PINELLAS PAL

MENTOR MOTIVATE MATTER

Parent/Guardian Handbook 2026-2027

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Introduction

This handbook is not a contract and may be updated at any time to reflect changes in licensing requirements, program operations, or organizational policies.

Mission Statement

Pinellas PAL's mission is to empower local youth in a safe and engaging environment, where academics, sports, and arts, converge to foster growth, resilience, and confidence.

Statement of Services

The Pinellas County Sheriff's Police Athletic League (Pinellas PAL) is a youth prevention program that utilizes education, athletics, mentoring, leadership, and recreational activities to build trust and understanding between law enforcement and youth. At the core of our work are our fully licensed afterschool care and summer camp programs, which provide daily academic support, structured enrichment, and a safe environment for approximately 100 children during the school year. Pinellas PAL promotes leadership, good sportsmanship, citizenship, opportunity, motivation, and direction for youth.

Statement of Diversity

Pinellas PAL celebrates diversity in all its forms, including age, race, ethnicity, religion, gender identity, sexual orientation, background, and life experience. We are committed to fostering an inclusive, respectful environment where every participant and family feels welcome, valued, and supported.

General Program Information

Contact Information

Lealman Sports Complex (LSC) – Middle & High School
Phone: 727-453-4725
Email: info@pinellaspal.com
Address: 3755 46th Ave. N, St. Petersburg, FL 33714
Website- www.pinellaspal.com

The Landings (LAN) – Elementary School
Phone: 727-873-6365
Email: info@pinellaspal.com
Address: 6835 54th Ave. N, St. Petersburg, FL 33709
Website- www.pinellaspal.com

Hours of Operation

LAN: School Year 3:00–6:00 PM; Summer 8:00 AM–6:00 PM
LSC: School Year 2:15–6:00 PM; Summer 8:00 AM–6:00 PM
Administrative Office: Year-round 10:00 AM–6:00 PM

Please note, during summer camp participants must be dropped off by 9:30 AM on regular program days. On field trip days, earlier drop-off times will be communicated in advance. Participants arriving after designated times may not attend the program for that day.

Staff Directory

Executive Director
Randi Meyer
Email: randi@pinellaspal.com
Phone: 727-582-7807

Director of Operations
Natalie Peraza
Email: natalie@pinellaspal.com
Phone: 727-582-7808

Director of Finance & Administration
Emily Blackburn
Email: emily@pinellaspal.com
Phone: 727-582-7809

STEM Coach
Emily Vander Zanden
Email: emilyvz@pinellaspal.com
Phone: 727-582-7810

Program Coordinator- LSC
Niesha Griffin
Email: deniesha@pinellaspal.com
Phone: 727-582-7879

Program Coordinator- LAN
Miesha Griffin
Email: demiesha@pinellaspal.com
Phone: 727-873-6365

Program Coordinator- LAN
Ashley Folkes
Email: ashleyfolkes@pinellaspal.com
Phone: 727-873-6365

Boxing Coach
Del Refai
Email: del@pinellaspal.com
Phone: 727-453-4725

Weightlifting Coach
Glen Leonard
Email: glen@pinellaspal.com
Phone: 727-453-4725

Holidays

We will be closed the following holidays:

2026
Labor Day: September 7
Columbus Day: October 12
Veterans' Day: November 11
Thanksgiving: November 27-28
Christmas: December 21-25

2027
New Year's: January 1
Martin Luther King Jr. Day: January 18
Presidents' Day: February 15
Good Friday: March 26
Memorial Day: May 31
Independence Day: July 2

Other Closures

Pinellas PAL observes scheduled holidays and may also close on non-holiday school closure days for staff training or emergencies. Closure notices will be communicated via email, text, phone, or website. **Pinellas PAL is not responsible for missed information due to unread or unreturned communications.** Inclement weather closures follow Pinellas County School District decisions.

Transportation

Transportation is provided from the following schools, subject to annual availability and enrollment needs:

Elementary Schools

-Alfred Adler
-Blanton Elementary
-Children's Educational Services (CES)
-New Heights Elementary
-Rawlings Elementary

Middle Schools

-Alfred Adler
-Children's Educational Services (CES)
-Lealman Innovation Academy
-Meadowlawn Middle
-Pinellas Park Middle
-Tyrone Middle

High Schools

-Children's Educational Services (CES)
-Lealman Innovation Academy
-Northeast High
-St. Pete High
-Hollins

Participants must report promptly to designated pickup locations. Vans will wait only a limited time to maintain schedules. If transportation is unavailable from a participant's school, families are responsible for transportation to Pinellas PAL.

