



# **PARENT HANDBOOK**



Dear Parents:

At Beyond the Bell, we believe in helping children and families reach their full potential by providing a safe place to play, creating a quality learning environment and promoting growth.

Programming provided through Beyond the Bell will address academic and youth development issues, as well as provide a fun, casual atmosphere with plenty of recreation and social time.

Beyond the Bell is the result of the collaboration of a number of community agencies working together to provide quality services for Siouxland youth.

The following handbook is designed to help answer any questions you might have regarding the Beyond the Bell program and its policies. It is your responsibility to read and understand the information presented. If you have questions, please contact us at (712) 277-3600 or visit us at [www.beyondthebell.us.com](http://www.beyondthebell.us.com).

Thank you for choosing to share your child with us this year! The Beyond the Bell program strives to create strong, positive relationships with the families we serve.  
Sincerely,

*Jenna Andrews*

Program Director  
Beyond the Bell

\*If you are not able to read or translate the handbook, we will provide translation services for you. This handbook is also available in Spanish.

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## MISSION, VISION & VALUES

### **Mission Statement**

At Beyond the Bell, we believe in helping children and families reach their full potential by providing a safe place to play, creating a quality learning environment, and promoting growth.

### **Vision Statement**

To inspire families and the community to work as one to develop and participate in the education of our youth.

### **Value Statement**

Beyond the Bell provides quality services that are as diverse as the communities we call home. We are committed to doing so by offering opportunities to improve education and life skills built on a foundation of honesty, integrity and a vision for the future.

## INTRODUCTION

Beyond the Bell reserves the right to update the Beyond the Bell handbook as needed. The information in this handbook is based upon conditions at the time of printing and is subject to change in order to better operate our program. All participants will be notified in writing of any changes made and the date any change will go into effect. Please keep this handbook in a safe place so that you may refer to it when needed. Beyond the Bell will also uphold any current and additional policies laid out in the Sioux City Community School District, Bishop Heelan and South Sioux City Community School District student handbook.

### **Purpose of This Handbook**

This handbook has been developed for Beyond the Bell participants and their parents/guardians. Every effort has been made to summarize program regulations so that students along with parents/guardians will have a basic understanding of the expectations for participants. Each participant is accountable for the handbook’s content. The policies in this document are subject to change due to continuous review and revision. This handbook is designed to document program policies and rules to serve as a guide for students and their families and to clarify the processes and procedures.

### **Benefits, Goals and Objectives**

- Provide a safe, structured environment for kids to learn, play, and grow.
- Build on children's natural desire to learn and become more self-sufficient.
- Improve academic performance through tutoring and academic enrichment activities.
- Offer a variety of creative and educational activities, positive reinforcement, character development, and an environment that enables children to develop feelings of self-worth and independence.
- Enable children to make healthy decisions regarding themselves and others they may come in contact with.

## GENERAL PROGRAM INFORMATION

Programs provide academic-enrichment that help students in grades PK – 8th increase academic success, character development, and build life skills through educational, recreational, and enrichment activities. We understand that each child comes to us with unique learning experiences, interests, and learning styles. Our goal is to truly know each child well.

### **BTB Administration Contact Information**

#### **Beyond the Bell Administrative Office:**

Physical Address: 2500 Glenn Ave #78, Sioux City, IA 51106

Mailing Address: P.O. Box 2129, Sioux City, IA 51104

Phone: 712-277-3600

Fax: 712-277-3610

#### **Administrative office hours:**

Monday, Wednesday, Thursday, Friday: 9:00AM–4:00PM

Tuesday: 1:00PM-4:00PM

### **How to Contact your Site or Child During Program Hours**

Should you need to reach your child by phone, please contact the Beyond the Bell Site Leader at the cell phone listed below for your child's school. Each Beyond the Bell site will have a cell phone for use during program hours. You may reach Beyond the Bell staff directly by calling the numbers listed below. These phones will only be on during Beyond the Bell program hours, you may leave a message if calling throughout the day. Please be mindful that the staff is often busy with children and may not be able to answer the phone right away. Our program staff will call you back as soon as possible.

