

Purpose Learning Lab, Inc (PLL) Parent Handbook

This handbook is designed to assist parents/families in understanding the philosophy and practices of Purpose Learning Lab, Inc. (PLL) After School and Summer Camp Programs. Please read this handbook carefully. If you have any questions, please contact the After School/Camp director. Due to COVID-19, we are currently not offering an open door policy. Please feel free to call with any questions or concerns you may have. The After School and Camp Programs are designed to enhance the learning and development of all children through education, wellness, and mentorship. Staff members want to work with parents/families to make these programs the best programs possible.

The Before/After and Summer Child Care programs provide services to kindergarten – 8th-grade students who are enrolled primarily in the Durham, Wake, Chapel Hill County Schools. Our mission is to provide a safe, fun and enriching environment for children and their families. The program consists of supervised STEAM infused Education, academic enrichment, wellness, entrepreneurship, and recreational activities. The staff works to meet the needs of each child and the expectations of every family by providing a place in which the child can flourish and the family can feel confident in the knowledge that each child is safe, secure and happy.

Objectives

Days are planned so that children will:

- Be safe
- Feel secure
- Develop satisfying relationships with other children and adults
- Develop self-discipline
- Experience successes in order to develop a positive self-image
- Learn to respect the personal and property rights of others

CHILD DROP OFF/PICK UP LINE: (919) 294-4545 or (919) 724-5713

MyiShanka (Mya) McMillian 2315 Sparger Road Durham, NC 27705 (919) 724-9733 Mya@purposelearninglab.org	Lani Crayton 2315 Sparger Road Durham, NC 27705 (919) 724-5713 ilonna@purposelearninglab.org	Crystal Graham crystal@purposelearninglab.org	Scholarship Committee purposelearninglab scholarships@gmail.com
Executive Director	Interim Team Lead/ PLL Admin/ Community Engagement	Finance/ HR Refunds/Account Ledger Requests Invoices 30-Day Notification	Scholarship Questions

2026-2027 Theme:

“Cultivating the Next Generation of Leaders, Innovators, & World Changers.”

POLICIES AND PROCEDURES

All PLL policies and procedures must be followed in the After school and Summer Camp Programs. In addition, ALL employees must follow PLL policies and procedures found in the Employee Handbook. These policies include, but are not limited to maintaining a drug-free workplace and use of tobacco products.

ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

The PLL School and Summer Camp Programs are open to all elementary & middle school students (K-8).

To enroll your child in the program, complete the After School/Summer Camp Program registration form online at www.purposelearninglab.org and submit the appropriate registration fee. If printed, please scan and send to purposeiswaiting@gmail.com before the indicated deadline. Please note that all registration fees and classes are non-refundable and/or transferrable. Withdrawals from our program require a **written 30-day notice**.

REGISTRATION

- Registration for all programs is booked directly through the site www.purposelearninglab.org
- Summer Care Registration begins in mid-February. Children may register at any time providing there is space available. Students **MUST** be at least 5 years old and enrolled in the Kindergarten
- Applications are accepted until maximum enrollment is reached.
- After School Care registration begins mid July
- Children may register at any time during the year provided there is space available. Vacancies are filled on a first-come-first-served basis.
- All applications, medical forms, travel, and terms and conditions must be complete.
- All parents enrolling their child (ren) in any programs will receive a copy of this handbook.
- Applications may be obtained from the childcare site, or in person from the program
- Site/ Program Directors are not to accept registrations unless approved by the Executive Director.
- Applications are not accepted without the \$75.00 registration fee
- **Registration fees are non-refundable and/or non transferable.**
- Children who are enrolled full time and who do not report within two weeks from the date of registration will be dropped from the program and must reapply if daycare is needed at a later date. This rule does not apply to a student who is registered for occasional care. (The registration fee is not refundable.)
- The site director will notify the parent when a child is being dropped from a program.
- If the parent wishes to “hold” a spot, he/she must pay for each week/month, whether or not the child is in attendance. We do not hold spots or prorate fees.

- We want to emphasize our commitment to providing high-quality services, which indeed rely on active participation, consistent support from families, and timely payments. These elements are crucial for maintaining the standard of care and instruction we aim to provide.

PROCEDURE FOR SAFE ARRIVAL AND DEPARTURE

- For after school care, children leave their classroom at the end of the school day and go directly to (van/bus/private transportation company) to be transported to afterschool.
- Parents/guardians or their designee pick-up their child (ren) directly from the Center at or before the end of the program day. Students must be signed in and out daily (by program director/staff due to COVID19). **A late fee of \$1.00 is charged for every minute period or fraction thereof for each child picked up after closing time. Repeated occurrences (2) of late pick-up will result in a child's dismissal from the program.**
- If a child is absent from a regular school day due to illness, he/she cannot attend the after-school program that day. Neither the After School nor the Summer Care programs have the facilities to take care of sick children.
- Parents should notify the staff at the Center if there is any change in address, work or home telephone numbers, or emergency contacts (persons who can be notified if parents are unavailable).
- Children who are not enrolled in the After School or Summer enrichment programs cannot attend with an enrolled child as a visitor.
- If a child is to be picked up by someone other than the parents or is going to leave with another child, the on-site supervisor must have written permission from the parent. Staff must see valid picture identification of the person picking up the child such as: driver's license or other picture I.D.
- **Parents of children attending our program are asked to call/text the director (919) 724-5713 if their child will be late and/or absent. To respect parents at work, please avoid using GROUP ME as it is an announcement group only.**
- **After School Students who are dropped off using DPS bus transportation must provide Director with child's student ID number & Date of Birth (DOB) to add to DPS current bus tracking system (Edulog)**
- **For students who attend afterschool, parents are responsible for providing our staff with designated drop off times. Parents are also responsible for reporting absences/late bus arrivals to staff as they should also have the app downloaded on their personal device. If a child is taken back to the school for any reason both staff /parent will work together to call DPS Transportation (919) 560-2000 to track/pick up student**
- **For Students in K-2, A Staff Member/volunteer will stand at the end/top of the hill during operating hours to ensure safe arrival. Students in 3-8th have permission to walk to the center alone from the bus stop. All Shepard Middle School students are allowed to walk to our facility.**
- **When dropping off /picking up students parents must walk up to the door, and ring the doorbell. Please do not pull up, drop your kid off, and drive off. We required parents to actually see a staff member to ensure safe drop off.**

FEES

The 2026-2027 After School Program fee is set at \$400 per month for a full-time participant, \$130.00 a week, and/or \$40.00 per day. The 2026 Summer/Track Out

Camp fee is set at \$250 per week per participant. These fees are non-refundable and/or transferrable. All STEM Day Camps are on a first come, first serve basis and are non-refundable and/or transferrable.

Parents/Guardians can send their child/children with optional concession funds when on field trip days. It is required that all monies be secured in a ziploc bag with your child/children's name on said ziploc bag. Please be mindful that PLL is not responsible for your child/children's concession monies and will not be held liable for any lost, stolen, or missing funds. PLL is not responsible for receipts from concession money and/nor will replace any funds.

IMPLEMENTATION OF RECURRING INVOICES- 8-28-23

Dear Parents and Guardians,

As we prepare for the 2026-2027 school year, we want to share some important updates regarding our afterschool program and the payment process. To continue streamlining operations and enhance our ability to serve your children better, we will be implementing a recurring invoice system for after school payments. We used this for the 2023-2024 school year and we found this to yield business growth.

Why Recurring Invoices?

We understand that managing monthly payments can sometimes be challenging. By moving to a recurring invoice system, we aim to simplify this process for both you and our organization. This approach ensures that payments are consistent and timely, allowing us to avoid the need to follow up with families each month.

If your family has been awarded a scholarship, it's especially important that you participate in the recurring invoice system. This will help us accurately track the funding we receive and ensure that we continue to meet all financial requirements.

Benefits to Our Scholars:

By adopting this system, we can redirect our efforts from administrative tasks to what truly matters—developing business strategies that enhance our programs and pouring our energy into supporting your children's growth and success. Our ultimate goal is to create a nurturing and empowering environment where every scholar can thrive.

We appreciate your cooperation and understanding as we implement these changes. If you have any questions or need assistance with setting up your recurring invoice, please don't hesitate to reach out to our office. Thank you for your continued support and partnership in making this school year a successful one

Parents and guardians will need to be set up on recurring invoices that are generated with WIX online for afterschool. Parents/Guardians can request and submit a scholarship application to scholarships@purposelearninglab.org. If an account is not paid in full by the established deadline, the child will not be eligible to attend the program.

TRACKOUT AND AFTERSCHOOL ARE TWO DISTINCT PROGRAMS

Dear Parents and Guardians,

We hope this message finds you well! We wanted to clarify an important update regarding our offerings at Purpose Learning Lab, Inc for the 2026-2027 school year. Please note that our Track Out Program and Afterschool Program are two distinct programs, each designed with specific goals and schedules in mind.

Track Out Program:

- Runs during school track-out periods 8am-4:45pm (If your child is enrolled in afterschool full time; they can attend until 6pm at no extra charge)
- Offers a full-day schedule with various activities tailored to enhance your child's learning experience during their time off from school.
- Requires separate registration and fees from our Afterschool Program. For all kids enrolled in afterschool Full Time a \$50.00 discount a week will be applied.

After School Program:

- Operates on DPS regular school days from 2:30 PM to 6:00 PM.
- Focuses on providing homework assistance, enrichment activities, and a safe environment for students after the school day.
- Enrollment in the Afterschool Program does not include Track Out days, but does include 6 DPS Teacher workdays known as STEM Day Camp.

To ensure your child can participate in both programs, please make sure they are registered separately for each. If you have any questions about the differences between these programs or need assistance with registration, feel free to contact us.

Thank you for your continued support and partnership in your child's educational journey!

SOCIAL SERVICES PAYMENTS/ VOUCHERS/ SUBSIDY PAYMENTS

Purpose Learning Lab, Inc is registered as a nonprofit organization in the state of North Carolina. We do not accept vouchers and/or subsidy payments. We do work hand in hand with DSS to provide students with a safe environment during non-school hours. All checks should be made payable to: Purpose Learning Lab, Inc **2315 Sparger Road Durham, NC 27705**

All parents are required to pay private tuition until written or phone verification from DSS is obtained for foster children. Please keep in mind that we only accept checks as we do not accept payments through NC Fast and/or the subsidy program.

SCHOLARSHIPS/SLIDING SCALE FEE APPLICATION (Based on Funding Availability)

Purpose Learning Lab, Inc strives to ensure that no child will be denied services due to their inability to pay. Eligibility for Purpose Learning Lab's Sliding Scale Program is determined based upon available program funds in conjunction to annual income and household size. A discounted fee may be charged per visit to all eligible children according to income guidelines. This form must be completed for both Afterschool/Summer Camp programs or if your financial situation changes.

https://docs.google.com/forms/d/e/1FAIpQLSduDIxytki_gw3c04v0aogo-b9hIiWcTdlOOm5NOfh38z698w/viewform

SPECIAL PROGRAMS AND USE OF COMMUNITY RESOURCES

Purpose Learning Lab, Inc partners with The Empress Haven, PLLC to provide in-class wellness workshops, alternative peer groups (APG) for teens, individual and group therapy, Teen Liberation Nights, Hope, Heal & Design, Mentorship, and drug/abuse and prevention courses.

Purpose Learning Lab, Inc partners with the Boy Scouts of America, Occoneechee Council, and Scout Reach of America to ensure that every child has an opportunity to be a scout. All children are sponsored to join our troop & attend weekly character education, recreation, and/ or wellness events. For more information please visit: <https://ocscouts.org/>

Entrepreneur & Empowerment Speakers- Once a week PLL invites a member from our community to visit our enrichment studio to provide character building, prevention, and/ or educational opportunities.

At times, resource persons in the areas of STEM Education, drawing, painting, crafts, music, dance, sports, and fitness may occasionally work with the children. The bookmobile visits each site monthly. Additional activities may be provided by the Cooperative Extension Service, other agricultural services or community services (Example: Health Department, 4-H or NC Forestry Service). Students participate on a volunteer basis.

WITHDRAWAL NOTICE

Once again, Purpose Learning Lab, Inc relies on recurring invoices that are generated with WIX online for our programs. Should you decide to terminate your child's enrollment, please provide a written notice at least thirty (30) days in advance to purposelearninglab@gmail.com and crystal@purposelearninglab.org . Verbal notices/Text Messages are NOT accepted. Tuition payment is still expected until that notice is reviewed and accepted.

