

# PARENT HANDBOOK



GREAT FUTURES START [HERE](#).

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## **Introduction**

Welcome to the Barstow Police Department PAL Program! We are excited to have your child(ren) as a member of our club. This handbook is intended to be a helpful, general information guide for parents and members. Inside you will find information on membership, policies, procedures, and general club programs and guidelines. It is not possible to cover every policy, procedure, program, activity, or event in the handbook; therefore, contact your local club for current and specific information. **Once you have read the handbook in its entirety, detach and return the last page of the manual with your signature.**

## **Mission**

*To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.*

## **Who Are We?**

The Barstow Police Activities League (PAL) is a statewide youth crime prevention program that relies on educational, athletic, and other recreational activities to cement a bond between police officers and the youth in the community. The Barstow Police Activities League is one of 100 California chapters, and is a 501(c)(3) non-profit organization. Studies have shown that if a young person develops a positive relationship with a police officer on the ball field or in the gym, the youth will likely come to respect the laws that the police officers enforce. Such a positive relationship is beneficial to the youth, police officers, neighborhood, and business community.

The Barstow PAL program is based on the premise that if young people are reached at a young age they can develop strong, positive attitudes towards police officers and their community in their journey through life toward the goal of maturity and productive citizenship. At this time the Barstow Police Department is attempting to offer this much needed service to the community.

With the state and federal government's increased recognition of the value of safe educational and recreational environment(s), teaming the police officers with our community's "at-risk" children, makes this program a win-win situation. Having law enforcement officers involved with youth activities is positive for all – the youth, the community and the officers.

## Programs

Program schedules will differ from day to day depending on activities planned for the day or other special events. During the school year homework assistance and educational enrichment activities are scheduled daily along with evidence based program models. The Barstow Police Department PAL Program will also use proven and nationally recognized programs in five core program areas – Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts and Sports, Fitness and Recreation along with Specialized Initiatives.

## Admission & Registration

The PAL After School Program will serve children from the Barstow area who are in grades 1<sup>st</sup> – 8<sup>th</sup>. Parents can register their child(ren) by completing the appropriate PAL application and parent handbook. All paperwork is required *before your child can participate in the program*.

In order to enroll your child(ren) to become a member of the Barstow Police Department PAL Program we must have the following:

Enrollment Application

Handbook Acknowledgement Form (back off this handbook)

The Barstow Police Activities League is located at 685 N. 1<sup>st</sup> St., Barstow, CA 92311

## Administrative Office

Barstow Police Department PAL Organization  
685 N. 1<sup>st</sup> Avenue  
Bartow, CA 92311  
(760) 255-5146

## Hours of Operation

The after school programs are open from B.U.S.D. elementary school dismissal until 6:00 p.m. Hours may vary and appropriate notice will be given to families if hours are scheduled to change.

## Days of Operation

All **campus based** programs are open Monday --- Friday following B.U.S.D. elementary school calendars during the regular school year. If the school closes for inclement weather, the PAL Center will also close. However, for scheduled early dismissals the PAL Center will be opened accordingly. If schools are opened all day, but afternoon activities are cancelled due to weather or an emergency our staff will still be at our sites to accommodate students. However, it is imperative that you pick your child(ren) up as soon as possible in such cases. **Please make sure your child(ren) are aware of what they need to do and**

**where they are going for early dismissals and inclement weather.**

The Barstow PAL Center is open Monday --- Friday and will also follow B.U.S.D. elementary school calendars during the regular school year except for the following school breaks: Winter, summer, and spring.

**Pick---up & Sign---out**

When picking up a member, the parent or those listed on the registration form for pick---up must come into the Center to get them. Members are not permitted to wait outside of the Center or program location for a ride. Safety of our members is a priority.

All members must be signed out by the individual taking the member from the program. Members may be picked up only by parents or those persons listed for pick---up on the registration form. A photo ID may be requested by staff at any time for any individual picking up a member. Changes to the pick---up list must be made in writing, and given to the Program Director at least 24 hours in advance. All members must be picked up between school let out time – 6:00 p.m. or unless the after school program is one of mandatory attendance.

Per the **Open Door Policy**, the PAL Program Staff cannot retain members who do not wish to remain at program. Parents should instruct their child to remain at the program if they do not wish them to leave. *Members who leave during program times will not be permitted to return during that day.*

**Late Pick up Policy:** Should a parent/guardian arrive late for pickup, for any reason, the following Late Pickup Policy will be in effect:

**First incident:** A friendly reminder of the program hours will be given.

**Second incident:** A fee of \$5.00 will be charged, per member, for every five minutes past 6:05 p.m. according to the program location's clock. The fee is due immediately. Members may not return to the program until the late fee is paid in full.