**All billing questions should be directed to the Beyond the Bell Administrative Office.**

#### **Sioux City Elementary Program Site Phone Numbers:**

Bryant: 712-635-2768

Hunt: 712-635-2754

Leeds: 712- 635-1015

Loess Hills: 712-635-0075

Nodland: 712-202-3542

Riverside: 712-635-3419

Spalding Park: 712-635-3847

Unity: 712-635-0891

Clark Early Childhood: 712-202-3541

Irving: 712-635-2783

Liberty: 712-635-1117

Morningside: 712-635-1874

Perry Creek: 712-635-1387

Bishop Heelan: 712-635-2748

Sunnyside: 712-635-2071

Sacred Heart: 712-635-2748

Holy Cross: 712-635-0267

#### **South Sioux City Elementary Program Site Phone Numbers:**

Cardinal: 712-522-0093

Dakota City: 712-522-0286

Lewis & Clark: 712-635-1671

Covington: 712-522-0102

Harney: 712-522-0057

#### **Sioux City Middle School Program Site Phone Numbers:**

North Middle: 712-635-2196

West Middle: 712-635-0716

East Middle: 712-899-5113

## Program Hours

- AM programs begin at 6:30 AM, Monday through Friday on all days school is in session.  
\*Please review the school calendar to find out what dates there are no school sessions.
- The breakfast program is available by registering through the Sioux City School District. Beyond the Bell does not provide a morning snack.
- South Sioux City elementary programs, Middle School and Bishop Heelan Programs do NOT offer AM programs.
- PM programs begin immediately after school is dismissed Monday-Friday on all days school is in session including scheduled early outs.  
\*Please review the school calendar to find out what dates there are no school sessions.
- All Beyond the Bell Programs ends at 6 P.M. Beyond the Bell will provide afternoon snacks.

## Closings

Beyond the Bell will not have before and after school programming on the following dates for the 2023-2024 School Year:

### Sioux City Programming: Start Date August 28th, 2023

September 4, 2023      October 23, 2023  
October 27, 2023      November 7, 2023  
November 23-24, 2023      December 22, 2023- January 2, 2024  
January 12, 2024      February 19, 2024  
March 11, 2024      March 27, 2024  
March 28-April 1, 2024

**\*\*November 22, 2023 will only have AM Programming**

### Bishop Heelan Programming: Start Date August 28th, 2023

September 4, 2023      September 18, 2023  
October 6, 2023      October 13, 2023  
November 22-24, 2023      December 22-January 2, 2024  
January 15, 2024      February 2, 2024  
February 19, 2024      February 23, 2024  
February 26, 2024      March 27-April 1, 2024

\*\* Bishop Heelan Schools will not have programming when school dismisses at 12:00PM.

### South Sioux City Elementary Programming: Start Date August 14th, 2023

September 4-5, 2023      October 6, 2023  
October 9, 2023      October 26-27, 2023  
November 22- 24, 2023      December 22, 2023- January 8, 2024  
January 15, 2024      February 8-9, 2024  
February 19, 2024      March 7-11, 2024  
March 29-April 1, 2024      April 26, 2024  
April 29, 2024

\*\*South Sioux City will not have programming when school dismisses at 12:00PM.

## **Inclement Weather**

- Beyond the Bell will follow the closing/ cancellation decision of your child's school district, however, BTB Program Director will have the final decision in closing any BTB programming.
- Beyond the Bell conducts monthly fire and tornado drills to prepare students for emergencies.
- For the safety of all students and staff, if school begins late due to a weather related emergency, Beyond the Bell will not offer AM programming.
- If school is dismissed early due to inclement weather, Beyond the Bell will not offer PM programming.
- If inclement weather is expected after school hours, Beyond the Bell will make the judgment call to cancel programming or close programming early and request early pick up. This will be decided on a case by case basis and families will be informed as early as possible.
- Parents are responsible for knowing when schools dismiss early and must pick up their children directly from school at the stated early dismissal time.

## DAILY PROGRAMMING INFORMATION

### **Daily Schedule of Activities**

Beyond the Bell follows the daily schedule below. All activities and times are subject to change. Staff-to- student ratio is maintained at or below 1:15 and follows DHS guidelines.

### **Typical AM Program Schedule**

6:30 AM – 8:15 AM: Attendance and Centers

8:00 AM – 8:30 AM: Students Dismissed for Breakfast (optional)

8:15 AM – 8:30 AM: Students Line-up for Class

### **Typical PM Program Schedule**

#### **Sioux City Elementary**

3:30 PM – 4:00 PM | Attendance, Snack

4:00 PM – 4:30 PM | Large Motor Activity

4:30 PM – 6:00 PM | Tutoring, Homework Help, Centers, Recreation, Pick Up

\*Beyond the Bell's Monday Schedule will vary due to the early out.

