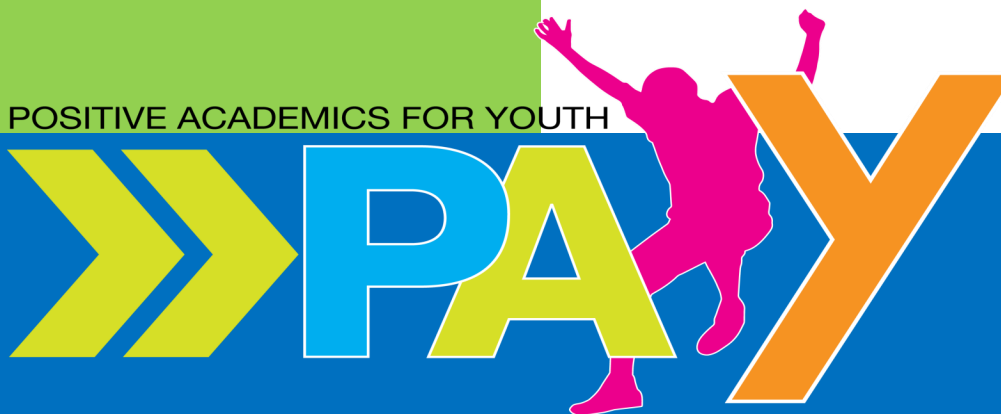


POSITIVE ACADEMICS FOR YOUTH



21st Century Community Learning Center

PAY Parent and Student Handbook



NORTH CAROLINA
21ST CCLC

The Parent/Student Handbook has been updated to reflect the 2025-2026 academic year.

Welcome/Introduction

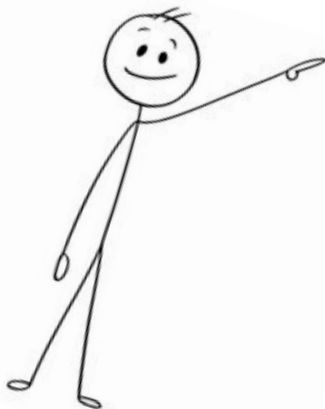
Welcome to PAY Afterschool Enrichment Program!

We look forward to an exciting and successful school year with your child. The Parent and Student Handbook is designed to provide you and your child with specific policies, practices and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment.

Our program's mission is to provide academic, cultural and artistic opportunities to our students by increasing knowledge, developing problem solving skills, building self-esteem and gaining leadership skills. Keep this handbook in a safe place for easy reference. If you have any questions concerning the content of the handbook, please visit our website at ***www.pdypay.com*** or contact us at the number listed in the back of the handbook.

Thank You,

PAY Staff



We ask that you read
the handbook
thoroughly and
discuss the contents
with your child.

Code of Conduct

All students must obey rules of the PAY Afterschool Program Staff along with the Code of Conduct outlined in this handbook. Behaviors that cause disruptions in the classroom environment will not be tolerated. Violation of the Code of Conduct shall result in disciplinary action, up to and include expulsion in accordance to the rules in this handbook.

Rule 1: Absolutely no fighting; including assaulting staff or other students while on the campus, van or field trips.

Rule 2: No weapons of any sort on campus at any time; including knives, BB guns, brass knuckles, razors, etc...**NO EXCEPTIONS!!**

Rule 3: No student shall engage in the following behaviors which violate standards of integrity: cheating, stealing or lying.

Rule 4: No foul language, threatening communication or harassment of any kind while on or off campus. Bullying will not be tolerated.

Rule 5: There will be no loitering at any time after the close of the day without knowledge and consent of the Director or Site Coordinator.

Rule 6: Theft, damage to campus or personal property, or any other criminal behavior is prohibited on campus.

Rule 7: Absolutely no using, selling or exchanging illegal substances, narcotics, drugs, electronic cigarettes or tobacco products on campus, vans or field trips.

Rule 8: Gang or gang-related activity; including signs, hand gestures, or speech on/or around campus, vans or field trips is prohibited.

Rule 9: No child is allowed to leave campus without the permission of the Director, Site Coordinator or other Staff members.

**ALL 9 RULES APPLY WHILE RIDING ON ANY VAN OR MODE OF
TRANSPORTATION PROVIDED BY PAY!**

Breaking the Code of Conduct will affect your child's participation in the program.

Conduct Rules

Possible Consequences for Misbehavior

The Director and Site Coordinator of PAY are required to use good judgment and reasonable discretion when applying consequences for misbehavior; however, violations of specific rules may include, but are not limited to the following:

1. Parental Involvement
2. Isolation or Time-Outs
3. Behavior Improvement Agreements
4. Individual or Small Group Sessions
5. Community Service on Campus Property
6. Exclusion from programmatic activities
7. Behavior Citation
8. Suspension
9. Expulsion



IN ORDER TO MAXIMIZE AND PROMOTE GOOD BEHAVIOR, WE ENCOURAGE PARENTS TO BE ACTIVELY ENGAGED IN THEIR CHILD'S PARTICIPATION IN THE PROGRAM.

