

THE JOSHUA GROUP

J Crew After- School Program

Family Handbook

2022-23 School Year

The Joshua Group
1459 Market Street
Harrisburg, PA 17103
717-972-0129



Joshua Group



Dear Joshua Group Scholarship Families,

We welcome you to the Joshua Center J Crew After-School Program. Upon receiving a Joshua scholarship and attending a private partner school, students in 1st through 12th grades are required to participate in our academic J Crew After-School Program at the Joshua Center. The J Crew Program will provide your student with culturally and developmentally appropriate academic support in a safe nurturing environment.

As our longest running program, the J Crew After-School Program has expanded and developed into an intensive and comprehensive academic tutoring and social mentoring after-school program.

Every week, Monday through Thursday from 3–5:00 PM, students work with tutors and mentors on homework assignments and school projects; work to close educational gaps in reading and math using academic software; participate in educational enrichment activities; learn social skills to stay on the graduation track; and set academic and social goals.

Our after-school program collaborates with other community-based organizations that serve city students to provide a more enriched curriculum including State Street Academy (music classes) and the Central Pennsylvania Food Bank, which allows students to receive a free nutritious dinner each day.

We believe that regular attendance and open communication are important keys for your child's success this year and beyond. We encourage you to contact us if you have any questions or concerns or if there are any changes at home you feel will help us support your child.

We look forward to a year of amazing growth for your child!

Sincerely,

Emily Hand

Emily Hand

Educational Support Coordinator/Center Director

Joshua Center J Crew

2022-23 Afterschool Program Calendar

Arrival: 3:00 PM Monday through Thursday

Dismissal: 5:00 PM Monday through Thursday

	No J Crew
	Important Days

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

August and September 2022	
	August 29, 2022
	First Day of J Crew Program
	September 21, 2022
	No J Crew—Staff Meeting

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October and November 2022	
	October 10, 2022
	Indigenous Peoples Day—Center Closed
	November 21 & 22, 2022
	No J Crew—Staff Meetings
	November 23-28, 2022
	Thanksgiving Recess—Center Closed

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 2022 and Jan. 2023	
	December 22-January 2, 2023
	Christmas Holiday
	January 12, 2023
	No J Crew—Staff Meeting
	Jan 16, 2023
	Martin Luther King Day—Center Closed

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February and March 2023	
	February 20, 2023
	Presidents' Day—Center Closed
	March 16, 2023
	No J Crew—Staff In-service Day

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April and May 2023	
	April 6-10, 2023
	Easter Break—Center Closed
	May 25, 2023
	Last Day of J Crew



Dear Families:

This letter is to assure you of our concern for the safety and wellbeing of students attending the Joshua Center J Crew After-School Program. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

Immediate Evacuation: Students and staff are evacuated to a safe area on the grounds of the St. Francis of Assisi Church in the event of a fire or other campus emergency.

In-Place Sheltering/Quarantine: Sudden occurrences, weather or hazardous materials related, may dictate that cover inside the building is the best immediate response.

Relocation Evacuation: Total evacuation of the Joshua Center may become necessary if there is a danger in the area. In this case, students will be taken to the relocation facility, which is Capital Area Head Start, 1300 Market Street, Harrisburg. In case of area evacuation our next site is Capital Area Head Start, 3705 Elmwood Dr., Hbg, PA 17110.

Emergency contact forms are required at enrollment and are updated periodically as appropriate. This form is used every time a student is released. Please ensure that only those people you list on the form attempt to pick up your child. As we want to be prepared for any emergency it is essential that you keep your emergency contact current.

In order to ensure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact the Joshua Group Director of Operations, at (717) 972-0129.

Sincerely,

Emily Hand
Educational Support Coordinator

J Crew After School Program

at the Joshua Center

Policy for Drop Off and Pick Up:

1. Students may use the Zarker or Market Street entrances for drop-off and dismissal.
2. Parents must wear a mask at drop off and pickup.
3. For students arriving by vehicle, parents should remain until the student's health screening is completed.
4. For walkers, parents should move away from the building as soon as their student's health screening is completed.
5. Parents will be authorizing staff to sign students in and out for the program. All parents will remain outside of the Joshua Learning Center. This will prevent overcrowding at entrances.
6. Adults should not double park behind the building on Zarker Street, or leave the car running.