#### **Sioux City Middle School**

2:45 PM – 3:05 PM | Attendance, Snack

3:05 PM – 4:05 PM | Clubs

4:05 PM – 6:00 PM | Tutoring, Homework Help, Centers, Recreation, Pick-Up

\*Beyond the Bell's Monday Schedule will vary due to the early out.

#### **South Sioux City Elementary**

3:05 PM – 4:35 PM | Attendance, Snack

4:35 PM – 5:05 PM | Large Motor Activity

4:05 PM – 6:00 PM | Tutoring, Homework Help, Centers, Recreation, Pick Up

\*Beyond the Bell's Monday Schedule will vary due to the early out.

### **Tutoring Time**

Tutoring is offered Tuesday through Friday during the PM program. Students are grouped by grade level during tutoring with a 1:6 ratio. Tutoring programs vary per specific site.

## **Homework Time**

Beyond the Bell offers time each day for students to work on daily homework assignments. The program does not provide one-on-one assistance and therefore, cannot guarantee all completed homework is correct. Program staff are present to assist and answer student questions. It is our goal that students complete all homework during Beyond the Bell. However, it is the student's responsibility to know what homework they have and to work on their homework during the scheduled time.

Program staff will make an effort to communicate with school-day teachers. However, if students tell staff that they do not have homework for that day, they will be taken at their word. If a student does not have homework, he/she may read a book, access provided technology materials, participate in a guided activity, or engage in free activity time. If a student does not complete his/her homework during the designated time, he/she may continue to work on homework during the enrichment session until it is completed.

In some instances, a student may have more homework than time allows him/her to complete during program hours. Homework support should be a partnership between Beyond the Bell and parents. Parents are strongly encouraged to review homework on a daily basis.

## **Absence & Attendance Policy**

In order to maintain a safe and structured program, and in accordance with national after school best practices, registered students are expected to attend Beyond the Bell every day unless other arrangements have been made. If a child is not present, BTB requests that communication from the parent/guardian. BTB is not notified of child absences through the school districts.

## **Program Arrival**

**Before School Program** – parents are required to accompany their student inside the school building and sign their student into the program. **Dropping the student off at the door is not acceptable.** The Before-School Program opens at 6:30 a.m., at which time students and parents are allowed inside the building. This policy ensures good communication and keeps our programs in compliance for the safety of your child.

**After School Program** – when students are released from their regular day classroom at the dismissal bell, Program staff will meet and greet students in the BTB meeting location immediately following dismissal.

## **Program Dismissal**

**Pick-Up** - The registration form includes a section for the parent/guardian to provide the names of those persons allowed to pick up their student(s) from Beyond the Bell.

When a parent or authorized pick-up person arrives to pick up the student(s), he/she will sign out the student(s) on the sign-out log after showing staff a valid photo ID and being confirmed as an authorized pick-up person for the student(s). Honking or waving for the student(s) to come to the car is not acceptable. This procedure will be followed each day.

Beyond the Bell will under no circumstances release a child to anyone other than those authorized by the parents or legal guardians on the registration form including relatives and siblings. If you are unable to pick up your child from Beyond the Bell and someone who is not currently on the registration form is picking up your child please inform staff as to who they should expect for pickup via a written and signed note.

Students are not allowed to sign themselves out unless they ride the afternoon bus or walk home.

If Beyond the Bell suspects the person picking up your child is under the influence of drugs or alcohol, staff will immediately notify the police, and the emergency contacts will be called to pick up your child.

## **Late Pick Up**

After-School Program official closing time is 6:00 p.m. per school clock. A five minute grace period will be allowed.



At 6:05 p.m., if the student has not been picked up and/or parent/ guardian have not made contact with the site, emergency contacts will be notified. If a child is left 30 minutes or longer after the program ends, the non-emergency police will be contacted.

## DAILY PROGRAMMING INFORMATION

### **Walkers**

The program discourages children from walking home after the program. However, children who walk home from Beyond the Bell must have written permission on file from the parent. All walkers will sign themselves out of the program, and be dismissed at the same time each day (5:00 p.m.) unless staff have a different time in writing from the parent. Once a walker leaves the Beyond the Bell program, parents assume responsibility for his/her wellbeing.