Discipline

Good Discipline is considered important, honorable and highly valued on campus. Students are expected to exercise self-discipline, conduct themselves with dignity and show respect towards others, as well as observe standards of good manners and behavior appropriate to each situation. This handbook is based on the principle that students will accept our expectations and when violations must be corrected, they will accept responsibility for their mistakes and learn from them. The tone of daily life at PAY and the learning environment in every class depends on every students' understanding and observance of these expectations.

To ensure the discipline system holds meaning and integrity and in the interest of all students, we cannot permit continual misconduct by any student. If a student is unable to develop adequate self-restraint and good judgment, despite consequences for violations, the student may not continue to attend PAY Afterschool Program.

Fundamental Rules:

1. We respect the rights of others.
2. We respect the property of others.
3. We use appropriate and respectful language to communicate with each other.
4. We keep the campus free of litter, alcohol, tobacco and illegal drugs.



Transportation from School

We are partnered with Lee County Schools, which allows your child to be transported by a Lee County School Bus from their school to PAY Afterschool Program; a service that is free to all Parents/Guardians.

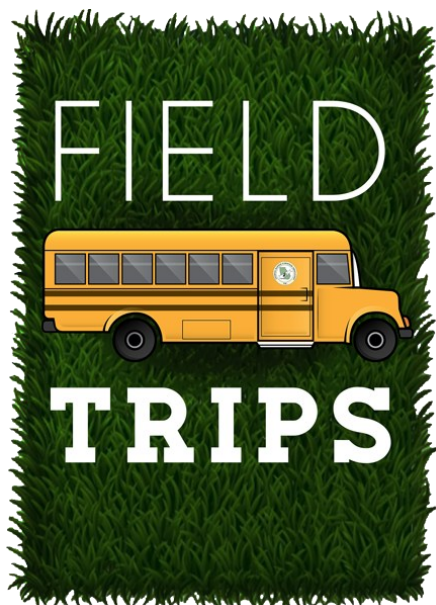
In the event:

- Your child is suspended from the school bus, your child will not be allowed to attend the program until their suspension time has been completed.
- Your child misses the bus, has an appointment, plays sports or any other non-disciplinary reason, they are allowed to be transported to the program by a parent/guardian.
- Your child has been suspended from school, they are not allowed to attend the program during their time of suspension. Once the suspension period is complete, your child will be allowed to return to the program.
- If your child attends Rising Leaders Academy, bus transportation will be provided from the school to our program. If you attend Grace Christian School, please contact our Admin staff for transportation arrangements.

Pick-Up Policy

Parents/guardians MUST REMAIN in your vehicle at all times. Once you pull up to the front door of the building, your child will be called to meet you at your vehicle for departure.

PAY Administration and Staff have required obligations to complete beyond 6:00pm. It is challenging for our Administration and Staff to complete those duties when students are not picked up on time. We ask that you please be respectful of our expectations and have your child picked up by 6:00pm each day!



Field Trips:

The afterschool program provides field trip opportunities throughout the year. You will be notified by flyer or phone at least two weeks in advance. Please make sure the authorized person on the pick-up list is updated and corrected at all times. We will only release children to those persons on your list.

*****Field Trips are a reward and privilege for program participants. Based on attendance, grades, and behavior, PAY reserves the right to grant or withhold field trip permission to any student that does not meet program expectations. *****

In the event of inclement weather on a field trip day, the trip will automatically be cancelled. Further updates and information will be released to all parents as needed.

Homework/Internet Acceptable Use Policy

Homework:

Homework is an integral part of learning and it serves as a vehicle for practice and review of important skills. Homework assignments are designed to be appropriate to students' developmental levels and generally fall into 3 categories:

1. Practice or review of concepts taught in class
2. Preparation of a project or report introduced in class
3. Challenge and stimulate students thinking and curiosity

PAY allots 1 hour of homework time that includes tutoring per day. We will attempt to have students complete their assignments; however, it is the primary responsibility of the parent/guardian to make sure all assignments are completed and prepared to turn in.

Internet Acceptable Use Policy

Internet access for students and staff is provided for homework tutorial and parent and teacher communication if needed; however, students and staff are prohibited from visiting social networking sites and all other sites that do not directly relate to school or programmatic assignments. Our internet services have for security purposes, attached software protection that prohibits access to unhealthy, inappropriate and unproductive websites.

ABSOLUTELY NO FACEBOOK, INSTAGRAM, PINTEREST, TWITTER, SNAPCHAT, ETC...is allowed while using PAY Computers or iPads. If a student is caught violating these rules, computer and iPad privileges will be revoked from your child.



