



People. Animals. Love.

21st CCLC
Program Handbook
Miner ES
2017-2018

Mission

To connect young people to the world of animals through engaging enrichment activities in and outside of the classroom.

Purpose

To provide an active example of empathy, compassion and kindness as it relates to the human animal bond.

Goals

- To increase awareness of the environment and the role animals play in it.
- To meet the needs of all children, knowing that each is an individual which in turn will lead to a successful camp experience.
- To acknowledge various cultures through promoting acceptance of other people and ethnic differences.
- To select materials, equipment, and activities that is developmentally appropriate for each age group.
- To provide an environment that is clean, safe and stimulating where the children will actively participate.



Enrollment/Registration Fees

PAL Club
P (202) 560-2779

To enroll in our program, parents or guardians must fill out a registration packet that includes health history and policy agreements. Students must be enrolled in DCPS OSTP prior to registering with PAL. There is no registration fee for this program. Spaces will be filled on a first come first serve basis with completed applications only.

Student Expectations

All students are expected to act in an appropriate and professional manner. In cases of repeated/severe behavioral issues, families will be notified. The student may be required to meet with the PAL Camp Director in regards to continuing the program. We would like to maintain a safe environment at all times. In order to provide this, students must follow and listen to staff directions. Most of all we want our students to have fun!

PAL Club Rules/ PAL Pledge (for your child)

1. When around PAL pets and other animals remember to:
 - a. Speak Softly
 - b. Move Slowly
 - c. Be Gentle
2. Treat all living things with respect-yourself included!
3. Help keep equipment, supplies, and facilities clean, neat, and in good working order.
4. Do your share.
5. Always participate and always try your best.
6. Do something positive for someone else every day.

On my honor I promise to respect and defend the value of all living things; to be a caretaker for the creatures of the world, both great and small; and to live my life positively, humanely, and compassionately.

Field Trips

Over the year we may be going on field trips. We will provide transportation to and from all field trips. The bus company we will be providing is CABS, this will transport your students from the site and will return them there too.

Permission Slips

Parents/Guardians will need to sign a permission slip for field trips. Your child will not be allowed to attend the field trip if they have not turned in the permission slips per the return date. We will have a field trip form that lists each place/date of all of the field trips. If you would like to have your student participate please make sure this form is completed in its entirety. In the event you would like to have your student opted out of a field trip, they **MUST** be picked up from school, in that **ALL** Staff members from PAL will be attending the fieldtrips.

Attendance to Program

The expectation is each student is present for all days of afterschool. We do understand that emergencies, and appointments may happen during this time of which will be excused. In order to obtain the maximum benefit of the program, campers will need to be present. Please note: If you do not maintain a minimum of 80% attendance in the program they are at risk of being removed from the program.

Early Dismissal/Late Pickup

All students are expected to attend afterschool daily and on time unless there is a reason not to do so. Please provide advance notice to your staff if your child is going to be late. We will accept family/medical emergencies or other outstanding circumstances if your child will not be at afterschool. You may pick your scholar up between 5:30 and 6pm, and walkers must sign out by 5:30pm. **Our program ends at 5:30pm your scholar needs to be picked up by 6:00pm at the latest*. Continual early and or late pickup will result in dismissal of the program. Please note that this policy includes late pickups/ early dismissals / and absences.**

Policy for Unexcused Absences / Late pickups and Early Dismissals (Each number below represents the sequence of offense).

- 1. Verbal Warning- You will be notified verbally that your child was dismissed early / absent / late pick up from the program.**
- 2. Written- You will be given written notice that your child was absent / late pickup / early pick up from the program.**
- 3. Final- Once your student(s) receive their final warning for any of the items above they will be dismissed from the program.**

Transportation Policy

Students who walk home must sign out him or herself, as well as any younger siblings. Dismissal for walkers is at 5:30pm. Students who take public transportation must have written permission notice from a parent or guardian stating their ability to travel on public transit. All other students must be picked up by an approved adult before 6pm.

Electronic Devices

All electronic devices are not permitted during afterschool. These devices may be taken if seen by camp staff.

***Cell Phones-Unless a parent/guardian notifies staff that a child can have a cell phone for emergency reasons they will not be allowed, this must be stated in writing. We as an organization are not liable for anything that may happen to the electronic devices even with written permission.

*Dismissal time is subject to change depending on the site. Clarification will be made by Site Coordinator

Academic Records

I understand that evaluation is important to People Animals Love (PAL) and that in order to best serve my child's educational placement and growth, PAL needs to have access to any and all academic information concerning him/her, including, Reading and Math assessments, at both the end of this school year, and the beginning of next school year. I understand that PAL will safeguard any and all personal identifier information, about my child and his/her family, and will arrange for such information to be coded, and only used in a way, or ways, that no personal information will be in any way disclosed to anyone who is not an employee of PAL or a researcher acting as an agent of that organization.