If inclement weather occurs Beyond the Bell will communicate with the parent/guardian if they will not be released to walk home for their safety. The parent/guardian will then be responsible to pick up their child from the program.

### **Bus Riders**

Any students riding a bus home must have written permission from his/her parents. Bus transportation is not available at all site locations. Students are expected to follow the Sioux City School District bus rules when riding the bus. Failure to do so may suspend riding privileges. Students who ride the bus home from the program will sign themselves out at the designated time each day. Once a bus rider is dropped off at his/her designated stop, the parent assumes responsibility for his/her wellbeing.

**\*These procedures are subject to change due to potential health and safety risks that may occur (e.g., Covid 19)**

## ENROLLMENT REQUIREMENTS

### **Registration Requirements**

Beyond the Bell registration and enrollment is open to schools in the Sioux City Community School District, South Sioux City Community School District and Bishop Heelan Catholic School District. Registrations may be completed online through the Playground Software website (see Program website for details). Each child must have a new completed registration form each school year. Registration forms must be accompanied by a \$25 non-refundable registration fee.

Registration is on a first-come, first-served basis. Each site has a limited number of enrollment spaces available. When the cap is filled, your student's name will be placed on a waiting list and you will be contacted as space is available. To be placed on the waiting list, a completed registration packet and \$25.00 non-refundable registration fee must be submitted to the administrative office.

### **Registration Form**

Parents must complete a Beyond the Bell registration profile in Playground for each student enrolled in the program. The registration profile includes the student's personal information, emergency contacts, full legal names of persons authorized to pick up the student, health information, health form and immunization record.

The parent release authorization and emergency contacts listed on the student's program registration form, along with the listed mother and father, are allowed to pick up the student from the program and will also be contacted in the event of illness or injury, if the parent cannot be reached.

For the safety of our students, a student will not be released to an individual whose name is not listed on the student's Beyond the Bell registration form as an authorized pick-up person. This information must come from the

parent who is registering the student. If a parent needs to add individuals to the student's authorized pick-up person list, the parent may contact site staff Monday – Friday, 6:30 a.m. – 8:30 a.m. and 3:00 p.m. to 6:00 p.m. or can contact the administrative office. This information will be documented by program site staff or administrative office staff.

Any person designated as an authorized pick-up person in the student's profile, including the student's parent(s), will be required to show valid photo ID to site staff before the student is released each day (i.e., driver's license, valid state ID, passport, or military ID).

### **Admission Requirements**

- Forms include: Registration form, Parent Contract, Acknowledgement and Authorization form, Medication Administration forms (if applicable), School- Age Child Health form/ Parent Statement of Health, and copies of any legal forms that may pertain to the child's attendance in the program. Beyond the Bell MUST have a current copy of your child's immunization records prior to attendance.
- Updating all information, including health conditions, change of address or phone numbers, and change of family situation is the responsibility of the parent at the time of the change.
- Upon signing the contract, parents/guardians agree to release, indemnify, and hold harmless Beyond the Bell, as well as all their employees and program affiliates from all losses, claims, theft, demands, liabilities, causes of action, or expenses, known or unknown, arising out of his or her child's participation in and attendance at Beyond the Bell.

### **Toilet Training Policy**

All children enrolled in Beyond the Bell must be toilet trained and able to use the bathroom independently. Beyond the Bell staff are not allowed to change a child's clothes or assist in the bathroom. If a child has a toileting accident, the parent will be called to pick up the child or change him/her into clean clothes.

### **Program Enrollment**

The Program Director will make every effort to ensure student enrollment is met. However, if minimum program enrollment is not met, it may be necessary to close the low enrollment site and combine with a neighboring program site. In such situations, the parents will be notified.

### **Program Withdrawal**

In accordance with our Beyond the Bell Parent Contract, if a parent or guardian decides to withdraw his/her child from the program, the parent must provide at least a two weeks' prior notice. If the parent fails to provide such notice, he/she will be charged the child's normal tuition rate for two weeks. All balances will be sent to a collection agency after 30 days of the last day the child attends the program. If the parent decides to re-enroll the child, a \$25 reactivation fee will be charged.

Beyond the Bell understands that situations occur that may not enable your child to attend the program for a certain amount of time. Should such a situation occur, parents should contact your Beyond the Bell Site Leader as soon as possible. Any child absent for two consecutive weeks without notice will be dropped from the program and his/her spot may be given to another child. Should a child be dropped from the program, the parent may contact the Beyond the Bell administrative office to re-enroll.

