



Member- Parent Handbook

After School Program

2022-2023



Dear Parent and Guardians:

We are excited to bring you back for another exciting school year. If you are new to PAL, Welcome to our PAL family and we are excited to get to know you and your family. If you are returning, we are excited to have you back. Our staff has been working hard this summer to put together a full slate of fun programs and activities for our PAL Youth. We encourage you to read this handbook with your child/children prior to attending the after school program. The rules and expectations will be discussed with your child on the first day of program. The PAL After School Program operates in accordance with the school calendar. We are open for programming from September to June during the hours of 2:30 pm to 6:00pm. Business offices are open 9:00 am to 5:00 pm.

Jodele Hammock

PAL Director

Requirements for Enrollment

After school memberships run from August to June of the academic school year. All interested members must enroll into program. It is an open enrollment. If you attend PAL during summer program, you are not considered a new enrollment. Membership will expire in June

Students must be in second grade to be eligible to enroll in the after-school program. All registrations require a non-refundable membership annual fee of \$10 per student. This fee is subject to change later, with notice, if needed to cover rising costs. Your membership fee covers the cost of a PAL t-shirt, member ID, incentive prizes and different programs to benefit their development and well being.

Member Pick-up

To help ensure the safety of our members, we ask that:

- You provide us with the names of anyone who is designated to pick your child up. If someone other than a parent or person indicated on the Membership Application is going to pick your child up, you need to notify the Club Staff at 315-705-6075 as far in advance of the pickup time as possible.
- **Please do not call and ask for staff to send your child to the door when you are ready to pick him or her up.**
- You must come in to sign your child out. If they do not see you, let the staff call your child to the front desk. Do not go past the desk to get them yourself. We appreciate it may mean a few minutes waiting but helps us ensure the safety of our kids.
- Anyone picking up your child, must be at least 18 years old or older.

Club Schedule & Closures

Program will be September to June; 2:30pm – 6:00 pm. PAL will be open Monday through Friday. PAL follows the school calendar and will be closed to kids when school is not in session. Special hours for special activities and events will be posted throughout the year and communicated with the parents/guardians.

You can reach our staff during office hours, from 9 AM to 5 PM, Monday – Friday, 315-705-6075 or director@massenapal.com

Communication

Please note, PAL distributes notifications on club issues, status, changes, emergencies, and all other pertinent information to our parents via flyers and memos. We also post notices on the front door and ask that you review the information when picking up your child. If you have an active email address that you regularly check, please make sure you provide it with your contact information on the membership application.

All club/program related issues or concerns must be directed to the Director by calling 315-705-6075. Parent Club volunteers, questions about the Club or ways to get involved should be directed to Jodele Hammock via email to director@MassenaPAL.com

If a parent has a grievance or complaint, contact the Director via email, or phone to express your concerns, questions, or thoughts at the office at 315-705-6075 or email director@MassenaPAL.com. If you would like to speak in person, conference times can be scheduled Mon. through Friday.

If your complaint is related to the director, please submit a letter in a sealed envelope, label the outside "confidential," to the attention of Sherry Thompson, PAL of Massena Board President. Letters can be delivered to the Club or mailed to: PAL, 30 Bayley Road, Massena, NY 13662.

Program Fees

We accept cash, check, or PayPal. The cost will be \$10.00 per registration. Registrations are not complete until all monies are paid in full. Membership fees are non-refundable. Fees must be paid with the submission of the membership application and all required paperwork. Fees are due regardless of the number of days your child participates in the program.

Transportation

MCSD provide bussing to the club after school if needed. It is the parents responsibility to inform the transportation department if your child requires bussing to the club. PAL of Massena is NOT responsible for the transportation of your child to and from Club.

All questions regarding the pick-up and delivery of your child should be directed to Jodele Hammock at 315-705-6075.

Membership Card

All members are issued a membership card upon registration, completion of the Parent/Member Orientation Meeting and submission of an executed Parent/Member Orientation Manual signature page. Members must have their membership cards with them when they attend the Club or any PAL sponsored event. If you lose your card, a replacement is available for \$5.

