

## Beyond the Bell Parent Handbook 2019

**PLEASE READ BEFORE SIGNING:** Below you will find a list of acknowledgements. Prior to signing this document, please spend time reviewing this Parent Information Packet cover to cover. This packet contains critical information pertaining to your child's after school experience.

By signing this page, you acknowledge the listed policies, procedures and permissions, along with full understanding of the Beyond the Bell program and operations.

On behalf of my child (Child's Full Name): \_\_\_\_\_

I (Parent/ Guardian Full Name): \_\_\_\_\_

have read and fully understand the Beyond the Bell Parent Handbook 2019. In addition I agree/ consent to the following (please check each circle):

I have completed all sections on the Beyond the Bell General Form.

I will follow the rules and procedures listed within the Parent Handbook and have discussed expectations of the program with my child.

I understand that a form of identification is required every time myself, or an authorized person, will pick up my child. In the event myself, or the authorized persons to pick up my child, forget to provide a form of ID, we understand we can answer one of the security questions filled out. I also understand that my child will not be released to any person who cannot provide a form of ID (even if they are on the pick-up authorized list), or answer the security questions. The parent/guardian who registered the child up for the Beyond the Bell Program will be notified and Beyond the Bell staff will then follow the parent/guardian's instructions.

(Permission to Treat) I consent that in the event of an emergency during which a parent/ guardian cannot be reached we hereby give permission to the bearer of this form to allow any doctor, medical facility, volunteer or employee of the Town of Canton to administer first aid or CPR until emergency medical treatment can be obtained. We also give permission to the bearer of this form to allow any doctor or medical facility to administer an anesthetic and perform emergency procedures as may be necessary for our child listed above. I will not hold the officials or agents thereof, financially responsible for whatever emergency care may be provided.

(Weather Related Policies) I allow my child (listed above) to carry sunscreen/sunblock in a spray/pump container labeled for his/her own individual use and have instructed my child(ren) on how to use it properly. Canton Parks and Recreation is not responsible if it is lost or stolen. I will provide my child with a heavy waterproof jacket, mittens/gloves, snow pants, snow boots and hat/earmuffs when there is snow outside. I understand we will go outside in the winter months only if the temperature does not fall below 15 degrees Fahrenheit (including wind chill), but only for 20-30 minutes.

(Liability Release) I am aware of the nature of this activity and I hereby assume responsibility for myself and/or my child (above),and/or his or her representatives to participate. I will not hold the Town of Canton and/or its employees or agents responsible in case, of any accident or injury as a result of this participation. I hereby further agree to indemnify and save harmless the Town of Canton, a municipal corporation of the State of Connecticut, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with participation in this Town of Canton activity.

By signing below, you agree/ consent to comply with the outlined acknowledgements:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Dear Parent/ Guardian,**

Welcome to Beyond the Bell 2019! On behalf of the Beyond the Bell staff and the Town of Canton, we would like to extend a warm welcome and thank you for choosing Beyond the Bell for your child's after school care. We are very excited that your child is joining us for a fun filled afternoon when school has ended.

Beyond the Bell has been designed to provide children grades K-3 the opportunity to participate in a variety of activities while developing social skills with peers. We have highly trained staffs that are passionate about their jobs while ensuring a safe yet exciting atmosphere for children. Some of the activities Beyond the Bell offers each day includes; playscape time, nature walks/hikes, arts & crafts, different sports (soccer, kickball, basketball, and more), card games (Go fish and Uno), and much more! What is unique about Beyond the Bell is that every day is a different themed day, based on holidays, seasons or national days! At Beyond the Bell we strive to bring our students together through play and education beyond school hours.

The Parent Handbook has been created to provide you with more detailed information about our Beyond the Bell and have the rules and guidelines understood by our staff and parents/guardians. Included in this packet, you will find information on:

- Acknowledgment Page (Front Page)
- Beyond the Bell's Operations
- Rules of Conduct and Policies/Procedures
- Pick-Up and Attendance in other programs

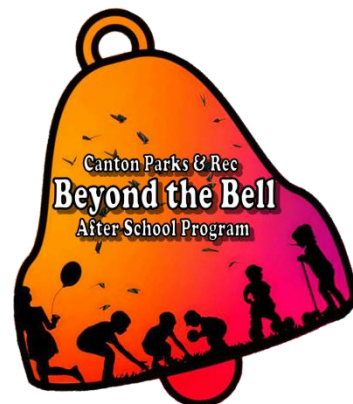
Should you have any questions, please don't hesitate to contact office staff at the Parks & Recreation Office (860) 693-5808, or e-mail Lexi Polasek our Recreation Coordinator at: [lpolasek@townofcantonct.org](mailto:lpolasek@townofcantonct.org).

