

The Police Athletic League



Parents Guide

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School Aged
Child Care
License #S TA 432040

Mission Statement

The Police Athletic League was developed “To foster and encourage in the youth of the community a spirit of loyalty and faith in American traditions and institutions: to participate in constructive movements and endeavors for the promotion and safeguarding of the interest and general welfare of the youth of the community; to educate and train youth in the knowledge of various forms of art, both physical, athletic, and cultural, in literature, music , and sports; to promote the spirit of benevolence, friendship, sociability, good will and tolerance among the youth of the community; to instill in the youth good health habits, good sportsmanship, and high moral and civic standards. The program shall be made available to youths of all races and creeds”.

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Police Athletic League
After School, Summer and Non-School Day
Parent Program Guidelines

I. Introduction

On behalf of the staff of the Police Athletic League, I would like to welcome you to this year's program. As with the tradition of PAL our program is designed to foster a positive relationship between Law Enforcement Officers and the youth of our community.

II. Purpose and Scope

The following information is given to parents to outline their responsibilities for continued participation in our program. Also, our basic operating procedures will be explained to avoid miscommunications.

III. After School Regular and Half-day Operating Procedures

A. Hours of Operation

1. Administration Offices

- Monday through Friday 10:00am-6:00pm

2. Program Hours

- Regular Days Monday through Friday 2:30pm-6:00pm
 - Early Release Days Monday through Friday 1:30pm-6:00pm
- This excludes all city and major holidays**

3. School Pick-ups

- Children are required to be at the designated pick-up point for after school.
- Children who miss the PAL bus will have to notify school staff and the problem will have to be resolved through the school and parent.
- **PAL staff will not be responsible for returning to the school.**
- Parents must notify PAL if you are picking up your child or the child is absent from school.

B. Drop off and School Pick-up

1. Pick-Ups

PAL will pick children up at a designated point assigned by the particular school. Children are to proceed immediately and remain at this point until picked-up.

2. Walk-Ups

Students who walk from area schools are expected to walk directly to the PAL facility and to remain until picked-up by a parent or guardian.

3. Drop-Offs

Parents who drive their children from area schools will not attempt to drop off children prior to the hours listed for after school care. All parents **must** ensure a coach is aware of their arrival and the child is properly signed in. If coaches have not returned from pick-ups the parent will remain with their child until one arrives. On non-school days parents may drop their children off between the hours of **7:30-10:00 am**. Children dropped off after this time will not be accepted unless prior arrangements have been made. (10:00 am deadline is to help in possible field trip planning)

Responsibility for your child does not exist until they have entered the PAL vehicle, or in the case of walk-ups until they arrive at the PAL facility. Children left at school due to tardiness to the pick-up site or failing to realize the bus has loaded and disembarked will have to be resolved between you and the particular school.

IV. Summer and Non-School Day Operating Procedures

A. Hours of Operation

1. Administration Offices

- Monday through Friday from 9:00am-6:00pm

2. Program Hours

- Monday through Friday from 7:30am-6:00pm
This excludes all city and major holidays.

B. Drop off and Pick-up

1. Drop-Offs

- Parents may drop their children off between the hours of **7:30am-10:00am**.
- Children dropped off after 10:00am **will not be accepted** unless prior arrangements have been made.
- All parents **must** ensure a coach is aware of their child's arrival and that they are properly signed in.

V. Preparing your child for drop-off

- All children must have a ready to eat lunch not requiring heating or other preparation during the school year and during the summer unless specifically told **not** to do so by their group's staff or they are signed-up for the summer food service program. Children must eat lunch at PAL.

- All children must be in their PAL t-shirt. **Children will not be accepted if they are not wearing the PAL t-shirt each day.** Each child will receive 3 t-shirts for summer and 1 t-shirt for afterschool at the beginning of the program.
- Children must be in proper clothing attire for the season, such as jacket, pants, tennis shoes, etc... Children **must wear close toed shoes or tennis shoes at all times.**
- Children should be provided with snack items or money to purchase items should they desire.
- Parents need to ensure that their children are prepared for the day's activity i.e., swimming suit, towel, sunscreen etc. Boy's suit must have a liner. Girls cannot wear string bikinis.
- Your child **can not** bring any electronics or toys from home to PAL. We will not be responsible for lost articles such as; game systems, games, radios, cell phones etc.
- Please ensure that all lunches and snacks sent are healthy and well balanced. Please do not send junk food.
- No guns, war toys or other toys of destruction are allowed at this center.
- Please ensure all your child's items are labeled with their name (i, e, book bags, lunch boxes, jacket, etc...)
- **All children with shoulder length or longer hair must have it put up in a hair tie.**