Participants are not permitted on Pinellas PAL property outside of program hours. Early drop-offs are not permitted. Pinellas PAL does not provide transportation from PAL to participants' homes.

Tuition and Fees

We have a $50 non-refundable application fee for all new and returning applicants, for both summer and school year programming, which goes towards the total amount due for each program.

School Year: Tuition costs $1,350 per participant at the Landings (LAN- elementary) location; However, there are no tuition fees for the Lealman Sports Complex (LSC- middle and high school) location. At LAN, we offer a sliding scale to accommodate lower-income families, and we also provide sibling discounts. Siblings must live in the same residence to receive the sibling discount. Payment plan options are available. For LSC, only the registration fee of $50 is required for participation.

The sliding scales offered are based on the federal poverty rate and take into consideration the household income and number of family members. You must provide two pay slips OR your tax returns in order to assess your monthly fee. You can upload these to Lillio, our childcare software, email them to info@pinellaspal.com, or bring them to the office at LSC. You will be invoiced by email and may pay by check, credit/debit card, money order, or cash.

Summer: Summer tuition costs $600 per participant at The Landings (LAN) location. At the Lealman Sports Complex (LSC) location, summer tuition is $400. At LAN we do not offer a sliding scale for summer camp. However, we do provide sibling discounts. Siblings must reside in the same household to qualify for the sibling discount. Sibling discounts may be applied across programs (LAN and LSC). When siblings are enrolled in different programs, the discount will be applied to the lower-priced program tuition. For LSC, both a sliding scale and sibling discounts are available for summer. Payment plan options are available at both locations.

If you have multiple children attending Pinellas PAL, the tuition discounts are as follows:

School Year (LAN only)

Child	Tuition Fee Per Child
First Child	$1,350
Second Child	$1,215 (10% discount)
Third+ Child	$1,080 (20% discount)

Summer (LAN)

Child	Tuition Fee Per Child
First Child	$600
Second Child	$540 (10% discount)
Third Child	$510 (15% discount)
Fourth+ Child	$480 (20% discount)

Summer (LSC)

Child	Tuition Fee Per Child
First Child	$400
Second Child	$360 (10% discount)
Third Child	$340 (15% discount)
Fourth+ Child	$320 (20% discount)

Outstanding Balances

Families enrolled in a payment plan are responsible for ensuring payments are made on time

and in accordance with the agreed schedule. Late or missed payments may be subject to late fees. If a participant account becomes past due or has an outstanding balance, Pinellas PAL reserves the right to assess late fees and suspend transportation services and/or deny program attendance until the balance is brought current. This may include not providing school pickup transportation or declining to accept the participant upon arrival.

Pinellas PAL will make reasonable efforts to notify families of past due balances prior to any suspension of services or attendance restrictions. Notification efforts may include emails, text messages, phone calls, and/or written communication. It is the parent/guardian's responsibility to monitor and respond to communications from Pinellas PAL and to maintain accurate and current contact information on file. Failure to review or respond to communications does not exempt families from payment obligations or enforcement actions. These measures are necessary to ensure program sustainability and operational compliance.

Refund Policy

School Year Programs:
During the school year, tuition is billed on a biweekly or monthly basis. Families may withdraw from the program at any time. Financial responsibility ends as of the withdrawal date, and families are not responsible for future tuition once their child is no longer enrolled. Prorated refunds may be issued based on the number of days attended within the current billing period. Field trip fees remain non-refundable.

Summer Programs:
Summer enrollment constitutes a commitment for the entire summer session. Full summer tuition is required, regardless of absences, missed days or weeks, or early withdrawal. Summer tuition is non-refundable and non-prorated, as Pinellas PAL must pre-plan and pre-pay for staffing, transportation, activities, and field trips in advance.

General Policy:
No refunds or credits will be issued for absences, schedule changes, or partial participation outside of the school-year prorated policy described above.

Attendance, Dismissal, and Pick-Up Policy

Attendance

School is important and Pinellas PAL is dedicated to our participants' academic success. It is our policy that if the participant is unable to attend school, they may not attend Pinellas PAL that day. However, with proper documentation stating the absence was excused, your child may attend Pinellas PAL that day.