### **Suspension from Program**

In the event a student is suspended or dismissed from Beyond the Bell, no refunds will be given on the remaining tuition.

# PROGRAM FEES

## Fee Policy

An annual non-refundable registration fee of \$25 per student is due at the time of registering for the Before and After School program. Fees will begin to accrue based on the start date indicated on the child's contract. A multi-child discount is available for families with more than one child in the immediate family.

Fee payments are due on or before the Monday of each week for the entirety of the child's enrollment. Tuition will be charged to the account each week regardless of the child's attendance. Weekly fees are set taking into account holidays and scheduled off school days. Anything not included in the fee calendar found at [www.beyondthebell.us.com](http://www.beyondthebell.us.com) will not be pro-rated.

## 21 st Century Community Learning Centers Grant

Families with students attending a Beyond the Bell site during the school year that is funded by a 21st Century Community Learning Centers grant may be eligible to access the program free of charge. 21st CCLC schools include Hunt, Irving, Bryant, Loess Hills, Unity, North Middle and West Middle. Preschool students do NOT qualify for 21st Century Community Learning Centers grant funding. Enrollment is limited at all grant funded schools.

## Payment Options

### Cash, Checks, & Money Orders

Cash, checks and money orders are accepted by Beyond the Bell staff at your child's school or at the Beyond the Bell administrative office. Make checks or money orders payable to: Beyond the Bell. A signature will be required on the receipt for all cash payments. Currency exceeding \$20.00 will be checked by Beyond the Bell staff with a counterfeit detection pen. Any currency marked as counterfeit will be reported to the police department and another form of payment will be required.

Returned checks due to insufficient funds will be charged a \$25.00 NSF fee and notification will be sent. Personal check privileges will be terminated for customers who incur repeated returned checks.

### Card Payments

Parents may make payments on the Playground app, at site or the Beyond the Bell office. Payment by check, cash, money order or Stripe (with a fee of 3.99%) is the only form of payment. Beyond the Bell does not have the ability to make change for cash payments at sites. Parents should not pay at the school office.

Beyond the Bell accepts Mastercard, Discover, E-Check and VISA. A 3.99% convenience charge will be applied to each transaction. Card payments are accepted the following ways:

- Online via Playground parent portal
- At the Beyond the Bell administrative office
- Over the phone by calling the Beyond the Bell administrative office

If the card is declined, the card holder will know immediately and another form of payment will be required.

### Financial Assistance

If you are in need of financial assistance you must fill out a Financial Assistance form which can be located on our website or at our admin office and provide proof of income. Scholarships can take up to 5 business days for approval and are dependent on available scholarship funds.

### Iowa DHS Child Care Assistance

Beyond the Bell accepts state child care assistance through the Iowa Department of Human Services (DHS). Families who qualify for DHS child care assistance may pay a reduced monthly tuition based on the family agreement with Iowa DHS.

Normal program fees will be charged to the child's account and are to be paid by the parent until Beyond the Bell receives the "Certificate of Enrollment." from IA DHS Child Care Assistance is received and states the dates of benefits.

Each family agreement is specific to individual family needs. Beyond the Bell does not assist in establishing this fee. Beyond the Bell will be charging the "Fee Per Unit " that applies to the student's Beyond the Bell weekly fees to be in compliance with Iowa DHS child care benefits. Please check your Iowa DHS "Certificate of Enrollment" to locate if your child has a unit fee charge per week.

Families who qualify for Iowa DHS assistance must:

- Notify their Iowa DHS case worker that Beyond the Bell is the primary provider of record for the student.
- Sign attendance sheets bi-monthly and return to Beyond the Bell's administrative office. Failure to do so, will cancel Iowa DHS subsidy payment, and the parent will be charged normal program fees.
- If a child loses DHS subsidy eligibility at any point in the school year, the parent will be assessed fees from that point forward.

All families are able to apply for Child Care Assistance through Iowa DHS. If you need assistance or have questions you can call the Iowa Centralized Child Care Unit toll free at 866- 448-4605 or visit <https://dhs.iowa.gov/child-care> for more information.

### **Delinquent Accounts**

Weekly fee payments are due on or before the first service day in each week, and will be considered late if it is not paid. If tuition fees are underpaid and/or overdue for two consecutive weeks service may be suspended or terminated until full payment is received. If delinquent accounts are not paid within 30 days service will be refused, parents will be notified, and account balances will be turned over to a collections agency.