Termination of Services

We reserve the right (under extreme circumstances) to suspend or remove a child from our programming immediately if it appears that the inclusion of the child is not in the best interest of the child or our program (early dismissal, late pick-ups, fighting, cursing, bullying, disrespectful, not following the rules, etc.).

Discipline Policy

PAL Staff are expected to lovingly guide and direct each camper to help them learn and grow. Staff must lead by example. In the event a camper must be disciplined (i.e. not following rules or showing disrespect, etc.); the following actions will be taken.

- 1) Speaking with the camper about their behavior and given a warning.
- 2) Time out from an activity or privileges taken away and/or a written behavioral notice will be given to the parent/guardian.
- 3) If misbehavior still occurs or actions are more severe (i.e. fighting, stealing, etc.), then conferences with the Camp Director is required as well as behavior notice given to the parent/guardian. If misbehavior does not cease, it WILL result in termination from the program.
 - a. All behaviors will be documented, and WILL result in dismissal from the program, if there is a pattern of the same issues.

Communication with Parent/Guardian's

Communication between PAL's Program Staff and home is extremely important. If any problems occur, please feel free to discuss them with the Staff or Director. If we experience and significant problem with your child, you will be notified as soon as possible.

Parent Expectations

All parents are expected to act in a professional and appropriate manner when interacting with PAL staff. In cases of repeated/severe issues it is possible that your student can and will be removed from the program. We would like to maintain a safe environment at all times.

Parental Grievance Policy

We have developed this policy in order to resolve any conflicts in a professional manner. In the event of a conflict the following procedures should be followed:

- Parents are encouraged to think carefully about the situation and define clearly the concern or problem.
- Parents should talk to the PAL staff first about the concern, listening to the staff's perspective and discussing various solutions.
- If the camp staff cannot resolve the problem, parents should speak to the PAL Club/PAL Camp Director.
- If the Director cannot resolve the problem, parents should speak to the Executive Director of PAL.

Communication with your Student

Any discussion with your child must be done prior to PAL time. Staff cell phones are restricted to emergencies only and can only reach 911 and the PAL program. If you need to relay a message to your camper, please call the PAL office at (202) 966-2171 and ask to speak to the Director.

Medical Emergency

In the event of an injury or illness a staff member will administer basic first aid. The parent will be notified by phone if further treatment is needed. It is URGENT and your responsibility to update your child's registration form if any information changes (telephone numbers, allergies, etc.). We must be able to contact you at any time of the day (every day) in case of emergencies so if you are away from your normal phones, please leave numbers for that day's destination with staff on the previous day or call the Director and leave a message.

In the event we are faced with a medical emergency, the staff will carry out the following procedures:

- 1) A staff member will stay with the ill child and administer first aid as appropriate.
- 2) EMS will be contacted (if needed).
- 3) The PAL Director and PAL Executive Director will be notified ASAP.
- 4) Every possible means will be exhausted to contact parents/guardians.
- 5) The staff member who witnessed the accident will complete an accident report which will be kept on file.

Insurance

It is the parent's/guardian's responsibility to provide medical insurance coverage.

Registration Form Authorizations

The following statements are the ones that parents sign in agreement to and return to P.A.L on the registration sheet. We included them in this handbook so that you will have a copy to refer back to if needed:

- I agree to communicate with the PAL Staff regarding many questions, concerns or suggestions in a timely manner.
- I have received and read the PAL Parent Handbook and I agree to abide but the PAL policies.
- I understand that I am responsible for picking my students up on time, and ensuring their not absent consecutively according to the information given in the P.A.L Parent Handbook.
- I grant permission for the PAL staff and/or medical personnel to give my child first aid in case of an emergency and to secure any transportation and medical treatment necessary for his/her welfare. I understand that all emergency costs is mine as the parent/guardian. If requested, I agree to pick up my child.
- I grant permission for PAL to transport my child to and from camp field trips/activities. I also grant permission for my child to participate in the field trips/activities.
- I grant permission for my child to be photographed for P.A.L promotions only.
- I understand that the PAL Program operates on a group format (1:15) and that my child is responsible for his/her own behavior, clothes and sunscreen and belongings.
- The PAL Director reserves the right to remove any participant from our program if it is not deemed that the inclusion of the child is not in the best interest of the child or the program (child is not able to function consistently and safely in a 1:15 group setting).