It is expected that any child enrolled in the Pinellas PAL program will attend on a regular basis. Per our funders, PAL requires all participants to attend at minimum 70% of program days. Failure to meet this requirement will result in your child's removal from the program.

For the school year, all participants are expected to attend the program for a minimum of 1 hour per program day. Participants who attend for less than one hour will be considered absent

for that day and will not receive attendance credit for funding, transportation, or program participation purposes.

For summer camp, all participants are expected to attend the program for a minimum of 5 hours per program day. Participants who attend for less than five hours will be considered absent for that day and will not receive attendance credit for funding, transportation, or program participation purposes.

Field Trip Attendance & Participation

Field trips are considered a privilege and an extension of the Pinellas PAL program. To be eligible to participate in a scheduled field trip, participants must attend Pinellas PAL for the three scheduled program days immediately preceding the field trip. Participants who are absent during any of those three scheduled program days will not be eligible to attend the field trip unless prior approval is granted by program administration due to exceptional circumstances or an excused absence.

In addition, Pinellas PAL reserves the right to deny participation in any field trip if a participant's behavior demonstrates that they cannot safely or appropriately participate. Participants who repeatedly violate program rules, fail to follow staff directions, display disruptive behavior, or create safety concerns may be excluded from one or more field trips at the discretion of program administration.

For participants enrolled at The Landings (Little PAL), if a child is not eligible or is not permitted to attend a scheduled field trip, they must remain at home, as all participants and staff will be off-site and the facility will be closed during the trip.

For participants enrolled at the Lealman Sports Complex (Big PAL/LSC), participants who are not attending a scheduled field trip are still expected to attend Pinellas PAL for the day. Regular programming will continue at the facility with remaining staff while other participants attend the field trip. However, there may be occasions when staffing levels or operational needs do not allow PAL to provide on-site programming during a field trip. In those instances, participants who are not attending the field trip will be required to remain at home for the day. Families will be notified in advance whenever this occurs.

Absence Notification Requirement

During the school year, if your child is going to be absent, you must notify Pinellas PAL by calling or emailing staff no later than noon on the day of the absence. During summer camp, families must notify Pinellas PAL no later than 9:00 a.m. if their child will be absent for the day. Timely notification is critical, as PAL provides transportation and staffing based on anticipated attendance and must know in advance if a participant will not be attending in order to ensure participant safety and maintain efficient operations.

Failure to provide timely notice may result in transportation disruptions and could impact continued transportation eligibility. Repeated failure to notify Pinellas PAL in advance of a participant’s absence may result in removal from transportation services and/or dismissal from the program. These policies are in place to protect participant safety, maintain

compliance, and ensure efficient program operations.

Excused Absences

The following absences are considered excused:
-Illness
-Extended learning
-Bereavement
-Religious holidays
-Court order
-Youth employment (70% attendance still required)

If your child is showing signs of communicable illness, contagious conditions, food poisoning, lice, ringworm, unexplained rashes or skin conditions, vomiting, diarrhea, fever at or above 100.4°F, or any other symptoms that may pose a health risk to others, we ask that your child stay home and not enter the program for at least 24 hours after symptoms have disappeared, unless a longer exclusion period is required by a medical provider or public health guidance.

Pinellas PAL reserves the right to deny attendance to any participant who appears ill or who may have a contagious condition in order to protect the health and safety of other participants and staff. In some cases, a doctor's note or medical clearance may be required before the participant may return to the program.

If a participant is absent from the program for five consecutive program days, or one full week, without communication from a parent/guardian and without an approved or excused absence, Pinellas PAL reserves the right to remove the participant from the program roster. This policy helps ensure accurate attendance records, maintain staffing and transportation efficiency, and allow placement opportunities for families on waiting lists. Parents/guardians are responsible for communicating extended absences or changes in enrollment status to Pinellas PAL staff in a timely manner.

If a participant is removed from the program due to unreported absences or failure to maintain communication with Pinellas PAL, refunds or credits will not be issued.

Dismissal and Sign-Out

Only the primary parent/guardian or an authorized adult age 18 or older (as listed on the Participant Enrollment Form) may pick up a participant with valid photo identification. Participants will not be released to anyone under the age of 18, or to any unauthorized individual, even if the participant knows the person.

The Landings (LAN – Elementary School):
An authorized adult must come to the front door to pick up the participant and present valid photo identification as requested. Participants will be released by staff and must be signed out before leaving the facility.