**Thank you in advance,**

Canton Parks and Recreation

40 Dyer Ave

Canton, CT 06019



## **Beyond the Bell Operations**

### **Communication**

The best way to stay in contact with our staff and updates on the program is through the Remind Education Application! You can download this on your smartphone, or access it on a computer. Once you have created an account, you will need Beyond the Bell's class code which is: **@btbct**.

This form of communication will have you in touch with all our staff, any updates such as last minute room location changes (that are not in our normal schedule), access to a monthly lesson plan schedule, photos we have taken, free special events hosted by Canton Parks and Recreation, and/or any programs taking place within Cherry Brook Primary School.

You may also contact the Recreation Coordinator, Lexi Polasek, with any questions or comments by calling the Parks and Recreation Office at 860-693-5808, or e-mail at: [lpolasek@townofcantonct.org](mailto:lpolasek@townofcantonct.org).

### **Enrollment**

Enrollment is open to any child age 5 and up who is enrolled in school grades K through 3 if the program is able to meet the needs of the child and the child can interact appropriately in a group setting. Enrollment shall be granted without discrimination with regard to gender, race, ethnicity, and religion. There is no probationary enrollment. A parent or guardian may elect to withdraw his/her child at any time. Once the enrollment month has started, you will not be provided a refund for that month. Please view Canton Parks and Recreation's refund policy for more information.

All payments will be done by Canton Parks and Recreation Office staff in person at our office (40 Dyer Ave, Canton CT 06019), over the phone (860-693-5808), or online ([cantonrec.org](http://cantonrec.org)).

### **Pro-Rates/Late Fees**

We only accommodate discounted rates at Beyond the Bell if your child is attending another program during the hours of Beyond the Bell. We do not pro-rate for early pick up.

If you are 15 minutes late or more (starting at 6:15pm) to pick your child up to Beyond the Bell more than one time you will be charged an additional \$15 fee for each time.

### **Schedule**

Beyond the Bell is held Monday-Friday, 3:30-6:00pm at Cherry Brook Primary School with the exception of school vacations, holidays, professional development days, and snow days. On

Monday and Tuesday, Beyond the Bell is located in the cafeteria. Wednesday-Friday we are located in the Art Room. The start of a new month at Beyond the Bell will begin on the first Monday of the enrollment month. The last day of the enrolled month will be on that Friday.

Here is the remaining school year schedule:

- April: 4/1-5/3 (No class: 4/8-4/12, 4/19)
- May: 5/6-5/31 (No class: 5/24, 5/27)
- June: 6/3-6/19\* (\*Beyond the Bell's last day will be on the last Full School Day)

Beyond the Bell's daily schedule changes each day, and the entire month is planned out ahead of time by the Afterschool Supervisor. A typical day at Beyond the Bell includes, check in, homework/reading for 20 minutes, snack time, a structured sport/activity, the theme of the day activity/craft, and board/card games.

### **Snack**

Please send your child in with a snack for Beyond the Bell. We also offer a program at Beyond the Bell for an additional cost, where we provide a snack and juice box for your child. Please call our Parks and Recreation Office to sign up (860-693-5808), or visit our website: [cantonrec.org](http://cantonrec.org).

### **Cold/Hot Days**

Beyond the Bell will go outside during the winter and summer season. We will be outside if the temperature is 15 degrees Fahrenheit and above (including wind chill) for no more than 30 minutes. We will also be outside in the summer season unless there is a heat advisory. Please provide your child with a heavy waterproof jacket, mittens/gloves, snow pants, snow boots and hat/earmuffs for the winter season and sunscreen (in a spray form, we will not apply lotion sunscreen on your child) for the summer season, with his/her name on it.

### **Publicity**

By registering for our program you give us permission to take and publish photos of your child participating. If you do not wish to have him/her photographed you must put this in writing (located on the General Form).

### **Lost and Found**

At the end of the day, our staff will place belongings that are left behind in the Cherry Brook Primary School's lost and found, located on the outside of the Gymnasium. Please be sure to check it often for items that may belong to you. Also, make sure to write your child's name on their belongings to make finding items easier.

## **Rules and Policies**

### **Rules of Conduct**

Guidelines are set and followed to ensure the safety of each child and the safety of the group; to protect the rights of both the individual and the group; and to provide a positive atmosphere for growth in personal control and responsibility; therefore:

1. Children's and staff's safety is maintained at all times.
2. Only appropriate and respectful language is used.
3. School and Beyond the Bell property is treated with respect.
4. All persons shall follow safety rules and/or directions from the staff.
5. A peaceful atmosphere will be maintained.

