



## CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

*CJCP is a 2016 National Blue-Ribbon School*

### Central Jersey College Prep Charter School After School Recreation & Enrichment Program 2024-2025

#### Mission Statement

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

#### Program

**Aftercare starts Tuesday September 3rd, 2024 and ends Thursday June 19th, 2025.**

Students will be given the opportunity to have recreational time outside, and in the gym, depending on the weather. They will enjoy a healthy **nut free** snack and be given assistance in completing their homework by a caring CJCP employee.

*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 homework, but parents are responsible for going over their child's homework at home.*

#### **Program hours:**

- Aftercare begins at **3:00 PM** and ends at **6:00 PM**.
- Half day schedule is from **1:15 PM - 3:45 PM\*** *time is subject to change depending on weather conditions.*

Parents are expected to pick up their children by the end of the program at **6:00 PM**. If a child remains after 6:05 PM the 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 6:05 PM will incur an additional charge of **\$3 for every 1 minute of lateness accumulated after 6:05 PM**.

#### **Signing in/out:**

CJCP aftercare personnel will take attendance at 3:30 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 also ensure once parent/guardian identity is confirmed that they sign out their child/children on the sign-out sheet provided. CJCP personnel will also sign children out of Genesis.



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### **Schedule for program:**

Students will arrive at the **aftercare room** at dismissal. Attendance will be taken, and a nutritious snack will be served at this time. Snacks are included in the **CJCP After School Recreation & Enrichment Program** and will comply with the State of New Jersey After School Snack Program. Students are allowed to have their own snacks.

Following snack, students will have the opportunity to complete their **homework** and receive assistance if needed by a caring CJCP employee. Those that do not have homework will be encouraged to engage in a quiet activity during this time.

After the homework period is finished, children will be encouraged to participate in either self-directed or group activities. The school gym, when available, will be used for our indoor recreation area and outdoor play equipment will be used when the weather permits. Our program will have a variety of activities and sporting equipment available daily, and special activities and crafts will be scheduled weekly.

### **Fees & Payment Schedule**

**Registration Fee: A one-time non-refundable fee of \$20 to be paid by September 3rd, 2024** along with the first month tuition. Please see the payment schedule below. Each amount will be charged on a monthly basis and is due prior to the month of service.

| <b>Kindergarten - 5th Grade</b> |                 |                 |
|---------------------------------|-----------------|-----------------|
|                                 | <b>2-3 Days</b> | <b>4-5 Days</b> |
| One Child                       | \$250           | \$350           |
| Two Children                    | \$450           | \$630           |
| Three Children                  | \$650           | \$850           |

50% discount available for students eligible for free/reduced lunch meals. Please reach out to the after care coordinator- Matasha Montgomery at [aftercare@cjcollegeprep.org](mailto:aftercare@cjcollegeprep.org)

**\*Any child not picked up by 6:05 PM will incur an additional charge of \$3 for every 1 minute accumulated after 6:05 PM. This fee will be added to the following month of tuition billing. Any unpaid tuition or fees may result in removal from the CJCP Aftercare Program until such fees are cleared.**



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### Change Request:

If a change is desired after registration (example. 2 days to 5 days option), the parent/guardian must make this request to Ms. Montgomery at [aftercare@cjcollegeprep.org](mailto:aftercare@cjcollegeprep.org) prior to the month of change requested.

**Tuition and fees will be prorated for the months listed below.**

- September 2024
- December 2024
- April 2025

### 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 CJCP aftercare program occasionally. Families can purchase a card which will state the number of uses and will be punched or initialized 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. 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". *Please avoid signing your child up on the day you need aftercare services because additional costs may be incurred.*

| Kindergarten- 5th Grade |       |
|-------------------------|-------|
| 1-use card              | \$35  |
| 2-use card              | \$70  |
| 3-use card              | \$100 |
| 4-use card              | \$135 |
| 5-use card              | \$165 |

**\*Pay on Demand cards are convenient for scheduled half-days throughout the school year.**



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### **Payment Policy:**

Tuition must be paid **PRIOR** to the month services are rendered. Parents will receive an alert from the **Pay School** account, and are encouraged to make a payment as soon as possible. Payment can be made by either check or credit card. Payments made by credit card will be accepted by Pay School account, and payment by check/money order should be written out to **CJCP**. Check/money order can be sent in the child's folder or be left at the main office addressed to Accounts Receivable, Business Office. Check/money order can also be mailed and sent to the address listed below in a secure envelope.

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

**Payments that are not received prior to the start of the month will be considered delinquent. Delinquent payments will be charged a \$30 late fee each month, if processed after the 15th of the month the latest. Students will not be eligible to participate in the CJCP aftercare program until payments are made.**

If you wish to change the number of days per week that your child is attending, please submit a request through the **CJCP After School Enrichment Program Change Request Form** by the 15th of the month prior to change.

### **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



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them in aftercare through Genesis pick-up/release before 12:00 PM on the said day. Link for pay on demand registration is found at the end of this document.

If aftercare services are not available on half days or on early dismissal days, parents will be advised well before time via email. In that event, parents should make alternative arrangements for their child.

### **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.

### **Students Weekly Schedule (activities are subject to change)**

| Schedule                | Monday           | Tuesday          | Wednesday        | Thursday         | Friday            |
|-------------------------|------------------|------------------|------------------|------------------|-------------------|
| <b>3:30 PM</b>          | Take Attendance  | Take Attendance  | Take Attendance  | Take Attendance  | Take Attendance   |
| <b>3:45 PM</b>          | Snack            | Snack            | Snack            | Snack            | Snack             |
| <b>4:00 PM</b>          | Home Work        | Home Work        | Home Work        | Home Work        |                   |
| <b>4:30 PM-5:15 PM</b>  | Story Time       | Arts & Crafts    | Story Time       | Arts & Craft     | Movie Time/Crafts |
| <b>5:15 PM- 6:00 PM</b> | Free-Choice Time | Free-Choice Time | Free-Choice Time | Free-Choice Time | Free-Choice Time  |
| <b>6:00 PM</b>          | Aftercare Ends   | Aftercare Ends   | Aftercare Ends   | Aftercare Ends   | Aftercare Ends    |

Please fill out the registration form by clicking the link below:

[CJCP Enrichment Aftercare Program](#) (MONTHLY OPTION)

[Pay On Demand Option](#) (DAILY OPTION)

For any questions regarding aftercare, please contact Matasha Montgomery, aftercare coordinator: [aftercare@cjcollegeprep.org](mailto:aftercare@cjcollegeprep.org)