Lealman Sports Complex (LSC – Middle & High School):
Upon arrival, the authorized adult must call the office to notify staff that they have arrived.

Please do not honk your car horn or call or text your participant to come out without notifying the office. Staff may request proof of identification. Participants must sign out with a coach before leaving the facility.

Participants are not permitted to come and go as they please. Once a participant is signed out, they are signed out for the day and may not return.

Self-Release

The self-release form must be submitted if you wish to have your child walk home alone at a time specified by the parent. Only middle or high school participants at LSC may walk home; elementary aged participants at LAN must be picked up by a parent/guardian. The participant must sign out with a coach before they may leave.

Late Pick-Up

If you and all authorized individuals listed in the enrollment form are unable to pick up your child before Pinellas PAL closes, **you must call to inform Pinellas PAL before 6:00 PM** and give an expected arrival time. If a child is not picked up and Pinellas PAL staff have not heard from the parent/guardian, they will call the primary phone number provided to alert the parent/guardian that the participant has yet to be picked up. If there is no reply, staff will call other contacts provided by the parent, including the emergency contact(s).

If no contact with an adult has been established by 6:30 PM, the staff member present with the child will notify the Director of Operations, who will then notify law enforcement.

While we understand that conflicts may come up, Pinellas PAL does not expect our staff to routinely stay late with children. If your child is picked up late, Pinellas PAL will charge a late pick-up fee. Excessive tardiness may result in dismissal from the program. The late fees are as follows:

Late Pickup Time	Late Fee
1 to 15 minutes late	$15
16 to 30 minutes late	$30
31+ minutes late	$45 and notification to Law Enforcement

Late fees incurred will be billed immediately after the incident(s). These fees are due within five business days of issuance. Should payment not be made by the end of five business days, we regret to inform you that your child will be unable to participate in the program further until the outstanding amount is settled. Invoices will be sent to the email of the parent/guardian. We accept debit/credit card, cash, and checks.

Program Structure, Supervision, and Accommodations

Group Based Program Model

Pinellas PAL operates as a group-based enrichment and supervision program. All programming is delivered in structured group settings with established staff-to-participant

ratios.

Supervision Limits & Staffing

Staff-to-participant ratios are fixed based on Florida childcare licensing requirements, safety standards, and staffing capacity. Ratios cannot be altered to meet individual participant needs.

Program Participation & Fit

Participants must be able to function safely and appropriately within a group setting with general staff supervision. Programs are not designed to provide continuous individualized or one-on-one support. If a participant requires individualized supervision to safely participate, Pinellas PAL programs may not be an appropriate fit.

Pinellas PAL reserves the right to deny registration or enrollment, deny attendance, suspend participation, or remove a participant from programming if a participant is unable to safely function within the program environment or if, after reasonable consideration of accommodations, the participant's needs exceed the level of supervision and support the program is able to safely provide while maintaining the safety, supervision, and well-being of all participants and staff.

Aides, Attendants, and Outside Personnel

Pinellas PAL does not provide one-on-one aides, personal attendants, or individualized supervision services. Outside aides, personal support staff, or attendants are not permitted to attend or participate in programming.

Reasonable Accommodations

Pinellas PAL welcomes participants with diverse abilities and learning styles and will consider reasonable accommodations when requested. Accommodations are limited to adjustments that do not fundamentally alter the nature of the program, require additional staffing, compromise safety, or exceed staff training and operational capacity.

Placement Decisions

Enrollment in one program, age group, or session does not guarantee eligibility for another. While Pinellas PAL may offer priority consideration to currently enrolled or returning participants during registration periods, placement and continued eligibility are not guaranteed. All program placement decisions are ultimately made based on safety considerations, participant behavior, parent/guardian compliance with program policies, staffing capacity, program structure, and licensing requirements.

Pinellas PAL reserves the right to deny registration, enrollment, or re-enrollment to any participant or family with a history of repeated policy violations, disruptive behavior, failure to comply with program expectations, excessive unexcused absences, nonpayment, or conduct that negatively impacts program operations, participant safety, or staff. This applies regardless of registration timing, prior participation, waitlist position, or program availability.

Regulatory Compliance

Pinellas PAL operates in compliance with Florida childcare licensing standards, including supervision requirements, staff-to-participant ratios, and background screening regulations. Nothing in this handbook should be interpreted as requiring Pinellas PAL to provide services beyond those mandated by applicable Florida regulations.