The rules at Cherry Brook Primary School also apply while being in Beyond the Bell, "Be Safe, Be Kind, Be Responsible", along with respect in terms of one another's space, belongings, each other and staff. Rules will be discussed with the children, allowing them to have a voice in the implementation of the rules that will then be posted. Children will be consulted for daily planning in order to afford them opportunities to be creatively involved in areas of interest. Group size will be monitored. Individual children will receive guidance to redirect behavior. The handling of each situation depends on the developmental level of the child and the specifics of the incident.

### **Discipline Policy**

Staff shall not use abusive, neglectful, corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child, or others.

1. Individuals will be asked to change inappropriate, disruptive or unsafe behavior.
2. Staff will make every effort to redirect the child's behavior. In order to achieve this Beyond the Bell has a three point system will be in place. At point one; the child will be spoken with about how his/her behavior and ways they can correct it. At point two, the child will be pulled aside again and asked what they think they did wrong and how to correct it. At point three, the child will be asked to sit out for five minutes from the activity they are doing. Then child will have an opportunity to regain control and discuss the problem with a staff member.
3. Removal of a child from the group for disciplinary or health reasons shall be to a location where visual staff supervision will be maintained.

4. Parents will be asked for their support in changing their child's behavior. Continued inappropriate, unchanged behavior may result in suspension or dismissal from the program. (Refer back to Rules of Conduct).
5. Parents will receive a written, thirty-day notice of the pending dismissal of their child. Depending on circumstances, parents may be given less than a thirty-day written notice of their child's pending dismissal.
6. Parents should feel free to consult with the Afterschool Supervisor or the Recreation Coordinator regarding their child's conduct. If necessary, they may also bring the matter to the attention of Director of Parks and Recreation for consultation.
7. All violations will be properly documented in the form of a written behavior report. The written behavior report will be reviewed with the parent/guardian and documented in Canton Parks and Recreation files and confidentiality will be maintained at all times.

In order to protect the well-being of the children in the program, the Recreation Coordinator and Director of Canton Parks and Recreation are authorized to suspend anyone who fails to follow the Rules of Conduct or endangers any of the children in any way. Beyond the Bell will follow a three point system to correct any inappropriate behavior/not following rules, the third point will result in the child sitting out from the activity for five minutes.

**Any continued behavior after the third correctional point will result in a behavior form being filled out, which needs to be signed by the staff and parent/guardian.**

When continued behavior forms are being filled out for the same behavior, the child may result in a suspension from Beyond the Bell which can be up to 5 days. If any child or family member is unable to function cooperatively within the framework of the program, Beyond the Bell reserves the right to terminate the child's enrollment.

### **Sicker Program for Positive Reinforcement**

We also offer a sticker program to enforce positive actions for children who continue have inappropriate behaviors. Our staff will talk with the parent/guardian as well as the Recreation Coordinator to see if this is an option for your child. Then the parent/guardian along with the Recreation Coordinator will come up with positive achievements and goals for the child to accomplish while at Beyond the Bell. Once the child has earned 5 stickers for positive behavior, they can pick out a prize at the end of the day.

### **School Release Notification Policy**

Although Beyond the Bell provides the school with a list of names of children attending Beyond the Bell, the school requires that you send a note with your child the first day of the program to notify the teacher and to confirm your child's schedule. If there are last minute changes to your

child's schedule you need to notify both Cherry Brook Primary School and Canton Parks and Recreation of this change.

### **Child Custody Policy**

In the event of a divorce or parental separation, Beyond the Bell will abide by the Authorized Pick Up List provided by the parent who registered for the program.

Parents unable to abide by this regulation will be requested, in writing, to withdraw their child within 30 days.

### **Arrival, Pick-Up and Other Program Information**

#### **Arrival**

Your child will be dismissed to Beyond the Bell by Cherry Brook Primary's School Office staff over the intercom. Beyond the Bell staff will check in children as they arrive.

#### **Pick-Up**

Beyond the Bell ends at 6:00pm, but you may pick your child up at any time prior to 6:00pm.

#### **Attendance for Other Programs**

If your child is enrolled in another program that is during the hours of Beyond the Bell, it is the parent/guardians responsibility to notify our office at Canton Parks and Recreation as well as the staff at Cherry Brook Primary School.

Please provide the start and end dates of the program, the time the program ends, and the room number the program will be held in. The staff at Beyond the Bell will pick up the children that attend other programs and bring them to Beyond the Bell.