



2500 Branch Pike  
Cinnaminson, NJ 08077

Phone: (856) 829-2778

Fax: (856) 829-2159

Saint Charles Borromeo School  
**C.A.R.E.S.**

September 4, 2018

Dear C.A.R.E.S. Families,

Welcome to the 2018 - 2019 school year! Please be sure to read through the C.A.R.E.S. Handbook thoroughly, as it outlines fees, rules and regulations. Attached, please find the required forms to be completed and returned to school. There is an annual registration fee of \$25.00 that is due with your first payment. Students will not be accepted into the program if the registration fee is not paid. Below are the required forms that need to be submitted before your child can get started with extended services:

- Family Emergency Form
- Handbook Policy Verification Form
- \$25.00 Registration Fee (per family)
- September Registration Form(s)
- Registration Payment

Each month, a registration packet will be sent home. You may also download the packet online under the "C.A.R.E.S. Program" page. You have the option of submitting all forms/payment on a monthly or a weekly basis. If you choose to submit the forms on a weekly basis, please be sure to return them back to school on the **Thursday** before services are provided. It is imperative for scheduling and staffing, that the weekly forms be submitted by Thursday of the week before.

We do not provide snacks/drinks for aftercare. Please be sure to provide an after school snack for your child each day. You may wish to place it in a separate bag, marked with your child's name and C.A.R.E.S. Your child may purchase an afternoon snack for .50 daily fee. Please add to your weekly total. Saint Charles looks forward to providing your child(ren) with quality extended care! Thank you for your cooperation, and please feel free to contact me with any questions or concerns via e-mail at [dpaglia@scbpschool.com](mailto:dpaglia@scbpschool.com).

Sincerely,

Denise Paglia  
K.C. Phillips



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## **Emergency Form**

Family Last Name: \_\_\_\_\_ School Year: 2018 - 2019

1 <sup>st</sup> Child's Name: _____	Grade: _____
2 <sup>nd</sup> Child's Name: _____	Grade: _____
3 <sup>rd</sup> Child's Name: _____	Grade: _____
4 <sup>th</sup> Child's Name: _____	Grade: _____

### **Contact Information**

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(Street) (City/State)

Mother's Name: _____	Cell phone: _____
Work Address: _____	Work Phone: _____
_____	Email: _____

Father's Name: _____	Cell phone: _____
Work Address: _____	Work Phone: _____
_____	Email: _____

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Other than parent)

### **Medical Information**

Medications: \_\_\_\_\_

Food Allergies: \_\_\_\_\_

Other: \_\_\_\_\_

### **Authorized Adults for Pick Up**

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

(Proper identification will be needed for pick-up by above persons).



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## **Handbook Policy Verification Form**

Please sign and return this form to verify that you have read and agree to all of the policies and procedures that are listed in the Saint Charles Borromeo C.A.R.E.S. Handbook.

Kindly return this form to school no later than Friday, September 7th , along with your C.A.R.E.S. Emergency Form, Registration Fee, and Monthly Registration Forms/Payment.

No child will be allowed to use C.A.R.E.S. services unless these forms are complete and all fees are paid.

**Family Name:** \_\_\_\_\_

*I have read and understand the policies and procedures of Saint Charles Borromeo School as outlined in the C.A.R.E.S. Handbook.*

**\*\*I also understand that I must provide an after school drink and snack each day for my child(ren).**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Weekly Registration Form

Please register my child(ren) listed below for the C.A.R.E.S. program for the date and times indicated below.

### Week of September 6 – September 7, 2018

1 <sup>st</sup> Child's Name:	Grade:
2 <sup>nd</sup> Child's Name:	Grade:
3 <sup>rd</sup> Child's Name:	Grade:
4 <sup>th</sup> Child's Name:	Grade:

#### Program Fees

Morning: One child: \$7.00 per day. Two or more children: \$10.00 per day.  
Afternoon: One child: \$8.00 per hour. Each additional child is \$3.00 per hour.

#### **Monday, September 3, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	<b>No CARES</b>

#### **Tuesday, September 4, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	<b>NO CARES</b>

#### **Wednesday, September 5, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	<b>No CARES</b>

#### **Thursday, September 6, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

#### **Friday, September 7, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

**Total Weekly Amount:**

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Weekly Registration Form

Please register my child(ren) listed below for the C.A.R.E.S. program for the date and times indicated below.

### Week of September 10 – September 14, 2018

1 <sup>st</sup> Child's Name:	Grade:
2 <sup>nd</sup> Child's Name:	Grade:
3 <sup>rd</sup> Child's Name:	Grade:
4 <sup>th</sup> Child's Name:	Grade:

#### Program Fees

Morning: One child: \$7.00 per day. Two or more children: \$10.00 per day.  
Afternoon: One child: \$8.00 per hour. Each additional child is \$3.00 per hour.

#### **Monday, September 10, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

#### **Tuesday, September 11, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

#### **Wednesday, September 12, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

#### **Thursday, September 13, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

#### **Friday, September 14, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

**Total Weekly Amount:**

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## C.A.R.E.S.

# Weekly Registration Form

Please register my child(ren) listed below for the C.A.R.E.S. program for the date and times indicated below.

### Week of September 17 – September 21, 2018

1 <sup>st</sup> Child's Name:	Grade:
2 <sup>nd</sup> Child's Name:	Grade:
3 <sup>rd</sup> Child's Name:	Grade:
4 <sup>th</sup> Child's Name:	Grade:

### Program Fees

Morning: One child: \$7.00 per day. Two or more children: \$10.00 per day.  
Afternoon: One child: \$8.00 per hour. Each additional child is \$3.00 per hour.

#### **Monday, September 17, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

#### **Tuesday, September 18, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

#### **Wednesday, September 19, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

#### **Thursday, September 20, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

#### **Friday, September 21, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

**Total Weekly Amount:**

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## C.A.R.E.S.

# Weekly Registration Form

Please register my child(ren) listed below for the C.A.R.E.S. program for the date and times indicated below.

### Week of September 24 – September 28, 2018

1 <sup>st</sup> Child's Name:	Grade:
2 <sup>nd</sup> Child's Name:	Grade:
3 <sup>rd</sup> Child's Name:	Grade:
4 <sup>th</sup> Child's Name:	Grade:

### Program Fees

Morning: One child: \$7.00 per day. Two or more children: \$10.00 per day.  
Afternoon: One child: \$8.00 per hour. Each additional child is \$3.00 per hour.

### **Monday, September 24, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

### **Tuesday, September 25, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

### **Wednesday, September 26, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

### **Thursday, September 27, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

### **Friday, September 28, 2018**

Morning C.A.R.E.S.	Afternoon C.A.R.E.S.	Daily Total
<ul style="list-style-type: none"><li>7:00 – 8:00 a.m.</li></ul> ___ PM Snack .50	<ul style="list-style-type: none"><li>3:00 – 4:00 p.m.</li><li>4:00 – 5:00 p.m.</li><li>5:00 – 6:00 p.m.</li></ul>	

**Total Weekly Amount:**

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_