



Switzerland Point Middle School

**2017-2018**

# **Beyond the Bell**

EXTENDED DAY PROGRAM

Policies & Procedures Handbook

Catherine Black

Beyond the Bell Manager

904-547-8650

After 3:30pm: 904-547-8647

Email: [Catherine.Black@stjohns.k12.fl.us](mailto:Catherine.Black@stjohns.k12.fl.us)

## **GOALS**

- Provide a positive environment that allows students time to complete required homework and receive assistance, if needed.
- Offer an easily accessible and convenient Extended Day Program for families of Switzerland Point Middle School.
- Meet or exceed the expectations of our parents and the students using our services.

## **STAFF**

Switzerland Point Middle School's Beyond the Bell staff consists of our own certified teaching staff and paraprofessionals. Each teacher works one afternoon a week and the manager is present each day. At all times, there will be someone on-site during Beyond the Bell hours that is certified in First Aid & CPR. All staff will submit to fingerprinting and background checks.

All Beyond the Bell teachers are responsible for monitoring daily routines and ensuring that all students are consistently accounted for and working to complete daily assignments. Beyond the Bell staff and manager report to the principal.

Any concerns you have regarding the program should be directed toward the Beyond the Bell manager.

## **MANAGER**

The Beyond the Bell Manager will oversee the operations of the Beyond the Bell Program and communicate with the parents and staff. The Manager will keep the Principal informed of the Beyond the Bell activities and operations.

## **HOURS OF OPERATION**

**Monday: 2-6pm**

**Tuesday: 2-6pm**

**Wednesday: 1-6pm**

**Thursday: 2-6pm**

**Friday: 2-6pm**

## **SERVICE OPTIONS**

### **Full Time Monthly Option**

Students who attend Beyond the Bell three to five days per week are considered full time and therefore, subject to full time fees. Snacks are included in the fees.

### **Punch Card Option**

If your child needs only occasional afterschool care, the Punch Card option allows 20 visits. The Beyond the Bell Manager keeps the punch cards and notifies the parents when there are only 2 visits left. Punch Cards can be used by a family, however, each child is required to pay a separate registration fee. If your child signs in for the day and stays for more than 20 minutes, the punch is valid and will count towards the 20 visits. Snacks are included in the fees.

**REGISTRATION FEES**

At the time of registration, parents/guardians are required to complete the Beyond the Bell Registration Form and return the form with the applicable registration fee as outlined below:

**Monthly Registration Fee: \$75**

One-time, **non-refundable** fee per child, per school year. Registration allows/ensures enrollment in our program. Annual registration fees are required for both new and returning students.

**Punch Card Registration Fee: \$35**

One-time, **non-refundable** fee per child, per school year. Registration allows/ensures enrollment in our program. Annual registration fees are required for both new and returning students. Families buying one card for multiple students to share are required to pay a registration fee for each student.

**PLEASE NOTE:**

**\*\*\* Switching from one option to the other is allowed. There is no processing fee for your first switch. If you choose to switch back and forth between options more than once you will be charged a \$35 processing fee.**

**PROGRAM FEES**

<u>If your child will be attending</u>	<u>First Child</u>	<u>Each Additional Child</u>
<input type="checkbox"/> Monthly .....	\$240/month.....	\$216/each per month
<input type="checkbox"/> Monthly SJCSDE.....	\$120/month*.....	\$108/each per month*
<input type="checkbox"/> Punch Card (20 visits).....	Covers entire family.....	\$340/per card
<input type="checkbox"/> Punch Card SJCSDE.....	Covers entire family*.....	\$170/per card*

\*50% discount to verified St. Johns County School District Employees.

**FEE SCHEDULE**

The BTB calendar year consists of 180 day and is broken up into 10 equal payments for your convenience.

Registration fees due with enrollment in order to reserve your child’s spot for the fall of each year.