VI. Parent Pick-ups

- All persons picking up children must exit their vehicle and personally sign them out
- Children will not sign themselves out or carry the sign out roster to a waiting vehicle
- If "See Office" is written in the comments section, the parent or whomever is picking-up the child will report to the office prior to leaving PAL
- Children will remain on the porch until escorted to their vehicle by their parent

VII. Authorization for Pick Up Child

- No child will be released to a person not authorized by a parent or caregiver to pick up the child.
- We must have written or verifiable verbal authorization for changes in the respect.

VIII. Late Pick-ups

- Parents will pick-up children no later than 6:00pm.
- At 6:01 a late fee will be assessed at a rate of \$5.00 for the first 10 minutes late and \$1.00 per minute after that. Continual late pick-ups will result in suspensions or expulsion
- It is the Parents responsibility to make alternative arrangements for pick-up if you are delayed in any way.

IX. Pick-ups During Field Trips

- Field trips are **usually** between 12:00pm-3:30pm.

- Parents should avoid scheduling appointments or planning pick-ups during these hours. If this time is unavoidable then the parent must pick-up their child at the field trip site. Any parent picking-up children during a field trip must notify staff they are removing the child
- Children will not be left at PAL since all coaches are accompanying their groups and admin staff will not be responsible for your child

X. Medical Conditions

- Parents must ensure that any medical condition, health risk, current medications, physical limitation to any activities or allergies are documented in writing on the child's registration card
- During the Summer Program parents should ensure they document any sensitivities to the sun or heat

XI. Sick or Injured Children

- Parents will not drop off sick or injured children to be watched by PAL staff
- Children suffering from any contagious conditions such as; pink eye, lice etc. will not be accepted.
- Children exhibiting the following systems or combination of symptoms.
Unresponsive temperature of 104 orally, undiagnosed or unidentified rash, respiratory distress, major change in condition requiring further care, contagious diseases such as (strep throat, conjunctivitis, diarrhea, chicken pox, etc.....) , Head lice, scabies or any condition prior to 24 hours of appropriate medication.
- If a parent drops off a child and it is later discovered that the child is suffering from a contagious condition and the parent was aware of this, the child will receive a minimum 1-day suspension
- The parents in any case will be required to pick-up the child **immediately** and the child will not be able to return until they have been 24 hours without any symptoms.

XII. Medications

- PAL staff, short of a life-threatening situation, will not administer any prescription or non-prescription medications
- Staff will not assume any responsibility to ensure a child has taken any medication as directed or prescribed

XIII. Medication Courtesies

- Staff may agree to hold or **attempt** to remind a child of a medicine dosage
- **In no way will it be construed that staff has assumed responsibility that a child is properly medicated**
- The responsibility of ensuring that a child is properly medicated will always remain with that of the parent

- Parent calls and inquiries as to their children's medication status will be followed up by a staff member and reported back if requested
- An authorization for medication form must be completed.
- No over the counter medication will be administered. Prescriptions must be from a pharmacy and have the child's name on the label with proper dosage information.

XIV. Parent's Agents

A parent who will be utilizing others to perform drop offs; pick-ups etc. must ensure these agents are fully aware of the requirements to conduct these tasks. Ignorance of the proper procedures will not be considered in the enforcement of the policies.

XV. Attendance

Parents need to call PAL and advise the staff when your child **will be absent from school**. So the PAL staff and the school staff will not be delayed looking for your child.

Parents need to call and advise staff if a child will be absent for an extended length of time. A child absent for a week or more may be dropped and the slot filled. The child will still be allowed to attend PAL until the fees that have been paid expire, however, future payment may not be accepted. If a child has not attended for a week or longer and fees have not been paid the child will automatically be dropped and the slot filled. With notification, the slot will be maintained indefinitely even if the child has only attended one day.