Health

Children who attend the program should be well enough to follow the normal program routine. Children who have a contagious condition, eye ailment, head lice, rash, fever, vomiting or diarrhea cannot and should not be attending the program. They must fully recover before returning for the safety of students, staff and administration.

If children arrive to the program and are not feeling well or a staff member has detected a health concern, parents/guardians will be notified and your child must be picked up immediately.



Please report any and all changes in emergency contact information to the Program Director as soon as they become available.

Due to COVID 19, additional health and safety procedures have been put in place to ensure the safety of program participants, staff and the facility.

Inclement Weather Procedures

PAY Afterschool Program makes independent decisions regarding school closings with consideration for the majority of our families. In the event of inclement weather:

1. We will contact parents/guardians for all van rider's to ensure someone is home for drop-off before transporting them home.
2. Teachers will place all children in the safest environment possible.
3. Parents will be contacted for pick-ups.

It is the parents' responsibility to make sure we have the appropriate contact information on file for your child/ren. In the event of snow or any type of closings for PAY, the following television channels: WRAL Raleigh (5) and WTVD-Durham (11) will provide you with further updates and information. Call us at the number listed in the back of the handbook for additional information.

IF THERE ARE ANY EARLY DISMISSALS OR SCHOOL CANCELLATIONS, PAY WILL COMPLY WITH ANY DECISIONS MAKE BY LEE COUNTY SCHOOLS! Parents/Guardians of Rising Leaders Academy or Grace Christian School will be contacted by a member of our Administrative Team.

Dress Appearance

A strong relationship exists between appropriate dress and appearance and the behavior and performance of a student in the academic setting. Therefore, it is the responsibility of our program to ensure that students wear proper school attire while on campus. We will also keep in mind the importance of community standards and changing styles. All students are expected to be neat and clean. Site Coordinators have the ultimate responsibility for determining what is acceptable in dress and appearance. Below are unacceptable attire:

- Tops that show the midriff (anything above the waistline)
- Clothes that may show vulgar, violent, or even suggestive messages
- Over-sized and extremely tight clothing
- Pants and shorts worn below the waistline
- Unclean clothing
- Shorts, dresses and skirts above mid-thigh
- Activities at the program vary throughout the year. Ensure that appropriate clothing is worn that best fits the event/activity style.

Tights, leggings or other types of hosiery must be accompanied by a longer top or dress.

Warm clothing for winter is necessary.

Dress Code



Authority of Personnel

What are the Rights of PAY Staff?

We always encourage and support the right of the teachers to employ a variety of disciplinary actions which may include, but are not limited to, suspension from activities or expulsion.

The Director has the authority and responsibility to investigate and take appropriate actions regarding any inappropriate behavior referred to him or her. The teachers also have the authority to manage and remove disruptive or dangerous students from program activities.



Teachers may use reasonable force to control behavior or remove a student from the scene in order:

1. To calm down a disturbance threatening injury to others
2. To obtain possession of a weapon or other dangerous objects on the student, or within the control of a student
3. For self-defense
4. For protection of students or property
5. To maintain order on the property, in classroom or during program activities

Any student who refuses to comply with reasonable rules, regulations or directives imposed by any Director, Site Coordinator, teacher or authorized personnel shall be held in violation of this Code of Conduct.

PAY Daily Operations

Possessions from Home

PAY cannot guarantee the safe return of personal belongings, therefore, we ask that any personal possessions be left in backpacks during program hours. Children may bring electronic devices and toys from home on a scheduled trip day or outside activity free day as long as they are used during scheduled times with permission from the teacher. Responsibility for safe keeping of electronic devices and toys brought from home must remain with the child.

Telephone Messages:

When calling PAY Afterschool Program, please have the following information:

- Your child's name, grade and school they currently attend
- Your name and phone number where you can be reached
- Nature of your call (please be detailed)



Snacks:

Snacks are provided to all students. If your child has any food allergies or dietary restrictions, you can provide your child with the necessary snacks to accommodate them.

Van Transportation Policy

Van Transportation and Rider policies are subject to change at the notice of the Program Director.

PAY ONLY provides evening transportation for qualified program attendees at the request of the parent. When making your request, understand spaces for your child/ren are limited and not *promised* or *guaranteed*.

Van riders are selected based on need, space, location and availability. Following your request, you will be contacted by an Administrative staff member within 2 weeks to verify that you meet the necessary qualifications for transportation.

All van riders are allowed 1 drop-off location and must wear a mask, when deemed necessary!



If your child is in need of transportation, you MUST submit a Transportation Request located in the Student Application *and* meet all qualifications.

