615**. Please put this number in your cell phone. Please read the revised CARES Handbook for detailed information about the CARES Program and submit the agreement form.


Sincerely,
Diane Chowanes
CARES Program Coordinator

Directions for completing the CARES monthly calendar:

Write your child(ren)'s name(s) at the top. They are numbered 1-4. Then, write your child's number on the dates your child will be attending.

Below is a sample calendar of a family of four. On the calendar, you will see that on their CARES days all 4 children attend. On Wednesdays, "Mary" has Pep Squad so she does not attend CARES. Her number is not written on Wednesday. On Thursdays mornings "Bobby" is not in CARES because he is at Computer Ambassadors.

CARES CALENDAR Family Name _____



September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Child 1 _____ Jane _____ Child 2 _____ Mary _____					1	2
Child 3 _____ Bobby _____ Child 4 _____ John _____						
3	4	5	6 AM _____ PM _____	7 AM _____ PM _____	8 AM _____ PM _____ 1,2,3,4	9
10	11 AM _____ PM _____ 1,2,3,4	12 AM _____ 1,2,3,4 PM _____	13 AM _____ PM _____ 1,3,4	14 AM _____ 1,2,4 PM _____	15 AM _____ PM _____ 1,2,3,4	16
17	18 AM _____ PM _____ 1,2,3,4	19 AM _____ 1,2,3,4 PM _____	20 AM _____ PM _____ 1,3,4	21 AM _____ 1,2,4 PM _____	22 AM _____ PM _____ 1,2,3,4	23
24	25 AM _____ PM _____ 1,2,3,4	26 AM _____ 1,2,3,4 PM _____ 1,2,3,4	27 AM _____ PM _____ 1,3,4	28 AM _____ 1,2,4 PM _____	29 AM _____ PM _____ 1,2,3,4	30

