



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

Work Study Frequently Asked Questions (WS FAQ)

Is my student paid?

No, students are not paid. The money students earn goes directly to the cost of education for your child.

Who is my point of contact for Work-Study?

Each student is assigned an Account Manager who is responsible for supporting you and your student throughout the year. After Signing Day, your Account Manager will reach out to you to introduce themselves. The Work-Study office is always available during school hours, 7:15am - 3:30pm.

How is my student placed into a job?

Students are placed into a job using multiple factors and metrics. The number one determining factor the WS Office uses is our placement survey each student will receive every year. Students are asked to state the two fields of work they are most interested in. We also consider students' attendance, academic standing, and behavioral issues.

Can my student switch job placements?

No, students may not switch job placements, which are final after Signing Day.

What time does work begin?

Check-in for Work-Study begins at 7:40am inside the gym. We ask that students please be on time to prevent them from missing any vans leaving at 8:15am. Any students who miss a van's dismissal at 8:15am will be marked absent and will have to make-up this day.

Is transportation provided for my student?

Yes, Cristo Rey provides transportation to and from worksites using our fleet of vans, two buses, and by providing students with SEPTA passes for public transportation.

What if I don't want my student to take Public Transportation?

Please be aware that our students will be chaperoned by an adult on the subway to and from Center City, Philadelphia. Additionally, upon enrollment at Cristo Rey, you should have been informed that this is one form of transportation for students participating in Cristo Rey's Work Study program.

Can I drive my student to and from work?

No, students are expected to check in at Cristo Rey on each workday and return to school with our transportation team.

Can my student be picked up from work early?

Early pickup from work is not permitted; however, we ask that if your student needs an early dismissal, please contact the Work-Study Office.



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Does my student need to be vaccinated?

Yes, it is a requirement for admission to Cristo Rey. Please note that some job sites may also require additional vaccinations and drug testing. Your student's Account Manager will notify you if this is a requirement for any job partner.

What if my student is sick?

If your student is sick, we ask that you do not send them to school. Any absence should be communicated by a Parent/Guardian two (2) hours before your student's workday.

What if my student misses work?

Students who miss work are required to make up workdays. Please communicate with the Work-Study Office about any absences in advance, if possible. Please note there is a \$100 fine for each workday that is not made up during each semester.

What if my student is out of uniform?

Students who are not in uniform will not be allowed to attend work. Cristo Rey has loaner uniforms that students will be required to wear. Students will also lose professional points, which will be reflected in their Work-Study grade.

Does my student get lunch?

Yes, all students will be provided with a bagged lunch (sandwich, chips, snack, apple, and water). Students are permitted to bring a prepared lunch with them if they would like. Students may not order food to a job site.

How do you prepare my student for the workplace?

The Work-Study office supports your student in many ways. Summer Bridge is the beginning of this process. Students will receive all the training necessary for them to begin an internship in August. An Account Manager at Cristo Rey also supports your students. Account Managers will be the point person for any important information and additional training they may require. Additionally, students are supported in the classroom through our Cristo Rey Seminar class as freshmen and Business Literacy class as sophomores where they will learn many different skills needed to navigate the workplace.

What if my student does not meet Work Study expectations?

All students who fail to meet expectations (low timecards, excessive lateness/absence, disrespect, etc.) will first be given a verbal warning by an Account Manager. After a second offense, students will be placed on a 4-week performance improvement plan (PIP) to specifically address your student's performance. Students who fail to meet the expectations provided in an improvement plan will be fired.

What if my student is fired?

Students who are fired will first have a meeting with the account manager and VP of Work Study about whether or not they are still employable at Cristo Rey. Students who are deemed unemployable will be up for dismissal from Cristo Rey. If a student is still deemed employable, they will go on a 6-week retraining program. After completing the retraining program, students may be placed back into the workplace if there is a space available for them.

Please reference the student enrollment contract in accordance with this document.