<u>Payment #</u>	<u>Date Due</u>	<u>Payment Covers Care Through</u>
1	August 1	August 10 – September 5
2	August 16	September 6 – September 29
3	September 14	October 2 – October 26
4	October 13	October 27 – November 27
5	November 14	November 28 – December 21
6	December 14	January 8 – February 2
7	January 18	February 5 – March 1
8	February 15	March 2 – April 4
9	March 14	April 5 – April 30
10	April 17	May 1 – May 24

**\*\* See SPMS website for a printable BTB color-coded Fee Schedule\*\***

## **FEE SCHEDULE con't**

- Tuition is due monthly and, *per Florida State Law*, must be paid in advance of services being rendered. As a reminder, you will receive an invoice one week prior to the due date.
- Invoices not paid by the due date will be charged a **\$5/day late fee**.
- Payments accepted
  - **School Pay** credit card payment option located on the SPMS main webpage.
  - **Check\*** made payable to SPMS Beyond the Bell with your child's name in the memo.
  - **Cash\***

\*Payments are given to the staff member on duty.
- A receipt will be attached to your child's sign-out sheet for any payments made on your student's account. At the end of the tax year, you may request an end-of-year tax statement from the Beyond the Bell Manager.
- SPMS's Beyond the Bell tax ID number is 59-6000824.

## **EARLY WITHDRAWAL POLICY/FEES\***

Written request must include an explanation of request with your name, address, phone #, and amount requested.

### **Monthly Option**

Two weeks written notice is required if you plan to discontinue Beyond the Bell. Credits or refunds for any unused portions cannot be given without this notice. Please know that if we are not aware of your plan to discontinue our services, you will be responsible for the entire month's fee. If your child leaves with any outstanding debts, he/she may not be re-enrolled until these debts have been satisfied.

### **Punch Card Option**

Punch Card refunds will only be made if the card was used 5 or less times and the refund will be for any remaining days. A written request is required up to the last day of the current school year.

\*All Registration Fees are nonrefundable.

## **COMMUNICATION**

The best form of communication with the Beyond the Bell Manager is via email. Please note that the Manager has other duties during the day, and an immediate response to your email may not be possible. The Manager does check every morning at 8:30am and every afternoon at 1:30pm for any correspondence from parents/guardians. If you have an emergency during school hours, call the school **547-8650** and the receptionist with forward your call to the Manager. After 3:30 call **547- 8647**.

Each child will have a personal folder where all registration forms, attendance sheets, discipline notes and any correspondence from you are kept.

## **DISMISSAL CHANGES**

It is not mandatory to inform the Manager which days your child will or will not be attending the program. However, an email to the Manager may be helpful if your child needs reminding.

If you would like to have your student leave Beyond the Bell **without an adult for any reason** (ride their bike or walk home, attend a school function, etc.), a written note or email must be sent to the Manager by 2:30 p.m. that day. The note will be placed in your child's folder. Please call the school if you do not get an email confirming receipt of the note. Your child will not be permitted to leave without it and you will be called to pick your child up. Email notes to [Catherine.Black@stjohns.k12.fl.us](mailto:Catherine.Black@stjohns.k12.fl.us) or have student bring signed note to Beyond the Bell.

## **AFTERNOON SNACK**

An afternoon snack is included in your Beyond the Bell fee. The snacks available include, but are not limited to, pretzels, popcorn, apple sauce, fruit cups, chips and cookies. Water is provided as a drink. If you would like, your child is free to bring extra or different snacks to Beyond the Bell.

## **EMERGENCY CLOSINGS**

Beyond the Bell will be closed when St. Johns County Schools are closed due to severe weather conditions or other emergency conditions affecting the county. In the event of severe weather, you will be notified and will need to come in and check your child out through normal check-out procedures.

## **LATE PICK-UP POLICY/FEE**

Each student must be picked up and signed out by 6:00pm. At 6:01 pm and after, you will be asked to sign a late pick-up sheet. We recognize that circumstances may arise and cause an unavoidable late pick-up.