**Continual late pickup:** If parent/guardian continue to pick up after program hours, the members spot in the program will be jeopardized.

**If your child(ren) has not been picked up one hour after closing, the Department of Social Services and the Police Department will be notified.**

In order for us to appropriately release your child to the correct parent/guardian we must be given all appropriate paperwork, such as custody papers, if a parent is not allowed to pick up the child.

## Snacks

Members are allowed to bring their own snack from home as long as it is stored in an appropriate lunch/snack container. Members will only be allowed to eat snacks brought from home during the designated snack times.

## Homework

Students in the PAL Program will be offered homework assistance during the programs designated time. It is important that parents understand that while given a chance to work on homework, homework may not be completed or corrected within the designated time, as staff often does not have time to check everyone's homework thoroughly. It is ultimately the parent's responsibility to check with their child on all matters dealing with homework and school projects.

## Personal Belongings & Dress Code

The PAL Organization is not responsible for lost, stolen or damaged belongings. We request that members not bring extra items with them to the program. (For Example: Cell Phones, Game boys, IPOD/CD players, fantasy game cards, dolls, toys, etc.) ***These items will be confiscated and returned to the parent at the end of the day. This includes cell phones.*** The site is equipped with phones to place emergency calls.

Members will be expected to dress appropriately while attending the Center and all Center functions. All clothing that displays logos or images that promote drug use, alcohol, violence, profanity, or racism must be turned inside out, replaced, or covered. These standards also include jewelry such as earrings, necklaces and bracelets. Tank and tube tops are prohibited. All shorts/skirts must be below fingertips. Midriff tops, shirts that expose skin in the waist or stomach area, oversized or baggy clothing where the underwear can be seen ("sagging") will not be permitted. For the safety of all members, shoes must be worn at all times and must be close-toed and have a strap across the back.

All campus-based programs must also adhere to the schools designated dress code. Failure to follow these standards will result in the member being sent home. **This expectation also applies to parents/guardians or guests who attend Barstow Police Department PAL Organization functions.**

## Sickness or Injury

If a member has a fever of over 100---degrees, or has a communicable disease (including head lice), he or she will not be permitted to attend the program that day. A parent or guardian will be notified to immediately pick---up the member). **If notified of a child's illness, a parent or an authorized contact person must sign out a child as soon as possible.**

In case of an accident or injury, PAL Staff are trained in basic first aid and CPR. Emergency responders will be called for serious injuries. A parent will be notified promptly, and the child will be transported to the nearest hospital accompanied by a staff member. In the membership application, parents/guardians authorize the Barstow Police Department PAL Organization to obtain immediate medical care if an emergency occurs when the parent/guardian cannot be located right away.

Objections to emergency medical care should be made in writing by parents and/or guardians. This written statement should include the objection and the reason for the objection. Parents/guardians are responsible for medical costs that may be incurred in cases of emergency.

Parents/guardians agree to inform the PAL Organization office program location within 24 hours or the next business day after the child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

## Medications

Policy prohibits staff members of the Police Activities League to administer prescription or over---the---counter medications of any kind. This includes skin cream, sunscreen, and insect repellent. If your child requires emergency medication, such as an inhaler or EpiPen, you and your child's physician will be required to fill out our Administration of Medicine release form that can be given to you by the Program Director. All medicine must be in its original packaging. All emergency medications are locked in a storage cabinet at your child's site. **(Medicines that are out of date or not in the clearly labeled original container will not be permitted.)** If a situation arises that your child should need emergency medication, the staff will then allow him/her access to their emergency medication and allow him/her to administer the medication themselves. **Police Activities League staff will not administer medication to a child.** Parents will be notified immediately when a child needs access to their emergency medication.

## Parental Notification

It is very important that we have up---to---date contact information for parents/guardians and emergency contacts. If your phone number or address changes, you are required to let us know as soon as possible. The phone numbers

provided on the application are the only way we have to notify parents in case of an accident or other emergency. Emergency situations, which require the PAL Organization to close or evacuate the building, make it necessary for staff to contact each parent and/or guardian. Please make sure staff members can do that efficiently by providing updated information.

### **Emergencies and Disaster Plan**

In the event of a fire, natural disaster, or man---made disaster, staff will evacuate all members using the posted exit routes. The appropriate authorities as well as parents and/or guardians will be contacted. Should parents and/or guardians be unavailable, those listed under "emergency contact" information on the application will be called. A written copy of the Emergency Preparedness Plan is posted at each site. Please see the Program Director to request a copy.

### **Reporting Policy**

As a youth service provider we are required by law to immediately report suspicion of child abuse or neglect to the Child Protective Services unit of the Department of Social Services.

