



CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

CJCP is a 2016 National Blue-Ribbon School

Central Jersey College Prep Charter School After School Enrichment Program 2020-2021

NOTICE: Due to Covid-19 health and safety precautions, CJCP rules and procedures for social distancing, handwashing, hand sanitizing, wearing face masks and disinfecting all surfaces regularly also apply to the school's Aftercare Program. Please refer to the CJCP's Student Handbook for further information.

Mission Statement

Central Jersey College Prep Charter School After School Enrichment Program's mission is to provide a safe environment where children can develop both socially and emotionally during the after school hours.

Program

Aftercare starts on September 8th, 2020 and ends on June 24th, 2021

Program hours:

Due to the effects of COVID-19 and shortened school days CJCP will be offering two options for its afterschool program, please note that each program has a different fee and space is limited.

- **CJCP Aftercare Program 1:** Aftercare begins at **1:30 PM** and ends at **4:00 PM** (2 ½ hours session).
- **CJCP Aftercare Program 2:** Aftercare begins at **1:30 PM** and ends at **6:00 PM** (4 ½ hours session).

Parents are expected to pick up their child/children by the program end time depending on which program they are enrolled in. If a child remains after their enrolled program ends, a CJCP Aftercare staff will attempt to contact either the parents or authorized persons listed on the child's emergency contact list. Any child not picked up by the appropriate time will incur an additional charge of **\$2 for every 1 minute of lateness accumulated after the program ends.**



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Signing in/out:

CJCP aftercare personnel will take attendance at 1:30 PM by signing each student into Genesis. When a parent/guardian picks up their child, CJCP aftercare personnel will ensure that parents/guardians show a valid ID and are on the pickup list. CJCP aftercare personnel will then sign students out of the program themselves.

Schedule for Program 1 (2 ½ hrs): *(Please note that activities are subject to change)*

Attendance & Homework 1:30 PM - 2:30 PM, students arrive at the aftercare program and begin their homework. It is the responsibility of every parent to check their child's homework when they get home. Aftercare personnel will do their best to assist students with completing their homework but are not responsible for **completion** of homework. Parents are responsible for going over their child's homework at home and ensuring that their homework is complete.

Snack 2:30 PM - 2:45 PM, CJCP will provide a healthy individually wrapped snack for each aftercare student. Please note that snacks are not intended to replace regular lunch or dinner.

Please send your child with refillable water bottles so that they can use the school's no touch water fountains. Students can also bring their own snacks to the program.

Activity Period 2:45 PM - 3:30 PM, students will be giving individual crafts and art materials to work on separately. During this time students can also take the time to read or play board games together or watch a kid-friendly movie. Students will be monitored closely by the afterschool staff and be asked to sanitize or wash their hands occasionally if needed. Students can also play outside (**weather permitting**) while practicing proper social distancing procedures during this time.

Handwashing/sanitizing and disinfecting 3:30 PM- 4:00 PM, CJCP aftercare staff will prepare students for pickup. Other CJCP staff will ensure that all items and surfaces used by students are properly sanitized for the next day's use. Please note that students will be required to wear face masks and practice proper social distancing while they are in the school building. They will also be required to practice proper social distancing while outside the school building on school property.

Schedule for Program 2 (4 ½ hrs): *(Please note that activities are subject to change)*

Attendance & Homework 1:30 PM - 2:30 PM, students arrive at the aftercare program and begin their homework. It is the responsibility of every parent to check their child's homework



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Snack 2:30 PM - 3:00 PM, CJCP will provide a healthy individually wrapped snack for each aftercare student. Please note that snacks are not intended to replace regular lunch or dinner. Please send your child with refillable water bottles so that they can use the school's no touch water fountains. Students can also bring their own snacks to the program.

Activity Period 3:00 PM - 4:00 PM, students will be giving individual crafts and art materials to work on separately. During this time students can also take the time to read or play board games together or watch a kid-friendly movie. Students will be monitored closely by the afterschool staff and be asked to sanitize or wash their hands occasionally if needed.

Outside Activities (weather permitting) 4:00 PM - 5:30 PM, students will be allowed to play various games outside that enables them to maintain social distancing.

Handwashing/sanitizing and disinfecting 5:30 PM- 6:00 PM, CJCP aftercare staff will prepare students for pickup. Other CJCP staff will ensure that all items and surfaces used by students are properly sanitized for the next day's use. Please note that students will be required to wear face masks and practice proper social distancing while they are in the school building. They will also be required to practice proper social distancing while outside the school building on school property.