CURRENT SCHOOLS SERVED (If your child's school is not listed please send an email to purposelearninglab@gmail.com to submit a request to be added)

Walkers	Approved Bus Stops	Paid Private Transport	Parent Carpool Release Required
N/A	W.G. Pearson Forest View Elementary Morehead Elementary	Spring Valley Elementary Oak Grove Elementary Creekside Elementary R.N. Harris	Franklin Academy Fayetteville Street Elementary The Hill Center
	Carter Community Maureen Joy Charter Fayetteville Street Elementary	Voyager Academy Excelsior Classical Academy North Oak Academy	
	Burton Elementary Hope Valley Elementary	Parkwood Elementary	Murray-Massenburg Elementary School
	Lakewood Montessori Middle School Pearsontown		
	Shepard Middle Brogden Middle Rogers Herr		

BRIEF PROGRAM DESCRIPTION

- **DPS STEAM & Wellness Early Release Care** is an enrichment & wellness program that offers adult supervision of structured free play and activities 1-2 times a month during the school year. Specialized care is provided from 12 p.m. until 6 p.m. daily for children in grades K through 8th. Due to early release days being deemed as Mental Health Days; homework nor tutoring is completed.
- **STEM & Wellness After School Care** is an academic enrichment and recreational program that offers a complete schedule of structured time with planned STEAM Education, enrichment, crafts, and recreational activities. Students are allowed to complete homework after 4 p.m. and are monitored by a tutor, volunteer, mentor, and/or assistant. Care is provided daily from 2:00 p.m. - 6:00 p.m. for children in grades K- 8.
- **STEM & Wellness TEACHER WORK DAY/HOLIDAY DAY CAMP/SUMMER CAMP/TRACK OUT** is provided 8 days during the academic year from 8am-5:30PM. All scholars are provided with live STEM Infused experiment, STEM Learning excursion, Recreational Activities, Innovation Team Projects, Wellness Seminar, Healing through Arts Course, and Mentorship. Care is provided daily from 2:00 p.m. - 6:00 p.m. for children in grades K- 8.
- **STEM AFTER DARK** is provided on a quarterly basis from 6:00-10:00 PM to give parents an opportunity to access wellness, Parent Education, and training.
- **THE HAVEN 360 PROJECT/Teen Liberation Nights-** is a safe third space for Middle & High School programs to access mental health, art, service learning, and fun events.

- **SATURDAY ACADEMY**- is a weekend enrichment program designed to help scholars soar.
- A written daily/weekly schedule for each group of children indicating routines and blocks of times assigned for activities is posted and followed. The schedule includes: A balance between self-directed and adult-guided activities, periods of play alternating with periods of relative quiet times and outdoor play.
- The variety of experiences include opportunities for creative self expression through the media of dance, musical rhythms, and art; development of manipulative skills and motor coordination through puzzles, blocks and climbing equipment; the increase of knowledge through excursions, and science activities; the development of concepts through exposure to materials which stimulate basic awareness; growth of language skills through stories, songs, and dramatic play; relaxation through quiet activities and small group games.
- Watching videos will only be allowed on special occasions or when it has a direct relationship to an activity. "TV" soaps are prohibited.
- Toy guns, pistols, knives, and weapons of any type are not permitted at any center.
- No candy, gum, and or sunflower seeds are permitted at any time.
- Parents may be asked to send money for refreshments/concession stands
- Parents will be asked to prepare a picnic or bag lunch for field trips (Summer Care/ STEM Day Camps).

CELL PHONE POLICY/ ITEMS NOT ALLOWED IN OUR PROGRAM

- Electronic devices such as phones, handheld video games, MP3 players, etc.
- Apple Watches, Pagers
- Lasers pens or toys that are a disruption to the learning environment
- Vapes
- Purses & Small backpacks allowed for personal hygiene / menstrual cycle & necessities

Students are not allowed to have these items out during program hours or during program activities/field trips. Any items that are confiscated will be returned to your parents. All items brought to the program should be part of the class/school instructional curriculum. Cellular phones are allowed only if they are not seen or heard during the course of the program day. At times, iPods are allowed during writing / hip hop empowerment class only with the express written request/ permission from the program directors.

SUMMER CAMP T-SHIRT POLICY

Parents, we have your back no more spending soooooo much money on camp clothes. Campers are now required to wear a camp shirt Tuesday-Friday. Monday will remain pool days (Come Dressed in your pool attire & pack a change of clothes in your backpack). T-Shirts can be ordered at https://www.purposelearninglab.org/booking-calendar/lost-field-trip-t-shirt-order?referral=service_list_widget

MOBILE PHONE POLICY

Students are allowed to bring cell phones to our program; however, they are not allowed to be out for any reason during the program day. Students are to store phones in their backpacks upon arrival before reporting to class and can retrieve their phones at the end of the school day. If a student is caught with a phone during program hours, it will be confiscated and turned in to the

director/ lead counselor. The director/ Lead Counselor will call the parent to inform them of the situation, and the parent will have to retrieve the phone during pick up.

CONSEQUENCES

Students caught with cell phones during the school day:

- **First Offense:** Phone is taken away and turned into grade level administrator. Parent is called and must pick up the phone from the school.
- **Second Offense:** Phone is taken away and turned into grade level administrator. Parent is called and must pick up the phone from the school.
- **Additional Offenses:** Phone is taken away and turned in to grade level administrator. Parent is called and must pick up the phone from the school. A student may face further consequences from administrators including in-school or out of school suspension.

A STUDENT TAKING AND/OR DISTURBING PICTURES OR VIDEO

Due to the privacy rights of all students, volunteers, partners, and staff, no student shall take and/or distribute any picture or video at any time while at PURPOSE LEARNING LAB, INC. This includes before, during, and after school on the school campus, on school-sponsored field trips, during school-sponsored athletic events, and during school-sponsored dances. Failure to comply will result in an immediate discipline referral to administration and may result in in-school or out of school suspension.

PLL CURRENT PROGRAMS

Purpose Learning Lab, Inc. provides Drop In STEAM Infused Learning Labs for Children by the hour or for the whole day, Summer Camp, Before & After School, STEM DAY Camp, STEM After Dark, SEL Courses, Track-Out, Parent & Child Wellness Workshops, Mental Health Counseling, Mentorship, Virtual Learning Labs, Empowerment Seminars, Saturday Academy, The Haven 360 Project, Wellness Retreats, Yoga/Meditation, Business Coaching, Tutoring, In Class Field Trips, and Test Prep to Bridge Education Gaps. We also host date nights, birthday parties, event space rentals, and childcare during most school closings. In addition to our trademarked programs listed above, we invite you to take advantage of one of our life-changing adult events.

Top 3 Programs @ PLL

#1 Afterschool STEAM Infused Academy- We work in accordance with Durham County Schools and follow the calendar they have issued. As funding permits, we have scholarships available for those who qualify. Our program includes homework help, tutoring with college students/retired school teachers coupled with STEAM-related activities. A daily snack is provided.

#2 STEAM, Robotics, & Wellness Summer Camp (SRW)-Our summer camp specializes in STEAM Infused Education, entrepreneurship, in-class, wellness workshops, robotics, coding, 3-D printing and drone flying. These activities are designed to create career awareness to our younger generation. Other activities include: character development, swimming, field trips and much more.

#3 STEM Infused Holiday/Teacher Workday Camp/Track Out Camp- During our Holiday STEM Day Camps our scholars engage in Hands-on Science, have access to learning excursions, as well as STEM Education using Digital Teaching Aids, Science Simulations, and innovative STEAM Infused Projects.

Learning Objectives

- **Spatial intelligence-** is a foundational intelligence which the others rely on. Students with strong spatial abilities excel in STEM fields
- **Deepen Engagement-**Adding the sense of touch to digital content and being immersed in virtual worlds gives students a profound connection to the content
- **Deepen Engagement-**Students engage with digital content naturally and intuitively using visual, auditory, kinesthetic, and tactile senses, for more impactful learning
- **Accelerate Understanding-** Make it possible for students to comprehend complex phenomena more efficiently by experiencing it first-hand

OPERATING HOURS

After School begins at 2:30PM and lasts until 5:45 PM. On Early Release Days we operate from 12:00-5:30 PM (these days are typically once a month). Early programs will operate two hours early for after-school students. Summer Camp begins at 8am and lasts until 4:30pm, unless otherwise indicated. Extended Day Camp is from 4:30pm-5:30pm (\$25.00 Extra Week)

The following policy will be implemented for children who remain after 6:00PM for afterschool and 5:30pm for Summer Camp:

- ☐ After School care is provided from 2:30 p.m. - 6:00 p.m. on days when regular school is in operation.
- ☐ On DPS early release days, Afterschool starts at 12:30pm (Transportation is not provided on Early Release/STEM Day Camps)
- ☐ The after school program ends the day before the last pupil day of the regular school year.
- ☐ On early dismissal days because of snow/ice, Centers **will not** operate and our center will not open.
- ☐ Parents will be contacted if it is determined the centers will close because of continuing hazardous weather conditions. Parents are to pick-up their children within one hour of being notified that it is necessary for the site to close. If children are left at the site over one-hour past notification the late charge scale will be in effect. (Please note: there is no way to serve meals or snacks to children on days when the center announces that it must close). Parents should have emergency plans if this situation occurs.
- ☐ Program care is **not** provided during school holidays (Thanksgiving, Christmas, DPS Winter Break, New Years, Martin Luther King Day, Memorial Day, Good Friday, Spring Break, and Labor Day). The Summer Care Program is normally closed on the week of the 4th of July and 3rd week of August.
- ☐ Summer Care Programs will operate full days Monday through Friday from 8:00 a.m. – 4:30 p.m. Dates of operation will be announced the first week in May.
- ☐ Resilient Recreation occurs at Elmira Park located at 530 Elmira Street Durham, NC

27707

DROP OFF/PICK UP/LATE PICK-UPS

To minimize potential exposure, we ask families not to walk in to get your child when you arrive. Instead, please have your child wait in the car while you call the number provided. Once a staff member opens the door, please have your child exit the car safely and meet the staff member.

CHILD DROP OFF/PICK UP LINE: (919) 294-4545 or (919) 724-5713

During pick-up times, parents will be asked to wait until a staff member gets your child and they are safely in your car. Parents will be charged \$1.00 per minute that they are late. Once five (5) late pickups have accumulated, childcare services may be discontinued for your child.

Subject: Important Notice: Kiss and Go Policy Implementation

Dear Parents and Guardians,

We hope this message finds you well. We are writing to inform you about an important update regarding our school's drop-off and pick-up procedures. In order to enhance safety, efficiency, and traffic flow, we will be implementing a new policy known as the "Kiss and Go" policy, effective from 6/1/2021.

The "Kiss and Go" policy is designed to streamline the drop-off and pick-up process, minimizing congestion and ensuring a smoother transition for students entering and leaving the school premises. We kindly request your cooperation and adherence to the following guidelines:

1. **Ring DoorBell/Stay in Your Vehicle:** After ringing the doorbell, parents or guardians should remain near picnic tables and/or in their vehicles while dropping off or picking up their children. This policy aims to maximize safety by reducing the number of pedestrians in the designated areas. If the doorbell method fails, please contact program director at (919) 724-5713 or call Purpose Learning lab's Phone (919) 294-4545
2. **Quick Drop-Off/Pick-Up:** When using the designated drop-off and pick-up zones, please ensure that the process is swift and efficient. Say your goodbyes or greetings promptly, allowing your child to exit or enter the vehicle quickly.
3. **No Parking or Waiting:** The drop-off and pick-up zones are strictly for immediate loading and unloading. Parking or waiting in these areas is prohibited. If you need to spend additional time at the school, please utilize the designated parking spaces.
4. **Follow Staff Directions:** Our staff members will be present in the drop-off and pick-up areas to assist and guide you. Please follow their directions and cooperate with their instructions to maintain a safe and organized environment.
5. **Safety First:** Ensure that your child is ready with their belongings and is prepared to exit or enter the vehicle safely. Remind them to use designated crosswalks and be vigilant of moving vehicles.

By implementing the "Kiss and Go" policy, we aim to create a more secure environment for our students and alleviate congestion during peak drop-off and pick-up times. We kindly request your understanding, support, and compliance with this new policy for the benefit of all members of our school community.

Should you have any questions or concerns regarding the "Kiss and Go" policy, please do not hesitate to contact the program Director at (919) 724-5713. We are here to address any queries and provide assistance as needed. Thank you for your cooperation in making our school a safer place for our students. Together, we can ensure a smooth and efficient drop-off and pick-up experience for everyone.

INCLEMENT WEATHER & PROGRAM CLOSINGS

- If DPS schools are closed due to inclement weather, risk of severe storms and/or dangerous winds; our program will not operate.
- If DPS schools are closed due to inclement weather and an optional and/or required workday is called; our program will not operate.
- If schools dismiss early due to inclement weather, our program will not operate because we do not have staff to accommodate last minute closures.
- If the school is operating on a one or two hour delayed schedule, we will not open to provide early morning care. If school is subsequently canceled; our program will not operate. If PLL has already received students in the midst of severe weather; parents will be notified and expected to pick-up children within 30 Mins of notification or are subject to late pick-up charges.
- If there are no announcements regarding the opening of school it can be assumed that school will operate as usual.
- School announcements and delays can be found on our website www.purposelearninglab.org, GroupMe App, and/or our social media portals. Please check The following stations:
 - WRXO -1430 (AM local) & WKRX 96.7 (FM Local)
 - WDNC – 620 (AM Durham) & WRAL – 101.5 (FM Raleigh)
 - Channel 2 (Greensboro) & Channel 12 (Durham)
 - Channel 5 (Raleigh)

DONATE TODAY: PLL IS A NONPROFIT ORGANIZATION

Your investment fosters life-changing stepping stones, motivation, and dismantles barriers for children, youth, and families. By bridging gaps in STEAM Education, Wellness, and Digital Literacy, We aim to empower under-represented communities to thrive academically, creatively, and personally. The work of Purpose Learning Lab, Inc depends exclusively on contributions. Your donation is Tax Deductible. To receive your charitable contribution letter, please email purposelearninglab@gmail.com

<https://www.purposelearninglab.org/why-donate>

BULLYING AND CONFLICT RESOLUTION

Bullying is any unwanted behavior that involves a power imbalance. Here at PLL, our goal is to stop bullying, and we encourage our participants, parents, and staff to be Liberation Leaders. A

Liberation Leader is one who recognizes when something is wrong and acts to make it right. If there is disclosure, discovery, or suspicion of bullying we will handle each instance case by case and with care. At PLL, we are building a caring, respectful, honest, and responsible community for all; the safety of our program participants is our main concern.