Requiring cards at The Club serves several purposes: Meeting responsibility, control of who is entering (safety), and statistical data electronically being registered and "special" privileges of memberships. Students know this is a responsibility that is stressed daily, we want to ensure everyone is accountable and doing their part ensuring we are all safely accounted for. It is especially important you talk to your child about their membership card. We cannot ensure safety, numbers, and accountability; if they are not using their card to scan into the building or programs.

Open Door Policy

Members should only be at the Club and its property during hours of operation. The "Open Door" policy means a member may enter or depart the building when the Club is open; however, he or she must sign out at the front desk. It is the parent's responsibility to tell the child she or he cannot leave the Club. PAL of Massena is NOT a licensed

daycare facility operated or governed by the State of New York. We try to make every effort to contact parents when a child requests to leave the Club, however it is the responsibility of the parent to notify the PAL's Administrative Offices if your child is allowed to leave at will or with another youth.

Inclement Weather

The Club will notify parents through the local media's notices of cancellations as early as possible if it will be closed due to inclement weather. We will also post updates on our Facebook page, so please, make sure you like and follow our page. And you can call to confirm a schedule change. *Rule of thumb: if the school district closes, the Club will be CLOSED as well.*

Volunteer Opportunity

There are several ways to get involved as a volunteer. If you have a hobby, talent, or interest that you would like to share, or if you would like to run a program, please let our staff know. All volunteers must pass a federal and State background check. Pick up a Volunteer Application at the Club. We welcome parent/guardian volunteers to assist and chaperone any field trips during summer program.

Drugs & Alcohol

This policy applies to any person who is on Club property. It shall be a violation for any person to possess or attempt to possess, sell, or purchase or attempt to sell or purchase or attempt to distribute an alcoholic beverage or illegal drug. Violating this policy will result in immediate expulsion from the Club and/or termination from employment.

This policy also applies to parents, guardians and/or siblings of members. Any drug or alcohol related activity on Club property will result in the member's expulsion and/or employee termination. All incidents are to be reported immediately to PAL's Administrative Office.

Tobacco Products

Use of any tobacco products on Club property is prohibited. This applies to members, employees, and any visitors on Club property, including parents or their designees who are dropping off or picking up members. Prohibited tobacco includes but is not limited to, cigarettes, E-cigarettes, cigars, dips, or chews. Non-Club members that violate this policy will be asked to leave the grounds immediately. Members found in violation face permanent expulsion from the Club.

Use of Electronic Devices

CELL PHONES are to be kept in a member's bag while at PAL. Our facility has two classrooms with state-of-the-art computers for their online gaming. **SNAP CHAT, TIK TOK, and other online social media sites are NOT WELCOMED into PAL.** We want to ensure our members are safe while attending PAL. We ask, to contact the main building 315-705-6075, to speak with your child directly if you need to talk to them during the day.

It is not the responsibility of PAL if your child loses, misplaces or items are stolen from their possession while at PAL.

Parents will sign off on permission slips, consenting if their child can use the computers for online gaming. Roblox, Fortnite etc.)

Communicable Diseases

Members who have or are suspected of having an infectious or communicable disease (TB, lice, hepatitis, ringworm, etc.) are not allowed to attend the Club and will be asked to leave the Club property immediately when discovered. Members will only be allowed to return when a written doctor's statement is provided.

Dress Code

The Club adheres to the dress code policies of MCSD, which states dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

Be safe, appropriate, and not disrupt or interfere with the [educational] program.

Recognize that extremely brief or see-through garments are not appropriate.

Ensure that underwear is completely covered with outer clothing.

Always include footwear. Footwear that is a safety hazard will not be allowed.

Not include items that are vulgar, obscene, or libelous or denigrate others on account of race, color, religion, creed, national origin, age, political affiliation, sexual orientation, or use of a recognized guide dog, hearing dog or service dog, gender, or disability.

Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities [including anything that may be viewed as gang-related].

Shorts or skirts above mid-thigh length.

Tank tops, tube tops, halter tops, mesh shirts, midriff shirts.