**Additionally, you will be charged \$1.00 for every minute you are late.** This fee will be determined using SPMS's clock and is **due when you pick up your child.** When arriving, please do NOT dispute the fee charged. This is a St. Johns County School District policy and is strictly enforced. Any questions you may have regarding this policy should be directed to the Beyond the Bell Manager or school Principal, and NOT to the teacher supervising your child at the time of pick-up.

We recognize that circumstances may arise and cause an unavoidable late pick-up. When that occurs, we ask that you notify us before 6:00 pm. We extend our understanding by offering you three excused late pick-ups. After three late pick-ups, you may be asked to make other arrangements for after-school care.

## **ACCIDENT/ILLNESSES**

The safety of your child is the number one priority to us. The children should report any and all injuries and when they are not feeling well to the Beyond the Bell staff.

If a child is injured, the staff will make every effort to contact the parent(s). If you or other emergency contacts\* cannot be reached and the injury is considered serious, the ambulance service will be called and one of our teachers will accompany your child to the hospital. SPMS has a registered nurse on campus until 3:30pm. An accident/injury form will be completed and kept on file when an injury occurs.

If your child arrives at Beyond the Bell ill, you will be called to take him/her home. If your child becomes ill, you or an authorized person will be called to pick up your child. Please respect this request when made; it is meant to keep everyone as healthy as possible when they are at Beyond the Bell.

Other conditions may warrant your child's removal from Beyond the Bell at the discretion of the Beyond the Bell Manager and Principal.

\*It is the parent's responsibility to maintain an accurate list of emergency contact numbers. This allows Beyond the Bell to contact alternate individuals when your child is ill and we are unable to reach you.

## **PERSONAL ITEMS**

Beyond the Bell is NOT responsible for any personal items. It is highly recommended that students keep personal items in their backpacks. In the event that an item is left in Beyond the Bell, it will be held until the following day. If the student is not in Beyond the Bell that day, the item will be placed in the front office Lost & Found.

## **CELL PHONE USAGE**

Cell phones are NOT permitted for use in Beyond the Bell. If a student is found using a cell phone, they will be asked to give it to the Manager/teacher for safekeeping until the parent arrives. The student will receive one verbal warning. If the student continues to use their cell phone, disciplinary actions will be taken as outlined later in the handbook.

Kindles, laptops, and iPads are allowed in Beyond the Bell, as long as the Acceptable Use and Procedures form is on file in the front office, with the other required St. Johns County District forms. Any approved devices that are brought to Beyond the Bell are to be used for school work or reading, **not for games**.

## **SCHEDULE & HOMEWORK LAB**

At dismissal, students will go to their lockers, gather what they need and then report to the Media Center where they will sign in. A paraprofessional will be there to supervise them until 3p.m. Students are required to bring their planners every day and fill out a homework sheet, even if they have no homework. If a student is going to attend a club meeting, go to a sport practice or attend a teacher's review/help session, they must first sign in to Beyond the Bell. We need to know that all of our students are accounted for at all times.

Good homework practices are stressed in Beyond the Bell. The paraprofessional marks the daily sheet in the student's homework folder, to indicate if the student is using their school planner properly, while students are provided a drink and snack. They have 20-30 minutes of "down time" and then get 10 minutes to check that they have all they need for homework. They are allowed to go to their lockers or see a teacher to get homework materials. At 3p.m. (2:30 on Weds.) homework begins and a certified teacher(s) comes to supervise and assist with homework from 3-6pm.

At checkout, please feel free to look through your student's Beyond the Bell homework folder to see what they have worked on that day. You can discuss, with the attending teacher, any concerns you may have. As well, the teacher may want to discuss any issues they've encountered. We are here to help and encourage the students. When your child states that he/she has completed all homework, we must assume this is true. However, should you find that your child is leaving with homework that should have been completed at Beyond the Bell, please speak with your child about how they are using their time and contact the Beyond the Bell Manager to discuss corrective action.

## **PICK-UP PROCEDURES**

To pick up your child at the end of the day please come into Beyond the Bell (in the media center) through the open door located at the main entrance hallway. All children **must** be signed out with your signature and the time your child was picked up.