Policy for Releasing Students:

- Your student will only be released to individuals listed as an Emergency Contact.
- If you give permission for someone not listed as an Emergency Contact, you must notify the teacher and the person must show their ID.
- If you are more than one hour late and none of your emergency contacts can be reached, we are required to call the proper authorities.
- Our staff will honor custody arrangements upon receipt of current custody orders.

Child Safety:

All Joshua Learning Center staff members have the required clearances per Department of Education regulations. All staff members are Mandated Reporters and required by law to report any suspected child abuse or neglect to the proper authorities. JLC staff periodically check the Megan's Law website to take any necessary measures to protect our students.

ELIGIBILITY

- Low-Income (150% of Poverty Level)
- Lives within the boundaries of the Harrisburg School District

STUDENT REQUIREMENTS

- Maintains good school attendance (Fewer than 10 absences)
- Demonstrates strong work ethic
- Demonstrates acceptable behavior
- Meets mandatory attendance for After-School Program
- Meets mandatory attendance for Summer Learning Program

ATTENDANCE POLICY

Regular attendance enables a student to build habits that promote lifelong learning and success. The Joshua Group J Crew Program at the Joshua Center will record absences.

All students in first (1st) through twelfth (12th) grades will be assigned specific days to attend these after-school sessions. As a Joshua Group scholarship student attending private school—either Harrisburg Catholic, Logos Academy, St. Stephen’s Episcopal School, or Bishop McDevitt--through the Joshua Group, your child’s attendance in the J Crew After-School Program on these assigned days is mandatory.

In accepting this opportunity scholarship, students in first through 12th grades are required to attend the J Crew After-School Program on their assigned days to continue to receive a tuition scholarship. The Joshua Group will not be providing transportation to the J Crew After-School Program, and families are responsible for transportation to and from the program.

Students are expected to be picked up between 5:00-5:05 PM. Any late pick-ups will incur a late fee as follows:

Late Pick-up Fees (pattern continues)

Monday-Thursday Late P/U	Late Fee Charged
5:15-5:24 PM	\$10
5:25-5:34 PM	\$20
5:35-5:44 PM	\$30
5:45-5:54 PM	\$40

CONFIDENTIALITY POLICY

It is the policy of The Joshua Group to protect the confidentiality of all its participants and their families. Program staff and support staff are expected to respect the privacy and integrity of all program participants. Also, staff members are required to keep information about youth and their families and will only share information about students and their families with other Joshua Group staff and the Board of Directors.

CODE OF CONDUCT

It is Joshua Group's expectation that all adults (including Staff, Parents, Volunteers, Visitors) in the Joshua Learning Center treat all people with courtesy and respect. The Joshua Group will not tolerate threats to staff or parents, smoking, drugs, alcohol, fighting, or physical punishment of children in the Joshua Learning Center.

CONFLICT RESOLUTION

If you have any conflicts with staff, other parents, or delivery of services, please follow these steps:

- Talk with teacher/room leader to try to work out a solution.
- If no solution can be reached, the problem/complaint should be taken to the Educational Support Coordinator.

WHEN YOUR CHILD IS SICK

When your child is sick listening and learning are difficult as well as he/she may make other children and staff sick. Please keep your student at home if their symptoms include:

- Fever
- Diarrhea
- Vomiting
- Drainage from eyes, ears
- Sore Throat
- Persistent coughing

*We will call you to come pick up your child if they develop any of these symptoms while at school.

MEDICAL EMERGENCIES

If a medical emergency should occur while your child is at the Joshua Learning Center, our staff will contact parent/guardians immediately. We will call 911 for an ambulance if your child is:

- Unconscious
- Bleeding uncontrollably
- Injures neck, back, or spine
- Perceived to have a life-threatening injury

Program Closings due to Inclement Weather, Snow, or Natural Disasters Joshua Center Schedule

The Joshua Learning Center will determine closings independently of the Harrisburg City School District, taking into consideration the safety of our staff, students, and families.

Closing information will be shared in the ClassDojo school communication app and will also be posted on the front and back doors of the Center.

If the center is closed, there will be no J Crew After-School Program for the day.