

Wesclin PALS 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. The fee schedule is listed later in this packet.

Weekly Fees

Fees are based on children attending 1-3 days per week or 4-5 days per week. When registering, please be mindful of which plan that you choose because plans cannot change on a weekly basis. **Weekly fees are to be paid by Friday for the following week.** If payment has not been received, students will be provided a snack, but they may not be able to participate in certain activities until all fees have been paid. **If your child does not come to PALS every day, you must let the school know by Monday morning at 8:00 AM which days your child will be at PALS for the week and how he/she will be getting home on the days they do not attend PALS. This is for all the student's safety.**

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.

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.

Hours of Operation

The PALS Program operates on regular school days. The morning program begins at 6:30 AM and all students are dismissed to go to the general supervision areas at 7:30 AM. The after-school portion begins when school is dismissed and ends at 6:00 PM. Children are to come directly to the program following their dismissal from school.

In addition to regular school days, the program is offered on school improvement days when school is dismissed at 11:30 AM until 6:00 PM. There is an extra fee of \$12 per child for early dismissal days. You will need to sign up in advance (The Friday before); we base staff according to enrollment. Lunch will be provided. All fees must be current.

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 school, please contact the office before 9:00 AM to notify school personnel of the absence. The absentee list generated by the office is used by the PALS Program to check attendance for the after-school program. Unfortunately, fees will not be adjusted when your child is absent or does not attend PALS for any reason.

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.

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 school 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 of each school. 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	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. In Trenton, the east entrance by the cafeteria will be used for entry and exit. In New Baden, the southwest entrance will be used for entry and exit. 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.

Students' Possessions

Please label students' names on all items coming to the program. Please do not allow your child to bring electronic devices, toys, or collecting cards to PALS. 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 with any questions.

Communication with PALS

To communicate with the PALS staff:

- Send a note enclosed in an envelope labeled "PALS" and instruct your student to deliver the note to the office upon arrival at school.
- Email the PALS director for your student's location:
 - Trenton: Carla J. Richter – richterc@wesclin.org
 - New Baden: Ronell Bursich – bursichr@wesclin.org

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.

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.



Wesclin School District PALS Program Weekly Fee Plans

One time Registration Fee: \$20

(\$5 for each additional child in family)

Make checks payable to Wesclin Schools

Weekly fees are to be paid by Friday for the following week.

**Please put "PALS" in the memo of the check or in an envelope with "PALS" written on it when paying your fees.*

\$15 charge on all returned checks

If your child does not come to PALS every day, you must let the school know by Monday morning at 8:00 AM which days your child will be at PALS for the week and how he/she will be getting home on the days they do not attend PALS. This is for all the student's safety. You may call the office and let them know, you may email your child's teacher, or send a note to school.

	4-5 Days BOTH before AND after	1-3 Days BOTH before AND after	4-5 Days ONLY before OR after	1-3 Days ONLY before OR after
1 student	\$65	\$48	\$50	\$38
2 students	\$100	\$70	\$75	\$53
3 students	\$135	\$92	\$100	\$68
4 students	\$170	\$114	\$125	\$83

****There is an extra fee of \$12 per student for 11:30 dismissal days. You must sign up at least one week before the early dismissal day. There will be a sign-up sheet available while you are signing your students in/out when an early dismissal day is approaching.**