Activities and Resources

Tutoring & Academic Support

Academic achievement is a priority at Pinellas PAL. At LAN, participants receive year-round academic support, including regular weekly sessions with a dedicated, professional tutor during the school year and continued academic support throughout the summer program. The use of a consistent tutor allows for continuity, relationship-building, and individualized academic support. Participant academic progress is monitored, and the tutor tracks individual performance to help guide instruction and support strategies.

At LSC, academic support and homework assistance are provided during the school year only. Formal tutoring services are not offered at LSC during the summer program. During the school year, participants work with a dedicated, professional tutor, providing consistency and familiarity.

Across applicable programs, Pinellas PAL tracks participants' school performance, including report cards and other academic indicators when available. Positive academic achievement and improvement may be recognized through incentives or rewards. When a participant is experiencing academic challenges, staff and the tutor work collaboratively to provide additional support, skill-building, and encouragement.

While academic assistance is provided, Pinellas PAL does not guarantee that all homework or assignments will be completed or completed correctly, nor does participation guarantee specific academic outcomes. Ultimate responsibility for reviewing homework, assignments, and school projects remains with the parent or guardian.

Recreation

Pinellas PAL offers a wide array of recreational activities, including sports, games, and physical exercise. Facilities include a basketball court, a turf field, and a gym, all equipped with a diverse selection of sports gear.

Our program serves as a safe space for participants, providing entertaining, engaging, and enriching activities. It's designed to help young people explore their interests, enhance their academic abilities, and foster healthy lifestyle habits. The specific activities your child participates in at Pinellas PAL will vary depending on their time of arrival, but every participant will have access to the following opportunities:

- Trivia: trivia games covering various topics. Participants can win prizes for correct answers and effective teamwork
- Art/Creative Projects: Daily art activities are conducted under the guidance of our coaches, aiming to nurture participants' creativity

- Physical Activities: We offer a range of both outdoor and indoor activities to keep participants active. Options include basketball, silent speedball, gaga ball, ping pong, and billiards, among others
- Technology & Gaming: Our program includes access to computers, video games, and virtual reality headsets in our on-site arcade. These promote coordination, reaction times, curiosity, and social connection through play, as well as help build problem-solving and critical thinking skills

These structured activities are designed to ensure that every child finds something they enjoy, promoting a balanced and fulfilling out of school experience.

Meals

Pinellas PAL ensures all participants have access to meals. During the school year, snacks and dinner are provided. In summer, snacks and lunches are provided. All meals meet USDA nutritional guidelines.

Medical Care and Emergencies

Medication

Pinellas PAL does not administer or dispense medication. If program time coincides with a child's required medication time, it is the responsibility of the parent/guardian to ensure the child takes the medication prior to attending the program or to make other appropriate arrangements.

If a child has asthma, severe allergies, diabetes, seizures, or another medical condition that may require emergency medication or immediate care, Pinellas PAL staff must be informed by the parent/guardian. Participants who require emergency medications such as inhalers, epi-pens, glucose supplies, or other physician-directed emergency medications must have immediate access to the medication at all times, either on their person or as otherwise approved by Pinellas PAL staff. All medications must be in the original packaging or prescription container, clearly labeled with the participant's first and last name, and include current dosage and administration instructions.

Participants are not permitted to carry, store, or distribute unauthorized medication, loose pills, vitamins, supplements, gummies, or other substances while attending the program. Any medication brought to the program that is not properly labeled, disclosed, or permitted under program policy may be secured by staff pending parent/guardian pickup and may result in parent notification, denial of attendance, suspension, or removal from the program.

Pinellas PAL staff do not assume responsibility for self-administered medication.

Illness

If your child gets sick while at Pinellas PAL, we will isolate them and contact the parent/guardian or additional listed contacts as necessary to have the child picked up. We expect every effort to be made to have the child picked up as soon as possible. The child can

return to the program once they have been symptom-free for over 24 hours.

Injury

If your child suffers a minor injury at Pinellas PAL, we will fill out an incident report and notify you at pick-up or by phone if your child is authorized to self-release. It is our policy to document all injuries, no matter how minor, in an incident report, which must then be signed by the parent/guardian.

If your child suffers a head injury, Pinellas PAL staff will notify the parent/guardian immediately, regardless of severity.