- Each child must be signed out every day by someone on your approved pick-up list.
- A picture ID must be presented each day by any person signing out a student. To avoid any inconvenience, please alert all persons on your approved list of this procedure.
- If changes need to be made to the persons on your approved list, **we must receive those changes in writing** from you prior to or at the time your child signs in.
- Children will not be released to anyone that is not on their approved pick-up list or those who cannot provide picture ID.
- If a student is going to a school function and will not come back to Beyond the Bell for pick up, a signed note or email must be sent to the Manager by 2:30 p.m. that day. It should indicate what activity they will be going to and that you give the student permission to sign him/herself out. The note will be placed in your child's folder. Please call the school if you do not get an email confirming receipt of the note. Your child will not be permitted to leave without it and you will be called to pick up your child.

## **BEHAVIOR**

Our students are well versed in Character Counts principles and *know the difference between right and wrong*. However, when problems do occur, we have rules and consequences that will be enforced. With support from parents at home, we can be more effective in helping those children who have made an error in judgment. All incidents require that you be notified, because, when we work with support from parents, the likelihood of a repeat incidence is minimized.

**Please read over these policies with your child!** We will make you aware of minor issues, to prevent potentially larger problems before they occur. Please note that, after a fourth reprimand, a child may be permanently expelled from our program. This is a policy we hope not to have to enforce, but is necessary to ensure a smooth running environment for all students in the program. Attending Beyond the Bell is a **privilege, not a right**. **Positive behavior is a must!!!**

## **BEHAVIOR EXPECTATIONS**

1. **ALL SCHOOL RULES APPLY.**
2. **Disrespect in any form will not be tolerated.**
3. **No foul or abusive language or hand gestures.**
4. **No defacing or abusing of school property, materials, or equipment.**
5. **Children are responsible for their own belongings and for cleaning up their space in the library before leaving.**
6. **No hitting, kicking, fighting, or other abusive behavior towards fellow students, teachers, or property.**
7. **Teachers and staff are to be shown respect and are to be obeyed at all times.**
8. **NO CHEWING GUM. No food items allowed except in designated areas.**
9. **No dangerous items are to be brought into the school.**
10. **NO CELL PHONE USE.**
11. **Be respectful of others and allow fellow students the environment to complete homework assignments.**

Parents will be notified when their child is unable to meet our student behavior expectations. A pattern of continuous behavior issues may lead to a temporary suspension or removal from the Beyond the Bell Program as outlined below:

### **A. Informal Warning**

For the first official offense, the child will be warned and given time to correct his/her behavior. He/she may be given methods and/or time to prove he/she is able to adhere to policy. Informal warnings will be removed from the child's record if the child exhibits acceptable corrected behavior.

### **B. 1<sup>st</sup> & 2<sup>nd</sup> Incidents**

Parents will be notified of incidents by way of a formal or informal parent conference. Written documentation, signed by parent, is required. Record of the incident will remain on file.

### **C. 3<sup>rd</sup> Incident**

Parents will be notified of any incidents through formal/informal parent conference. Written documentation, signed by the parent, is required. Record of the incident will remain on file.

**At this point, the child may be suspend from the Beyond the Bell program for up to 1 week depending on the offense.**

### **D. 4<sup>th</sup> Incident:**

Parents will be notified of incident through formal or informal parent conference. As with the prior incidents, this conference is often done by a verbal discussion and written documentation. The documentation will require a parent signature. The record of the incident will remain on file. **At this point, the child will be expelled from the Beyond the Bell program.**

## **YOUR CHILD'S PROGRESS**

Communication is a key element at our Beyond the Bell program. Please feel free to ask any questions of our Beyond the Bell Manager. Don't forget to check your child's homework Folder daily.

**Please print, sign, and turn in the IMPORTANT INFORMATION form on the Beyond the Bell webpage, stating you and your child have read and understand the policies/procedures explained in the Beyond the Bell Handbook. This form needs to be turned in with your registration form.**