### **Staff Ratios and Lines of Authority**

We have trained, qualified Activity Leaders to run our programs and supervise Center members. Our staff to child ratio will not exceed one program leader for every twenty children ages 5---18. In addition, there is a Program Director available at each site. The Program Director is responsible for overseeing program quality and staff. Activity Leaders implement the education and educational enrichment activities. Activity Leaders report to the Program Director, and Program Directors report to the organizations Area Program Director and then to the Associate Executive Director.

### **Facility Space**

Students in the Police Activities League Center will be allowed to enter only those areas designated for use during programming hours.

### **Transportation**

The Barstow Police Activities League may have the ability to transport children from their school to the PAL Center. Please inquire with the Barstow PAL to see if transportation is available. Barstow PAL also offers field trips by way of Barstow PAL designated vehicles. A permission form will need to be signed by parent/guardian before all events take place.



## Day Camps

Please make sure you pay attention to site announcements for details about our Day Camps that are offered during non school days. Fees associated with the Day Camps must be paid prior to the week that your child will be attending. All fees associated are **non transferable and non refundable** as this inhibits planning, purchasing supplies, and having the correct ratio of staff to students. Although times and activities change during the summer, adherence to the expectations in this handbook still apply.

## Behavior

The Police Activities League has a zero tolerance policy regarding violence, bullying, and acts of aggression. Not following the rules will result in a loss of privileges. Continuing to break the rules will result in suspension and repeat suspensions will result in a loss of membership.

Members who fail to follow these guidelines can and will be dismissed from attending the program. Under extreme circumstances (For example: intentional injury to another child or staff member), the Program Director has the discretion to suspend a child immediately, without advance notice.

**Code of Conduct: In order to promote the child's physical, intellectual, emotional, and social well---being and growth, PAL members will be expected to follow the Code of Conduct:**

We agree to play fairly and to be honest

We agree to be respectful of PAL team members and volunteers.

We agree to say only good things about others.

We agree to be respectful of other Club members and their property.

We agree to take care of our PAL Center and equipment.

We agree to use proper language.

We agree to applaud efforts of other members.

We agree running is only permitted in a gymnasium or designated areas.

We agree to listen and be respectful at all times.

We agree appropriate dress is required at all times.

We agree drugs, alcohol and weapons are prohibited.

**Zero tolerance policy:** The PAL Center strives to provide a safe and positive environment for all members. The safety of our members is our primary concern and therefore we have no tolerance for fighting or bullying. If a child acts out in an aggressive manner with the intent of harming another child he/she will be suspended. We understand each altercation is different and some incidents are more severe than others; therefore, our discipline may vary depending on each individual incident.

The Police Activities League reserves the right to search all persons and

carry---in items such as backpacks and gym bags. Any person who refuses to submit to such a search will not be allowed admission into the Clubs.

***These guidelines apply to members, as well as parent(s), guardian(s) and any other person authorized to pick up child(ren) while they are at any PAL locations. Failure to comply with these regulations may result in a ban from PAL facilities and functions.***

### **Discipline Procedures**

*The PAL Organization handles behavioral problems on an individual basis. It is the responsibility of parents/guardians to let us know if members have developmental delays so that we have information to better understand the child's behavior. If the behavior is ongoing or extreme, the member will be sent to the Program Director for further guidance. Depending on the circumstance the Program Director has the option of sending the member home and/or suspending the Club member from the program and disregarding the following procedures. **Under extreme circumstances (i.e. intentional injury to another child or staff), the Program Director has the discretion to remove a child immediately without advance notice. Please refer to the Zero Tolerance Policy.***

### **Infraction I**

Infraction I is defined as any minor disruptive behavior such as yelling, running, being out of your assigned area, cursing, sitting on tables, misuse of club equipment, or showing inappropriate signs of affection.

(Category I Infractions are on a daily scale)

<b>Age</b>	<b>Occurrence 1</b>	<b>Occurrence 2</b>	<b>Occurrence 3</b>
5-8	Warning & Taught Proper Behavior	Constructive Task	Suspended for One Day
9-11	Warning & Taught Proper Behavior	Constructive Task	Suspended for One day

**(Category I Infractions for this age group are on a monthly scale)**

12-14	Warning & Taught Proper Behavior	Constructive Task	Suspended for One day
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### **Infraction II**

Infraction II is defined as any behavior that disrupts Center activities or disrespects Center staff, or members. Behavior in this category includes but is not limited to outright defiance, cursing or disrespecting staff, intimidation, encouraging or instigating a fight, horse playing, confrontations without harm, and minor vandalism.