If your child suffers a serious injury or medical emergency, we will contact Emergency Medical Services and then contact the parent/guardian. All efforts will be made to follow any instructions given in the Emergency Medical Release form. If a child must go to the hospital, an EMS will transport the child and a member of the administrative staff will accompany the child until a parent/guardian can get there.

Emergencies

In case of an emergency, parents/guardians will be notified as soon as possible and/or when it is safe to do so.

If participants must leave the Lealman Sports Complex property for safety reasons, the designated evacuation location is under the streetlight across from LSC on 46th Ave. N. If for any reason it is unsafe to meet there, Pinellas PAL LSC participants will evacuate to the Christian Service Center on 37th Street.

If participants must leave the Landings property for safety reasons, the designated evacuation location is straight across the parking lot from the front door, in the laundromat area. If for any reason it is unsafe to meet there, Pinellas PAL LAN participants will be evacuated behind the building on the far side of the playground area, past the basketball court and along the fence. Participants will practice fire drills monthly and lockdown and inclement weather drills annually.

In case of a lockdown, no one other than law enforcement/emergency professionals will be allowed in the building. No one will be allowed out of the building until law enforcement declares it safe.

Information Change

Parents/guardians are responsible for notifying Pinellas PAL of any changes to home addresses, phone numbers, emergency contacts, email addresses, or other contact information. All parents/guardians are required to maintain a current and active email address on file and are expected to regularly review emails, phone calls, text messages, and other communications from Pinellas PAL. Maintaining accurate and current contact information is necessary to support participant safety, emergency communication, and program operations.

Parent/Guardian Conduct & Communication Policy

Pinellas PAL is committed to providing a safe, respectful, and supportive environment for youth, staff, and families. Parents and guardians play an important role in supporting this environment and are expected to adhere to the following standards:

Expected Conduct

Parents and guardians must:

- Communicate with staff in a respectful, professional, and cooperative manner
- Follow established communication channels and procedures
- Support staff decisions related to safety, supervision, and program operations
- Adhere to all PAL policies as described in this handbook

Prohibited Conduct

The following behaviors are not acceptable and may result in immediate action:

- Harassment, intimidation, or abusive language toward staff, volunteers, or other families
- Repeated hostile, adversarial, or disruptive communications
- Threats of legal action or retaliation directed at staff or the organization
- Behavior that interferes with staff's ability to maintain supervision, safety, or regulatory compliance
- Actions that create an unsafe or disruptive environment for participants or staff

Consequences

Failure to adhere to this policy may result in:

- Restricted communication
- Suspension from programming
- Immediate termination of enrollment, with or without prior warning

Dress Code

The dress code at Pinellas PAL is the same as participants' school dress code. If an outfit would not be allowed at school, it is also not allowed at Pinellas PAL. Close-toed shoes must be worn at all times.

Potty Training

Pinellas PAL services school-aged participants and therefore require that all participants be fully potty-trained.

Phone Policy

We allow participants to use their phones during designated times, ensuring they stay connected while maintaining focus on program activities.

If a participant is seen by a staff member using their phone outside of a designated time, they will face the following consequences:

1. First offense: Told to put away their phone by a staff member
2. Second offense: Phone confiscated and retained by Program Coordinator. The participant's parent will be asked to come into the office to retrieve their child's phone at pickup
3. Third offense: The participant will be required to surrender their phone to Pinellas PAL staff upon arrival at the facility each day. They may earn phone privileges back at staff's discretion by exhibiting good behavior

Participants are expected to take responsibility for any personal items they bring to PAL property or off-site events, including cell phones and electronic devices. PAL is not responsible for any lost, stolen, or damaged belongings.

Behavioral Expectations

At Pinellas PAL, we expect all staff, parents, and participants to uphold the values that create a positive, respectful, and empowering environment. These include showing respect for others, demonstrating leadership, compassion, inclusion, and teamwork, acting with honesty, prioritizing safety, recognizing each person's worth, and encouraging self-reliance and personal responsibility.

General Discipline

Pinellas PAL enforces discipline through understanding and redirection. Initially, staff will discuss any unacceptable behavior with the participant, explaining why it's inappropriate and exploring better alternatives. Should a behavior persist, disciplinary measures may include:

- Temporary loss of privileges (activity participation, field trip participation, phone use, equipment access, etc.)
- Temporary removal from activities with referral to a senior staff member
- Limited access within the facility
- Schedule adjustments
- Confiscation of unauthorized items

Repeated or severe rule violations will prompt a discussion with parents to devise a corrective action plan. Prohibited behaviors include disrespect to staff, refusal to follow instructions, misuse of equipment, unsafe behavior in vehicles, among others.

