

Beyond the Bell Parent Handbook 2020-2021

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 2020-2021. In addition I agree/ consent to the following (please check each circle):

I have completed all sections on Beyond the Bell General Form, signed the Parent Handbook front page and completed the COVID19 Consent Form. I e-mailed the forms to lpolasek@townofcantonct.org or mailed the form into the Canton Parks and Recreation Department, 40 Dyer Ave., Canton, CT 06019 before the start of the program.

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

(Sign In/Out Procedures) 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 Explorer's Day Camp will be notified and Camp 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.

I understand that if my child is ill with COVID19 related symptoms listed on the CDC website that Canton Parks and Recreation is required to call the Farming Valley Health District with this information and contact information to reach my child and the parent(s)/guardian(s). I also understand that my child cannot return to camp until a COVID19 test is done and results are shared with Canton Parks & Recreation.

I understand that Canton Parks and Recreation employees are NOT responsible for my child(ren)'s belongings, or money. Staff will not hold money or items belonging to campers.

(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.

(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.

By signing below, you agree/ consent to comply with the outlined acknowledgements. Parent/Guardian

Signature: _____ Date: ___/___/___

Dear Parent/ Guardian,

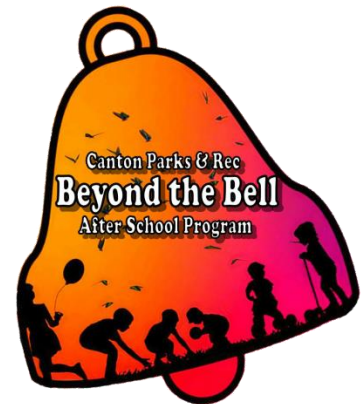
Welcome to Beyond the Bell 2020-2021! On behalf of the Beyond the Bell staff and the Town of Canton, we would like to extend a warm welcome and thank you for choosing Beyond the Bell for your child's after school care. We are very excited that your child is joining us for a fun filled afternoon when school has ended.

Beyond the Bell has been designed to provide children grades K-6 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! Please note that all games, crafts and activities will be modified to COVID19 policies (listed below). As of now Beyond the Bell will not be having entertainers or field trips. **All activities are subject to change.**

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)
- COVID19 Changes, Expectations, Policies and Procedures
- 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.

Thank you in advance,

Canton Parks and Recreation
40 Dyer Ave
Canton, CT 06019



COVID19 Changes, Expectations, Policies and Procedures

All participants will be required to abide by the following guidelines in order to prioritize and maintain the health and safety of all participants, parents and staff.

Pre-Screening:

All staff and participants will be asked to conduct health self-assessments prior to arrival to a program. Anyone presenting with any symptoms will be asked to remain at home. All children and staff must undergo a health screening prior to entering the program for any observable illness, including cough or respiratory distress.

- Parents and participants are asked to wear face masks during the pre-screening process.
- If the participant has a temperature over 100.4 degrees, persistent cough, or other indications of illness, please do not leave your home.
- Please wash your hands with soap and water to ensure safety of participants and staff.

Cleaning:

All equipment, materials and facilities will be cleaned prior to the start of the program. High touch surfaces will be cleaned regularly throughout the program. EPA-approved disinfectant will be used. Staff will follow Canton Parks & Rec cleaning protocol.

Arrival:

Participants will check in with the staff to ensure pre-screening. After check in, the participant will be directed to their designated area. Parents/guardians who are not required to participate, only observing, will not be able to enter the area and are asked to sit outside the area of the program while maintaining social distance. For Beyond the Bell and SOAR, please review drop-off/pick-up protocol in the Parent Handbook.

Face masks and other protection: Staff will wear a face covering the duration of the program.

For participants:

- Face masks must be worn when entering the Canton Community Center and whenever in the hallways of the center.*
- While outside masks are not required if participants are not in close proximity to one another.*
- Face masks are required while indoors and when outside within close proximity (within 6 feet).*
- If a participant shows signs of illness, they will be immediately separated from the group to a designated area until a guardian can pick them up.

- Frequent hand washing will be encouraged. The instructor will have hand sanitizer, but participants are encouraged to bring their own. Hand washing will be done when available.

All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds as follows:

- Before coming in contact with any child
- Before and after eating
- After sneezing, coughing or nose blowing
- After using the restroom
- Before handling food
- After touching or cleaning surfaces that may be contaminated
- *After using any shared equipment like toys, computer keyboards, mouse*

Program:

Participants will be socially distanced as much as possible during the program. Participants must wear masks indoors at all times, unless they are having a snack or mask break. In this circumstance, the child must remain at their seat and stay 12 feet away from other participants. Participants will wear face masks while outdoors when a 6 feet distance cannot be maintained.* Each participant will be given a designated area to take part in the program. Groups will be as small as possible to allow for physical distancing (no intermingling between groups).

Leaving the Field/Location:

Participants and guardians will clear the field, or program area, promptly at the end of the session to ensure the staff has enough time to sanitize used equipment and supplies.

Social Distancing:

In a continued effort to keep participants, guardians and staff safe, social distance will be maintained wherever feasible. Drills, recreational sports and other activities have been modified to accommodate social distancing. Masks may be required by participants for certain activities, both inside and outdoors, when within close proximity.

Other safety measures:

- No handshakes/personal contact celebrations: This include high fives, fist/elbow bumps, chest bumps or group celebrations
- No huddles: Participants will not be permitted to group close together.
- No sharing of drinks or snacks: Participants, volunteer coaches and staff should bring their own personal drinks to all activities
- Craft supplies will not be shared unless they have been cleaned/disinfected in between usage.

