



# Family Handbook

Berlin Community School  
215 South Franklin Avenue  
Berlin, NJ 08009

856-767-0129



***Welcome to Our Program!***  
***PALS (Protect All Latchkey Students)***

This handbook will provide information explaining the policies and practices of the Berlin Community School PALS Program. Please take a moment to read through this handbook, which may answer most of your questions. It is designed to help you understand how the program works and what is expected of both you and your child to ensure a smooth and safe operation.

Our goal is to provide a safe, enjoyable, caring and positive environment for students and their families. As always, please feel free to contact the Program Manager or the Business Administrator at any time for assistance.

In School Phone Extension  
856-767-0129  
Ext 201 or 203

PALS Direct Line (4pm to 6pm)  
856-625-8800

Dr. Joseph Campisi  
Superintendent  
[campisij@bcsberlin.org](mailto:campisij@bcsberlin.org)

Business Administrator  
John Scavelli  
[scavellij@bcsberlin.org](mailto:scavellij@bcsberlin.org)

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PALS & CER Secretary  
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### ***What is the AM PALS Program?***

Our Program is designed to provide quality child care before school hours. AM PALS provides supervised care along with time to complete school work, eat breakfast, read, and complete other leisure activities in a safe and familiar environment. Certified staff, with the assistance of qualified aides, supervise the students. The AM PALS Program is open to all students enrolled in Berlin Borough School District.

### ***What is the PM PALS Program?***

Our program is designed to provide quality child care during after school hours. PM PALS provides supervised care along with recreational and educational activities in a familiar environment. District instructors and certified staff supervise, with the assistance of qualified aides. Homework time is scheduled each day, along with a variety of enrichment and indoor/outdoor activities. The PM PALS Program is open to all students enrolled at the Berlin Borough School District.

### ***Registration***

To register for the PALS Program please visit:  
**<https://register.capturepoint.com/BerlinBoroughSchoolDistrict>**

## ***Location, Times and Cost***

**Location** - The AM and PM PALS program are held in the Berlin Community School cafeteria.

Our students use many areas of the building, including the Cafeteria, the Library, the Gym, and various classrooms. Students also have supervised outdoor play time in the back of the school and on the playground.

**When** - The program begins on the first day of school and runs until the final day of school. PALS is offered five days per week and on all early dismissal days. We also offer PALS on most days that school is closed provided we meet a minimum of ten attendees.

PALS is available on school delayed openings (inclement weather) based on the time delay schedule. For example, if there is a 2 hour snow delay, PALS will open at 8:15AM as opposed to the normal 6:15AM start time.

**Time** - The AM PALS program runs each day from 6:15AM to 8:15AM and the PM Program runs from 2:15PM to 6PM. We also offer services on early dismissal days from 12:30PM to 6PM at an additional fee.

**Cost** - The cost of School Year PALS is as follows:

- \$5.00 per hour

| <b>Regular Hours 3pm-6pm</b> |                         |                          |                            |                           |                           |
|------------------------------|-------------------------|--------------------------|----------------------------|---------------------------|---------------------------|
|                              | One (1) Day<br>per week | Two (2) Days<br>per week | Three (3) Days<br>per week | Four (4) Days<br>per week | Five (5) Days<br>per week |
| 1 Hour                       | \$5.00                  | \$10.00                  | \$15.00                    | \$20.00                   | \$25.00                   |
| 2 Hours                      | \$10.00                 | \$20.00                  | \$30.00                    | \$40.00                   | \$50.00                   |
| 3 Hours                      | \$15.00                 | \$30.00                  | \$45.00                    | \$60.00                   | \$75.00                   |
| <b>Holiday Hours</b>         |                         |                          |                            |                           |                           |
| 6:30am-12:30pm               | 12:00pm-6:00pm          |                          | 6:30am-6:00pm              |                           |                           |
| \$30.00                      | \$30.00                 |                          | \$55.00                    |                           |                           |

**Important: The schedule that you choose at registration will be consistent for the entire year! You are billed weekly at an hourly rate depending on your schedule. You are billed for the time slot that you choose at registration, whether or not your child is picked up early.**

## ***Emergency/Drop In Fee***

Any student who is not registered for the PM PALS Program will be charged a fee of \$10.00 per day for an Emergency Drop In.

Any student who is not picked up at school by 3:20 pm, will be sent to PALS and charged a fee of \$10.00 per day.

## ***Refunds***

- Credits for weather events will be reviewed on an event by event basis.
- Absence from school DOES NOT constitute a reason for a refund.
- Suspension from participation in the program DOES NOT constitute a reason for a refund.

## ***AM PALS Activities***

- Homework
- Breakfast
- Leisure Activities

## ***PM PALS Activities***

- Snack
- Homework Time
- Arts and Crafts
- Games
- Computer Time
- Movies

The PALS program will provide assistance and an environment for students to complete daily assignments. The students will be given downtime and snack time after the very structured and busy school day, the opportunity to participate in various activities such as listening to music and watching movies with popcorn, playtime, outdoor activities, computer time, and enrichment activities.