(Category II Infractions are on a weekly scale)

<b>Age</b>	<b>Occurrence 1</b>	<b>Occurrence 2</b>	<b>Occurrence 3</b>
5-8	Warning & Taught Constructive Task Proper Behavior		Suspended for One Day
9-11	Warning & Taught Constructive Task Proper Behavior		Suspended for Two days

**(Category II Infractions for this age group are on a monthly scale)**

12-14	Warning & Taught Constructive Task Proper Behavior		Suspended for Two days
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### **Infraction III**

Infraction III is defined as any behavior that endangers members, staff, or Club facilities. Behavior in this category includes but is not limited to repairable vandalism, minor theft, fighting, and outright threats. Please see our Zero Tolerance Policy.

(Category III Infractions are on a monthly scale)

<b>Age</b>	<b>Occurrence 1</b>	<b>Occurrence 2</b>	<b>Occurrence 3</b>
5-8	Taught Proper Behavior & Constructive Task	Suspended for One Day	Suspended for One Week
9-11	Taught Proper Behavior & Constructive Task	Suspended for Three Days	Suspended for Two Weeks
12-14	Taught Proper Behavior & Constructive Task	Suspended for Two weeks	Suspended determined by Program Director

### **Infraction IV**

Infraction IV is defined as any infraction that is criminal or damaging to Center, Pal Center members, or staff in a permanent or longstanding way. Behavior that is included in this category consists of participating or being involved in a mob assault (banking), weapon possession, major theft, drug possession, threat to staff or major vandalism. Accompanying discipline action in Infraction IV will be a police report. Please see our Zero Tolerance Policy.

(Category IV Infractions are on a monthly scale)

<b>Age</b>	<b>Occurrence 1</b>	<b>Occurrence 2</b>	<b>Occurrence 3</b>
5-8	Suspended for One Month	Suspended for Three Months	Permanently Suspended

9-11	Suspended for rest of school year	Permanently Suspended
12-14	Suspended for rest of school year	Permanently Suspended

*\*\*\*The information presented indicates the general nature and level of behavioral problems in these classifications. It is not designed to contain, or to be interpreted as a comprehensive inventory of all behavior, actions, or disturbances. All behavioral problems are handled on an individual basis and are confidential.*

### **Data Collection**

Upon signing up with the Police Activities League I give my permission to the PAL Organization to collect information via online or written surveys, questionnaires, interviews, and focus groups from the minor child listed on this application. Any and all information received will be kept strictly confidential.

Data gathered through these means will be summarized in the aggregate and will exclude all references to any individual responses. The aggregated results of these analyses may be shared with PAL Organizations, funders, and other community stakeholders to evidence program effectiveness and/or Center impact on our members.

### **School Information**

Upon signing up with the PAL Organization I give my permission to the PAL and \_\_\_\_\_ School District to exchange information regarding the minor child listed on this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the PAL Organization and beyond. This release is valid for one year and may be revoked at any time by contacting \_\_\_\_\_ School District or the Police Activities League in writing.

### **Data Sharing**

I understand that the PAL Organization may share information about the minor child listed on this application with the California PAL for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to PAL may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by PAL, including data collected via surveys or questionnaires. All information provided to PAL will be kept confidential.

**Technology**

As a member of the Police Activities League, your child will have access to the Internet. While precautions are being taken, it is possible that s/he may access inappropriate sites. The PAL Organization will have rules and consequences at the Center for such behavior; however we will not be responsible for the consequences of such access.

### PARENT HANDBOOK ACKNOWLEDGEMENT FORM

I have read and understand the LATE PICK---UP POLICY. I understand and agree that there will be a late fee and that all late fees are to be paid in full prior to child returning back to program. I also understand that continuous late pick ups will jeopardize my child(drens) participation in the program.

I have read and understand the BEHAVIOR POLICY/DISCIPLINARY PROCEDURES *for children and adults* stated by the Police Activities League. I understand that my child and I will need to abide by all rules set forth while at the Center or at a Center event.

I have read and understand the Data Collection, School Information, and Data Sharing releases. I give permission to the Police Activities League as it relates to the Data Collection, School Information, and Data Sharing as stated in this parent handbook.

The Police Activities League agrees to notify the parents/guardians whenever the child becomes ill and the parent/ guardian will arrange to have the child picked up as soon as possible.

The parent/guardians authorize the Police Activities League to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately. If there is an objection to seeking emergency medical care, a statement should be obtained from the parents or guardians that states the objection and the reason for the objection.

The parents/guardians agree to inform the Police Activities League within 24 hours or the next business day after their child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately.

I realize that the Police Activities League is not responsible for injuries that occur to my child at the Center. Parents should carry their own medical insurance and are responsible for medical costs that may be incurred in cases of emergency.

**By signing this document I am acknowledging to have received and read a copy of the Parent Handbook and understand and agree to comply with the policies and procedures outlined within. I have reviewed these policies and procedures with my child.**

Parent (Print Name): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Child(ren): \_\_\_\_\_

After School Site:                      Summer Site