## STAFF EXPECTATIONS

### **Staff Requirements**

Beyond the Bell staff are the key to providing a high-quality before and after school program.

Beyond the Bell site staff are required to:

- Maintain a 1 adult to 15 student ratio.
- Wear a Beyond the Bell t-shirt and nametag. Children will be instructed to avoid adults not so identified.
- Attend an orientation, which includes written materials explaining Beyond the Bell policies, procedures and regulations.
- Pass state and federal background check and fingerprinting.
- Receive ten or more hours of training per school year.
- Complete Mandatory Reporter Certification training, Universal Precautions Infectious Disease Control training, First Aid/CPR and DHS essential training, as well as additional youth development training as deemed appropriate for their role.
- Meet the training and health standards set forth by the Department Human Services/ Department of Health and Human Services licensing regulations.

### **Mandatory Child Abuse Reporting**

All Beyond the Bell employees working directly with students are mandatory reporters of suspected child abuse and/or neglect. Employees are required by law to report any suspicion of physical, sexual, or emotional abuse and/or neglect within 24 hours when, in the course of working with a student, the employee has reason to believe that the student has suffered from sexual abuse, physical abuse, or neglect.

When there is a suspicion of child abuse and/or neglect, staff will follow the following reporting procedures:

1. Fill out an incident report outlining factual details
2. Notify the Beyond the Bell Director
3. Report the incident to the proper child protection services agency

Child protective services has the authority to interview children or staff and to inspect and audit child and facility records without prior consent.

All staff and volunteers will be sensitive to the need for confidentiality in the handling of information in this area. Program workers will be instructed to discuss matters pertaining to abuse or suspected abuse only with Program Managers or the Program Director.

### **Medication Administration**

No child will be administered any kind of medication while in the care of Beyond the Bell unless prescribed by a medical professional. These medications include all over the counter medications, and may include an epi-pen or inhaler provided by the parents.

Should a child need to have prescribed medication while at Beyond the Bell, the following policy will be enforced:

#### *Prior to Administration of Medication:*

- Parents must fill out a written medication log. All information must be complete and legible. Information includes name of medication, specific written instructions for amounts and times of administration, method of administration, possible side effects, and a photo to identify the child to attach to medication forms.
- Parents must provide medication in the original container with the child's name, name of medication, dosage instructions, doctor, and pharmacist listed on the label.

#### *Emergency Medication Administration:*

- A child requiring life saving medication will be assigned to a specific staff person to maintain contact with the child and administer the medication if needed.
- During or immediately after medication is administered staff will call 911
- Emergency medications will be kept in an emergency backpack or first aid kit that is with the child's assigned staff member at all times.
- Beyond the Bell staff may not administer medication in a way contrary to the written dosing instructions, *even with parent consent.*
- Emergency medications must always be within grasp at all times.
- A copy of the child's care plan should always travel with the student and be available to the staff in charge of the child's care.
- All staff supervising children with special medical needs must have access to a mobile phone to call 911 for help if necessary.

### **Babysitting Policy**

As a client of Beyond the Bell, you are notified that Beyond the Bell supervises its employees and programs within the confines of the facilities under the policies of Beyond the Bell. Beyond the Bell employees are not supervised during their off-duty hours and are not acting within the scope of their employment. You are respectfully requested not to ask any Beyond the Bell employee to babysit. If a babysitting relationship already exists, please notify the Multi Site Manager.

# ADDITIONAL POLICIES AND PROCEDURES

## **Parent/Guardian Conduct and Communication**

Parents will be informed on a regular basis about their child's program participation and academic progress via monthly newsletters and progress reports. Formal and informal exchanges between parents, staff, and teachers provide valuable insight to help your child succeed.

Beyond the Bell would like staff to be informed of any changes affecting the child's attendance. This will enable Beyond the Bell to provide the best possible program environment.

All Beyond the Bell Program issues and concerns should be addressed in an appropriate manner with program staff. At no time is anyone other than a Beyond the Bell employee allowed to address a discipline issue with another program participant.

All discipline concerns are to be handled by the Site Leader or Multi-Site Manager. If a parent does not feel that the matter has been resolved, the parent is to contact the Program Director. To discuss discipline issues at length with the Multi-Site Manager or Program Director, the parent is asked to schedule an appointment. **It is unacceptable to express hostility in any manner toward any program staff member or participant.**

If inappropriate behavior occurs, the parent or guardian may be asked to leave the premises. If the parent or guardian refuses, Beyond the Bell staff may contact the Police Department. A parent meeting will be required with the Program Director, and may result in termination of the child's enrollment.