XVI. Payments and Fees

- There is a non-refundable \$30.00 per family, per program registration fee due at the time you register your child (i.e., after school, summer, annual). If your child terminates membership there will be a \$15.00 re-registration fee if you return within 3 months.
- After school and activity fees are due on the 1st of every month. These fees are considered late on the 5th of the month, an additional \$10.00 is due per child. Returned checks will be assessed a \$15.00 fee. All outstanding fees must be paid by the 5th of each month. You will receive one late notice only on the 5th. After the 10th your child will be refused access to PAL and left at school. Fees that fall 30 days behind may result in the child being dropped without notice from the PAL program.
- All fees must be paid by check, money order, or credit card only (no exceptions).
- Late pick up fees are due upon receipt of invoice.
- Summer fees are due on or before the prearrange payment schedule. Payment not made by that date will incur a \$10.00 late fee per child. Any late payments could result in your child being dropped from the program.
- There will be no refunds given as of the first day of Summer camp.
- Your child can not sign up for extra programs if you have an outstanding balance on any program.

- A \$5.00 charge for non-notification of absence. If we go to pick up your child from school and the child is absent or has already been picked up. We will add a \$5.00 charge for each occurrence. Please notify us if your child is absent or you have picked them up early for any reason.

XVII. Withdrawal from the program

Each child is enrolled in the program for the entire program term (i.e.... School Year, Summer)

A. After School

You are responsible for payment at the beginning of each month. With a two week notice of withdrawal a prorated fee will be given if your child is being removed in the middle of the month. If no notice is made you are responsible for the entire month's fee.

B. Summer

There will be no refunds given after the first day of Summer camp. The fee is for the summer and the slot belongs to your child. We do not charge a weekly fee only a summer fee. If you child is signed up for the summer and drops out, we will try to replace from the waiting list. If we cannot fill the slot you still owe for the entire fee.

The Police Athletic League of Tampa, Inc. is a not-for-profit corporation that survives on the fees it charges and donations from citizens and local businesses. The City of Tampa provides law enforcement officers and PAL staff; however, no additional support is given.

The staff strives to keep our fees extremely low by comparison as most of you realize. According to the Hillsborough County averages for After School Care, PAL fees are at half of the average. Everyone needs to pay his or her share.

XVIII. Child and Family Rights

In Familial situations where the child's custody is a concern, the Center requires that legal documentation be provided at the time of registration that states the relationship of the parent(s) or guardian(s) to the child and the custody rights of those parents or guardians. This will insure that safe and proper release and visitation procedures are implemented appropriately.

XIX. Non School Reminders

This is meant to be a short reminder of the Non-school day / summer rules. Please refer to that section for more information.

- A. Your children must wear a PAL t-shirt every non-school or summer day.
- B. All children must bring a ready to eat lunch. (unless otherwise noted)
- C. No children can be dropped off prior to 7:30 am each morning.
- D. They must be signed in by a parent, and the coach aware of their presence.

- E. No children will be accepted after 10:00 am.
- F. If a field trip is planned all children are required to go.
- G. Please check white board and bulletin board daily for updates or announcements.
- H. If sign out log has “see office” be sure to see the office
- I. PAL will strictly enforce the sign in and sign out policy. You must get out of your car to sign your child in when dropping them off each morning and get out of your car to sign them out each afternoon. **No child will be permitted off the porch until accompanied by an adult.**

XX. Holidays

- PAL celebrates all Major Holidays: (i.e. Christmas, Halloween, Easter, etc...) All children will participate in these celebrations. If these holidays are against your beliefs or religion please consider keeping your child at home on the occasions.
- Birthdays are celebrated by announcing your child’s birthday over the intercom and giving them a coupon to receive a free snack at the snack bar.
- If you wish to celebrate your child’s birthday by bringing in something (i.e. cake, cupcakes, etc...) you must bring enough for all the children in the program.
- Holiday Schedule- For schedule of the Holidays for the current program (see insert)

XXI. PAL Participation Rules and Discipline Procedures

A. Introduction

The Police Athletic League of Tampa, Florida has been operating since 1958. From 1958 until 1961 the Police Athletic League was managed by the Fraternal Order of Police (FOP). In 1961 management was awarded to the Tampa Police Department.

The Police Athletic League of Tampa, Inc. hereafter referred to as PAL is assigned by full time veteran police officers of the Tampa Police Department.

B. Purpose and Scope

The following guidelines have been set in an attempt to more clearly understand the rules and discipline procedures for participation in **any** PAL Program.

