

After School Crusader Program Handbook

2018 - 2019



I. Basic Overview

A. Coordinator

1. Coordinator for 2018-2019: Chelsea Witte

B. Location

1. PJP2A After School Program is held on school grounds, usually the library. Students will normally go to play or do activities outside after they complete their homework time.

C. Hours

1. Monday - Friday 3:00 - 5:45 p.m.

II. Enrollment & Cost

A. General Enrollment & Participation

1. An enrollment packet will be provided to parents who wish to enroll their child in our program which provides pertinent information to the after-school coordinator. A parent or designated guardian must sign the child out of the program when coming to pick them up.
2. Maximum enrollment is 20 students.

B. Priority Enrollment

1. Priority enrollment is given to kindergarten students as Boys & Girls Club does not offer services for these students.

C. Enrollment of Other Students

1. Participation in the After School Crusader Program is limited to currently enrolled students of the Academy (grades K-8).
2. Students must be in good academic and behavioral standing in order to participate.

D. Cost & Payment Information

1. General Fees

Charge	Service
\$100	1 child for the month*
\$50	Sibling per month*
\$50	5-day regular punch pass
\$35	Sibling regular punch pass
\$25	Homework hour punch pass (5 uses per month)

* A month denotes a calendar month. Hence, a family should pay \$100 for the month of September, but this money would not transfer for any services into October.

Families with more than one participant: The first child of each family is charged the full rate; each additional sibling is charged the discounted rate.

2. Payment

- a) Order forms will be sent home regularly in the Wednesday folders and can always be picked up in the school office.
- b) Payments should be made out to Pope John Paul II Academy

III. Rules & Procedures

A. Basic Rules

1. **Adherence to General Academy Rules:** All regular school protocol will be followed during the after-school program. The coordinator is responsible for becoming familiar with the school's protocol.
2. **"Strike" System**
 - a. Students with behavior issues will be expected to comply with a "strike" system.
 - b. If a student receives two strikes in a week, or three strikes within a month, they will be automatically suspended from the program for the following month.
 - c. If a student again receives three strikes in the returning month, they will be expelled from the program for the duration of the school year.
3. **Safety & Security**
 - a. Safety is the number one priority: students must follow the direction of the coordinator and/ or helpers.

- b. Students are to be supervised at all times.
- c. Parents must sign out students when they pick them up.

B. Procedures & Pick-Up

1. Students who participate in the After School Program are to meet in the designated area at dismissal time.
2. Parents are to sign out their students when they arrive to pick them up.
3. Students must be picked up by 5:45 pm. Parents will be charged \$1 per minute after 5:45 pm upon the second occurrence of a late pick-up.

C. Schedule

3:00 – 3:30 p.m.	Snack and Recess
3:30 – 4:30 p.m.	Homework & Reading
4:30 – 5:30 p.m.	Recess or Group Activity

1. A small snack will be provided for the students, but students may bring their own food.
2. A “Homework Hour” pass is meant for students to remain in the club for up to 1 hour and 15 minutes, and is especially meant to aid those students participating in after-school events such as volleyball, basketball, band, or other programs.