- ⇒ Van drop off times may vary daily. Parents/Guardians are expected to be home within a time range.
- ⇒ An adult (16 years or older) must be visibly home in order for your child to be dropped off.
- ⇒ Vans will only travel to locations within a 6 mile radius.
- ⇒ Only 1 attempt will be made to drop off your child. If no one is home, your child will be transported back to PAY Afterschool Program where they must be picked up by the parent/guardian or authorized individual listed on the application.
- ⇒ In the event of inclement weather while at PAY, van routes are subject to change. Parents/Guardians will be contacted immediately about the status of route along with your child's transportation needs.

Cell Phone Policy

PAY students are allowed to bring their cell phone to the program. In case of an emergency, students will be allowed to use their cell phone.

During any and all instructional, homework and tutorial time, cell phones, headphones, and airpods are to be silenced, take off and put away. At the discretion of the teacher, cell phones can be taken away if the student fails to follow the program cell phone policy.

If a student uses their phone during any other time, it is at the discretion of the classroom staff; not the student. If the student does not follow the rules in place by any staff member, the child's cell phone will be taken. It will be returned upon pick-up of the child.

If the student's cell phone use disrupts the classroom environment or they refuse to put the cell phone away or turn it in, they could be suspended or even lose their privilege of bringing their phone to the program.



REMIND Text Messaging Service

Remind is the primary means of communication for PAY Afterschool Program. Majority of the information communicated between PAY Afterschool and parents will come in the form of the Remind Text Messaging Service.

Benefits of Getting Connected:

- Two-way messaging that provides direct communication for parents and staff
- Reach students and parents where they are
- Accessible 7 days/week; 24 hours/day
- Receive the latest updates and reminders about program activities, trips, events and emergency cases
- Parents can message anytime and receive a quick and timely response
- Only cell phone numbers can be used; no landlines!



How can I get connected with remind?

1. Once your child has been accepted, a cell phone number, *from the application*, will be added to the Remind system.
2. You will receive a request to be added to the group. You must respond & accept to begin receiving program messages.
3. Get the App: (optional)
4. Immediately begin messaging.

Changes in your phone number must be updated by contacting our Administrative Staff via phone or email. Your new number will be added to our system.

If you are not receiving messages, please call or email to speak with a Director or Site Coordinator.
Contact: 919-774-9462 | pdypayafterschoolprogram@gmail.com

Contact Information:

Schedule of Operation:
On regular school weeks, the Afterschool Program operates:

Monday-Thursday: 2:30-6:00pm

Phone: 919-774-9462

Location: 2300 Courtland Drive; Sanford, NC 27330

PAY will flow with the Traditional School Calendar of Lee County Schools.

There are instances where PAY may remain open during a school closing due to field trips. All parents of children attending will be notified of these openings in advance.

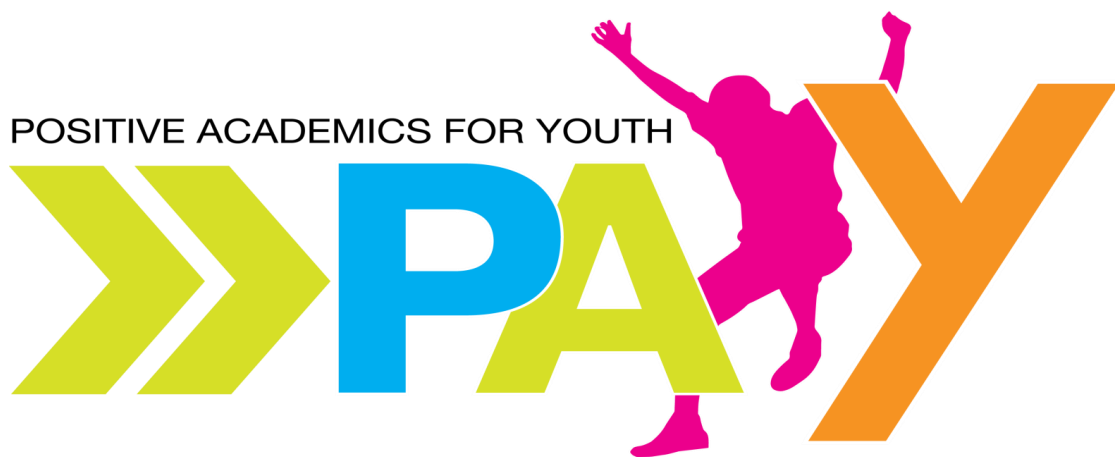
Be sure to refer to the website for any questions, updates and contact information.



www.pdypay.com



WE WOULD LIKE TO THANK ALL OF THE
FAMILIES OF PAY FOR YOUR SUPPORT!



Any student or parent who refuses to comply with reasonable rules,
regulations or directives imposed by any employee of PAY
Afterschool Program shall be held in violation of this handbook.