



PARK PLACE CHRISTIAN ACADEMY

PPCA Crusader Care
5701 Hwy 80 East
Pearl, MS 39208
601.939.6229, ext. 4
crusadercare@goppca.com

CRUSADER CARE 2020-2021 Information Packet & Policies

WHAT YOU NEED TO KNOW

GENERAL INFORMATION



- We provide supervised care for Preschool Peeps (K3-K4), Elementary Explorers (K5-5th Grade) and Secondary Sadars (6th – 10th Grade) during afterschool operating hours (both normal and early dismissal days) and on holiday breaks for K3-6th Grade.
- The Crusader Care/Business Office desk is manned from Monday-Friday, 9:00am to 6:00pm on normal school days.
- On full-day camp days during holiday breaks and school closure dates, Crusader Care is open from 7:15am-6:00pm.
- We do not offer supervised care for 7th-10th grade on full-day camp days.
- **PPCA Crusader Care is not responsible for lost or damaged items.**
- Every day, all children and workers will be screened for fever and other symptoms. Please see separate COVID PROTOCOLS.

CRUSADER CARE CLOSURE DATES for 2020-2021

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|-----------------------------|------------------------------------|
| • September 7 (Monday) | Labor Day |
| • October 12 (Monday) | Columbus Day |
| • November 26-27 (Thur-Fri) | Thanksgiving Holiday |
| • December 23-25 (Wed-Fri) | Christmas Holiday |
| • January 1 (Friday) | New Year's Day |
| • January 18 (Monday) | Martin Luther King Jr Day |
| • February 15 (Monday) | President's Day |
| • Apr 2 & 5 (Fri & Mon) | Easter Holiday |
| • May 25 (Monday) | Memorial Day |
| • May 31 (Friday) | Summer Crusader Care Training |
| • TBA | Independence Day |
| • TBA | School Year Crusader Care Training |



CRUSADER CARE EARLY CLOSURES for 2019-2020

- Nov 25 (Wed) **CLOSE at 4pm** Thanksgiving Eve
- December 31 (Thurs) **CLOSE AT 4pm** New Year's Eve

OTHER

You will see the specific grade information and supplies needed in separate PDF'S. **At the end of this Information & Policies packet, there is a form for parents to sign and return to Crusader Care to indicate that parents have read, and will abide by, the PPCA Handbook and these policies and procedures.**

FINANCIAL INFORMATION



- All Crusader Care rates are due on Monday of the current week (please see separate Rates & Fees Page for specific costs per grade, etc.). On Wednesday, a \$10 late fee **may** apply. Crusader Care rates are not prorated for short school weeks/days missed. Rates are also not transferable.
- **Payments may be given to the worker escorting your children to your vehicle or mailed.** We accept checks (made payable to PPCA with child(ren)'s name on the memo line), money orders and cash. A receipt will be provided for cash payments. *These payments can be weekly or monthly.*
- **Payments can also be paid in 2 additional methods:**
 - **Monthly Draft**
The bank draft form authorizing funds to be withdrawn from your bank account on the 5th of every month must be completed and turned in prior to the 1st of the month, along with a voided check. ***Please note!*** We must have a 15 business day notice in writing to cancel the monthly bank draft. ***ALSO, the amount withdrawn monthly is based on the amount of Mondays in a given month.***
 - **Online Payment on ParentsWeb**
(<http://www.goppca.com/admissions/onlinepayment.cfm>)
If you choose to pay in this manner, we must have either the transaction number given at the end of your payment OR a copy of the receipt of the payment. ***Please note! There is a fee added to pay online based on the total amount of your payment.***
- There is a PPCA Crusader Care Sibling Discount: full price for the youngest child, and \$5 off the weekly rate for each additional K3-6th grade student enrolled in Crusader Care.
- There are no additional discounts for the already discounted secondary 7th-10th grade rate or the discounted half-day K3-K4 preschooler rate.
- ***PLEASE NOTE!*** A two week notice must be submitted in writing to drop your child from Crusader Camp. Parents are responsible for payment throughout the two week prior to the last day submitted.
- ***PLEASE NOTE!*** A \$1.00 per minute late fee will be charged for children picked up after 6:00pm.



- PPCA Crusader Care reserves the right to dismiss a student for nonpayment and to refuse registration to families with an outstanding balance and/or who have failed to pay accounts in a timely manner.
- The registration fee paid is a yearly fee, but if a student is withdrawn from Crusader Care during the same fiscal year (June-May), there is an additional fee \$25 to re-instate that student back to daily Crusader Care attendance.



