



**2024-2025**

# **CARES HANDBOOK**

(Children Are Receiving Extended Services)

**CARES phone number after 4 pm: 267-964-5959**





Mother Teresa Regional Catholic School



Father Marc Capizzi, PA  
Father Jerome Wild, Pastor  
Ms Christine Pagan, Principal

**"Do Small Things With Great Love"**  
- Mother Teresa

**August 2024**

Principal's Welcome

Dear MTC Families,

We are thrilled to be able to offer a safe, affordable before and after care program for our families! We have an experienced, committed group of teachers who staff this program, which allows for the continued high level program that we pride ourselves on.

I am sure you will have a positive experience!

Mrs. Bonkoski will be running this program again this year, and she can assist you with whatever you may need.

As with everything at MTC, I am here if you need me for anything.

Many Blessings,

Ms. Christine Pagan, Principal



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Father Jerome Wild, Pastor  
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**August 2024**

Dear Mother Teresa Regional Families,

Welcome to the Mother Teresa Regional Catholic School CARES program!

My name is Mrs. Meghan Bonkoski, and I am the Director of the CARES program here at Mother Teresa Regional Catholic School. In addition to my role as Enrollment Director, I have been running the CARES program for the past couple of years. My son is just starting high school at Pope John Paul II, and my daughter attends MTC. We love everything about both of these amazing schools.

Mrs. Lexie Beck, Mrs. Deborah Natalini, Mrs. Ashley Strong, Ms. Myrta Asplundh, and Ms. Alexa Augustine are all part of the CARES family and are here to support your children each day. Our goal is to provide a safe, fun, and caring environment for the children before and after school.

We understand your desire for your child to have a secure place to learn, play, and grow. We will do our best to meet the needs of our families as best we can. Please feel free to contact me with any questions or concerns at [cares@mtnschool.org](mailto:cares@mtnschool.org). After 4 pm, please call CARES directly at 267-964-5959.

We are looking forward to meeting you this fall!

God Bless,

Mrs. Meghan Bonkoski

## **Goal of Program**

The CARES Program at Mother Teresa Regional Catholic School (MTC) provides children with a Catholic environment, continuing the philosophy of MTC School into the hours before and after school.. There is a clear academic component, which includes homework time as well as art, games, and activities.

A director and many devoted and committed teachers and/or other qualified adults staff the program. The entire program is under the administration of the school principal. The staff members work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect for others is encouraged.

## **Hours of Operation**

The CARES Program is available from 7 – 8 AM and 3:30 - 6 PM each school day. CARES is available on most scheduled early dismissal days until 4:30 pm. *(Please see the school calendar with dates that CARES is closed.)*

CARES ***will not*** be open on any days when school is closed due to inclement weather or there is an early dismissal due to inclement weather.

## **Attendance**

While we understand that emergencies happen it is important for us to know in advance how many children will be in attendance each day so the staff can be scheduled accordingly. A monthly CARES calendar will be sent home in advance and is also available on the school website. Calendars are **due the 1st of the month prior to service and must be submitted to the Director, Mrs. Meghan Bonkoski.** (Calendars may also be emailed to [cares@mtcschool.org](mailto:cares@mtcschool.org).) All payments are billed directly to your FACTS account.

For your child's safety, if your child **will not** be attending CARES on a day they were originally scheduled, **please contact the director AND front desk receptionist** directly by phone before 1:00PM. If your child's CARES schedule changes, **please contact the director AND school secretary.** You may also email [attendance@mtcschool.org](mailto:attendance@mtcschool.org)

**Fees and Payment Information** (for the 2024-2025 school year)

<b>Early Drop Off ~ 7:00 to 8:00 AM</b>		
Daily: \$12.00 (1 Child)	Daily: \$20.00 (2 Children)	Daily: \$25.00 (3 Children)
Monthly Drop Off: \$155.00 (1 Child)	Monthly Drop Off: \$285.00 (2 Children)	Monthly Drop Off: \$385.00 (3 Children)
<b>Pick-Up Before 4:30 PM</b>		
Daily: \$16.00 (1 Child)	Daily: \$27.00 (2 Children)	Daily: \$38.00 (3 Children)
Monthly Pick-Up: \$190.00 (1 Child)	Monthly Pick-Up: \$330.00 (2 Children)	Monthly Pick-Up: \$460.00 (3 Children)
<b>Pick-Up Before 6:00 PM</b>		
Daily: \$25.00 (1 Child)	Daily: \$46.00 (2 Children)	Daily: \$60.00 (3 Children)
Monthly Pick-Up: \$275.00 (1 Child)	Monthly Pick-Up: \$485.00 (2 Children)	Monthly Pick-Up: \$635.00 (3 Children)

- Additional charge after 6:PM is \$1 per minute.
- Special Rates available for Students Grades 6-8
- Noon Dismissal Additional Fees:
  - 12:00pm to 3:30pm: \$25.00 in addition to daily rate
  - 12:00pm to 4:30pm: \$35.00 in addition to daily rate
  - **CARES closes at 4:30PM**

**All children must register for CARES annually. A child may not attend CARES without being registered, even if the child has attended CARES previously.**

Payment will be billed to your FACTS account on the 15th of the month.

No credit will be given for illnesses or missed days. If you run into a special circumstance, please call the business office.

Drop-in fees will be billed on the first Friday of the following month.