Field Trip Attire

All members must wear a Club t-shirt to participate in Field Trips. Each child will be provided with an orange PAL t shirt after registration is completed. No member will be allowed to leave the PAL Campus without wearing a Club shirt. Field Trips will be advertised on the monthly Club calendar and notification of special field trips will be provided 1 week in advance.

Member Behavior

To provide an environment that is free from conflict, distraction, intimidation, or various other influences that result from a member's misbehavior, the following conduct is prohibited while on Club property and while on field trips:

- Disregard of direction or command of authorized personnel. All Staff are identified by a Staff T-shirt and Lanyard per program area or Club logo apparel.
- Disruption and/or interference with the normal and orderly conduct of the Club.
- Behavior that involves indecent and/or immoral acts.
- Wagering or any form of gambling.
- Physical abuse or assault to an employee, member, or any individual.
- Possession of weapon or any object that can be considered a dangerous

instrument.

- Using, selling, or attempting to sell any alcoholic beverage or illegal drug. (See Drugs and Alcohol)
- Destruction of or attempting to destroy Club property, or the Property of another individual. (Repair or replacement cost may be charged to the parent).
- Use of profanity, vulgar or obscene language and gestures.
- Bullying of any form either while on Club property or reported by other members because of cyber-bullying or other methods.
- Extortion, coercion, bullying, extortion or forcing another member or person to act against his or her own will.
- Engaging in verbal abuse such as name calling, ethnic, or racial slurs, and using derogatory statements to other members, personnel, or other individuals.

Any instances of the above, may result in disciplinary action. This can include completing a Think Sheet, a call home or being sent home for the day.

Member Suspension

The Director of the Club may suspend any member whose conduct warrants it. The parent or legal guardian will be contacted immediately when that member is suspended and will have an opportunity to discuss the member's behavior with the proper staff.

Search and Interrogation

PAL of Massena respects the rights of member's privacy and security against arbitrary invasion of their person or property. However, the nature of The Club's business makes it necessary to reserve the right for staff to search for weapons, contraband, and other harmful things when adequate suspicion is brought to our attention. We will make every effort to contact a parent/guardian to inform you of the situation and prior to interrogation by law enforcement authorities should we need their assistance.

Unwanted Behaviors

A written record will be kept each time a member is in violation of the code of conduct or displays unwanted behaviors.

In case of unwanted behaviors of minor nature staff will take the following actions:

- Stop the action.
- Remind the member of Club rules.
- Verbally warn the member of the danger of having his/her privileges taken away
- Redirection
- Written reprimand.

Should an unwanted behavior continue or consistently re-occur during the day, being sent home for the day could be enforced, decision will be made by Management.

- Unwanted behaviors:
- Failure to follow Club Staff's verbal instruction.
- Minor harassment of members and guests
- Profanity

- Defiance of Staff
- Leaving without notifying staff
- Excessive arguing, talking back to staff.

Major Misconduct:

In the case of major misconduct, the member will be notified that he/she is suspended. Should the incident be in violation of the law and city ordinance or endanger the safety of another member, a parent will be notified ASAP and will be asked to come and remove the child. A written report will be submitted to the Director and President, with parent input and signature. Failure to sign will result in termination of membership and/or privileges.

Non-Negotiables (Major Misconduct)

- Physical fighting with other members
- Striking a staff member in any way
- Excessive Profanity
- Vandalism or abuse to building, property, or equipment
- Theft
- Possession of weapons
- Bullying or harassment of another member
- Excessive arguing
- Anything in the form of Sexual misconduct

Suspension/Expulsion actions may occur on a case-by-case basis. When returning, the member will be seen by the Director for consultation; may include probationary period. The Club reserves the right to establish rules in addition to those appearing in this manual and discipline those who violate the rules.

Discipline may include timeout, removal from a program area, suspension and/or expulsion.

Any of these disciplinary actions may occur on the first offense or any subsequent offense depending upon the nature of the situation and the age, and the maturity of the member involved. Each member shall be informed of the offense and shall be afforded an opportunity to explain their behavior before disciplinary action is taken. All disciplinary action will be documented and approved by the Director.

These rules and regulations shall govern all members attending PAL of Massena, sponsored activities, on-campus, and off campus.