Conversely, we define conflict as a disagreement or argument in which both sides express their views and there is an equal power balance. We believe conflict with resolution is a natural and important part of Youth Development. Conflict can be constructive if managed in the right way. We will identify and resolve conflicts in a healthy and proactive fashion. The conflict resolution skills we learn and practice will make a positive impact on our intriguing programs and in every child's future.

Please call the program director immediately if you have any questions/concerns. We do ask for 48 hours to gather pertinent information. For problems that raise concern with policies and procedures a message will be sent to the board to address

UPDATE OF STUDENT AND FAMILY INFORMATION

Parents or guardians are responsible for notifying the PLL of any changes that might affect your child's stay or well-being. Please update telephone numbers, address, medical conditions, adults with permission to pick-up etc.

RELEASE OF INFORMATION

At times, our office is obligated to share a child's information with a biological parent. We are required by law to share any information we keep on a child we serve, such as a registration or attendance forms, sign-in and out sheets or disciplinary write-ups with either of the biological parents or if a subpoena is issued through an attorney or the court system.

DELINQUENT ACCOUNTS, LATE PAYMENTS, CANCELED RECURRING INVOICES, & TERMINATION OF SERVICES

Parents are required to pay each billing cycle by the 1st of each month and be current with their accounts throughout the year. When parents become delinquent in their payments, a termination process begins. This process is intended to get accounts current as we value your business. PLL will notify you when your account becomes delinquent and will give you time to make payment before your child is removed from the program. Please note that late payments incur a late fee of \$25 per child. If a child continues to attend after the deadline, parents will be contacted on the advertised date to pick their child up from the program. (Effective 8/1/2023 All parents will be required to use recurring invoices. All DPS students should pay invoices by the 28th of the month while all charter/public school students should pay by the 9th of each month. All summer camp tuition should be paid a week in advance to cover payments associated with field trip deposits.)

HOMEWORK & PARENT PARTNERSHIP

- Parents please remember we are your partner and we expect you to check your child's backpack on a daily basis. Our staff/volunteers will NOT be responsible for cleaning out

your child's backpack, signing documents, or ensuring that your child completes their homework. It is your responsibility, to ensure that your child completes his/her homework and daily reading requirements

- Due to the need to decompress, homework is not to start until 2:45 P.M (This Mental Break will give scholars a moment to decompress & unwind)
- Parents please be advised that we do not complete school assigned projects or keep up with personal items such as: laptops, glasses, supplies, jackets, homework folders, etc
- On Early Release Days, STEM Day Camps, 4-H Club, and the first two weeks of June children will not complete homework as it has been set aside for Mental Health & Wellness (Brain FREE ZONE AKA Liberation Zone)
- Children doing homework must sit together as a group.
- Children cannot be forced to do homework. They can, however, be strongly encouraged to do it. The time limit is 60 minutes.
- It is important that your child brings their homework, supplies, and printed materials
- It is also important to ensure that your child has a jacket/coat/sweater for outdoor play.
- Although we do provide water, it is important that your child brings a durable water bottle.

SNACK/MEALS

- Snacks are served daily in after school care. Funds are provided for one snack per child; however, some children may need more than one snack. If this is the case, a second nutritious snack shall be provided by the parent/guardian.
- Snacks & Meals for full-day programs such as STEAM Day Camps are the responsibility of the parent/legal guardian. In most cases, the children bring daily lunch, two snacks, and a beverage, and a durable water bottle for Summer/STEAM Day Camp programs.
- No home baked foods are to be brought to PLL.
- PLL does not allow shared/traded snacks
- PLL is a peanut FREE facility
- PLL requires water in the leak free water bottle (please do not add kool aid, soda, and/or colored beverages.

Purpose Learning Lab, Inc. provides a healthy snack for every child that attends the after-school program. All dietary concerns should be noted on the child's registration form. Please remember we are a peanut free facility.

Summer Camp students will provide their own lunch, afternoon snack, & beverage unless informed otherwise.

ACADEMIC SUCCESS PLAN & STUDENT SUPPORT

In partnership with Durham Public /Charter Schools, our organization works diligently to assist in determining educational needs for students. All parents are asked to share recent report cards, test scores, and areas of strengths and weaknesses to develop an individualized academic plan. This plan will be recorded on a daily basis and will include reports from tutors, mentors, and program directors.

OUR LIFE CHANGING (SEL) MENTORS

In partnership with NCCU School of Social Work, each child is paired with an MSW

Candidate each semester to participate in Social Emotional Learning (SEL). SEL is the process of developing the self-awareness, self-control, and interpersonal skills that are vital for school, work, and life success. Through this process students develop confidence & decision making skills.

RESILIENT RECREATION

Every Wednesday and Friday Scholars are taken to Elmira Park located at 540 Elmira Avenue Durham, NC 27707. All scholars take their personal items to make pick up seamless.

INTENSIVE INTELLECTUAL GROUPS

Our Intensive Intellectual Groups are for students who exhibit high performance capabilities in intellectual areas and/or specific academic fields. These students are exposed to critical thinking activities and/or milestones.

PURPOSE MANTRA

- Where is the Future? Right Here
- Who's Life is it ? Mine
- What are you going to do with it? Live it by any means necessary!
- Why? Because my ancestors fought for me
- Who Lives Inside of You? A King/Queen Lives inside of Me

INTENSIVE LEARNING GROUPS

The Intensive Learning Support Program is designed to provide intensive educational programming to students with significant learning needs. These needs impact a student's academic performance and social functioning. The program is designed for students who cannot make meaningful educational gains in less restrictive environments. Students eligible for the program, meet the criteria for special education services, have a disability, and have the need for remediation. The program aligns academic skill development with PA Standards. Instruction is provided through research based curricula and programs, and is provided at the student's instructional level. Adventure-based and PEAK activities are provided to students by specially trained personnel. Students are engaged in activities that involve cooperative learning and team building skills.

Academic Instruction: Differentiated, intensive academic instruction is provided based upon the child's Individualized Education Plan (IEP). The program has a specific curriculum developed for each academic area listed below while using evidence-based strategies implemented by special education staff.

Communication Arts and Literacy

- Phonics/Phonemic Awareness
- Vocabulary Development
- Oral Reading Fluency
- Comprehension and Literary Elements

- Written Expression
- Spelling and Proofreading

Mathematics

- Computation
- Application and Problem Solving

Social Skills and Emotional Learning Skills

- Science
- Social Studies
- Personal Health and Wellness
- Computer Applications
- Family Consumer Science (HS)

Liberation Activities: Liberation-based activities are provided to students by specially trained counselors, social workers, and MSW Candidates. Students are engaged in activities that involve cooperative learning and team building skills.

Skills Reinforced:

- Communicating Effectively
- Resolving Conflicts
- Solving Daily Problems
- Developing Peer Relationships
- Demonstrating Respect for Others
- Reflecting on Student Learning
- Setting Individual Goals
- Developing Trust
- Working as a Team Member
- Developing Leadership Skills
- Following Task Instructions
- Asking Relevant Questions
- Developing Positive Self-Esteem
- Maintaining Personal Health and Wellness

PARENT/FAMILY PARTICIPATION

Each Program offered in our enrichment lab encourages family involvement. Parents may meet with staff to discuss their child's needs and exchange information. Parents/guardians are encouraged to participate as much as possible. These are examples of ways to participate:

- Attend in-person and virtual special programs and/or conferences
- Share enrichment ideas and outside community partner leads
- Assist on a parent committee

PARENT COMMUNICATION AND MEETINGS

We encourage daily communication between program staff and parents. For 2023-2024,

we ask that each parent download the GroupMe App to receive important updates. Please feel free to communicate your child's needs to the Program Director. Parent-director meetings will be held in-person only. These meetings will provide parents with information about the program and progress their child has made. Parents may schedule individual conferences with the Program Director. Each parent is invited to participate in the program by joining a parent committee.

PARENT VOLUNTEER OPPORTUNITIES; YES WE NEED YOU!!!

What is a Parent Liaison?

A parent liaison is a parent who serves as a bridge between parents and their children's school or educational program. The Parent Liaison helps plan serene spaces, activities, and meals for our quarterly Mom's Night Out (March, May, October, December), Fundraising Initiative, Provides feedback to enhance the program, and Director Appreciation Day (Summer Camp/Afterschool). The primary role of a parent liaison is to help parents navigate the education system and communicate with teachers and school administrators. They act as an advocate for parents, providing information and support to help them better understand their child's academic progress and help them access resources and services that can improve their child's education. Parent liaisons also work to build positive relationships between parents, teachers, and the school community to ensure that all parties are working together to support the child's academic success.

What is a Parent Engagement Committee?

A parent engagement committee is a group of parents, volunteers, program administrators, and community members who work together to promote and support parent engagement in their children's education. The committee's primary goal is to create a welcoming and inclusive environment that encourages parents to participate in their child's learning and school activities. The committee may develop programs and events that encourage parent involvement, such as parent-director conferences, family nights, and workshops on parenting and child development. They may also work to improve communication between parents and the school, gather feedback on school policies and programs, and advocate for the needs of parents and families within the school community. The parent engagement committee plays a critical role in fostering a strong partnership between parents and the school and creating a positive and supportive learning environment for all students.

What is a Parent Volunteer?

A parent volunteer is a parent or guardian who offers their time and services to support their child's school or educational program. Parent volunteers can assist with a wide range of tasks, such as chaperoning field trips, organizing school events, helping in the classroom, and fundraising activities. They can also serve on school committees, such as parent-teacher

organizations or school improvement councils, to provide input and guidance on school policies and programs. Parent volunteers play an essential role in enhancing the quality of education for their children and can help build a sense of community within the school. By contributing their time and skills, they can make a meaningful impact on their child's educational experience and the school as a whole.

Why are parent volunteers so important?

Parent Volunteers are a very important part of our community as they strive to provide volunteer services to a Purpose Learning Lab, Inc. As this is no small task, we encourage you to enlist the help of other parents. Work with your director to determine what type of assistance is desired and identify specific needs he/she may have. A Parent Volunteer's main task is to facilitate communication between other parents and the teacher, the school parent group, and occasionally school administration. Typically, parent volunteers help coordinate class parties, special events, parent volunteers in the classroom, as well as helping to maintain a positive attitude among the parents in the class. While a room parent's main responsibility is to the teacher and class, PLL Board does ask for your help to further communicate with our parents throughout the year. Every student's family should be given the opportunity to be involved in their child's classroom and school.

PROGRAM PRACTICES/CHILD SUPERVISION

Both After-school/ Summer Camp staff members are responsible for supervising children at all times. A central pickup or activity schedule is established so that adult family members know where to come each day to pick up their children. Attendance is kept daily and parents are notified of the program schedule so that the location of each child can be established at all times. Children are allowed to leave the program only with a parent/guardian or with an individual who has been granted permission in writing by the parent/guardian.

Children are never left unattended. Children are not allowed to be away from the group alone at any time. Staff members do not allow children to roam free in large open field areas or on playgrounds without supervision. Groups of children must always be within full view and voice range of the staff members who are supervising them.

Sexual Harassment & Mandatory Reporting Policy

SEXUAL HARASSMENT POLICY

I. Policy Statement

Purpose Learning Lab, Inc. (PLL) is committed to providing a safe, supportive, and respectful environment for all youth, staff, volunteers, and visitors. Sexual harassment and any form of inappropriate sexual behavior—including between minors—will not be tolerated under any circumstances.

II. Definition of Sexual Harassment and Inappropriate Touch

Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances or requests for sexual favors
- Verbal, nonverbal, or physical conduct of a sexual nature
- Inappropriate touching, including kid-on-kid physical contact that is sexual in nature or perceived as such

Kid-on-kid inappropriate touch refers to any incident where a minor initiates or receives unwanted, non-consensual, or sexually suggestive physical contact from another minor. This includes but is not limited to:

- Touching private parts (over or under clothing)
- Kissing or attempts to kiss
- Attempting to hold hands or engage in physical intimacy without consent

III. Duty to Report

All employees, volunteers, and interns are **mandated reporters** and must immediately report:

- Any observed or disclosed incident of inappropriate sexual behavior between youth
- Any suspicion of abuse, harassment, or misconduct

Reports must be made to the **Program Director or Site Supervisor immediately** and followed by a written incident report. If the incident rises to the level of suspected abuse, PLL will notify the appropriate child protection agency or law enforcement, in accordance with North Carolina's mandated reporter laws.