### ***Program Registration***

All children must be registered in PALS before utilizing the program. Please visit our school webpage for a direct link to the online registration form. **Registration is NOT complete until all fees and tuition are received.**

Payments can be made online, free of charge, at

**<https://register.capturepoint.com/BerlinBoroughSchoolDistrict>**

We also accept payments via check. Cash is **NOT** accepted. Make checks payable to Berlin Borough School District/PALS. Checks can be handed in to the Elementary Office or mailed to the following address:

Berlin Community School  
Attn: PALS  
215 S Franklin Ave.  
Berlin NJ, 08009

### ***Pickup Policy***

You must come into the school to check your child out of PALS everyday. Identification will be required to pick up children at the staff member's request. We will not release your child(ren) to anyone unless they are on the Authorized Pick-Up list that you provided. Parents are responsible for making PALS aware of the individuals who are permitted to pick up their children.

## ***Late Pickup Policy and Fees***

Families should contact the PALS Manager if a child will be picked up late from the PALS Program. We understand that circumstances may arise that could affect your ability to pick your child up on time. We will do our best to accommodate these types of situations; however, it is very important that families pick up their children by 6:00pm on a regular basis.

A late fee of \$25.00 will be assessed for each 15 minute interval each time a student is picked up late. After three late pickups, the student may be suspended from participation in the program until further notice and any program fees previously paid will not be refunded.

## ***Absences***

It is the responsibility of the families to inform the school and PALS if the student will not be attending the PALS Program on a day that your child is attending school. A note should be sent to school with the student and given to the Main Office, in order to communicate sufficiently with the Main Office **AND** PALS. A student who is absent or sent home from school due to illness or injury may not attend PALS on that day.

Absence from school does not constitute a reason for a refund.

## ***Custody or Legal Matters***

It is the responsibility of the families to inform the Main Office and PALS of any child custody or legal related issues. Please refrain from engaging in any discussions or arguments in front of the PALS students or staff. Please keep custody or legal battles between the adults. Failure to do so may cause a suspension of the privilege to attend the program.

## ***Health and Medication***

If a child becomes ill during PALS, appropriate care and first aid will be administered. Families or Emergency Contacts will be called for further instruction. At times, families may be advised to pick up the child as soon as possible. It is important to have the most recent and up to date information provided for students. The registration, emergency contact, and allergy information provided to us will be essential in the event of illness or emergency; inaccurate information can delay proper treatment for your child.

The PALS staff is **not** permitted to administer medication. Administration of medications during PALS hours is the responsibility of the parent. There is no exception to this guideline. **We do not have a nurse on staff at PALS, nor do we have access to the nurse's medications.**

## ***Appropriate Behavior***

PALS is designed to provide quality and enriching childcare during before and after school hours. Our program offers supervised care along with recreational and educational activities. Our goal is to provide a safe and positive environment for all of our students. In order to effectively operate our program and ensure the safety of the whole group, rules and regulations are set.

Students in the PALS Program are expected to exhibit appropriate behavior by following the code of conduct procedures of the school district. We believe in developing self-discipline and expect our students to behave in a responsible manner. Participation in the PALS Program is a privilege.

**In order to maintain a safe, orderly, and educationally sound environment, the following rules and regulations must be followed:**



1. School, staff, and personal property will be treated respectfully.
2. Students are expected to follow school rules. This includes respecting their peers and staff members.
3. Students are required to comply with Board Policies governing appropriate dress and the proper use of electronic devices.
4. Students will be released to the parent(s) or only those authorized by a parent. Children are not allowed to open the door for anyone.
5. Any form of harassment, bullying, aggression, violence, disrespect, or foul language will not be tolerated.
6. Students are not permitted to share snacks during snack time.
7. Students are not permitted to leave the designated location of the building without permission of the PALS staff.

**Failure to follow school and/or PALS rules will be handled through the following process:**

1. The child will be separated from the group to reflect on his/her actions. The staff may ask the child to sit out from play, gym time, or an activity. The child will be given time to sit quietly and determine an appropriate solution. The staff members will notify the parents in person on the same day of the occurrence.
2. If a child is asked to sit out twice in a single day or the severity of a problem is great enough to threaten the safety of the child or other children, the staff will write a discipline report. This report will be given to the parent to read and sign. The office will also keep a copy of the report in the student's file.
3. If a child receives three written disciplinary reports, the child will be suspended from PALS for 3 days. When this occurs, the staff and administration will develop constructive and individual strategies to help prevent recurring behavior. **If a child is suspended, these days will not be credited or refunded.**
4. If the child continues to disobey the rules of PALS, indefinite suspension from the program may occur. The parent(s) will be notified by the Manager.

## ***Inclement Weather***

You may receive messages about school closings, early dismissals, delayed openings, and other important or emergency situations involving our school. Those messages will be sent via Global Call or electronically and allow you to stay informed.

On the rare occasion that the school will need to close due to inclement weather, an effort will be made to contact families and announcements will be sent using the mass communication system. You can also find this information by visiting our website at [www.bcsberlin.org](http://www.bcsberlin.org). If families are unable to be contacted, students will be released according to emergency information/contacts.

If school closes due to inclement weather, PALS will also be closed.

If there is a delayed opening, PALS will open based on the time of the delay.

## ***Photos***

At times, we take photos of children participating in PALS activities. The photos could possibly be shared on our website or may be shared with the Board of Education. **Please let us know if you DO NOT give permission to take photos of your child(ren).**