Most of our rules and regulations mimic those of most school programs. If your behavior violates your school rules it almost certainly violates ours. It is the parent/guardians responsibility to ensure that they and their child (ren) understand **and agree** to these guidelines in order to join and remain affiliated with PAL. Please feel free to contact a staff member if you have any questions.

Every circumstance and resulting discipline obviously cannot be covered and set by these guidelines. The opinion of the PAL Staff as to whether a behavior violates our rules and the correct measure that is to be taken.

C. Basic Rules of Behavior

Rules for behavior have been grouped in two categories. **Major Violations** and **Minor Infractions**

1. Major Violations

- Fighting, violent or unlawful contact. (Any contact out of anger)
- Insubordination (Failing to obey directions or any behavior which the staff feels defies respect or obedience)
- Lewd or Profane language, gestures etc.
- Racial, ethnic or religious slurs.
- Stealing.
- Possession of dangerous weapons or objects.
- Possession of drugs or alcohol.
- Willful disobedience (constant minor infractions).
- Failing to serve out discipline by continuing to play, talk or disrupt.
- Leaving PAL facility unaccompanied.
- Untruthfulness or dishonesty when questioned by staff.
- Any violation of law covered under Florida State Statutes.
- Intentionally damaging PAL facilities, vehicles or property.
- **Defiance- Open and blatant disregard for instructions or directions given by a staff member. (Defiance will be considered extremely serious due to the safety concerns and expulsion will be considered on the first occurrence)**

Major Violations will result in a minimum of (1) day suspension up to expulsion.

2. Minor Infractions

- Talking after a whistle or asked to be quiet by a staff member.
- Running on porch.
- Leaving play area without permission.
- Play fighting, wrestling or other contact.
- Comments made to offend or criticize others-“put-downs”.
- Aggravating other participants.
- Arguing.
- Failing to clean up after self.
- Swinging or throwing objects other than objects intended for that purpose.
- No walking or playing on mats without permission.
- Failing to immediately return after leaving for water, bathroom etc.
- Entering staff offices without permission.
- Causing damage to PAL facilities, vehicles or property due to carelessness.

Minor Infractions will usually result in a “time out” or similar discipline up to a parent conference. Continual minor infractions, especially of the same nature will be considered a Major Violation and a suspension will result.

3. Disciplines

- **Time out-** The child will be asked to sit usually between 15-30 mins. During time out the child will not be able to talk or play. Bathroom breaks will be provided if needed. If the child continues to talk, play etc. this will be considered insubordination and more aggressive discipline such as suspension may occur.
- **Chores-** The child will be asked to police the property.(Optional)
- **Restrictions-** The child will be restricted from attending field trips, playing games etc.
- **Writing-** When a child is disciplined for anything other than the most minor infraction they will be asked to write lines. The lines will relate to the rule that was broken, such as, “I will not talk during roll call”, etc. The amount of lines will depend on age, severity and if it is a reoccurrence.
- **Suspension-** The child will not be allowed to attend PAL for as many days as the discipline called for. This suspension will take place on the next scheduled day of the child’s PAL participation unless PAL staff has given permission.
- **Expulsion-** If any child commits Major Violations or commits any act or acts which threaten the safety, enjoyment or smooth operation of the PAL program will be candidate for expulsion. If any child receives (3) suspensions while participating in any PAL program they would also be a candidate for expulsion. This is not to say that a child could not be expelled on his first violation should his/her behavior warrant.

XXII. PAL Staff and Parent/Guardian Discipline and Cooperation Agreement

As members of PAL the parents agree to support PAL staff in the administration of discipline and adherence to all rules and regulations. We understand the overwhelming confidence and trust that our parents feel for their children. We believe there is a great deal of stress in having negative comments made concerning your child’s actions while attending PAL activities. We apologize in advance, however, when working with children this is an unavoidable occurrence.

Should it be necessary to discipline your child for reoccurring problems or for matters that will result in suspension or expulsion we will make every effort to fully explain the reasons for the discipline and in a private setting.

The parents must attempt to keep an open mind and remember the staff has the final word. If the child feels that PAL staff and their parents are not in cooperation in maintaining their discipline it is sure to cause more problems. With this in mind, any parent or guardian who shows a lack of support for staff by

rationalizing, becoming argumentative, sarcastic or hindering staff in any way will be grounds for immediate expulsion of all members of the effected family.