IV. Parent/Guardian Responsibility

PLL recognizes that parents and guardians are a child's first educators. As such, **parents have a duty to teach their children about personal boundaries, respect for others, and appropriate physical behavior.**

This includes:

- Discussing the importance of consent and body autonomy
- Teaching children which types of touch are safe and which are not
- Encouraging open communication if their child feels unsafe or confused about physical contact
- Reinforcing the values of kindness, empathy, and respect at home
- Watching inappropriate content on personal phones/PLL Devices (Tik Tok Reels, YouTube, etc)

When an incident occurs, **PLL will communicate with the parents/guardians of all parties involved and may provide resources to support these conversations at home.**

V. Response Procedures

Upon report:

1. The involved youth will be separated immediately to ensure safety.
2. Staff will notify the appropriate guardian(s) as soon as possible.
3. A full investigation will be conducted by designated PLL leadership.
4. PLL will document the incident, action steps, and follow-up communication.
5. If necessary, external authorities will be contacted.
6. Youth involved may be referred for counseling or restorative sessions.

VI. Training and Prevention

- All staff and volunteers receive annual training on recognizing and reporting sexual harassment and abuse, including age-appropriate boundaries and peer-to-peer misconduct.
- Youth will participate in age-appropriate wellness education to reinforce personal boundaries, consent, and respectful behavior.
- PLL encourages parents to engage in ongoing dialogue with their children to reinforce these messages at home.

VII. Disciplinary Action

Any staff member who fails to report known or suspected incidents of inappropriate sexual behavior will face disciplinary action, up to and including termination. Youth who engage in inappropriate touching may face suspension, removal from programming, and/or referral for support services, depending on the severity of the incident.

Electronics & Social Media Use Policy

Protecting Youth On and Offline

Purpose:

Purpose Learning Lab is committed to creating a safe, developmentally appropriate, and distraction-free environment for youth. This policy outlines expectations for electronics use, social media conduct, and the shared responsibility of staff and families to uphold digital safety for all scholars.



Youth Electronics Use Policy

- Personal electronics (phones, tablets, smartwatches, gaming devices) **are not allowed** during program hours unless explicitly approved by staff for a structured activity.

- Devices that are brought to camp must remain in **backpacks or designated storage** and used only under staff supervision.
- Any photos or videos taken by youth on site are **strictly prohibited** unless approved and monitored by a staff member.



Social Media Guidelines for Youth

- Scholars may **not access social media platforms** during any part of the program day.
- Any cyberbullying, inappropriate content sharing, or digital harassment brought to PLL's attention—whether it occurs during camp or outside hours—may result in suspension from programming.
- Staff will respond to any reported or observed concerns and escalate them to leadership.



Parent/Guardian Responsibilities

- **Educate your child** on responsible digital behavior and the importance of respecting boundaries in online spaces.
- **Report any known or suspected social media incidents** involving PLL scholars (e.g., inappropriate messaging, group chats, harassment, threats) to PLL leadership immediately.
- Support our effort to maintain a safe environment by **ensuring your child understands and abides by this policy**.



Staff Expectations: Online Boundaries & Conduct

- Staff are not permitted to **add, follow, friend, or message youth** on personal social media accounts.
- Photos/videos of youth may only be taken using **PLL-approved devices** for official use (e.g., newsletters, program highlights).
- Any inappropriate social media conduct, online communication with youth, or sharing of confidential information will result in disciplinary action, including possible termination.



Online Restrictions & Monitoring

- PLL staff and leadership reserve the right to **review reported messages, screenshots, or social media posts** related to Purpose Learning Lab when a concern is brought forward.
- Parents will be notified immediately if an incident arises that involves their child.
- Continued violation of these policies may lead to a loss of device privileges, disciplinary action, or suspension from the program.



We All Share the Responsibility

Families set the foundation. Staff reinforce it. Together, we keep kids safe.

If you see something, **say something**. If you have questions, **ask**. If there's a concern, **report it**.

FIELD TRIPS AND PLAN FOR TRANSPORTING CHILDREN

Field trips are rarely possible in after-school due to the time constraints. During Summer Camp, if a trip is approved, PLL and the program manager will provide parents/guardians with all the information relating to the trip and obtain permission for the child to participate.

- Transportation for field trips is provided through the use of our 15- Passenger vans, activity buses, and/or Qualified Drivers vehicles. At times, Purpose Learning Lab contracts drivers such as: Essential Transportation, Shelia's Transportation, and Go Kart Kids. Contracts vary from year to year and are based on private company availability.
- The drivers for all trips will be licensed school bus drivers meeting all qualifications required by the State of North Carolina.
- Parents will be notified of field trips at least three days prior to the trip. The information is given by posting information at the Center and/or notifications in the GroupMe app.
- Blanket Permission forms for field trips must be signed by parents before children can participate in any field trip.
- All routes must be quiet to protect the driver (Please talk to your child about remaining in his/her seat as some children like to roam and take off their safety belt)
- For all children that require a car seat, it is the responsibility of the parent to provide.
- All children are expected to go with the group on field trips. Any parent not wishing his/her child to participate in the field trip should not send his/her child to the Center for that day. One-on-one care is not part of the program.
- Parents will be asked to contribute to the cost of trips and prepare bag lunches and snacks for their child.
- Our approved vehicles will return to our organization no later than 5:00 p.m. for all field trips. If there is an accident or if the group is late in returning to the Center, the parents will be notified

Students will be transported utilizing the PLL van(s) operated by certified drivers. There may be circumstances in which a charter company van(s) will be utilized. All charter company van(s) must meet guidelines for van driver training and company liability.

Booster Seat Requirement – 15-Passenger Van Transportation

Dear Parents and Guardians,

For the safety of all students and in compliance with North Carolina law, **Purpose Learning Lab requires all children under the age of 8 AND weighing less than 80 pounds to use a booster seat** while being transported in our 15-passenger vans.

Please note the following:

- **Booster seats must be provided by the parent or guardian.**
- This rule applies to **all field trips, afterschool pickups, and off-site events.**

Our goal is to maintain the highest safety standards and ensure every child is protected while traveling in our care.

We appreciate your understanding and cooperation in keeping our students safe.

Parents/Guardians agree that Purpose Learning Lab, Inc (PLL) programs providing transportation for child/children 1) to a Purpose Learning Lab, Inc program from home, 2) home from a PLL program or, 3) from his/her school to a PLL program, the liability of the PLL for child/children begins when a participant boards a PLL vehicle and ends when the participant exits the vehicle. Under some circumstances, the liability of the PLL will continue if the participant is exiting the PLL vehicle to participate in a PLL program. Pickup and drop off points will be determined prior to child/children attending the program for which the participant is registered. If PLL staff encounter circumstances that they perceive as dangerous at the location where child/children is scheduled to exit a PLL vehicle, child/children will not be permitted to exit. PLL staff do not buckle participants of any age into car seats or fasten seatbelts. Seatbelts are available on all 15 passenger vans.

Parent/Guardian understand and acknowledge that Purpose Learning Lab, Inc does not furnish any insurance for protection should any claim or suit be made against PLL arising out of, in connection with, or related to the operation of a personally owned vehicle. Parent/Guardian understand that PLL has no insurance to repair damage that may occur to my personally owned vehicle arising out of, in connection with, or related to mentor activities. At all times, parents/guardians will maintain automobile insurance coverage, as required by the laws of the State of North Carolina.

Parent/Guardian agree to indemnify Purpose Learning Lab, Inc against all claims, losses, damages, and expenses, including attorney fees, which PLL may incur arising out of, in connection with, or related to, the use of my personal vehicle.

Parent/Guardian waive all claims that they have, or may have in the future, against Purpose Learning Lab, Inc and/or its Board of Directors, officers, employees, insurers, volunteers, and agents. This release of all claims includes, but is not limited to, all liability for damages of any type, losses, or injuries that may arise out of, in connection with, or related to, the use of a volunteer's vehicle. Parents/Guardian understand that they may consult an attorney at their own expense prior to signing this agreement. In the event that any portion of this agreement is deemed unenforceable, the remainder will continue in full force and effect. The law of the state of North Carolina, without regard to conflicts of laws, will apply to this agreement. The exclusive venue for any action arising out of, in connection with, or related to, this agreement, will be the Superior Court sitting in Durham County, Durham, NC.

PLL Van & Transportation Rules

1. Be on time (No Horse-playing)
2. Never run to or from the van/car/bus.
3. Stand back from the curb (Wait for the driver's signal before crossing). Please look both ways.
4. Don't push or shove (1 person at a time)
5. Buckle your Seat Belt & Please Stay in your seat.
6. Please Don't yell or shout.

7. Always obey the driver.
8. Please keep your hands & feet to yourself.
9. Always cross at least 10 feet in front of the van/car/bus.
10. Never crawl under a van/car/bus/seat.
11. No Food, Drinks, or Candy
12. No Cell Phones or Electronics unless authorized
13. No Toys unless authorized
14. Keep everything in your backpack and place it under your seat.
15. No Back-talking (be respectful to driver & peers)
16. Please adhere to Seating Chart that will be provided by driver

2025 Transportation Policies

1st offense- Verbal Warning/Reminder of policy (please talk to director -Director talk to parent)

2nd Offense- 1 Rest Day (Written Warning /Parent Pick Up)

3rd Offense- 3 Rest Days (Written Warning/ Parent Pick Up)

There will be a \$250.00 cleaning fee assessed if your child is eating on the van.

Zero Tolerance Rule for Bullying, Fighting, and Physical Aggression

At Purpose Learning Lab, we are committed to maintaining a safe, respectful, and caring environment for all students, staff, and volunteers. To add, we have a **zero tolerance policy** for any behavior that threatens the safety, respect, or well-being of others.

We do not allow:

- **Hitting, kicking, pushing, biting, or any form of physical aggression**
- **Name-calling, teasing, bullying, or intimidation (in person or online)**
- **Threats or any actions meant to make someone feel unsafe**
- **Profanity: using inappropriate, offensive, or vulgar language toward anyone**
- **Disrespect or talking back: arguing with, mocking, or refusing to follow directions from teachers, staff, or volunteers**
- **Throwing objects: tossing or throwing any item that could cause injury or damage property**
- **Fighting / Physical Aggression: Intentional physical contact or violence (e.g. hitting, punching, kicking, wrestling) involving two or more students.**
- **Assault or Injury-Causing Fight: A fight in which one or more participants cause injury, leave marks, use an object as a weapon, or exhibit intent to harm.**
- **Running away or leaving the group without permission: walking away, hiding, or leaving a supervised area at any time**
- **Defiance: ignoring instructions, refusing redirection, or disrupting learning activities**
- **No fighting or physical aggression is allowed at PLL, on PLL grounds, during PLL events/Field trips, or during transit to/from PLL.**
- **Any fight that causes injury, leaves marks, or involves a weapon or threat of serious harm shall be treated as a zero-tolerance offense.**

Important:

👉 **Any hitting or physical contact that causes injury or leaves a mark will result in an immediate suspension.**

This is a zero-tolerance offense.

If the rule is broken:

- 1. Students involved will be separated immediately for safety.**
- 2. Staff will assess and document the situation, including any injuries.**
- 3. The student responsible will serve three full rest days (suspension) away from the program.**
- 4. The student will be removed from the group immediately for safety.**
- 5. Parents/guardians will be notified the same day.**
- 6. Any behavior that results in injury, leaves a mark, or causes emotional harm will result in an immediate 3-day suspension (rest days).**
- 7. Before returning, the student must complete a restorative meeting and re-entry plan with staff and family.**

We believe:

Everyone deserves to feel safe, respected, and valued.

Use your words — not your hands. Choose kindness, every time.

ACCIDENT INSURANCE

Participants and their parents are responsible for their own health & accident insurance when using Purpose Learning Lab, Inc and when participating in PLL programs on/off-site.

- In case of accidental injury or an emergency health problem, staff will make an immediate attempt to contact the parent. If the parent cannot be reached, other emergency contacts will be called. (Listed on the Child's Application for Daycare).
- Until the arrival of the parent/guardian or emergency contact, the Site Director or Lead Youth Counselor will be in charge and make all decisions in regard to the care of the child.
- If a student is severely injured or a major health problem occurs, the director is contacted. (Emergency measures or initial treatment occurs first)
- 911 should be called if it is deemed necessary.
- If the child goes to the hospital, the child's application (or a copy) is sent. (There is permission for emergency treatment filed on the application as well as the name of the child's doctor, etc. The parent or guardian signs this form at the time of enrollment.)
- A teacher will accompany the child to the hospital.
- All employees have Blood Borne Pathogens training and First Aid/CPR and

- are expected to follow procedure.
- Accident reports are to be filled out on any student injury and turned into the Executive Director .

LAPTOP POLICY

Purpose Learning Lab, Inc. (PLL) Laptop Damage Policy

Effective Date: 1/1/2024

Applies To: All Students Participating in PLL Programs

1. Purpose

The purpose of this policy is to establish guidelines for the care, handling, and responsibility of laptops provided for student use at Purpose Learning Lab, Inc. (PLL). Students must respect and protect all technology resources to ensure they remain in good condition for educational use.

