

CARES 2014-2015 Registration Packet and Information

April, 2014

Dear CARES Families,

It is that time of year for CARES Registration for the 2014-2015 school year. Attached is a copy of our CARES Registration form, along with the emergency contact information, and acknowledgement of reading our CARES handbook. Please visit our CARES website to find extra copies of each of these forms and also a copy of our handbook for CARES.

This year, the registration fee is **\$25.00** per family and is due on *Monday, May 26, 2014* along with all of the forms needed to get the program up and running for September.

It is important that you send your registration papers, fees, and forms in on or before the due date so we have our numbers set up for the CARES program before September. Once your paperwork is sent in, your child will be registered for the entire school year 2014-2015. Please be on the lookout during August for the September calendar and reminders for how to fill out the calendar and send in payments. It is important that you provide your email address on the registration form, as we will be using your e-mail directly to send out reminders when calendars are up and due throughout next year.

All forms, directions, and information concerning the program can be found on our CARES website, which can be accessed from our school website (qoaschool.org). Should you have any questions about registration or the CARES program, please feel free to e-mail Mr. Grill at <u>mgrill@qoaschool.org</u>.

Thank you,

Mr. Grill and the CARES Staff



Queen of Angels Regional Catholic School 401 N. Easton Rd. Willow Grove, PA 19090 215-659-6393, Fax 215-659-6377

Queen of Angels CARES Program Family Registration Form 2014-2015 School Year

		Grade
		01440
ldress:		
ome telephone number :		
Father's Name:		
Mother's Name:	Cell #:	
Emergency Contacts:		
1. Name:	Tel. #	
2. Name:	Tel. #	
Medical information / Allergies		
	\$25.00 Family Registration Fee enclosed	



EMERGENCY FORM AND SIGNATURE CARD

<u>Please print the following information:</u>

First name
Primary Cell

PARENTS' BUSINESS ADDRESSES AND PHONE NUMBERS

Mother's Name	_
Business Address	
Business phone number (extension, if needed) _	
Father's Name	
Business Address	
Business phone number	

EMERGENCY CONTACTS (include as many as you like/use back, if

needed)

In the event that I cannot be reached, I wish one of the following to be notified by telephone. They are authorized to act in my absence, and may also release my child from the CARES program, if necessary. (Please have your license with you.)

Name		
Address		
Phone Numbers: Home	Cell	
Relationship		
Name		
Address		
Phone Numbers: Home	Cell	
Relationship		

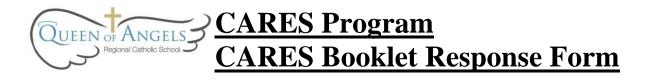
SPECIAL INSTRUCTIONS – ALLERGIES, etc.

Pediatrician's Name_	
Phone Number	

****** In case of serious medical concerns, if I or our emergency contacts cannot be reached, I wish my child to be taken to the Emergency Room of the nearest hospital.

Yes_____ No_____

PARENTS' SIGNATURES_



Dear Parents,

After reading the CARES booklet, please return this form to the CARES Coordinator.

I have read the CARES Booklet and have discussed pertinent sections with my child (children). We agree to abide by the policies stated in the booklet.

Signatures:

Parent/Guardian:

Child:

Child:

Child:

1. <u>Fees</u>

- a. Fees are <u>by the hour only</u>, not half-hour or quarter hour. The first child is \$6, the second \$5, and the third \$4. Only checks are accepted for afternoon CARES. No cash, please.
- b. Checks are to be made out to: Queen of Angels CARES. If your child/children will be using the Morning Program and you have a definite schedule for the month, then you may include that payment in the check. Please note each amount on the calendar so that the correct amounts are recorded for each program.

2. <u>Calendars</u>

- a. Calendars will be posted on the website. It is a good idea to print two calendars—one to keep at home and the other to send in to school. Please send the "school" calendar to us through your child's teacher.
- b. Notice that a 5% discount is given if the calendar is received <u>before the due</u> <u>date</u>. There is also a \$10 late fee if the items are not received by the due date. This system seems to work well to ensure that calendars are in on time. This is so vital to preparing for the next month. The discount and late fee are calculated into the check by the parents before handing in the calendar. Please be fair about this.
- c. During September, you will be notified when the calendar is posted online. This usually comes between the second and third week of the month. You will fill it in and return it to me *through your child's teacher*.
- d. Here is a detailed description of how to use the calendar:
 - 1) Fill in the child's name and grade
 - 2) On the dates that you will need CARES, fill in the hours. (3-4 *or* 3-5 *or* 3-6). *Note any after school activities.*
 - 3) Tally the hours at the bottom of the calendar and multiply by the fee. Take your discount or add you late fee if needed. (fees are in the booklet)
 - 4) Make a check out to Queen of Angels CARES
 - 5) Next month send it in an envelope marked "CARES" to your child's teacher.
 - 6) If there is an early dismissal, this will be noted on the calendar. It will say "CARES 12-6". Please fill in the hours needed as you would any other day. Remember lunch! And a change of clothes, if you would like, if your child is in Grades K-8 only.
 - 7) I know this is a lot. Any questions, please e-mail <u>mgrill@qoaschool.org</u>.

3. <u>Emergency Form</u>

- a. Please be sure to fill this out thoroughly. This is our lifeline to you after school hours. Please keep us updated on any changes in your phone numbers during the year.
- b. If there is a particular health problem, please make note of that. (especially food allergies)
- c. You may add as many names of family and friends as you would like to the emergency contacts. Use the back of the form if needed. Just make note of that on the bottom of the front page. We will only release your child to the

names included on your list. Be ready with your license the first few weeks until we all get to know you. Even Mom and Dad!

4. <u>Handbook Response Form</u>

a. Please read our booklet online and then have all guardians sign the form as well as all children capable of signing.

To summarize the most important information:

- 1. Items to be returned: emergency form (everyone needs to fill out a new one), and booklet response form.
- 2. Items are due: Monday, August 18, 2014
- 3. Any questions, please don't hesitate to contact me at school 215-659-6393 or e-mail me mgrill@qoaschool.org.

Even if you don't need CARES for the first week, or even the first month, please return all the information on time. But I need to have all emergency forms so I can generate the necessary paperwork.