SNACK INFORMATION

- Students receive Crusader Care provided snack once a day on early or regular dismissal days after school and twice daily on full days: once in the morning at 8am and once in the afternoon around 2pm.
- **There will be NO vending machine purchases this year** due to social distancing. The vending machines in Boatner will not be serviced/stocked until further notice. There are drinks (soda, juice bags &/or barrels, small Gatorades & water bottles – range of \$.50-\$.75) and baked items (brownies, cupcakes &/or cookies - \$1.00 each) available for purchase from the Crusader Care office for elementary & secondary students. (Preschoolers may purchase items at pick up through a parent or older sibling.)
- **1st-10th grade** may purchase items daily, but **K5 students** may only purchase said items on Friday afternoons. **All students, regardless of grade, must have good behavior throughout the day/week to have purchasing privileges.**
- While we definitely encourage kind and thoughtful actions on the part of students, we would also like to partner with parents by knowing you approve of your child purchasing snack items for others. When/if we notice a consistent pattern of a child buying for others at a substantial cost, we will send a note home to get confirmation that parents are okay with the amount their child is spending.
- Breakfast is not provided when we operate as Crusader Camp (7:15am-6:00pm). Please try to feed your child(ren) a healthy breakfast before they come. But for those mornings when life happens, DO NOT send coffee or soda with your child if you need to send your child(ren) with breakfast. Soda & coffee will be held for your child until pick-up.



LUNCH INFORMATION

- On camp days (7:15am-6:00pm), we have a 30 minute lunch schedule for each age group.



- Healthy food makes happy bodies – please send healthy lunch box items and limit sugary foods/treats. *If a lunch from home is deemed significantly lacking in nutritional content, parents will be contacted to bring something of health and substance.* Don't forget to include an ice pack for perishable items and write your child's name on their lunch box/sack & water bottles.
- Students will be encouraged to eat their healthier food options before any desserts or sugary foods.
- No sodas at lunch time.
- Due to allergies and such, students are not to share food with others.
- All students are expected and encouraged to clean up after themselves.

CRUSADER CARE RULES & HELPFUL GOALS

- Camp Participants will abide by applicable policies of the PPCA Student Handbook. A copy of the handbook can be found on the PPCA webpage located at <http://www.goppca.com/academics/student-handbook.cfm> or attached to the Summer Policies Email.
- Show honor and respect for God and others.
- Be kind to AND careful of others – including words!
- Walking feet and quiet voices inside.
- Follow instructions the first time with a good attitude - and keep on doing it.
- No weapons and/or drugs on the school/church property.
- Admit wrong-doing, make things right and learn from mistakes.
- Tell the truth.
- Ask God to help you want to make and choose good decisions (Phil. 2:10).

BEHAVIOR PLAN

We believe that to discipline a child means to train them in the way they should go, which includes instruction, specific praise of good choices, redirection and appropriate correction to encourage the heart to choose right. Correction will come with the instruction/reminder that God corrects those whom He loves (Prov. 3:12, Heb. 12:6, Rev. 3:19), and He wants the best for us (Rom. 12:2). At times, older students may be given instructions on how to look up and write out Bible verses that relate specifically to behavioral issues (i.e. speaking good words, showing respect, being kind) with the heart hope to train children to hear God speak through His word and respond to Him as they hear Him. This will not be treated as punishment or correction but rather as instruction in the way we should go. All discipline will be accompanied with prayer, because God is the one who changes hearts.

Crusader Camp uses a variety of tools to encourage right behavior and discourage wrong behavior and Happy Face/Sad Face system for reporting



behavior. Tools for behavior management will include periodic trips to the treasure box, small stickers or treats, responsibilities & privileges, reminders of right behavior (and why), coaching of better choices, loss of privileges, removal from class and/or change to sad face. Consistent boundaries and grace are needed as children learn and practice social skills and school rules.

We will also continue to use "Incident" reports to inform parents what has happened and how we have handled circumstances as they come up.

Possible consequences for misbehavior could include loss of recess or other privileges, work towards making a situation right – i.e. practice following instructions, clean up mess, pick up toys – and/or separation from other students. Continued and ongoing misbehavior could lead to on-campus suspension (where the student remains inside under closer supervision in the office).

Immediate trip to the office occurs for intentional physical violence, deliberate defiance or purposeful lying, destruction of property, possession of weapons or drugs of any kind, stealing, etc. *Consequences for immediate trips to the office will also include parent contact, loss of privileges and restoration as needed and/or appropriate, but could also include on-campus suspension (where the student remains inside under closer supervision in the office).*

Continued major behavior issues may lead to off-campus suspension for the remainder of the day and/or possibly for a few days or weeks as a tool to turn the heart and correct behavior.



REPORT FORMS

We use a couple of different forms to communicate with parents. To help you sort them better, we have listed what they are and what they are for below.

- Accident Report – to report any physical accident when an injury or potential injury may have occurred, especially for little ones who cannot explain what happened and for ALL head injuries.
- Incident Report – to report minor situations/behavior issues and to inform parents how we have handled them. Most times, these are just for parent information.
- Yellow Note – for moderate or repeated minor behavior issues.
- Red Note – for significant behavior issues that need immediate parent contact to discuss the behavior and consequential loss of privileges that will ensue with the intent to send a strong message to the student of the wrongness/hurtfulness of their choice and the hope they will choose better in the future.

