

CARES Program Information and Calendar (2024-25)

CONTACT INFORMATION

CARES Email: cares@skdschool.org

School Phone: 215-357-4720

School Address: 1053 Holland Road, Holland, PA 18966

SKD Website: www.skdschool.org (CARES-Parent Resources)

COMMUNICATION and ATTENDANCE

Email: CARES@skdschool.org

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

For time-sensitive PM attendance changes (same-day action required), **email CARES BEFORE 1:45 PM** to ensure the information is received and acknowledged. This is especially important since it affects your child's dismissal plan when they are otherwise expected at CARES and for a safe transition at the end of the day. **Please copy the school office, mrsyoung@skdschool.org, mrs Guarino@skdschool.org, and teachers for time-sensitive changes.**

Attendance - sheets are prepared for the week on the Saturday prior.

If registered to attend regularly - your child will be entered for the same day(s) each week.

If registered to attend on a varying weekly schedule - send your needed day(s), (or list of dates to keep on file) by 7:00 pm Friday prior to a new week.

If registered to attend occasionally (not weekly) - send your needed day(s), (or a list of dates to keep on file) by Friday 7:00 pm. Otherwise, at least 24-hour notice is required. We understand last-minute issues arise for drop-in care – please follow the above guidelines for time-sensitive changes.

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 and 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 7 am sharp. Parents are asked to use doorbell located on the right-side set of Chapel doors, facing the back of the Church. Staff will assist your child into the building and take attendance. Children can eat a light breakfast from home or may purchase from Cafeteria Services when it is open. Morning CARES offers time for quiet play, homework/study, and general socializing. Students are dismissed to their classrooms before the start of school for their grade level. PK students walked to their rooms.

AFTERNOON CARES is held in the cafeteria. CARES students are dismissed to the cafeteria by the office (PA system). PK students are picked up from their classrooms; attendance, snack, and bathroom breaks follow. The remainder of the afternoon allows time for homework, various age-appropriate play, and recreational and creative activities until pick-up. **Pick-up** is from the same drop-off location for AM CARES – the right-side set of Chapel doors... - please ring the bell. Parents are asked to remain outside. Staff will sign your child out and dismiss them to you. Parents are responsible for transportation to and from CARES and assume all risks 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 the registration form. Exceptions will not be made unless written or verbal permission by

the parent has been given to CARES. When CCD is in session on Mondays and Wednesdays, CARES will move to Kindergarten Room 109 at 5:45. Please enter through the Kindergarten playground and knock on the door labeled 109, a staff member will dismiss your child to you.

PROGRAM FEES AND PAYMENTS – Please also see **Program Fees** in the CARES section of the school website.

Your family sign-out sheet keeps track of charges and payments. The balance will be emailed at the end of each month. All accounts must be paid each month in order for CARES service to continue. We accept checks or money orders only - made payable to the SKD-Cares Program.

Payments can be made at AM drop-off/PM pick-up or sent in with your child. Late payments and returned checks are assessed fees. The inability to meet payment requirements can delay or discontinue service. An expense summary with tax ID is available upon request.

SNACKS – A snack/drink must be brought from home. A separate bag for CARES is a good idea. The Cafeteria Services snack cart is available in the afternoon and offers snacks for purchase from approximately .25 to \$1.00.

HOMEWORK time is scheduled Monday through Thursday for students (grades 1 through 8) to work independently on written assignments. Students are expected to be prepared for and participate in this activity. Staff are available to assist from 3:00 to 3:30 p.m. but are 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 on their scheduled days) and whether your child is to go to CARES after or if they will be picked up directly from the club. Please include the club's start and end dates. You will not be charged unless your child returns to CARES after their club.

PERSONAL BELONGINGS – For sanitary reasons, we will continue to minimize the use of shared materials; it is **strongly suggested** that each CARES student provide homework supplies.

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 allowed but for limited use (see SKD Family Handbook).

We 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 accidents or other.

HEALTH - A Nurse is **not** on duty during CARES hours, nor does CARES have access to their supplies or medications. Only **emergency** medication for severe chronic illnesses (food allergy with a 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 prescription or over-the-counter 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 increasing illness or injury that may require immediate pick-up. If a serious injury occurs, we follow school protocol: call 911 immediately and notify the parents.

SAFETY - CARES follows all SKD emergency procedures and Health and Safety Plan guidelines. During CARES hours, we practice regular hand washing/sanitizing and surface cleaning. We keep all access doors to CARES rooms locked. No one is permitted into the CARES rooms. We use a ring doorbell and monitor inside the building for drop off and pick up identification.

2024-25 CARES Program Calendar

CARES is available for PK thru Gr. 8 students on full school days from 7:00 - 8:15 AM / Dismissal - 6:00 PM.

CARES is not available on school days off or otherwise noted in the calendar below.

PM CARES is not available on school half-days (early dismissal).

2024 – 2025 CARES CALENDAR**			
CARES	DATE	AM Available 7:00 – 8:15	PM Available Dismissal - 6:00
First Day of School All grades PK-8	Friday September 6 th	NO	NO
School Half-Day: Parent-Teacher Conferences	Thursday November 7 th	Yes	NO
School Half-Day: Thanksgiving	Wednesday November 27 th	Yes	NO
School Half-Day: CSW Mass	Friday January 31 st	Yes	NO
School Half-Day: May Procession	Thursday May 15 th	Yes	NO
Last CARES Day: Pre-K 3 & 4	Tuesday June 3 rd	Yes	Yes
Last CARES Day: Kindergarten	Wednesday June 4 th	Yes	Yes
School Half-Day: Grades 1-8	Wednesday June 11 th	Yes	NO
School Half-Day: Grades 1-8	Thursday June 12 th	Yes	NO
SKD School Last Day: Grades 1-8	Friday June 13 th	NO	NO
Prepare to have alternate plans in case of an unforeseen cancellation to CARES			
Please note that CARES will start on Monday, September 9th, 2024.			
DELAYED OPENINGS/EARLY CLOSINGS – Due to weather or other issues - CARES will be canceled. Refer to the school website for complete details. If weather or other issues arise that only affect CARES PM hours (2:30-6 p.m.), early closing will be determined at the discretion of the Principal a/o CARES Director, and parents will be notified.			