XXIII. Child Abuse or Endangerment

Should the Center staff suspect possible child abuse, neglect, or any other endangerment to a child, the staff member will inform the director, or the person in charge at the time, who in turn, will assist in notifying and reporting to Child Protective Services or proper authorities (Public Safety, Bureau of Child Care Licensing).

XXIV. PAL Homework Assistance

In an attempt to assist you and your children with their homework, we offer free homework assistance to all PAL members in the After School program. During this hour each afternoon we offer your child a quiet place to do their homework, prepare for test, and receive additional assistance with problem areas.

In order to assist **all** the children and allow them to do their homework, we must develop a few rules. Please review these rules with your child. All children will attend a one hour homework assistance session each day. **All unfinished homework will be the responsibility of the child and parent.** We will not take responsibility for unfinished homework. We are only her to assist you and your child.

XXV. PAL Homework Rules and Discipline Procedures

The following guidelines have been set in an attempt to more clearly define the rules and discipline procedures for participation in the homework program. These rules have been developed to ensure that each child has an opportunity to complete their homework and get the assistance they need.

It is the parent/guardians responsibility to ensure that they and their child (ren) understand these guidelines in order to be in the homework room. Please feel free to contact a staff member if you have any questions.

A. Rules

- Each child is to report to the homework room with all their homework material in hand when the announcement is made.
- We will not go looking for your child.
- Children are to come in and quietly get started on their homework.
- If a child needs help they are to raise their hand until the coach calls on them.
- There is no food or drinks allowed in the homework room.

- Snack time will be available before or after homework time.
- There will be no talking or playing in the homework room.

B. Disciplines

- The discipline guidelines as set out in PAL after school rules will apply for all children who do not follow the rules.

XXVI. PAL Sports Programs

The Police Athletic League of Tampa offers several seasonal team sport activities during the school year such as: Flag Football, Street Hockey, Basketball, and Soccer.

A. Objectives:

- To provide the children with an opportunity to participate in an organized team sport.
- To have fun
- To develop sportsmanship and team work
- To develop team skills, knowledge and appreciation of the game as both a player and spectator
- To develop each child's potential and instill the desire to put forth their best effort

B. Eligibility:

- All boys and girls
- Ages depend on each sports division make up

C. General Rules:

- Sportsmanship at all times for Players, Coaches, Parents, and Spectators
- Attendance for practices and games are mandatory unless excused by the PAL Athletic Director
- Players are required to be present 30 minutes prior to their scheduled games
- Only Players and Coaches are allowed on the playing field
- Children must maintain a passing grade in school as it is dictated by the Hillsborough County School Board. Must maintain positive conduct grades.

D. Suspensions:

- Violations of PAL or team rules could result in a game suspension.
- Expulsion will result for major violations of PAL or team rules, as well as disrespect for the PAL mission.
- Low grades or bad conduct in school will result in suspension and/or expulsion from the team.

E. Spectator Rules:

- Sportsmanship at all times.
- No pets allowed at any time.
- No outside food or drinks. Please support our concession stand.

XXVII. Closing

The Police Athletic League is dedicated in providing a safe and fostering environment for all our participants. We believe that discipline and adherence to rules and regulations is essential in reaching this goal. It not only fosters growth, it protects all of us as we work and play. These guidelines are here to protect **you and your children** in whatever PAL program you might be involved. If you have any questions or comments please feel free to contact any PAL staff for assistance. **These policies and procedures will be enforced.**

XXVIII. Scholarship

The Police Athletic League of Tampa provides families that have fallen on unexpected financial hard times via a scholarship program. This assistance is generally utilized to offset tuition and programs fees until the family can work through the crisis. The amount of financial assistance received is determined by several factors and is always at the sole discretion of the staff.

- A. Scholarship recipients are generally families that have been enrolled in the PAL programs or referred to PAL by Children Service Agency.
- B. The terms of the scholarships will vary from case to case and seldom will the financial assistance pay for the total amount of the program fees.
- C. The recipient must provide evidence that their financial crisis was not a result of their own actions.
- D. The recipient must actively be looking for employment and/or attend a United Way Personal Financial Class.
- E. Parents of recipients must volunteer a minimum of 10 hours.