

# **GIBBSBORO SCHOOL SUMMER PALS Parent Manual**

## **PALS (Protect All Latch-Key Students)**

Gibbsboro School is providing a Summer PALS Program to all children who attend Gibbsboro School – PreK (must be potty trained and independent with eating skills) to 6<sup>th</sup> grade. We provide a safe, warm, and friendly atmosphere for your children. Children will play games with their friends, participate in craft activities, have fun playing outdoors/indoors, nature walks to Blueberry Hill, walks around the lake, various weekly trips, and Language Arts Skills practice. Our goal is to provide your child with a safe and structured environment as well as make the summer fun for all!!

**1. Hours of Operation** - Summer PALS is available from 7:00 am to 5:30 pm Monday through Friday. We will begin June 24<sup>th</sup> and end on August 23<sup>rd</sup>. Closed for Independence Day on 7/4 & 7/5.

**2. Class Dojo & Calendar of Events** - you will receive an invite for class dojo once your child is registered prior to the start of camp where all communication will be made through the summer and a calendar of events will be sent prior to the start of the program beginning.

**3. Registration** - All children must be registered for the Summer PALS program prior to attending the program. There is a \$50.00 registration fee per child. Children MAY NOT start in this program without the parent completing all forms (signed parent manual, emergency contact form and medical form). Parents are required to keep their children's forms up to date by promptly reporting any changes of information. PALS families must be current in their accounts before students are accepted into the program.

**4. Billing Rates/Procedures** - **The first week of camp payment is due by June 14<sup>th</sup>.** All weeks after, payment is due by the Friday morning prior to the following week beginning. For example, if your child is attending the week of July 1<sup>st</sup>, payment is due June 28<sup>th</sup>. If you have not paid, your child will not be able to attend Pals for that week as we plan our trips and staff around the number of students we will have weekly. Furthermore, in the event your child is not picked up by 5:30 PM, a fee of \$1.00 per minute will be charged up to 5:45 PM. After 5:45 PM, a flat rate of \$50 per hour 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 5:45 PM, we will start to call emergency contacts.

**\*\*Registration fee per child: \$50.00**

**\*\*Weekly Cost per Child which includes the cost of all of the trips is \$265.00**

**\*We do not have a sibling discount or half day rates.**

**\*\*\*Payments may be made by cash, cashiers check, or check payable to: Gibbsboro School**

\*\*\*\*Please contact the Pals staff with any extenuating circumstances which would prohibit payment. Also, after one bounced check, all payments moving forward must be made by cash.

**5. Children's Schedules** - Parents are required to provide PALS with their children's weekly schedule. Schedules are important so we can schedule staff and plan our trips accordingly. Please complete the google form in advance. In the event of a child-care emergency, please communicate your PALS needs as specifically as possible to Pals staff at 856-783-1140, sending a message through Class Dojo, and/or by email [pals@gibbsboroschool.org](mailto:pals@gibbsboroschool.org).

**6. Administration of Medication** – There will NOT be a nurse during the summer to assist with Pals students. With that, staff cannot administer medication under any circumstances. All medication must be given at home prior to coming to Pals by a parent/guardian unless discussed further.

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

**8. 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, parents will be made aware of the situation. In severe discipline cases, parents will be called and asked to pick their child up immediately. If behavior is not significantly improved, 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.

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

\* Gibbsboro School: 856-783-1140 between 8:00 am - 2:30 pm M-Th. Anytime after, please send a message using Class Dojo or send an email.

**10. Inclement Weather 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.

**11. 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.

**12. Lunch and Snacks** - Please send your child in with lunch and snacks each day your child attends Summer Pals. The children are extremely hungry so you may want to pack a few extra snacks. We encourage healthy snacks such as fruits and veggies especially for morning snacks.

**13. Parking** - Please park your car and drop-off and/or pick-up your child in the gym which is located in the back of the school building across from the playground.

**14. Trips** – We plan our trips in advance. Signing the parent manual will be means for giving

permission for each trip your child attends. If we do not receive a signed parent manual, your child will not be able to attend the trip. A bus will be provided to take us to and from our trips. A calendar of trips will be provided to those registered. Trips vary by time for each day therefore we would like all children to arrive at school no later than 9:00 am daily.

15. **Vacation Days:** In the event you know your child will be away on vacation during the summer, please let Pals staff know in advance so we can plan our trips and staff accordingly. You will not be charged for any full week if your child is not in Pals.

16. **Sunscreen and Bug Spray:** Please send your child to Pals with sunscreen already on. Also, please put a bottle of sunscreen spray and bug spray in your child's backpack so we can reapply if needed throughout the day.

17. **Nature Walks:** Students will take walks on nice mornings with Pals Staff to Blueberry Hill, Lindenwold Park, and Paint Works Lake. Signing the parent manual grants permission for walk with Pals staff. Also, students are asked to be at Gibbsboro School by 9:00 am as we will leave shortly after when going on a walk.

18. **Change of Clothes:** Please be sure to pack a change of clothes (shorts, shirt, socks, etc) for ALL children. **Be sure to label your child's extra clothing.** Your child will need a change of clothes on Swim Days and Kickin Flip days. See calendar for dates.

19. **Electronics/Toys from Home:** Electronics are not allowed at camp. We encourage play all day. Toys from home are allowed however please remind your child that it is their responsibility to care for their toys. If your child is unsure about bringing their toy to camp, it is best to keep it at home.

20. **Toy Donations:** We have children of many ages attending our program. If you have any toys you would like to donate to Pals, we greatly appreciate it:) Toy cars, kitchen food, dolls, playdough, magnetiles, etc. We thank you in advance for your donations!