2. Student Responsibility & Proper Handling

- Laptops must be **handled with care** and used **for educational purposes only**.
- Students must **use only their assigned device** and avoid swapping without permission.
- **No food or drinks** should be near laptops to prevent spills and damage.
- Laptops must be placed on a **flat, stable surface** when in use.
- When not in use, laptops should be **shut down properly and stored in the designated area**.
- Students **must not remove any parts, keys, or covers** from the laptop.
- Any **technical issues or damages** must be reported to a staff member **immediately**.

3. Accidental vs. Intentional Damage

PLL understands that accidents happen. However, intentional or negligent misuse of laptops will result in consequences.

Accidental Damage

- If a laptop is accidentally damaged, the student must **immediately report the incident** to a staff member.
- The situation will be reviewed, and parents will be notified.
- Depending on the severity, a **partial repair fee may be required**.

Intentional or Negligent Damage

Intentional Damage includes, but is not limited to: (Deliberate Misuse)

- ✓ Removing keyboard keys, touchpad, tampering with hardware, or any internal components
- ✓ Drawing, painting, or putting unauthorized stickers on the laptop
- ✓ Scratching or carving into the laptop's surface
- ✓ Forcefully slamming the screen shut

- ✓ Breaking the screen on purpose (e.g., punching, stepping on, or bending it/ dropping the laptop due to reckless handling
- ✓ Intentionally spilling liquids on the laptop, writing, drawing, or pulling stickers on the device
- ✓ Throwing or tossing the laptop and/or Sliding laptop across the table
- ✓ Using excessive force on ports, leading to broken charging or USB ports
- ✓ Attempting to jailbreak, hack, or disable security settings

Negligent Damage (Careless Handling)

- ✓ Leaving the laptop on the floor, leading to it being stepped on or kicked
- ✓ Storing the laptop in an unsafe location (e.g., near an edge of a table, on a chair, or under heavy items)
- ✓ Carrying the laptop with one hand by the screen instead of the base
- ✓ Allowing younger siblings or other students to play with the laptop
- ✓ Leaving the laptop unattended in a public space or outside
- ✓

4. Repair & Replacement Costs

- Minor Repairs (Keyboard Replacement, Screen Fix, Charging Port, etc.): **\$50 - \$150**
- Major Repairs (Motherboard Issues, Water Damage, Severe Screen Damage, etc.): **\$200 - \$500**
- Full Laptop Replacement (If Unrepairable): **\$500+**

All repair costs must be paid in full before the student regains laptop privileges.

5. Lost or Stolen Laptops (All laptops have tracking devices, please return back to the facility ASAP).

- If a laptop is **lost or stolen while in a student's possession**, the parent/guardian **must cover the full replacement cost**.
- PLL is not responsible for lost or stolen personal devices.

FIRST AID EQUIPMENT

First aid equipment should always be available regardless of where activities are provided. Please look in class A underneath the sink. The director should replenish when necessary.

AQUATIC POLICY

Aquatic activities are any activities that take place in, on, or around a body of water such as swimming, swimming instruction, wading, visits to water parks, and boating. All aquatic activities must be conducted in a safe manner:

These requirements include:

Adequate supervision
 Appropriate staff-child ratios
 Lifeguard availability and certification Policies
 Location of swimming pools
 Safety rules
 Swimming pool construction

Adequate supervision means that half the center staff needed to meet the staff-child ratios for aquatic activities is in the water and the other half is out of the water. If an uneven number of staff are needed to meet the staff-child ratios, the majority of the staff must be in the water.

Staff must be positioned in pre-assigned areas that will enable them at all times to hear, see, and respond quickly to the children who are in the water and the children who are out of the water.

Children must not enter the water before center staff are stationed in their pre-assigned areas.

Center staff must devote their full attention to supervising the children in their pre-assigned areas of coverage and must communicate with one another about children moving from one area to another.

Activity Participation Waiver & Release of Liability

I, the undersigned, acknowledge that participation in activities such as trampoline, bounce house, basketball, outdoor play, bike riding, outdoor sports, volleyball, soccer, and playground use involves inherent risks, including but not limited to falls, collisions, equipment failure, sprains, fractures, cuts, bruises, and other potential injuries. By signing below, I voluntarily assume all risks associated with these activities for myself and/or my child. I release and hold harmless Purpose Learning Lab, Inc., its directors, employees, and volunteers from any and all claims or liabilities for injuries, damages, or losses that may arise from participation, whether caused by negligence or otherwise. I further authorize staff to obtain emergency medical treatment if necessary, with the understanding that I am responsible for any resulting medical expenses. I agree that myself and/or my child will follow all rules and safety instructions, and I understand that failure to do so may result in removal from activities.

Activities Covered

This waiver applies to participation in the following activities: trampoline, bounce house, basketball, outdoor play, bikes, outdoor sports, volleyball, jump rope, basketball, football, soccer, field trips, physical education, and playground activities.

Assumption of Risk

I acknowledge that participation in these activities involves inherent risks, including but not limited to: falls, collisions, equipment failure, sprains, fractures, cuts, bruises, and other potential injuries. I understand these risks and voluntarily assume all responsibility for any harm, loss, or injury that may occur.

Waiver & Release

In consideration of participation, I, for myself and/or my child, agree to release, indemnify, and hold harmless **Purpose Learning Lab, Inc., its directors, employees, volunteers, and affiliates** from any and all claims, liabilities, or expenses arising from participation in the above activities, whether caused by negligence or otherwise, to the fullest extent permitted by law.

Medical Authorization

In the event of injury, I authorize Purpose Learning Lab staff or volunteers to obtain emergency medical treatment deemed necessary, and I accept financial responsibility for such treatment.

Rules & Safety

I agree that I/my child will comply with all safety rules and instructions provided by staff. Failure to follow rules may result in removal from activities without refund.

SUPERVISION OF SCHOOL AGE CHILDREN

All children must be adequately supervised. Adequate supervision means that staff must be with the group of children and able to hear and see each child in his/her care, except:

Children who are developmentally able may be permitted to go to the restroom independently, provided that:

(A) Staff members' proximity to children assures immediate intervention to safeguard a child from harm; and

(B) Individuals who are not staff members may not enter the restroom area while in use by any child; and

(C) Children up to nine years of age are supervised by staff members who are able to hear the child. Children nine years of age and older are not required to be directly supervised, however, staff members must know the whereabouts of children who have left their group to use the restroom.

PLL will utilize a two-way radio to communicate with the Director/Lead Counselor, volunteers, and staff who are inside the building when a child is on his or her way inside the building. The outside staff person will watch the child until the inside person has taken the responsibility of supervising the child. The reverse of this would occur when the child is returning to the group.

NO CHILD SHOULD BE LEFT ALONE FOR ANY REASON

PLL RECORDS FOR SCHOOL-AGE CHILDREN

All of the following **must be on file** for each child at the center or camp site:

- 1) Application for enrollment
- 2) Emergency medical care information
- 3) Parents signed statement giving permission to seek emergency medical care
- 4) Immunization records (Not required for students enrolled in public school)
- 5) Permission for child to participate in off premise activities
- 6) Permission for child to be transported (Blanket Transportation)
- 7) Parents signed statement acknowledging review and receipt of the discipline policy/ Terms & Conditions
- 8) Daily attendance records
- 9) Permission for staff to administer medication

PLL DISCIPLINE PROCEDURES

When a camper does not follow the behavior guidelines, we will take the following action steps as behavior problems progress.

1. Staff will redirect the camper to more appropriate behavior.
2. If inappropriate behavior continues, the camper will be reminded of behavior guidelines and camp rules, and the camper will be asked to decide on action steps to correct his/her behavior.
3. If a child's behavior still does not meet expectations and is affecting the experience of other campers, he/she will be referred to one of the Youth Advocates.
4. If inappropriate behavior continues, as a final action step the camper may be dismissed from camp.
5. The Youth Advocates may also be called upon to work with entire cabin groups who need additional support and behavior guidance.

Examples of unacceptable behavior:

- Refusing to follow behavior guidelines or camp rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal or camp property)
- Refusal to participate in activities or cooperate with staff
- Disrupting a program
- Leaving a program without permission
- Endangering the health and safety of children and/or staff
- Use of illicit drugs, alcohol or tobacco or sexual conduct of any kind
- Teasing, making fun or bullying of other campers or staff
- Fighting of any kind

Camper fees are non-refundable if a camper is sent home for disciplinary reasons. Physical violence or bullying toward another camper or staff member will result in immediate dismissal from the camp program.

THE USE OF PRE/POST/PROGRAM & PARENT SURVEYS

Parents, we need your feedback to succeed!! Your responses to our pre/post surveys help us develop a strong program application and will support the need for continued programming. We believe every parent should have access to an affordable, quality afterschool program that will keep their child safe, supervised and learning. Quality afterschool programs are essential to student success in school and life. If we want to emerge from this pandemic strong, we need to provide all our children and youth access to the important enrichment, wellness, and recreational opportunities and resources that afterschool programs have to offer.

INSECT REPELLENT & SUNSCREEN

All participants must be taught to self administer sunscreen/insect repellent as our staff members are not allowed to apply sunscreen, insect repellent, and/or lotion during/after program hours.

CLEANING SCHEDULE

The after-school and Camp Programs are operated in PLL's designated lab. The program areas are cleaned and sanitized daily by the program staff. The Director is responsible for both creating and checking the cleaning list on a daily basis.

All kids are expected to clean up after themselves during meal, academic, enrichment, and recreation time. To lower the spread of germs, children may be provided with clorox wipes/disinfectant spray/towels to clean their designated areas.

Computers, laptops, and ipads are also cleaned after each use.

High contact surfaces are cleaned by staff/volunteers on a consistent basis.

All meals/snacks are normally served outdoors

CONTAGIOUS DISEASE & SICK CHILDREN

If a child becomes sick during after-school and camp programs, a family member will be contacted. If the child is not feeling better after having the opportunity to rest, the family member or emergency contact will be asked to pick up the child. Children who are feeling sick will have a place to rest that is isolated from the other children. If your child is unable to participate due to a severe accident and/or illness some funds may be transferred. Upon return, the child must have a physician's orders.

- If a child or staff member is identified as having a communicable disease, parents/guardians will be contacted either verbally or in writing of the information. There are specific recommendations for diseases such as chicken pox, impetigo, scabies, strep infection, etc.
- Contact the school nurse or the Board of Education's Director if there are questions on how to handle the student.
- Children with some diseases, like ringworm, are not allowed to come back to school until treatment for the problem is started.
- The system has a no-nit policy regarding head lice.
- Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Children and adults need to wash their hands before preparing or eating snacks, before and after water play, after being outside, toileting, coughing and wiping noses. Set a good example and teach children how to clean their hands.
- Best practices for children with a fever over 100.5 is to remain at home.

REFUNDS, LOST, AND/OR STOLEN ITEMS

Purpose Learning Lab, Inc - "Camp Purpose" is not responsible for any personal items damaged, lost or stolen at our programs. If child/children or anyone on the PLL property causes damage to property belonging to PLL or another individual due to negligence, misuse or unsanctioned activity or behaviors, PLL reserves the right to charge a damage repair assessment fee.

VOLUNTEERS

Volunteers are the BACKBONE of our nonprofit organization. From fundraising, marketing, private tutoring, and fueling our mission. Our volunteers work hand in hand with staff to be the heartbeat of our program. Program directors may recruit volunteers for the after-school and camp programs. All volunteers who are 18 and older must have a completed criminal background check. Volunteers assist staff members, retrieve children from the bus stop, help prepare meals, prepare programming, and a number of other tasks. Parents take time to say hello and thank you.

SAVE OUR YOUTH INITIATIVE & THE HAVEN 360 PROJECT

This APG program provides all adolescents ages 13-18 with a variety of experimental learning opportunities to not only fight stress, but find serenity, build a resilient mindset, and learn evidenced based strategies to manage the turbulence of adolescence and improve overall well-being. Because we are adamant about disrupting the pipeline to penitentiary, we also provide career pathways, substance abuse education, prevention, and awareness. We strive to promote skills that will help these teens in their everyday life from Entrepreneurship, Character Education, Financial Literacy, and Life Skills. By doing so we provide teens with pro-social activities and tools to disrupt the pipeline to penitentiary. Our "Save Our Youth Initiative" is designed to empower teens to pay it forward, find hope, and confidence to fuel their dreams. Teens may also be eligible for scholarships to attend our program, receive volunteer hours, and/or receive weekly stipends to serve as a Liberation Leader/Ambassador.

THE HAVEN 360 PROJECT

Youth Led program that focuses on healing through arts, mental health & wellness, as well as safe third spaces for teens to cultivate their dreams. Teen Liberation nights are held once a month.

STEM CAREER EXPLORATION/ TEEN APPRENTICESHIP

A Youth Apprenticeship (YA) program is an apprenticeship specifically designed for and serving youth—whether in or out of school—between the ages of 16 and 24. It provides opportunities for students to experience and gain skills in a real work environment and gives businesses a chance to inspire and develop a new generation of talent.

Unlike an internship, which is often a short-term opportunity to learn more broadly about a field, a youth apprenticeship is an industry-driven education and career training program based on recognized industry standards. Youth apprenticeships are also paid, and classroom training is connected to the apprenticeship's on-the-job training.