- Spectators: All parents/guardians must wait on the perimeter of the playing area to ensure proper distancing between other spectators as well as players, staff and coaches. Spectators should remain socially distant at all times.
- Please avoid carpooling with other participants from other households, if possible.
- If soap and water are not available, an alcohol based sanitizer shall be used. Adults should always supervise use of alcohol-based sanitizers. Likewise, all handwashing activities must be supervised by adults to verify that children are properly washing their hands for 20 seconds. All staff must cover coughs and sneezes with tissue or the corner of the elbow. All staff must also encourage children, when appropriate, to cover coughs and sneezes with tissues or the corner of the elbow. All soiled tissues must be disposed immediately after each use

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 more!

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.

Enrollment

Enrollment is open to any child age 5 and up who is enrolled in school grades K through 6 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).

Pro-Rates/Late Fees

We will not be pro-rating Beyond the Bell for the academic school year 2020-2021.

If you are 15 minutes late to pick your child up to Beyond the Bell more than one time you will be charged an additional \$15 fee for every 15 minutes you are late.

Schedule

CBPS: Beyond the Bell is held Monday, Tuesday and Thursday from 4:00-6:00pm for Grades K-3 at Canton Community Center in Room D- with the exception of school vacations, holidays, professional development days, and snow days.

CIS: Beyond the Bell is held Monday from 2:45-5:30pm and Friday from 2:45-4:30pm at the Canton Community Center- Room B for grades 4-6- with the exception of school vacations, holidays, professional development days, and snow days.

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

Beyond the Bell will not be providing snacks this year. Parents are asked to send their child in with a snack and refillable water bottle.

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 unless you put this in writing (located on the General Form).

Lost and Found

Please make sure to have all your child's belongings with you at pick up. We will not be doing a lost and found this year due to COVID19.

Field Trip

In the event situations change and Beyond the Bell attends a field trip- Only our staff are allowed to attend field trips, under no circumstances are visitors or parents allowed to attend field trips.

Cell Phone Policy

Our goal is to have participants engaged in Beyond the Bell activities. We ask all cell phone and other electronic devices remain in their backpacks. If participants need to use their phone, they should notify the supervisor.

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.

These rules will be applied at 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. Physical violence will not be tolerated. Any physical violence will result in a suspension or possible termination from the program.
8. 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. If a child becomes physical with another child or staff member, an automatic behavioral form will be filled out and the child may receive further consequences such as a suspension or termination from the program.

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.

All violent/physical contact will result in a behavior form and possibly further consequences.

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.

Sticker Program for Positive Reinforcement

We 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 or Canton Intermediate 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

Cherry Brook Primary School- Participants and parents are asked to remain in your vehicles upon arrival and park behind the library. Staff will pre-screen and check your child in. Please bring ID, so our staff can sign your child in.

Canton Intermediate School- Our staff will check in with the main office, and at dismissal children will be dismissed to Beyond the Bell staff by the **blue bench** outside of the school entrance. Our staff will check off that all children are present and walk across the street to the

Canton Community Center. Parents do not have to write pick up notes for our staff, just a note to the office stating that they will be attending Beyond the Bell.

Pick-Up

Beyond the Bell ends at 5:30pm, Monday-Thursday and ends at 4:30pm on Fridays for CIS students. You may pick your child up at any time prior to the end time. Please bring your ID at pick up, so staff can sign out your child(ren) for you. If you do not have your ID or cannot answer your security question, we cannot release the child to you unless we can prove you are on the authorized pick up list, located on the general form.

Please make sure you are on the Remind Application for cell phone devices. This is the best way to get in touch with staff for picking your child up. Our building will be closed to the public on select days and our Parks and Recreation Office closes at 4:30pm. In order to get in touch with staff effectively you must be on the Remind Application, especially if you are picking your child up early.

If someone else is picking up your child that is not on the authorized list, you must provide the person's full name in writing, along with the date of pick up to Lexi Polasek:

lpolasek@townofcantonct.org.

Cherry Brook Primary School Grades- Pick up will be behind the Canton Library where the side door entrance is located.

Canton Intermediate School Grades- Pick up will be at the entrance of the Parks and Recreation doors (near the 15 minute parking).

NOTE: Beyond the Bell will be as paperless as possible due to COVID19. Our staff will sign your child in and out with a pick up/drop off time and verifying your ID matches with the section "Authorized Users" filled out on the General Form.

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 and Canton Public School's staff as will (if necessary).

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.

NOTE: In order for staff to pick up your child(ren) from another program, that program must be on site as Beyond the Bell. Under no circumstances will Beyond the Bell staff drive participants

in programs or pick up participants from other locations. It will be the parent's responsibility to pick their child(ren) up from another program and drop their child(ren) off to Beyond the Bell.,

*Limited exemptions to use of face coverings: All staff, participants and guardians are required to use face coverings that completely covers the nose and mouth when they are in a Canton Parks & Recreation Department program (refer to safety protocols).

An individual shall be excused from this requirement for the following listed reasons, per CDC guidance:

- The individual:
 1. has trouble breathing;
 2. is unconscious;
 3. is incapacitated; or
 4. cannot remove the mask or face covering without assistance.

In addition, masks or face coverings shall not be required for anyone who has a medical reason making it unsafe to wear a face mask or face covering. A written notification from a physician is required in order for Canton Parks & Recreation to permit a medical exemption. The note should state the medical reason for the requested exemption, such as, but not limited to, difficulty breathing. Exemptions must be granted prior to the start of a program to allow staff to create an effective and safe plan for participants and staff.