## **Bullying**

What is "bullying"? To engage in bully harassing or hazing behavior means any electronic, verbal, or written, or physical act or conduct towards a student which is based on any act or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property
- Has a substantially detrimental effect on the student's physical or mental health
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school?

Harassment and bullying will not be tolerated at all Beyond the Bell sites. Beyond the Bell staff will do their best to maintain an inclusive environment for all students and families and will address situations that may occur.

If you suspect your child is being bullied while attending the Beyond the Bell program, contact your Site Leader or Multi Site Manager immediately to ensure the proper steps are taken to continue the safety and wellbeing of your child.

To ensure that bullying prevention efforts are successful, all BTB staff will be trained on what bullying is, what BTB's policies and rules are, and how to enforce the rules. Bullying will also be connected to lessons and activities throughout the school year.

## **Conducting Emergency Procedures**

- Should an emergency occur, every effort will be made to contact a parent or guardian as soon as possible. If the parent/guardian is unreachable, Beyond the Bell will attempt to contact an emergency contact.
- Beyond the Bell staff are trained to handle minor emergencies through First Aid and CPR training.
- Beyond the Bell will contact 911 emergency services to handle any emergency beyond the scope of staff training.

- Registration forms will be presented at the hospital as permission slips to administer care.

### **Child Illness**

- Children who have a temperature over 100.7, or are vomiting or showing other signs of illness, should not report to Beyond the Bell.
- Should your child become ill and not be able to attend the program, please contact Beyond the Bell as soon as possible to notify staff of your child's absence.
- Should your child become ill while at Beyond the Bell, staff will contact you immediately, and you may be asked to pick up your child from the program. If the program is unable to reach you, the Site Lead will call the child's emergency contact for pick up.
- Any child having an infectious disease may require temporary removal from Beyond the Bell. Parents should seek immediate treatment for these illnesses, and children should not return until 24 hours after treatment has begun.
- Beyond the Bell reserves the right to treat each incident on a case by case basis and will follow guidelines issued by the Department of Human Services.

### **Confidentiality**

In compliance with the Iowa & Nebraska Department of Human Services, information about a person in a child care center or the relative of a person in a child care center is confidential. Anyone who acquires such information through the operation of programming, may not disclose it, directly or indirectly. Any confidential and sensitive information known by Beyond the Bell staff, will only be shared with employees of the program who have a "need to know" in order to most appropriately and safely care for students.

### **Biting Policy**

Biting in school age children is uncommon. In the event that a biting incident does occur, Beyond the Bell will handle the incident in accordance with its standard discipline policy, with the following additions:

- Ensure all children are safe.
- Immediately respond to the child who was bitten by offering appropriate first aid treatment, concern and support.
- Contact the parent of the bitten child and give a written report of the incident.
- Assess the program environment and make any needed changes to group size, structure, etc.
- Repeated biting incidents may lead to termination from the Beyond the Bell program.

### **Behavior Management**

It is our intent that your child enjoys the activities that are planned by understanding that he/she is responsible for his/her own actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware:

- How to exercise self-discipline
- Beyond the Bell staff is here to help
- Beyond the Bell wants him/her to succeed

Below is the standard discipline process of Beyond the Bell. However, depending on the severity of the offense, Beyond the Bell staff reserves the right to treat each incident on a case by case basis and disciplinary actions can be taken in any order.

- 1st Offense: Explain to the student what was inappropriate with his/her actions.
- 2nd Offense: Remove student from activity for "time out" and parent/guardian will receive written notice of behavior problem.
- 3rd Offense: Remove student from activities for the remainder of the program during that day. Beyond the Bell will have a conference with parent/guardian and student to develop a plan to improve his or her behavior. During this time, suspension or termination from the program may be discussed.
- 4th Offense: Removal from program for remainder of school year.