HEALTH INFORMATION

CARE COMMUNICABLE DISEASES

PPCA & Crusader Care desire to maintain a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” means an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to another person. The list of Communicable diseases includes COVID-19 and the following, but is not limited to this list:



AIDS	Hemorrhagic Fever	Mumps	Salmonellosis
ARC	Hepatitis	Paralytic Shellfish	Schistosomiasis
Amebiasis	Histoplasmosis	Poisoning	Shigellosis
Anthrax	HIV	Pertussis	Small Pox
Botulism	Legionnaire’s Disease	Pesticide Poison	Staph
Brucellosis	Leptospirosis	Plague	Syphilis
Campylobacteriosis	Leprosy	Poliomyelitis	Tetanus
Canroids	Lice	Psittacosis	Toxoplasmosis
Conjunctivitis	Lymphogranuloma	Rabies or possible rabid bite	Trichinosis
Dengue	Malaria	Relapsing Fever	Tuberculosis
Diphtheria	Measles (Rubeola)	Rocky Mountain	Tularemia
Encephalitis	Meningitis	Spotted Fever	Typhus
Giardiasis (acute)	Meningococcal	Rubella	Vibrio Cholera
Gonorrhea	Mononucleosis		Vibrio Infections
Granuloma Inuin	MRSA		Yellow Fever

- A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator. PPCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable disease within the school.
- Any PPCA student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. PPCA students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, PPCA may require an independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease.
- Any student having head lice or nits will be sent home and not allowed re-entry until treatment with a recommended prescription has been completed and there is no evidence of either lice or nits. Any student having a communicable disease, including head lice, must check in with the Crusader Care office upon returning to campus.



ILLNESS

We desire to provide a safe and healthy environment. To better see this accomplished we need your help in the following areas:



- Sick children (temperature of 100 degrees or higher or vomiting) will be sent home from Crusader Care. **Please do not send a child with a temperature, even if medicine has brought it down.**
- Students should be free of fever, vomiting, or diarrhea before returning to Crusader Care – as well as 72 hours free from COVID-19 symptoms. Please note, that as the COVID situation progresses, this policy might be updated to line up with the latest research.
- Please report any contagious illness of eye/skin conditions to the Crusader Care staff as soon as possible.
- For the good of the children and to better reduce illness spreading throughout camp, students should not attend camp while they are ill with any of the following:

Chills	Fever	Severe runny nose
Cough	Vomiting	Skin rash and/or skin lesions
Diarrhea	Nausea	Sore throat
		Loss of taste or smell
- Parents will also be asked to pick up their child if they potentially have or do have conjunctivitis (“pink eye”).

MEDICATION

Special medical situations such as severe allergies, diabetes, mental health conditions, the use of epi-pens, and other special needs must be brought to the attention of the administration **PRIOR** to the beginning of Crusader Camp.

- **All medications must be given to the PPCA office to hold and store.**
- Medications cannot be kept in the student’s lunch box, book bag, purse, or on his/her person.
- **All medication for students must be accompanied by the completed Medication Consent form.**
- A Medication Consent form (available attached to this email, online at the PPCA webpage under the Afterschool Care tab or from the any school office) must be returned with each medication.
- No medication will be dispensed without parent authorization.
- All medication must be in its original container with specific directions.
- The following must appear on the label of prescribed medication: Names of doctor, student, and medication and directions for administering



medication (how much medication, what time to take it, is there a need for refrigeration, etc.)

- The school will assist families by dispensing medications (allergy medicine, cough drops, etc.) when necessary.
- "Over the counter" medications must be in the manufacturer's package and should be accompanied by a Medication Consent form.
- A measuring spoon must accompany any liquids sent to the school so the exact dosage can be measured.
- Preschool and Elementary students' inhalers and epi-pens will be kept by the office unless a student attends a field trip. On field trips, the student's teacher or the administrator present will store and hold these medications and will return them to the office upon return from the trip.

PPCA Crusader Care Parent Information & Policy Packet
Signed Agreement Form
For Parents & Students

STUDENT'S NAME

CURRENT GRADE

By completing, signing and turning in this PPCA Crusader Care Parent Information Packet Signed Agreement Form, it is understood that we have read the Parent Information Packet and will review any policies and procedures with our child(ren). It is also understood that the rules, policies, procedures and spiritual applications of Park Place Christian Academy are necessary and important for each students' protection and essential for maintaining order and dignity among the students and Crusader Care workers on the PPCA campus and any field trips attended. We accept and agree to all codes and rules stated within the PPCA Student Handbook (available at <http://www.goppca.com/campus-life/after-school-care.cfm>) and this PPCA Crusader Care Information & Policies Packet and will cooperate with all the teachers, administration and the PPCA School Board.

PARENT SIGNATURE

DATE



Please print, complete, sign and return THIS PAGE ONLY (page 9) to the Crusader Care office. Thank you!