Fees & Payment Schedule

Registration Fee & Payment: A one-time non-refundable registration fee of \$15 to be paid along with the first month's tuition by September 1st, 2020 (*registration fees are waived for returning aftercare students with no prior balances*). Please see the payment schedule below. Each amount will be charged on a monthly basis and is due prior to the month of service.



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Kindergarten - 5th Grade		
Aftercare Program 1(2 ½ hrs) 1:30 PM - 4:00 PM	2-3 Days	4-5 Days
One Child	\$215	\$300
Two Children	\$398	\$555
Three Children	\$570	\$795

Discount available for students eligible for free/reduced meals. Please reach out to the aftercare program coordinator.

Kindergarten - 5th Grade		
Aftercare Program 2 (4 ½ hrs) 1:30 PM - 6:00 PM	2-3 Days	4-5 Days
One Child	\$350	\$500
Two Children	\$648	\$925
Three Children	\$928	\$1325

Discount available for students eligible for free/reduced meals. Please reach out to the aftercare program coordinator.

Change Request:

If a change is desired after registration (example. 2 days to 5 days or program 1 to program 2), the parent/guardian must make this request using the **CJCP After School Recreation and Enrichment Program Change Request Form** prior to the month of change requested. Link to form will be available at the end of this document.

Tuition and fees will only be prorated for the months listed below (rates will be calculated based on the number of days school is in session).

- **September 2020**
- **December 2020**
- **April 2021**
- **June 2021**



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Pay on Demand Option

Families who may need occasional aftercare services can register for our **Pay on Demand Option** in order to have their child attend the CJCP aftercare program occasionally. Families can purchase a card that will state the number of uses and will be punched or initial by a CJCP aftercare personnel when your child attends aftercare. ***CJCP will not be liable for Aftercare cards that have been lost or stolen. Please note that 1-use cards cannot be used for two students (siblings), you should purchase a 2-use card if you are putting two of your children in aftercare. A sign-up link can be found at the end of this package.***

NOTE: If parents for reasons of urgency are unable to register or purchase a Pay on Demand card, they should contact CJCP's business office at the number listed below for a last-minute or "rush purchase".

Kindergarten- 5th Grade Program 1 (1:30 PM - 4:00 PM (2 ½ hrs))	
1-use card	\$35
2-use card	\$65
3-use card	\$100
4-use card	\$135
5-use card	\$170

Kindergarten- 5th Grade Program 2 (1:30 PM - 6:00 PM (4 ½ hrs))	
1-use card	\$65
2-use card	\$125
3-use card	\$190
4-use card	\$255
5-use card	\$320



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Payment Policy:

Tuition must be paid **PRIOR** to the month services are rendered. Tuition paid after the 15th of the month will be considered late and will incur an additional \$15 late fee. On other occasions, payments past due will result in the student being temporarily removed from the program until outstanding fees are cleared. All aftercare fees for the school year 2020-21 will be posted to students' Genesis profile under the "Fee and Fines" tab. Payment methods include **credit/debit card** through [Mymealtime](#) or checks payable to **CJCP** can be dropped off at the front desk or mailed to:

Central Jersey College Prep Charter School
Attention: Accounts Receivable-Aftercare
101 Mettlers Road
Somerset, NJ 08873

Aftercare Policies

Behavior Policy:

CJCP encourages appropriate behavior whether in school or out and during aftercare hours. In the event that unacceptable behavior is exhibited, the student will be notified along with the parent at the time of pickup. If the behavior continues it could result in removal from the program.

Attendance Policy:

Aftercare students must be registered for a minimum of two days per week and will be charged on a per month basis. If parents require once per week, or irregular aftercare services, it is advised that they purchase a "**pay on demand**" card and let their child's teacher know when you would like them in aftercare through Genesis pick-up/release before 12:00 PM on the said day.

Allergies/medical and emergency contact/personal information:

Please follow the standard notification process and verify that all students' health information is updated in Genesis accordingly.



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Registration Forms **(Registration opens August 24th, 2020)**

[CJCP Aftercare Program FY21](#)

[Pay-on-Demand](#)

THANK YOU FOR CHOOSING CJCP'S AFTERCARE!

For registration and billing information please contact: CJCP Business Office, aftercare@cjcollegeprep.org,
Tel:732-649-3954 ext 1502, Fax:732-960-6243