Right to Suspend or Terminate Enrollment

Pinellas PAL reserves the right to immediately suspend or terminate enrollment of a participant and siblings when parent or guardian conduct compromises the safety, well-being, or professional integrity of staff or program operations. This includes, but is not limited to, threatening behavior, harassment, intimidation, repeated adversarial conduct, or actions that disrupt program functioning. In such cases, termination may occur without prior warning and without refund. Any behavior that interferes with staff's ability to carry out required supervision, safety protocols, or compliance with the Pinellas County Sheriff's Office or state regulations will be addressed immediately.

Termination decisions based on safety or conduct are final and not subject to grievance review.

Serious Offenses

Participant actions endangering the safety of either staff members or other participants will lead to suspension or expulsion. These include physical aggression, assault, bullying, property damage, possession of dangerous items, substance abuse, theft, harassment, and cyberbullying.

Certain behaviors may warrant immediate action without progressive discipline.

Communication

Parents and guardians are expected to stay informed by regularly checking phone calls, text messages, and emails from PAL. These communications will be used to share important program updates, schedule changes, and urgent matters related to your child. It is the responsibility of the parent or guardian to read and respond to messages in a timely manner. **Pinellas PAL is not responsible for missed information due to unread or unreturned communications.**

Communication Boundaries & Social Media

For the safety and privacy of all participants, coaches and staff are not permitted to communicate with parents or participants through personal email accounts, personal social media platforms, or personal cell-phone numbers. All program-related communication must occur through official PAL channels (PAL email, phone, or approved messaging systems). Additionally, coaches and staff are not allowed to be "friends" with participants or engage in direct messaging with them on any social media platform. These boundaries are in place to protect the well-being of youth and to maintain professional, transparent relationships between staff, participants, and families.

Photo & Video Use

Pinellas PAL may use photos and videos of participants for marketing, promotional materials, social media, and other public communications. This includes images taken during regular programming and events. Media use is permitted only if the parent or guardian has signed the release section within the Pinellas PAL Permissions Form included in the registration packet. If you do not wish for your child's image to be used, please ensure you indicate this clearly on the form. PAL respects your preferences and will honor all opt-out requests.

Parking & Vehicle Safety

For the safety of all children, families, and staff, all vehicles must be parked in designated parking spaces at all times. Do not block driveways, fire lanes, walkways, or park along curbs or in undesignated areas. Improperly parked vehicles create hazards and may delay emergency access. Vehicles not parked correctly are subject to being ticketed or towed. We appreciate your cooperation in keeping our campus safe and accessible for everyone.

Drug & Alcohol Policy

For the safety and well-being of all participants, families, and staff, drugs and alcohol are strictly prohibited on PAL property at all times. This includes being under the influence or having the smell of drugs or alcohol on your person. If a staff member detects the scent of drugs or

alcohol on you, you will be asked to leave the property immediately. As adults, we are role models for the youth we serve, and it is essential that we uphold a standard of behavior that reflects the positive values PAL promotes. PAL maintains a zero-tolerance policy to provide a safe and supportive environment.

Grievance & Concern Resolution

If parents or guardians have a concern or grievance related to their child's experience in a PAL program, they are expected to first address the issue directly with their child's Program Coordinator. Open and respectful communication is encouraged to resolve concerns at the program level whenever possible. If further assistance is needed or the issue cannot be resolved through the Program Coordinator, parents may then contact the Director of Operations for additional support or follow-up. Our goal is to work together to ensure a positive experience for all participants and families.

Requests that fall outside the scope of program structure or staffing capacity are not subject to grievance review.

Parent/Guardian Acknowledgement Form

I acknowledge that compliance with this document requires adherence to all policies and procedures outlined throughout this handbook. Furthermore, I recognize the importance of parent and guardian involvement and agree to support and participate in my child's experience to the best of my ability.

By signing below, I confirm that I have read, understand, and agree to comply with the Parent/Guardian Code of Conduct and all policies contained in the Pinellas PAL Parent/Guardian Handbook.

_____	_____
Child Name	Date
_____	_____
Parent/Guardian Name	Parent/Guardian Signature