**\* Your child MUST be registered to participate in the CARES PROGRAM. A calendar must be handed in or emailed to the CARES director at [cares@mtcschool.org](mailto:cares@mtcschool.org).**

## **Child Behavior**

Since the CARES Program is an extension of MTC School, the same basic philosophy underlies each program. As members of a caring Catholic community, the children will be expected to respect the staff, each other, the materials and environment provided. Parents must agree to cooperate in insuring that their children behave appropriately. Children must never leave the building or the grounds without the explicit permission of the staff of the CARES Program. Such permission will only be granted by the request of the parent or guardian in conjunction with the approval of the CARES staff.

If a child repeatedly violates the guidelines or rules set by the director and/or staff members, the parent will be informed and, if necessary, a conference with the parent and the director will be held. Should there continue to be a problem, another conference will be arranged with the principal. At that time, the child may be given a final opportunity to improve or may be asked to leave the program.

Any child who does not conform to the set rules and regulations of the CARES Program is liable for dismissal from the Program.

## **Pick-Up Time**

All parents or designated pick-up persons are to ring the buzzer to be admitted into the building and CARES area. If we are at another location, there will be a sign on the door indicating our location. Accurate times must be recorded at pick-up time and appropriate signatures are required on the sign-in/out sheet.

Parents or guardians should not send anyone whose signatures are not on the Emergency Card to ask for the release of the children. If this happens, the child **will not be released.** The program ends at 6 PM. It is common courtesy to the staff to respect the time of closure. Parents who have difficulty with the pick-up time should make arrangements with others listed as authorized pick-up individuals. We ask that parents phone us **(267-964-5959)** to let us know if a child will be here after 6 PM. A late fee will be charged at the rate of \$1.00 per minute after 6 p.m.

## **Student/Family Information**

Parents are expected to inform the school and the CARES director when there are changes in addresses, work information, or phone numbers/emergency numbers. We need to be able to reach you in case of an emergency.

If there is any change in the names of those authorized to pick up the child, this information should be made known to the school office immediately. They will in turn notify the CARES program.

## **Homework**

A scheduled time will be provided for children to work on class assignments or projects for grades 1-8. It is the child's responsibility to have his/her assignments and books. Children may not go back to their classrooms to get these items. Please note that the children may have more work than can be completed during the homework period. *It is the parent's responsibility to check over all assignments at home.*

## **Personal Belongings**

Children may bring a change of clothes for CARES. Children will be outside on most days. Please send in clothing appropriate for the day's weather. It is expected that parents are responsible for checking for all correct clothing at the time of pick-up. Staff members are not responsible for lost clothing. Children may either bring a book to read or use our CARES Library as reading is encouraged on a daily basis. Children are encouraged to leave toys and games at home unless they have permission to bring them in. Please note though that the staff is not responsible for any lost or broken toys or games that the children bring in from home.

## **Snacks and Meals**

All children will be offered a snack daily. If a child does not want the main snack, an alternative snack will be offered. Parents should send in written notification of any food allergies.

On early dismissal days, children are required to bring lunch and a beverage unless otherwise stated.

## **Afternoon Schedule**

While the schedule is subject to change, a typical afternoon in CARES will look like this: 3:15-

3:45 Take attendance, story or activity, and bathroom break

3:45-4:00 Snack time

4:00-4:30 Games according to the daily themes & Homework time for school aged children

4:30-5:15 Free play for younger children

5:30-6:00 group reading time, arts and crafts, table activities, game time, coloring/drawing, OR outdoor play, and Clean-up

**\*\*Alternative activities are always provided\*\***

## **Illness and Medication Policy**

The CARES Program follows the policy of MTC School with regard to communicable diseases. Parents will be notified if a child becomes ill during the hours of the program. As is the policy of MTC School, only prescription medication will be dispensed. If a child is taking medication during the school day, the same written permission slip will suffice. Reminder: All medications need a prescription filed with the school nurse. The written note must include the amount of dosage and the time and date. Medication must be in its original container marked with the child's name.

## **Injuries and Emergencies**

All minor injuries will be recorded and parents will be notified at the time of pick-up. When serious injuries occur, procedures will be followed as they appear on the Emergency Card. If the parents do not supply adequate emergency instructions or if the instructions cannot be followed at the time of the emergency, the CARES staff will act accordingly to do their best for the welfare of the child. Copies of all necessary medical information, medicine, etc. are to be made available to the CARES Program.

## **Safety**

Scheduled fire drills will occur during the CARES Program. Children will practice exiting to the designated area in a timely manner. If something serious should occur and the building is evacuated, the director and staff will follow the procedures set forth by Mother Teresa Regional School.

## **Staff**

The CARES staff is devoted and committed to caring for your children. They are responsible for the children enrolled in CARES as well as the facilities and materials used while in the program. The children enrolled are expected to respect the CARES staff and treat them like they would any other teachers or staff at Mother Teresa Regional.

## **Photo Policy**

Photos will be taken throughout the year. They will be used for various reasons including but not limited to gifts for parents, brochures, and bulletin boards. If you DO NOT give permission for your student to be photographed or give the right to reproduce, copyright, publish, circulate, or otherwise use any CARES pictures, please make sure you have noted that in your school registration. (This applies to the current school year only. Please fill out a new form each school year if you do not want your child's photo published).



**PARENT AGREEMENT**

I have read this Handbook and I understand that its contents are the official rules and regulations of Mother Teresa Regional Catholic School CARES Program. I acknowledge that my family must abide by these rules.

***All of your children may be listed on one form. This form, when signed, will be placed in your oldest child's file.***

Parent's Name (print) David Mieloch

\_\_\_\_\_

Parent's Signature *David Mieloch*

\_\_\_\_\_

Student Name(s) (print) Zoey Mieloch

\_\_\_\_\_

Date: 8/25/2024

***\*\*Forms must be returned by the start of CARES\*\****