



PARK PLACE CHRISTIAN ACADEMY

PPCA Crusader Care
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CRUSADER CARE Informational Packet

WHAT YOU NEED TO KNOW:

GENERAL INFORMATION:



- We provide supervised care for Preschool Peeps (K3-K4), Elementary Explorers (K5-6th Grade) and High School Hang Out (7th – 10th Grade) during afterschool operating hours (both normal and early dismissal days) and on holiday breaks for K3-6th Grade.
- The Crusader Care 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.**

CRUSADER CARE CLOSURE DATES for 2019-2020

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|------------------------------|---------------------------|
| • September 2 (Monday) | Labor Day |
| • October 14 (Monday) | Columbus Day |
| • November 28-29 (Thur-Fri) | Thanksgiving Holiday |
| • December 24-26 (Tue-Thurs) | Christmas Holiday |
| • January 1 (Wednesday) | New Year's Day |
| • January 20 (Monday) | Martin Luther King Jr Day |
| • February 17 (Monday) | President's Day |
| • Apr 10-13 (Fri-Mon) | Easter Holiday |
| • May 22 (Friday) | Crusader Care Training |
| • May 25 (Monday) | Memorial Day |

CRUSADER CARE EARLY CLOSURES for 2019-2020

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| • Nov 27 (Wed) CLOSE at 4pm | Thanksgiving Eve |
| • December 31 (Mon) CLOSE AT 4pm | New Year's Eve |

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** be applied. Crusader Care rates are not pro-rated for short school weeks/days missed. Rates are also not transferable.
- Payments should be made at the Crusader Care desk from 7:30am to 5:50pm. We accept checks (made payable to PPCA with child's name on

the memo line), money orders and cash. A receipt will be provided for all cash payments for your records.

- There is a PPCA Crusader Care Sibling Discount: full price for the oldest elementary child, and \$5 off the weekly rate for each additional full time K3-K4 and/or K5-6th grade student enrolled in Crusader Care. There are no additional discounts for the already discounted secondary or half-day K3-K4 students.
- A two-week notice must be submitted in writing to drop your child from Crusader Care. Parents are responsible for payment throughout the two week notice.
- A \$1.00 per minute late fee will be charged for children picked up after 6:00pm (or 4:00pm on early closure dates).
- 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 \$50 to re-instate that student back to daily Crusader Care attendance.



SNACK INFORMATION

- Students receive Crusader Care provided snack twice daily on full days - once in the morning at 8am and once in the afternoon around 2pm - and once a day on early or regular dismissal days in the afternoon.
- Students may NOT have soda with their lunches or afternoon snack (EXCEPT for afternoon snack on Fridays/last day of the week).
- K5 & up may purchase snack food (NO CANDY) from the vending machine and/or drinks (\$.50-\$.75 each) and brownies/cupcakes (\$1.00 each - when available) from the Crusader Care workroom at students' expense in the afternoon only.

CRUSADER CARE EXPECTATIONS & HELPFUL GOALS

- Crusader Care Participants will abide by applicable policies of the PPCA Student Handbook. A copy of the handbook can be found on the PPCA webpage <http://www.goppca.com/academics/student-handbook.cfm>.
- Show honor and respect for God and others.
- Be kind to AND careful of others.
- Walking feet and quiet voices inside.
- Follow instructions the first time, with a good attitude, and keep on doing what you know is right.
- No weapons and/or drugs - real or imaginary - 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.

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 turn the heart to choose right.
- Crusader Care uses a variety of tools to encourage right behavior and discourage wrong behavior and 3-color system for reporting behavior. These tools 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 of color. Consistent boundaries and grace are needed as children learn and practice social skills and school rules.
- The 3-Color System includes:
 - Green** = Good Choices – Great Job!
 - Yellow** = Minor behavior issues - Note Home
 - Red** = Major behavior issues – Note & Parent Contact
- *Possible consequences for yellow behavior could include loss of recess or other privileges, work towards making a situation right – i.e. clean up mess, pick up toys – and/or separation from other students & closer proximity teachers.*
- ***Immediate moving to red*** occurs for intentional physical violence and/or intentional & extreme verbal/mental/emotional distress of another student, destruction of property, stealing and possession of weapons or drugs of any kind, etc.
- *Consequences for red behavior will also include 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. Sometimes, these are just FYI.
- 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

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, but is not limited to:

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 reentry 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 teacher upon returning to school.

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 Care.

- All medications must be given to the PPCA office to hold and store, accompanied by the completed Medication Consent form.
- Medications cannot be kept in the student's lunch box, book bag, purse, or on his/her person.
- No medication will be dispensed without parent authorization.
- Preschool and Elementary students' inhalers will be kept at the front desk unless the student leaves the campus on a field trip (summer camp).

ILLNESS & MEDICATIONS

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.
- Students should be free of fever, vomiting, or diarrhea **for a minimum of 24 hours** before returning to Crusader Care.
- **Please report any contagious illness to the Crusader Care desk as soon as it is diagnosed.**
- 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	Persistent cough
Diarrhea	Headache	Severe runny nose
Earache	Nausea	Skin rash and/or skin lesions
		Sore throat Vomiting