

Wesclin PALS Summer Program

****Playing And Learning After School****

**The PALS program is available to Wesclin students
in Kindergarten through 5th Grade**

Registration Fees

There is a one time registration fee of \$20 plus \$5 for each additional child in your family. If you plan on returning the following year, you need not pay this fee every year. Upon registering, the first week fee must be paid. Checks are the preferred method of payment and should be made payable to Wesclin Schools.

Weekly Fees

Our summer program costs \$105 per week. Weekly fees are to be paid **EVERY FRIDAY** for the following week. We do accept Chasi (Children's Home and Aid) for Summer Pals. If payment has not been received, students will not be able to attend the program. We have two weeks this year that have an adjusted rate due to holidays. The week of Memorial Day (May 28th-June 1st) will be \$84 per child and the week of Independence Day (July 2nd-July 6th) will be \$84 per child. We will not have Summer Pals on May 28th and July 4th.

Refunds and Return Checks

The PALS Program is staffed on the basis of enrollment; therefore, no fees will be refunded. If checks are returned, a fee of \$15.00 will be charged. The student will not be allowed to return to the program until the fee is paid. After two returned checks, payments must be made by money order or cashiers check.

Hours of Operation

The Summer PALS Program operates from 6:30 AM until 6:00 PM. The program will run from Tuesday, May 29th through Friday, August 3rd. The program is not offered on Saturday or Sunday. There will be NO Summer PALS on the following days: May 28th (Memorial Day) & July 4th (Independence Day)

Drop Off/Pick Up Times for New Baden Shuttle

We will be offering a shuttle service for the students of New Baden Elementary to be dropped off in New Baden, bussed to Trenton for the majority of the day, and then brought back for pick up times at New Baden Elementary.

Here are the time schedules for New Baden Elementary Students:

6:30-8:30 AM (Shuttle leaves at 8:35, we will arrive at Trenton Elementary by 8:45 AM)

4:00-6:00 PM (Shuttle leaves at 3:50, we will arrive at New Baden Elementary by 4 PM)

Unclaimed Child Late Fee

The program ends at 6:00 PM. From 6:05 to 6:15 PM, a late fee of \$10 per child will be charged. The staff will attempt to contact a parent at this time. After 6:15 PM, an additional late fee of \$1 per minute will be charged per child. Late fees must be paid within two working days. Repeated late pick-ups may result in the child being dismissed from the program. The clock at the site will determine the official time.

Meals

We will be providing daily snacks but lunch will not be provided daily. **Students will need to bring their own sack lunch each day.** We also would like for each student to bring his or her own water bottle every day. Please label lunches and water bottles! If you student is arriving at PALS between 6:30-9 AM, they are welcome to bring their breakfast with them to eat it at school in the morning.

Weather and Cancellation Procedures

If school is canceled for inclement weather or other emergencies, the PALS Program will not be held. Notice of cancellation is determined by the school district. School closings and changes in dismissal times are announced via television stations, the school district website, or School Reach telephone calls.

Absences

If your student will be absent from Summer Pals, please email Katie Wisnasky at wisnaskyk@wesclin.org to inform us of your student's absence. This will help us in planning for different activities and projects.

Illness or Injury

Students who become ill will need to be picked up promptly upon notification. Refunds are not available when students miss one or more days due to illness.

Restrictions

This program serves children in kindergarten through fifth grade, because of the kinds of activities in PALS, a certain level of independence on the part of the student is required. Therefore, participants must be able to toilet and feed themselves independently and have mobility independence.

Students' Possessions

Please label students' names on all items coming to the program. Students are allowed to bring electronic devices to Summer PALS. However, they will only be used during designated times of the day. If used inappropriately, it will be taken away for the rest of the day and given to parents. Staff will not be responsible for valuable items brought into the program. Acceptable items to bring include: books, activity books, coloring books, crayons, drawing supplies, and water bottles. If you are unsure of an item, please email the site director (Katie Wisnasky) with any questions.

Behavior

Students participating in the program are expected to follow the school and playground rules put in place by the PALS staff. A misconduct report will be sent home with students that engage in inappropriate behavior. The misconduct report must be signed and returned to the PALS director the following day. Once a student receives a third misconduct report, the PALS director will arrange a conference with the parent/guardian. A fourth misconduct report will result in removal from the program. Gross disobedience will not be tolerated and will result in immediate removal from the program with loss of all fees. Disciplinary decisions rest solely with the program director and the building principals. Please go over the following Do's and Don'ts with your students so they know what is expected of them.

☺ Do ☺	⊗ Don't ⊗	Consequences
Respect yourself and others	Be physically or verbally abusive	1. Verbal Warning
Listen to the staff	Leave your designated area	2. 1 st Misconduct report (signed and returned)
Pick up after yourself	Play in restrooms or classrooms	3. 2 nd Misconduct report (signed and returned) and see Program Director
Participate in activities	Take or borrow someone else's things without asking	4. 3 rd Misconduct report – conference with parent/guardian and site director
Follow the rules and directions given	Bully anyone or use foul language	5. 4 th Misconduct report – removal from program

Entry/Exit

Students receiving this service will enter/exit the school building only through certain entrances in each location. You will receive an email closer to the Summer PALS starting date with where our 'PALS Home' will be at both school buildings. Students must be accompanied by an adult when entering and exiting.

Sign In/Sign Out Procedures

The program requires that an authorized adult sign the child in and out daily. The person who signs the child in and out must be at least 16 years old and listed on the information card. Again, it is important that the registration form be current. The parent or guardian may update the form at any time. Corrections and changes to the form must be done in person. The staff will not modify the information via telephone or facsimile.

An adult picking up the child must be identified on the registration form. A photo I.D. may be required.

Communication with PALS

- You will get a weekly email from Ms. Wisnasky with information about what is coming up the next week for Summer PALS. It will include information about Friday field trips, ongoing projects, and a list of things that they might need to bring from home.
- Send a note enclosed in an envelope labeled "PALS/Katie Wisnasky" and instruct your student to deliver the note to the PALS workers upon arrival.
- Contact the Summer PALS director:
 - Katie Wisnasky
 - wisnaskyk@wesclin.org
 - 618-954-8692 (Cell)
 - 618-224-9411 (Trenton Elementary)

Withdrawal from the Program

A student that withdraws from the program on good standing may rejoin the program at any time without being charged the \$20 registration fee.



Summer PALS Daily Schedule

6:30-8:00	Free Play Breakfast (if brought in)
8:00-8:45	Daily Workout!
8:45-9:45	Reading Activity/DEAR time
9:45-10:30	Group Game Activity/Free
10:30-11:15	Computers/Electronics
11:15-12:00	Specialty time (Garden, craft, music, projects, etc)
12:00-12:45	Lunch Break!
12:45-2:00	Rest, Movie, Relax!
2:00-3:00	Math/Science Activities
3:00-4:00	Organized Play (Card/Board Games)
4:00-6:00	Free Play/Activities

The schedule above is just to give you an idea of how our days will work at Summer PALS. Our activities will vary and so will our schedule! Snacks and breaks will be different times each day based on various activities.

Field Trips will be on Fridays. Details for field trips will be in the weekly email updates.

Various activities that we will do throughout the summer:
Planting and taking care of our Garden, Christmas in July, making our own games, Water Works, Art, Music & Movies, learning about various animals, places, and people!!