Youth apprenticeship is not simply a job; it is a postsecondary strategy intended to teach a wide range of industry-specific knowledge and skills and help young people earn valuable credentials they can use to advance into successful careers. Additionally, youth apprenticeships can serve as a pipeline of skilled young workers that can help meet employer needs for new, diverse, and young talent.

ADA/SPECIAL NEEDS

All children are important in Purpose Learning Lab, Inc. Although PLL partners with a number of organizations, our after-school and camp programs are not designed to be therapeutic or treatment programs, and do not provide 1:1 ratios and/ or nurses. The staff members will work with children and families to assure a positive experience in after school and camp in accordance with the Americans with Disabilities Act (ADA). We ask parents/guardians to inform site managers of any special needs or conditions that require special attention or observation. Please write any needs or conditions on the application. You may also speak with the program manager directly.

ACCIDENT REPORTS

All injuries requiring any kind of attention will be documented and the information

shared with parents/guardians and kept on file. An accident report will be completed for any injury requiring more than a simple Band-Aid.

NO LAP SITTING POLICY

Purpose:

The purpose of this policy is to maintain a safe, respectful, and inclusive environment for all participants of Purpose Learning Lab, Inc. The policy prohibits individuals from sitting in someone else's lap to ensure personal boundaries are respected and to prevent any potential inappropriate behavior.

Policy Statement:

1. Participants are not permitted to sit in another person's lap at any time during their involvement with Purpose Learning Lab, Inc.
2. This policy applies to all participants, including but not limited to campers, staff members, volunteers, and visitors.
3. Any individual found to be violating this policy may face appropriate disciplinary actions, which may include but are not limited to verbal warnings, written warnings, removal from activities, or expulsion from the organization/camp, depending on the severity and recurrence of the offense.
4. If any participant feels uncomfortable with someone attempting to sit in their lap or violates this policy, they are encouraged to report the incident to a staff member or camp counselor immediately. All reports will be handled with confidentiality and will be taken seriously.
5. Purpose Learning Lab, Inc will provide education and awareness about personal boundaries, appropriate behavior, and the importance of consent to all participants, staff, and volunteers.

Responsibilities:

- Participants: All participants are expected to adhere to this policy, respect personal boundaries, and report any violations.
- Staff Members: Staff members are responsible for enforcing this policy, addressing any reported incidents promptly and appropriately, and providing support to participants who may be affected by violations of this policy.
- Organization/Camp Management: The management is responsible for creating a safe environment, promoting awareness of this policy, providing training and resources, and taking appropriate action against policy violators.

Effective Date:

This policy will become effective on 6/12/23 and will remain in effect until further notice

PERSONAL BUBBLE POLICY

Purpose:

The purpose of this policy is to promote respect for personal boundaries, ensure the physical and

emotional well-being of all participants, and create a comfortable and inclusive environment within Purpose Learning Lab, Inc. The policy establishes guidelines for maintaining appropriate personal space.

Policy Statement:

1. All participants of Purpose Learning Lab, Inc are expected to respect each other's personal space at all times.
2. Personal space is defined as the physical area surrounding an individual, within which they have a reasonable expectation of privacy and comfort.
3. Each individual has the right to control their personal space and should not be touched, approached, or invaded without their consent.
4. Participants should maintain a minimum distance of 3 three feet from others to allow for personal space.
5. Physical contact, including but not limited to hugging, touching, or sitting on another person's lap, should only occur with mutual consent.
6. Any violation of personal space or discomfort caused by another participant's actions should be reported to a staff member or camp counselor immediately.
7. Purpose Learning Lab, Inc will provide education and training on personal boundaries, consent, and respectful behavior to all participants, staff, and volunteers.
8. All participants of Purpose Learning Lab, Inc are expected to respect personal boundaries and refrain from engaging in any non-consensual physical contact.
9. Non-consensual physical contact includes, but is not limited to, touching, hugging, kissing, or any other form of physical contact that is unwelcome or unwanted.
10. Any participant who feels uncomfortable with someone's physical contact or believes that this policy has been violated should report the incident immediately to a supervisor, manager, or designated authority.
11. Any individual found to be in repeated violation of this policy may face appropriate disciplinary actions, which may include verbal warnings, written warnings, removal from activities, or expulsion from the organization/camp.

Responsibilities:

- **Participants:** All participants are responsible for respecting personal space, seeking consent before initiating physical contact, and promptly reporting any violations of this policy.
- **Staff Members:** Staff members have the responsibility to enforce this policy, address reported incidents promptly and appropriately, provide support to affected participants, and promote awareness of personal boundaries.
- **Organization/Camp Management:** The management is responsible for creating a safe and inclusive environment, ensuring that this policy is communicated and understood by all participants, and providing necessary resources and training.

Effective Date:

This policy will become effective on 6/12/2022 and will remain in effect until further notice.

CLOSED TOE SHOES POLICY

Purpose:

The purpose of this policy is to ensure the safety and well-being of all participants within Purpose Learning Lab, Inc. The policy establishes guidelines regarding the type of footwear required to minimize the risk of foot-related injuries or accidents.

Policy Statement:

1. All participants of Purpose Learning Lab, Inc. are required to wear closed-toe shoes while on the premises or engaged in activities associated with the organization.
2. Closed-toe shoes provide protection against various hazards, including falling objects, sharp objects, spills, or accidental contact with equipment or machinery.
3. Sandals, flip-flops, open-toe shoes, or any footwear that leaves the toes exposed are not permitted.
4. The closed-toe shoe requirement applies to all participants, including employees, contractors, volunteers, and visitors, when in areas where this policy is in effect.
5. Participants must ensure that their closed-toe shoes are in good condition, properly fitted, and suitable for the specific work environment or activities.

Responsibilities:

- Participants: All participants are responsible for complying with the closed-toe shoe policy and wearing appropriate footwear while on the premises or engaging in activities associated with Purpose Learning Lab, Inc.
- Supervisors/Managers: Supervisors and managers are responsible for enforcing this policy, providing guidance to participants, and addressing any violations in a fair and consistent manner.

Exceptions:

Reasonable accommodations should be made for participants based on medical conditions, disabilities, or other circumstances that may require footwear modifications or alternatives. Such accommodations should comply with applicable laws and regulations.

Enforcement:

Failure to comply with the closed-toe shoe policy may result in appropriate disciplinary actions, which can include verbal warnings, written warnings, or other measures depending on the severity and recurrence of the offense.

Effective Date:

This policy will become effective on 6/1/2022 and will remain in effect until further notice.

TORNADO AND FIRE DRILLS

- Tornado and fire drills are to be conducted monthly.
- Documentation of drills will be made on forms posted at the site.
- Site directors will gather information on weather conditions daily and notify other workers of any change in schedule due to heat.

GUN VIOLENCE, THREAT ASSESSMENTS, RISKS, & PROTECTIVE FACTORS

Purpose Learning Lab envisions a future where children are free from shootings and acts of violence in their schools, homes, and communities. We are proud to announce that all staff, volunteers, and children are provided with protective factors & training.

For more information please visit: <https://www.dpi.nc.gov/cfss-resource-guide-2019-o/open>

DIRECT COMMUNICATION vs NEGATIVE GOOGLE REVIEWS

The after-school director provides information and updates about the program. If you need to contact the Director/Lead Counselor for any reason, please contact her @ purposelearninglab@gmail.com (919) 724-5713 or mya@purposelearninglab.org

BEHAVIOR MANAGEMENT

All PLL employees are required to adhere to a specific policy on behavior management. Managers and volunteers are responsible for assuring a positive environment. Effective communication between family members, children, and staff is crucial in avoiding misunderstandings about behavior management.

Parents/guardians must sign their child's application stating that they have received a copy of the Operational and Behavior Management Policies.

- The parent or guardian is asked to cooperate with Daycare staff and support their disciplinary efforts.
- Parents will be consulted at the end of the day when a discipline problem has occurred.
- Discipline is handled by the site director or the group leader. The principal and/or the Director for Daycare will be consulted in cases of severe discipline problems.
- Rules must be followed for the sake of safety, health, and acceptable behavior.
- Students must treat the Teachers, Assistants and other students with respect.
- Students shall not intentionally cause or attempt to cause physical injury to another student or to Daycare employees.
- Students must respect the personal possessions of others and refrain from damaging the school grounds or property. The replacement of or payment for property taken, damaged, or destroyed will be required.
- Students shall refrain from rude language or conduct.
- A student shall not possess a weapon or any object which could be considered a weapon. (Guns, knives, razors, pellet guns, etc.)
- Students are not allowed to have hand-held video games at the site. (This includes giga pets, pokemon cards, apple watches, and phones)
- All phones must be stored in your child's backpack
- A student shall not possess or use any alcohol or drugs.
- Students must be able to take care of their personal needs. (feeding, and bathroom needs)

PLL AFTERSCHOOL & SUMMER CAMP DISCIPLINE & INCIDENT REPORT POLICY

PLL Summer Camp would like for your child to have the best experience possible in camp this summer. Therefore, we expect that all campers and staff will follow camp guidelines and rules.

These guidelines and expectations are in place to ensure the safety of both the children and the staff.

Guidelines and Expectations

1. Follow instructions from staff promptly to ensure safety.
2. Show respect for all campers, staff, equipment, and property. (No insults, teasing, threats, or bullying.) Try to work cooperatively with staff and with other campers.
3. Make a reasonable effort to participate in the camp program to the best of your ability. Do not try to disrupt activities other campers may be enjoying.
4. Keep hands, feet, other body parts, and all objects to yourself unless part of a staff-led activity. There will be no hitting, biting, fighting, theft, or destruction of camp property.
5. Remain with assigned staff members at scheduled activities unless given explicit permission to leave. Do not leave camp without a parent or guardian. No camper will be excused to the parking lot at pickup without the proper paperwork on file in the camp office and permission to leave for the day.
6. Use appropriate language in camp. This means no cursing or inappropriate vulgar or sexual discussions.
7. Follow all rules on field trips as outlined by staff, bus drivers, and/or venue management.
8. Clean up after yourself throughout the day to keep camp clean and safe and to reduce the need for All Camp Cleanup.

Discipline Procedures

The goal is for all campers to act appropriately in camp for their safety and the safety of others. Steps will always be taken to redirect problematic behavior before problems arise. Special efforts will be taken to help our young and special needs campers develop the social, self-regulation, and cooperation skills they need to be successful. When campers are unable to follow the behavior guidelines, the following steps will be taken as behavior progresses.

1. **Verbal Warning.** Staff will warn the camper(s) and attempt to redirect behavior.
2. **Time Out/Alternate Activity.** Staff will contact one of the Directors, and the camper will be removed from the activity and given time to self-calm or an alternate activity until ready to return to scheduled activities with the group.
3. **1st Parent Contact.** The parent or guardian will be notified at pick up or by phone call that the camper has violated the camp rules. The parent will sign a confirmation of notification and be made aware that further disciplinary action may be taken if the misbehavior continues.
4. **2nd Parent Contact.** The parent or guardian will be contacted to pick up the camper immediately. The child will be suspended from camp for the remainder of the day. The parent will receive an incident report and will sign a confirmation of notification.
5. **3rd Parent Contact.** The parent or guardian will be contacted to pick up the camper immediately. The camper will be suspended from camp for the remainder of the day and

for the next scheduled day. The parent will receive an incident report and will sign a confirmation of notification.

6. **Dismissal.** The parent or guardian will be contacted to pick up the camper immediately. The camper will be removed from the camp program and will not be eligible to return for the rest of the camp season. The parent will receive an incident report. Campers will not be eligible for a refund of camp fees.

Additional Information/Accelerated Steps

The camper does not have to exhibit the same misbehavior to progress to the next step in the discipline procedure. For example, if a camper is caught stealing or destroying another camper's property and hits another camper later in the camp season, that camper will be sent home from camp.

The discipline process can be accelerated by the camp staff in the event of serious misconduct. An example of a reason to accelerate this process would be:

- A camper who strikes or threatens a camper or staff member will jump past the first two steps directly to parental contact.
- Any camper who commits a serious offense such as seriously harming, attempting/threatening to seriously harm another camper or who sexually harasses another camper or a staff member can be immediately suspended or dismissed from camp, after the incident has been reviewed by camp staff. This decision will be made by the camp director in consultation with the Recreation Director.

Incident Report

For any serious incident that occurs at camp, an incident report will be immediately completed by camp staff and reviewed by the Camp Director, The Executive Director, and The Board of Directors. They will then be furnished to parents for their review within one business day.

Incident reports will contain: Child's name, date, projected time/range, summary of incident

Confidentiality

All conversations with parents and guardians regarding incidents will be kept confidential. Please note that if multiple campers are involved in an incident; camp staff will not discuss consequences issued to the camper who is not your child with you. Two campers involved in the same incident may be at different stages of camp discipline procedure.

Parent Conduct and Process of Dispute

The program staff seeks to treat campers and families with respect, and parents and guardians are also expected to display professionalism in all inquiries and disputes about discipline decisions and incident response. All program and/or staff issues should be directed to the Camp

Director, not to the counselors. If the parent is not satisfied with the response by the Camp Director, the parent may request to meet with the Executive Director. The Final level is the Board of Directors

BEHAVIOR LOG:

Behavior logs are narrative ‘incident reports’ that the teacher records about problem student behaviors. The teacher makes a log entry each time that a behavior is observed. An advantage of behavior logs is that they can provide information about the context within which a behavior occurs. (Disciplinary office referrals are a specialized example of a behavior log.) Behavior logs are most useful for tracking problem behaviors that are serious but do not occur frequently.

