

Wesclin PALS Summer Program 2023

Tuesday May 30th – Friday August 4th

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

The PALS program is available to Wesclin students who have completed 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 \$120 per week. Weekly fees are to be paid **EVERY FRIDAY** for the following week. If payment has not been received, students will not be able to attend the program. We have three weeks this year that have an adjusted rate due to holidays. The week of Memorial Day (May 29th – June 2nd) will be \$96.00 per child, the week of Juneteenth (June 19th – June 23rd) and the week of Independence Day (July 3rd – July 7th) will be \$96.00 per child. We will not have Summer Pals on May 29th, June 19th or July 4th. There is an additional \$5.00 a week charge if you attend PALS from 6:00 – 6:30 AM at New Baden Elementary.

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 Monday – Friday from 6:00 AM until 6:00 PM at NBE, and 6:30 AM – 6:00 PM at TE starting on May 30th through August 4th. Parents can drop off at either location. There will be NO Summer PALS May 30th, June 19th and July 4th.

Drop Off/Pick Up Times for Trenton Shuttle

We will be offering a shuttle service for the students of Trenton Elementary to be dropped off in Trenton, bussed to New Baden for the majority of the day, and then brought back for pick up times at Trenton. Shuttle leaves Trenton at 8:30 AM and gets to New Baden at 8:45 AM. Shuttle leaves New Baden at 3:45 PM and returns to Trenton at 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 your student is arriving at PALS before 9:00 AM, they are welcome to bring their breakfast with them to eat it at school in the morning.

Absences

If your student will be absent from Summer Pals, please email Ronell Bursich at bursich@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. If your child is injured, you will be informed immediately if necessary or at pick up.

Restrictions

This program serves children in kindergarten through the 5th 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.

Student Possessions

Please label student 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 director (Ronell Bursich) 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 the following day. Once a student receives a third misconduct report, 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 rules with your students so they know what is expected of them.

☺ Do ☺	Consequences
Respect yourself and others	1. Verbal Warning
Listen to the staff	2. 1 st Misconduct report (signed and returned)
Pick up after yourself	3. 2 nd Misconduct report (signed and returned) and see Program Director
Participate in activities	4. 3 rd Misconduct report – conference with program director and parent/guardian director
Follow the rules and directions given	5. 4 th Misconduct report – removal from program

Entry/Exit - Sign In/Sign Out Procedures

Please enter and exit New Baden through the main door entrance. Enter and exit Trenton through the cafeteria.

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 is 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.

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 occasional newsletters from Ms. Ronell with information about what is coming up in 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/Ronell” and instruct your student to deliver the note to the PALS workers upon arrival.
- Contact the Summer PALS director:
 - Ronell Bursich
 - bursichr@wesclin.org
 - 618-560-9647 (Cell)
 - 618-588-3535 (New Baden 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

6:00 – 8:45	NBE – Breakfast/Free Play
6:30 – 8:15	TE – Breakfast/Free Play
8:15 – 8:30	TE – Pack Up
8:30 – 8:45	TE – Shuttle
8:45 – 9:15	Snack
9:15 – 10:00	Morning Workout
10:00 – 11:15	Outside Play/Centers
11:15 – 11:30	Wash Up For Lunch
11:30 – 12:15	Lunch
12:15 – 1:45	Rest, Movie, Relax
1:45 – 3:30	Free Play/Centers
3:45 – 4:15	NBE – Snack
3:30 – 3:45	TE – Pack-up
3:45 – 4:00	TE - Shuttle
4:00 – 4:30	TE - Snack
4:15 – 6:00	Free Choice

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 if Possible.