In the event the child proves unwilling to respect the policies of Beyond the Bell, staff will contact the parent or guardian. Depending on the severity and the location of the infraction, the parent will be expected to:

- Pick up the child immediately from Beyond the Bell
- Should a child be terminated from the program, the Program Director will be consulted

### **Restroom Policy**

- Preschool and Kindergarten-age students must be accompanied to the restroom by staff at all times
- Students in 1st-8th grade may use the restroom individually if they ask, but all staff on site must be aware of their whereabouts; staff must use best judgment whether the student should be accompanied by staff or not
- Groups of 2 or more students must always be escorted to the restroom by staff and supervised while in the restroom
- Staff should place themselves in the doorway of their respective gender if necessary, or within open ear shot of the restroom so they can appropriately monitor proper restroom behavior.
- If male and female restrooms are not located next to each other, staff should appropriately monitor restroom behavior.

All students must be allowed to use the restroom if they ask, even if they have recently gone; staff must use best judgment whether student should be accompanied by staff or not

### **Possessions/Belongings**

Beyond the Bell is not responsible for lost or stolen property. Please be sure to label all your child's belongings such as backpacks, coats, sweatshirts/jackets, boots, gloves, and hats. Children may not bring non school/education related possessions to Beyond the Bell. These items may include, but are not limited to, toys, games, IPODs, trading cards, or any other personal items along with weapons (firearms, ammunition, knives, slingshots, BB Guns, Pellet Guns, Paintball Guns, or toys that resemble any of the listed), explosives (including fireworks), drugs or other mood altering substances, (with the exception of drugs prescribed by appropriate healthcare professional and are in original prescription container) & alcohol.

Should a child have personal items at Beyond the Bell, BTB staff will ask the child to leave the items in the child's backpack, and will communicate the issue to the parent/guardian. If the child refuses to leave items in his/her bag, Beyond the Bell staff will confiscate the item. Parents may pick up the child's belongings at dismissal. If a Beyond the Bell employee deems an item unsafe, he/she will contact the Director of Beyond the Bell Programming and proceed with appropriate action.

Beyond the Bell has the right to inspect backpacks and other school bags if there is a reasonable suspicion of theft during program, presence of a dangerous weapon, or other such incident. Parents will be notified if such a search was conducted during the program.

### **Child Custody**

If there is a court order that limits the rights of one parent in matters such as custody or visitation, a copy must be provided to the Beyond the Bell staff. Unless your court order is on file with the program, staff must provide equal rights to both parents. In cases of custody/pick up disputes, Beyond the Bell will call the police to handle the dispute.

### **Visiting and Volunteering**

Beyond the Bell has an open door policy. Parents/guardians are welcomed and encouraged to visit their child's Beyond the Bell program at any time during program hours. Prior arrangements do not need to be made. Non-parent program visitors are to make prior arrangements with the Program Director.

For safety purposes, all visitors are required to enter through the main building doors, check in with Beyond the Bell staff and sign- in on the visitor clipboard. Visitors will be accompanied to each activity by program staff and are encouraged to limit the visit to 30 minutes in order to not interfere with instructional time and give students the opportunity to learn and grow individually. If this occurs, Beyond the Bell staff have a right to ask you to leave the site.



For the safety of our students, all interested and prospective volunteers are required to complete a volunteer application, available at the Beyond the Bell Administrative Office. Volunteers are subject to a criminal background check and Beyond the Bell reserves the right to restrict volunteers as a result of that check. Application processing may take a minimum of 72 hours.

### **Program Access Policy**

Beyond the Bell program volunteers must also pass a background check and be at least 16 years of age. Staff will monitor anyone permitted access to the program who has not been cleared, and those individuals shall never be allowed to interact with children out of the line of sight of staff.

A sex offender who has been convicted of a sex offense against a minor shall not be allowed at the Beyond the Bell program, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center. At no time will the known parent offender be unsupervised and out of the line of sight of a Beyond the Bell staff member.

### **Field Trips and Other Special Events**

Occasionally, Beyond the Bell partner agencies offer special events/program opportunities for Beyond the Bell children and their families. Parents will be notified if their child will be leaving the site for a field trip. Students who choose not to participate in a field trip will need to find alternate care on the day of the trip as all staff will attend the field trip and the site will be closed, unless otherwise noted.

### **Participant Information Files**

Parents are required and responsible for providing program staff with updated information in writing. Failure to supply program staff with updated information may lead to dismissal of your student(s) from the program. Legal restriction(s) concerning a non-custodial parent must be on file with Beyond the Bell. For the student's safety a copy of the documentation will be supplied to the student's program staff to keep on site.

**\*Beyond the Bell will place any current and additional policies in the staff handbook.**