SUSPENSION & DISMISSAL OF STUDENTS

Students may be suspended if their behavior is creating a barrier to quality programming, or if a safety concern develops for the students or staff. Behavior challenges of a persistent nature will be documented and reviewed with the child’s parent/guardian. A behavior contract **may be** implemented to assist with guiding a child’s behavior. Student suspensions are reviewed and approved by the program manager prior to implementation.

If you have concerns or questions about the after-school and summer camp programs, we encourage you to speak with the program manager.

Dismissal of a student will occur

- A student’s behavior is determined to be detrimental to his/her own well-being or the well-being of others.
- The student willfully and persistently violates the rules of the Center.
- Parents fail to pay promptly for the service of the program.
- Parents or students exhibit inappropriate behavior toward the staff and administrators. If there is a concern regarding any aspect of the program, parents should contact the school care program director.

CHILD ABUSE, NEGLECT, MALTREATMENT

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** In addition, any person can call the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any abuse, neglect or maltreatment complaint or the issuance of any administrative action against the child care facility. North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.

AFTER SCHOOL CARE , STEM DAY CAMP, & SUMMER CARE PROGRAM

Before and After School Care and Summer Care Programs are self-supporting through fees collected from the parents of each child enrolled in the program. An application for any program requires a \$75.00 non-refundable registration fee. Students enrolled in both the Before and After School Care program pay only one registration fee. Enrollment in the Summer Care program will require an additional \$75.00 non-refundable registration fee. Re-entry into the program requires an additional \$75.00 registration fee.

Payment should be submitted online for all applications.

- Site Director collects payments for afterschool online using our organization's website www.purposelearninglab.org. Once registered parents can pay through Zelle.
- Fees are not prorated due to student absence or illness or for other reasons beyond the control of the center.
- **Parents/Guardians are charged for 180 days of school or 36 weeks of school. When payment is made for this time period, all program fees are paid-up for the school year.**
- When parents owe monies from the previous year, the children are not enrolled the subsequent year unless back fees are paid.
- **Our Finance Director/Bookkeeper will notify you of any return checks that are written.**
- Parents/Guardians are obligated to pay for the days their children are absent from the program unless they have been officially withdrawn from the program.
- Re-entry is based on space availability, payment record, and the payment of an additional \$75.00 registration fee. (The Director or designee must approve all re-entries.)
- To withdraw a child from the program the parent must provide a 30-Day written notification of the withdrawal of their child prior to the child's last day in daycare. Verbal notification is not valid. All payments accounts must be clear at time of withdrawal. However, if a child is absent for two consecutive weeks they will automatically be dropped from the program. Re-entry into the program is based on space availability, payment record, and the payment of an additional \$75.00 registration fee. (The Director or designee must approve all re-entries.)
- **Payments are due on Monday of each week or the first school day of the week. If payment is not made on the first school day of the week the child may not attend until payment is made.** Whenever school is closed due to bad weather, PAYMENTS are still due for that week.
- All accounts **MUST** be paid-in-full two weeks prior to the closing of school. Failure to make said payments means **AUTOMATIC TERMINATION** from the program.
- All payments should be made to: **Purpose Learning Lab, Inc.** Online Payments through our website and/or zelle using purposelearninglab@gmail.com are the preferred method for payments.
- Please be sure that the child's name, school, and phone number are on the check or money order/ check when making payments.
- If a child is absent for two consecutive weeks, he will automatically be withdrawn from the program unless the parent has previously notified the site director of the reason for the child's absence. **The parent is responsible for the payment for the time period the child is absent.**

- If the child is dropped, re-entry will be the same as above.
- Failure to make proper payment will result in termination from the program.
- **Late pick-up charges must be paid with regular payments.**
- **Parents should keep all receipts as proof of payments. End of year payment summaries are not provided.**
- **Purpose Learning Lab, INC Federal ID Number: 84-5032978**

Afterschool & STEM Day Camp Fees (2:00-6:00 PM)

(Prices are Subject to change)

\$75.00 registration FEE PER CHILD, PER PROGRAM, PER YEAR

2023-2024 Program Rates

	<u>Afterschool 2:15-6:00PM</u>	<u>STEM Day Camp 8:00-5:30PM</u>	<u>Saturday Academy 9:00-12:00PM</u>
<u>Per Month</u>	<u>\$400.00</u>	<u>N/A</u>	<u>N/A</u>
<u>Per Week</u>	<u>\$130.00</u>	<u>N/A</u>	<u>N/A</u>
<u>Per Day</u>	<u>\$35.00</u>	<u>\$60.00</u>	<u>\$25.00</u>

Summer Care Fees (8:00AM-5:30PM)

\$75.00 registration FEE PER CHILD

	<u>Full Time (5 days)</u>	<u>Part Time (3 days)</u>	<u>Day Pass (1 Day)</u>
<u>Per Child/ Per Week (8am-4:30pm)</u>	<u>\$225</u>	<u>\$175</u>	<u>\$75.00</u>
<u>Per Child/ Per Week (8am-5:30pm)</u>	<u>\$250</u>	<u>\$185</u>	<u>\$75.00</u>

NOTE: Part-time consists of attending 3 days or less. If a student attends summer school, they are also considered part-time. \$75.00 Registration fee per child

PROGRAM RECORDS

PLL must keep accurate records such as children's attendance, immunizations, allergies, and emergency phone numbers.

CURRICULUM

Purpose Learning Lab, Inc. has chosen the type of curriculum appropriate for the ages of the children enrolled. Activity plans are available to parents if desired.

Acknowledge and agree that any use of Purpose Learning Lab, Inc facilities, services, equipment, and premises ("Facilities") and any participation in Purpose Learning Lab, Inc programs and activities ("Programs") comes with inherent risks.

These include but are not limited to: (1) personal injury, (2) property damage, (3) disability, (4) death, and (5) sickness or disease. Accept and assume full responsibility for these risks. Accept and assume full responsibility for all other risks of facilities use and program participation. Agree to the nature and extent of all such risks. Not relying on all such risks being described in this document and on any Purpose Learning Lab, Inc employee, or any other person, communicating them to me. Understand that facilities use and program participation is voluntary. They can be discontinued at any time.

Approve for child's/children's participation in any and all activities prepared by Purpose Learning Lab, Inc during the selected camp. Assume all risk and hazards incidental to the conduct of the activities, and release, absolve and hold harmless Purpose Learning Lab, Inc. and all its respective officers, agents, and representatives from any and all liability for injuries to said child arising out of traveling to, participating in, or returning from selected camp sessions. In case of injury, waive all claims against Purpose Learning Lab, Inc. including all coaches, directors, counselors, members, and affiliates, all participants, sponsoring agencies, advertisers, and, if applicable, owners and lessors of premises used to conduct the event. There is a risk of being injured that is inherent in all enrichment and sports activities, including basketball. Some of these injuries include, but are not limited to, the risk of fractures, paralysis, or death.

MEDICAL SERVICES

All of the after-school and camp staff are required to be certified in CPR and Standard First Aid. They are authorized to give emergency health care when reasonably apparent circumstances indicate that a delay would seriously worsen the physical condition or endanger the life of a child.

Authorize the diagnosis and treatment by a qualified and licensed medical professional, of the minor child, in the event of a medical emergency, which in the opinion of the attending medical professional, requires immediate attention to prevent further endangerment of the minor's life, physical disfigurement, physical impairment, or other undue pain, suffering or discomfort, if delayed.

Permission is hereby granted to the attending physician to proceed with any medical or minor surgical treatment, x-ray examination and immunizations for the named athlete. In the event of an emergency arising out of serious illness, the need for major surgery, or significant accidental injury, understand that every attempt will be made by the attending physician to contact the parent/guardian in the most expeditious way possible. Permission is also granted to the Purpose Learning Lab, Inc and its affiliates

including Directors, Coaches, Camp Counselors, and Team Parents to provide the needed emergency treatment prior to the child's/children's admission to the medical facility. Release authorized on the dates and/or duration of the registered season. This release is authorized and executed of parent/guardian's free will, with the sole purpose of authorizing medical treatment under emergency circumstances, for the protection of life and limb of the child/children, in parent/guardian's absence.

Parent/Guardian understands they are required to inform Purpose Learning Lab, Inc if child/children has been exposed to or has contracted any potentially serious communicable disease (such as COVID19, chickenpox, hepatitis, meningitis, lice, etc.) or has experienced fever, vomiting or diarrhea prior to attending a program. When required, in ordinance with the American Camping Association, parent/guardian agree to have the participant(s) examined by a licensed physician within one year of arrival to an overnight camping program in addition to submitting a properly completed Health Examination Form, documentation required immunizations and proof of personal insurance. Falsification or lack of full disclosure of this information may result in a dismissal from the program.

In the event of an emergency in which the parent/guardian or listed emergency contacts cannot be reached, Purpose Learning Lab, Inc will contact emergency medical personnel and, pending their arrival, take those actions that are in PLL judgment to be in the best interests of the participant.

MEDICATIONS

Purpose Learning Lab, Inc does not administer any medication and will do so during a life threatening situation. In a life threatening situation, directors will accept written notifications by a parent/guardian. Medications must be in original containers with written instructions for dispensing. Generally, children are prohibited from having medication with them, unless the medication is dispensed on their person (such as an insulin pump) or a doctor has specifically indicated in writing that the participant may self-administer, and safety precautions are met for the safe handling of the medication. If a doctor has given this written permission, a copy must be provided to PLL. A parent/guardian must give the medication to program staff. Medication will not be transported when children travel between their school site and the PLL program.

- Purpose Learning Lab, Inc medication policy must be followed. A copy of the current policy shall stay on file at the site. Teachers will be updated on the policy each year and be informed of changes if they occur.
- All prescription and non-prescription medications which daycare personnel are requested to administer during the school day shall be kept locked in a central location and shall be dispensed by the lead teacher or designee.
- Written parental permission must be obtained and kept on file at the Center prior to the administration of prescription and non-prescription medications. **No medication shall be dispensed without appropriate written permission from the parent.**
- Each prescription medication shall be kept in a container provided and labeled by the pharmacist. Each non-prescription medication shall be labeled with the child's name, name of medication and instructions for administration.
- The center will assume no responsibility of the students who self-medicate. This is the responsibility of the student's parents or guardians.

- A log will be kept so that there is a record of all medications dispensed and shall include the following information: date, time, name of child, medication dispensed, and signature of person dispensing medication.
- For children who take medication on a regular basis over an extended period of time, the Center may choose to keep a separate log sheet for each medication dispensed. The name of the child, the medication and the instructions for administering medication shall be at the top of the log sheet and the date, time, and signature shall be recorded at each administration.
- Parent/Guardians are to provide written notification that the medication is to be discontinued. The unused portion will be returned to the parent. If the parent fails to pick-up medication, the medication will be destroyed.

ACCIDENT INSURANCE

Parents are required to cover all fees associated with accidents, emergencies, and doctor appointments. The Summer Camp, STEM Day Camp, nor After School Care program provide accident insurance for any participant.

IMAGES/VIDEO/AUDIO

Parent/Guardian give permission for child/children to communicate via email, web-based communication (such as Facebook) and phone (including cell phone text messages and images) with PLL staff and volunteer advisors. I understand that my child and the staff and volunteer advisors may be communicating about PLL program information and other information while not supervised by PLL personnel. I release and hold harmless the PLL from any legal claims or liability related to such communications via email, web-based communication and phone.

Purpose Learning Lab, Inc. and its employees and agents sometimes use child/children in image, voice and/or appearance as such may be embodied in any pictures, drawings, renderings, photographs, video recordings, audiotapes, digital images or the like. Understand that Purpose Learning Lab, Inc will not publish an associated name. Purpose Learning Lab, Inc has complete ownership of such pictures, etc., including but not limited to illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements and any promotional or educational materials in any medium now known or later developed, including but not limited to the internet, television, radio, newspapers, magazines, social media sites (e.g., Facebook, Twitter, Instagram, blogs, etc.), and/or Purpose Learning Lab, Inc audio, print or internet publications. Purpose Learning Lab, Inc has permission to release such pictures, etc. to the news media. Parents/Guardians will not receive any compensation or remuneration for the use of such pictures, etc. Parents/Guardians understand that once such pictures, etc. are published to the media or on the internet, or are otherwise published, they may be used in publications and/or on websites outside of Purpose Learning Lab, Inc control.

USE OF VIDEO SURVEILLANCE & AUDIO MONITORING TO ENHANCE PROGRAM SAFETY & BEHAVIOR MANAGEMENT

Purpose Learning Lab, Inc recognizes that maintaining the safety and security of students, staff and district property is best implemented with a multifaceted approach. To the extent modern

technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the Board.

Video surveillance may be utilized in and around PLL, outside the property and on program transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable laws pertaining to such use. The district also shall comply with applicable law related to maintaining video recordings.

The Executive Director or designee is directed to develop regulations governing the use of video surveillance in accordance with applicable law and Board policy.

