

Dear Gibbsboro Pals Parents,

Below you will find the Gibbsboro School Pals Parent Manual. Please read through each section, sign, and return along with the registration fee. Thank you so much for all of your help!! We look forward to having lots of fun this school year ☺

Sincerely,

Gibbsboro School Pals Staff

I have read, understand, and will follow all of the information in the Gibbsboro School Pals Parent Manual. I have also included my \$40.00 registration fee.

Child's Name

Child's Schedule if available

Parent Signature and email address

Date



GIBBSBORO SCHOOL PALS



PALS (Protect All Latch-Key Students) Parents' Manual

Gibbsboro School is providing the before and after school PALS Program to all children who attend Gibbsboro School - PreK to 8th grade. We provide a safe, warm, and friendly atmosphere for your children. Children will complete homework and can play games with their friends, participate in craft activities, and have fun playing outdoors. Our goal is to provide your child with a safe and structured environment in which to unwind from a long school day.

1. **Hours of Operation** - PALS is available from 7:00 AM to the start of the school day and from the close of the school day until 6:00 PM every day school is open. We always follow the school calendar. On half days of school, we begin our program at the end of the school day - additional payment is required. (Please note on your school calendar those days designated as half days.)

K - 8 Normal School Day Hours in which parents will be billed for Pals:

7:00 am - 8:00 am
3:15 pm - 4:15 pm
4:15 pm - 5:15 pm
5:15 pm - 6:00 pm

2. **Registration** - All children must be registered in the PALS program prior to attending the program. There is a \$40 registration fee per child. Children MAY NOT start in this program without the parent signing the parent manual, sending in the registration fee, and completing an emergency information sheet and medical form. Parents are required to keep their children's forms up to date by promptly reporting any changes of information. Please be sure to fill out new forms if information changes. PALS families must be current in their accounts before students are accepted into the program.

3. **Remind**: Please be sure to sign up for Remind as we will be using this as a way to communicate information regarding weekly trips and in the event we may be running late from one of our trip.

****How to sign up: send a text message by typing the number 81010 and type the message as: @gibbsbor

4. **Billing Rates/Procedures** - The rates are: **\$5.00 for each child per hour**. You are billed weekly at an hourly rate for only the hours your child uses the program. You will be billed for each on-the-hour attendance, no matter the minutes after the hour. For example, if a student begins the PALS day at 3:15 PM and is picked up at 4:00 PM, you will be charged for 1 hour.

In the event your child is not picked up by 6:00 PM, a fee of \$1.00 per minute will be charged up to 6:15 PM. After 6:15 PM, a flat rate of \$50 will be required to reimburse the Pals staff for the extra child care incurred. The Division of Youth and Family Services will be called if no contact has been made about the lateness of pick-up. After 6:00 PM, we will start to call emergency contacts.

Pals Staff are scheduled by the hour and therefore to make sure we have enough staff, you are billed hourly.

All bills must be paid by the last day of the week your child attends PALS. If the bill is not paid on this day, we will access a \$5 late fee for each day the bill is late. **Any student whose bill goes unpaid for two weeks will be excluded from the program until the balance on their account is zeroed out.** Please contact the Pals staff with any extenuating circumstances which would prohibit payment at the beginning of the week.

****Payments may be made by cash, money order, or check payable to Gibbsboro School**

**Please note: After one bounced check, you will be charged a fine of \$10.00. After another bounced check, you will be required to pay by cash or money order.

5. **Children's Schedules** - Parents are required to provide PALS with their children's weekly schedule by the Friday before the week of attendance. A \$5 late fee will be accessed for late schedules. Children's schedules are important so we can notify teachers effectively so children are not sent home. They are also important to the scheduling of staff. If your child is not attending PALS on a day they were scheduled please contact your child's teacher and Mrs. Hartzell via email. If you need your children to attend PALS when they were not scheduled previously, again, contact your child's teacher and Mrs. Hartzell that day and teachers will be sure your child is sent to Pals. Schedules are important for the safety of your children. In the event of a child-care emergency, please communicate your PALS needs as specifically as possible to Mrs. Hartzell or any Pals staff at 856-783-1140 ext. 324 and/or by email to lhartzell@gibbsboroschool.org

6. **Administration of Medication** - The staff cannot administer medication under any circumstances.

7. **Sick Children** - If your child is ill, you will be called to pick-up your child to take them home.

8. **Sign In/ Sign Out Procedures** - You must come into the school and sign your child IN and OUT each day. If you do not sign in or out, you will be billed for the maximum time possible. Identification will be required to pick up children at staff members request. Parents are responsible for making PALS aware of the individuals who are permitted to pick up their children.

9. **Discipline Procedures** - Students are expected to use the same behavior in Pals that is expected during the school day. Children who do not cooperate or follow instructions will be spoken to by staff. If the child has to be spoken to on a consistent basis, the parent will also be made aware of the situation. In severe discipline cases, the parent will be called and asked to pick their child up immediately. If behavior is not significantly improved, the parents will be notified of possible suspension or even exclusion from the program. Participation in the PALS Program is a privilege. This privilege can be revoked due to continued misbehavior or failure to follow the procedures in this Manual.

10. **Emergency Numbers** - If you have an emergency, please call:

* Gibbsboro School Office during the school day: 856-783-1140

* Pals Room after 3:15: 856-783-1140 x324

* You can also try emailing Mrs. Hartzell if you do not get in contact by phone

11. **Snow Days/ School Closing** - When inclement weather is severe enough to close school for the day, announcements will be made on local TV and radio stations. The school number for Gibbsboro is 590. When school is closed, there is no PALS program. If school should open with a delay, there will be no AM PALS program.

12. **Emergency Closing** - If school is closed early due to inclement weather the PALS program will remain open until the last child is picked up. Parents may be notified and asked to pick their children up early.

13. **Receipts for PALS** - Please save your PALS receipts as proof of child-care costs. We do not issue cumulative statements. Our federal ID number is 216000193. This is the number you need for your federal tax return.

14. **Homework** - Students will start homework immediately after school. Once homework is complete, students will have time to go outside/play.

15. **Snacks** - Please send your child in with a snack for their time in PALS. The children are extremely hungry after school as parents can attest to.

16. **Parking** - Please park your car and drop-off and/or pick-up your child at Exit 18 (side door). If there is a sign on the Pals door stating we are in the Gym or Playground, please walk around to the back of the building to the Playground/Gym to pick up your child.