Exclusions

Video and Audio monitoring is not permitted in areas where there is a reasonable expectation of privacy. Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by state law. Recording of students for purposes of their educational programming is also not intended to be covered by this policy.

LOCKED DOOR POLICY FOR EMERGENCIES & IMPROVED SAFETY

Objective

1. The lock door policy aims to enhance security, control access, and ensure the safety of individuals within Purpose Learning Lab, Inc

Access Control

2. 2.1 Authorized Personnel

- Access to designated areas is limited to authorized personnel only.
- Authorization may be granted based on job role, clearance level, or other criteria deemed necessary.
- Unauthorized individuals are not permitted access to restricted areas.

2.2 Keycards/Access Codes

- Keycards or access codes are issued to authorized personnel for access to specific areas.
- Keycards or access codes should be safeguarded and not shared with unauthorized individuals.
- Lost or stolen keycards/access codes must be reported immediately to the Executive Director ASAP.

Locking Schedule

3. 3.1 Regular Hours

- During regular hours of operation, doors to restricted areas must remain locked when not in use.
- Authorized personnel are responsible for locking doors upon exiting a restricted area.

3.2 After-Hours

- Outside of regular hours of operation, all doors must remain locked, and access should be granted only to authorized personnel or visitors with prior approval.

Emergency Procedures

4. 4.1 Emergency Lockdown

- In the event of an emergency or security threat, authorized personnel may initiate a lockdown procedure to secure all doors.
- Lockdown procedures should be communicated to all staff members and regularly reviewed.

4.2 Emergency Evacuation

- In the event of an emergency evacuation, designated doors or exit routes should be unlocked or accessible for safe evacuation.
- Emergency evacuation procedures should be communicated to all staff members and regularly practiced.

Key Management

5. 5.1 Key Issuance and Return

- Keys or keycards should be issued to authorized personnel for access to restricted areas.
- A record of key issuance and return should be maintained to track key usage.

5.2 Lost or Stolen Keys

- Lost or stolen keys/keycards must be reported immediately to the Executive Director
- In such cases, locks may need to be rekeyed or replaced as deemed necessary for security reasons.

Staff Responsibilities

6. 6.1 Locking and Unlocking

- Designated staff members are responsible for locking and unlocking doors as per the established schedule.
- Proper handover procedures should be followed during shift changes or personnel transitions.

7. Communication and Training

- All personnel should be familiarized with the lock door policy and their responsibilities.
- Regular training sessions or reminders should be conducted to ensure adherence to the policy.

8. Compliance with Regulations

- This lock door policy complies with all applicable safety, security, and building regulations.

9. Policy Review

- This policy will be reviewed periodically to assess its effectiveness and make necessary updates.

REDUCING AFTER-SCHOOL AND WEEKEND RISKS -NEW POLICY

Wide open doors and facilities, limited (if any) supervision, and leaving the school on “auto pilot” simply are not options in today’s society. Although we cannot prevent every potential crime and act of violence, our organization is adamant about exploring ways to reduce risks and to prepare for managing those incidents which cannot be prevented.

Some specific steps to consider might include:

- Reduce the number of open doors that are accessible to outsiders once the normal school day has ended. (Of course, reduced access should also be a part of day-time school security procedures, too.)
- Concentrate (as best possible) after-school and weekend activities in limited areas of the building. If at all possible, avoid having activities spread out all over the school. If you do have multiple activities taking place, try to identify ways to contain them to their designated areas.
- Gate-off sections of the building not being used for after-school activities in accordance with fire code standards and good common sense.
- Build into contractual agreements with community organizations and other

non-school event sponsors specific security requirements (supervision, security personnel, etc.) that must be in place as part of your agreement in allowing them to use school facilities.

- Assign dedicated personnel to schedule and coordinate after-school activities and community use of the building. Depending upon the size and use of the schools and school district, this could range from a full department to one part-time person. Keep written records of scheduled use, contracts and agreements, facility use and emergency policies and procedures, and related issues.
- Adult supervision is one of the most critical elements to adequate after-school and weekend facility safety. It is unreasonable and unfair to rely upon after-hours custodial personnel, who are already working in the school to clean the building and who understandably lack training, to officially provide security services. Dedicated personnel may range from an overall activities coordinator to specific school security personnel and/or law enforcement officers, as appropriate. School and community officials may also wish to consider involving School Resource Officers (SROs) in after-school programs such as PAL (Police Athletic Leagues) or by having SROs involved in school wide clubs or athletics. [At one high school, officials established the SRO Office as an after school mini-substation for police zone car units and the community police to utilize for report writing and interviewing, thereby further enhancing law enforcement presence on campus after hours.]
- Build fees into after school facility use agreements for non-school organizations who use school facilities, including community organizations. Many schools charge reimbursement fees for custodial/cleaning personnel. Why should supervision and security be any less important?
- Develop, test and train staff on emergency/crisis preparedness guidelines for after-school and weekend hours just as should be done for regular school hour operations. Include coordination with public safety agencies for after-school and weekend situations.
- Conduct crime prevention, security and crisis preparedness training and awareness programs for after-school and weekend staff, volunteers, community organizations and facility users.
- Conduct security assessments to identify how security equipment may be used as a supplement to (not a substitute for) supervision and other risk-reduction measures. Such

equipment might include measures such as surveillance cameras to deter and record activity, keycard access to control staff access to restricted areas, locks and alarms for high-value and high-risk areas, communications equipment for custodial personnel and activity coordinators, access to phones for after school users to use in an emergency, adequacy of interior and exterior lighting (including parking lots), and related strategies.

2024-25 Air Quality Concern Policy

At Purpose Learning Lab, we prioritize the health and safety of our students. We understand that air quality can play a significant role in the well-being of children. To address air quality concerns, we have implemented the following policy:

1. **Monitoring Air Quality:** We closely monitor the Air Quality Index (AQI) in our area to stay informed about any changes or potential health risks associated with air pollution. We regularly check updates from local environmental agencies or trusted sources to ensure we have the most up-to-date information.
2. **Communication and Alerts:** In the event of poor air quality conditions, we will communicate with parents/guardians promptly. We will notify you through email, text messages, or phone calls to provide information about the air quality status and any necessary precautions or adjustments to our program.
3. **Outdoor Activities:** When air quality is poor, we prioritize the safety and health of our students by minimizing outdoor activities. We may modify or reschedule outdoor activities to reduce exposure to pollutants. Indoor alternatives will be provided to ensure continued engagement and enrichment.
4. **Indoor Air Quality:** We take steps to maintain good indoor air quality within our facilities. This includes regular ventilation, air filtration systems, and maintaining a clean and healthy environment.
5. **Hygiene Practices:** We promote and encourage good hygiene practices among our students. This includes frequent handwashing, proper respiratory etiquette (covering mouth and nose when coughing or sneezing), and encouraging the use of masks designed to filter out particulate matter when necessary.
6. **Staff Training:** Our staff members are trained to recognize and respond appropriately to air quality concerns. They are knowledgeable about the policy and will follow the established protocols to ensure the well-being of our students.
7. **Collaboration with Parents/Guardians:** We value open communication with parents/guardians regarding air quality concerns. We encourage you to share any specific health

conditions or concerns related to air quality so that we can take them into consideration and provide the necessary support. Please note that our policy may be subject to local regulations and guidelines provided by environmental agencies and health authorities. We will make adjustments as needed to align with any updated recommendations.

If you have any further questions or require additional information, please don't hesitate to contact us. Together, we can create a safe and healthy environment for our students.

Concession Stand Money Policy

At Purpose Learning Lab, we strive to create enriching experiences for all scholars during field trips and special events. To ensure clarity and consistency, the following policy outlines our procedures regarding concession stand purchases:

1. Parent/Guardian Responsibility:

All concession stand money must be provided by parents or guardians **prior to the field trip**.

Purpose Learning Lab staff will not supply funds for snacks, drinks, or personal purchases.

2. Money Management:

- Scholars are responsible for managing their own concession funds during trips.
- For younger scholars or upon request, staff can **hold labeled envelopes** with concession money; however, PLL is **not liable** for lost, misplaced, or unused funds.
- Staff will **not** be responsible for tracking or ensuring purchases beyond general guidance.

3. No Fronting or Covering Costs:

Purpose Learning Lab does **not front money** for scholars who forget or do not bring concession funds. If a scholar does not have money, they will **not be able to make purchases** at the concession stand.

4. Third-Party Vendor Policies:

Any issues related to concession purchases, including refunds or service concerns, must be addressed **directly with the vendor** (e.g., movie theaters, amusement parks). PLL is not responsible for vendor policies or denied refunds.

5. Communication:

Parents will be notified in advance when concession money is suggested for a trip. It is the parent's responsibility to ensure funds are provided by the specified deadline.

6. Optional Participation:

Concession stand purchases are **optional**. Scholars are welcome to bring snacks from home when permitted or simply enjoy the event without purchasing items.

7. Financial Assistance:

While PLL offers scholarships and free programming when possible, concession stand purchases

are considered **personal expenses** and are not covered under any assistance programs.

By sending your child on a field trip, you acknowledge and agree to this policy.

Our goal is to provide a smooth and enjoyable experience for all scholars while maintaining fairness and transparency for families and staff. If you have any questions regarding this policy, please contact our administrative office.

Rock Throwing & Dangerous Objects Policy

Purpose Learning Lab is committed to providing a safe environment for all children, staff, volunteers, and visitors. Throwing rocks or any dangerous object creates a serious safety risk and will not be tolerated.

Policy

- Campers are prohibited from throwing rocks, sticks, mulch, gravel, toys, water bottles, or any object that could cause injury or property damage.
- Throwing objects at people, vehicles, buildings, playground equipment, or into the air in an unsafe manner is strictly prohibited.
- Staff will immediately intervene and remove any child engaging in unsafe behavior.

Consequences

- Immediate removal from the activity.
- Parent/guardian notification.
- Incident documentation.
- Behavior conference for repeated incidents.
- Suspension or dismissal from the program may occur for repeated or serious safety violations.

Property Damage Responsibility

Parents/guardians are financially responsible for any damage to vehicles, buildings, equipment, or other property caused by their child's intentional or reckless actions while participating in Purpose Learning Lab programs. Families may be required to provide insurance information and/or reimburse the cost of repairs or replacement for damaged property.

The safety of our campers, staff, and community is our highest priority. Dangerous behavior that places others at risk will be addressed immediately and consistently.



RECEIPT OF THE 2025-2026 PARENT HANDBOOK OF PURPOSE LEARNING LAB, INC

This signed receipt acknowledges receipt of the 2023-2024 Parent Handbook of Purpose Learning Lab, Inc. This receipt acknowledges that it is understood that I am to read and abide by the Parent Handbook.

Parent Name: _____ Signature: _____

Email Address: _____

Director: _____ Signature: _____

Date: _____

Please return a signed form to purposeiswaiting@gmail.com to be kept on file at the school.

Letter to Parent Regarding Administration of Medication in School

Dear Parent,

Our program has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type, including over-the-counter drugs, given during school hours, you have the following choices:

- 1) You may come to school and give the medication to your child at the appropriate time(s).
- 2) You may obtain a copy of the medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent or guardian. Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
- 3) You may discuss with your doctor an alternative schedule for administering the medication (i.e. outside of school hours).
- 4) Self-medication: In accordance with G.S. 115C-375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions (or both), and diabetes may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication. Students must demonstrate the necessary knowledge and developmental maturity to safely assume responsibility for self-carry medications.
- 5) Please have the physician fill out an emergency action plan for children needing an epi-pen, asthma medications, or seizure medications. We also need a plan of care for children with diabetes signed by the physician.
- 6) School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container.

If you have any questions about the policy, or other issues related to the administration of medication in the schools, please contact the school nurse at 919-724-9733 or 919-724-5713

Thank you for your cooperation.

PLL Administration Team

Medication Administration in Child Care Policy and Procedures

PURPOSE: *This policy was written to encourage communication between the parent, the child's health care provider and the child care provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in child care.*

INTENT: *Assuring the health and safety of all children in our Organization is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.*

GUIDING PRINCIPLES and PROCEDURES:

1. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.
4. "As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
5. Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows: Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its

administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.

Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.

Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the child care center.

7. Examples of over-the-counter medications that may be given include: Antihistamines
Decongestants
Non-aspirin fever reducers/pain relievers
Cough suppressants
Topical ointments, such as diaper cream or sunscreen
8. All medications will be stored: Inaccessible to children
Separate from staff or household medications
Under proper temperature control
A small lock box will be used in the refrigerator to hold medications requiring refrigeration.
9. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.
10. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication.
11. These records are maintained in the Center. Samples of the forms used are attached to this policy and include: Permission to Give Medication in Child Care Universal Child Health Record Emergency Contact Sheet Medication Administration Log/ Medication Incident/Error Report
12. Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.
13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.
14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

15. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.
16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.

The Medication Administration in Child

Child Care Director

Child Care Health Consultant Parent/guardian

Other(specify)

Other(specify)

Care Policy will be reviewed annually by the following:

Effective date of this policy _____

Parent/legal guardian

Signature(s)_____Date_____

_____Date_____

Center Director/Designee

Signature_____Date_____