

## TABLE OF CONTENTS

Parent Letter.....	2
5 Great Reasons to Send Your Child to Beyond the Bell.....	3
Purpose and Objectives.....	3
Hours and Locations.....	4
Beyond the Bell Fees.....	4
Admission Responsibilities.....	5
Payment Procedures.....	6
Cancellation Policy.....	6
Child Illness, Accidents, & Injuries.....	7
Drug and Alcohol Policy.....	7
How to Reach Your Child.....	7
Pick Up/Drop Off Procedures.....	8
Early Pick Up.....	8
Late Pick Up.....	8
Communication with BTB.....	9
Operating Procedures.....	10
Staff Babysitting Policy.....	10
Mandatory Reporting of Child Abuse.....	11
Medication Requests.....	11
Behavior Management.....	12
What to Bring/What Not to Bring.....	14



Dear Parents:

We know you have many options for your children in the summer, and we would like to thank you for choosing Beyond the Bell. Our staff is dedicated to providing a fun, safe, and intellectually stimulating time for your child. Your child will be cared for by well-trained, positive adult role models, and will participate in activities inclusive of hands on learning, recreation, arts-and-crafts, character development, life skills, and much more. Through the Beyond the Bell program, your child will have the opportunity to learn, grow and play in a safe, positive environment.

The following Parent Handbook is designed to help you and your child make the best of our program. It is your responsibility to read and understand the information. Please don't hesitate to contact me if you have any questions.

Brenda Hervey  
Beyond the Bell  
712-277-3600

## **FIVE GREAT REASONS TO SEND YOUR CHILD TO BEYOND THE BELL**

1. Trained professional staff that is warm and receptive to your child's needs.
2. Positive reinforcement, in both words and actions, of the values of Caring, Fairness, Respect, Responsibility, Citizenship, and Trustworthiness.
3. An environment that helps children develop feelings of self-worth, independence, and relationships with both children and caring adults.
4. A variety of creative, educational, and fun activities.
5. An organization that realizes the importance and value of family, and continuously strives to support each child and their family.

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### **PROGRAM PURPOSES AND OBJECTIVES**

1. To provide a safe, structured environment for kids to learn and play.
2. To provide high quality programming to families who cannot afford it through the generous contributions of the United Way, 21st Century Community Learning Centers grant and other donations.
3. To build on children's natural desire to learn and become more self-sufficient.
4. To 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.

**BEYOND THE BELL DATES, HOURS, AND LOCATIONS**

**Program Dates**

June 21—July 30  
(No Program July 5)

**Hours**

**8:30 a.m. -4:00 p.m.**  
*Surround Care Available from  
7:30-8:30 AM and 4:00-5:30 PM*

**BEYOND THE BELL LOCATIONS**

Leeds School (Entering 1-5)  
West Middle School (Entering 1-5)  
East Middle School (Entering 1-5)

**BEYOND THE BELL FEES**

Grades K-5: 6-week all inclusive fee  
\$440.00—Full Lunch  
\$220.00—Reduce Lunch  
\$110.00—Free Lunch

- Financial assistance available to participants demonstrating financial need.
- Financial Assistance must be awarded before the first day of program.
- All fees are to be paid in full no later than June 18, 2010 unless other arrangements have been approved in advance.
- There is no discount given for attending less than the full 6 week program.
- If fees are paid in full by June 17, a \$25 discount will be awarded.

## **ADMISSION RESPONSIBILITIES**

All registration information must be turned into the site supervisor prior to your child attending, without exception. Parents will be contacted to pick up children who have not completed the registration process.

- Forms include: Beyond the Bell Registration Form (with immunization records attached), Financial Assistance Application (if applicable), and Parent Handbook acknowledgement form.
- Parents will be informed on opening and closing times for this program, program fees, discipline procedures, and other policies as outlined in the parent handbook.
- Updating all information, including health conditions, change of address, change of phone numbers, and change of family situation is the responsibility of the parent at the time of change.

Upon signing the enrollment forms, parents and children agree to indemnify and hold harmless the Siouxland Human Investment Partnership and employees affiliated with the program from and against any and all liability for any injury which may be suffered by your child out of or in any way connected with the participation in the Beyond the Bell program.



## **PAYMENT PROCEDURES**

- Payments should be made to the Site Supervisor at the school or to the Beyond the Bell office. Payments may be mailed to:

Beyond the Bell  
PO Box 2129  
Sioux City, Iowa 51104

- All fees must be paid in full no later than June 18, 2010. Delinquent accounts may jeopardize your child's spot in the program.
- All payments should be made for the exact amount, as staff does not have the ability to make change. Payment by check is preferred.
- There will be a \$20 service charge on all returned checks.
- Any persons wishing to apply for a program scholarship should complete a financial assistance form and return it to the site supervisor or school office. All applications must include proof of income. Parents may present a school lunch award letter as proof of income. Parents will be notified in writing of the amount required to pay.
- All scholarships must be approved before the child attends BTB.
- Any questions or concerns regarding Beyond the Bell payments should be addressed to the Site Supervisor or Program Assistant.

## **CANCELLATION POLICY**

No refund will be given for parent cancellations, regardless of the reason for cancellation.

### **CHILD ILLNESS, ACCIDENTS, & INJURIES**

- Children who have a temperature of one degree above normal, or who 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 Beyond the Bell, parents should contact the Site Supervisor as soon as possible.
- Should your child become ill at Beyond the Bell, a staff member will contact you immediately. If you are unable to be reached, BTB will call the child's emergency contact.

If an accident or injury occurs at Beyond the Bell, staff will provide appropriate care within their scope of training. If an injury requires additional attention, parents or emergency contacts will be notified immediately. If no one can be reached, staff will obtain needed care by dialing 911 and will continue trying to contact a parent.

### **HEAD LICE POLICY**

Children diagnosed with head lice will be asked to stay home from Beyond the Bell until the day after receiving treatment.

### **DRUG AND ALCOHOL POLICY**

If Beyond the Bell suspects the person picking up your child is under the influence of drugs or alcohol, we will call 911 immediately.

### **HOW TO REACH YOUR CHILD**

Should an event arise making it necessary for you to reach your child by phone, contact the Site Supervisor at the number written on the back of this handbook. Your child may have to return your call.

## ATTENDANCE POLICY

Beyond the Bell is an academic based program designed to maintain and improve math and reading skills over the summer. As such, attendance is important. Beyond the Bell strongly encourages students to attend all 28 days of the program in order to fully benefit from the experience.

If your child is ill or must miss program for any reason, please call the Beyond the Bell site manager at your school to report the absence.

All students must attend the morning academic session in order to participate in afternoon field trips and recreation activities.

## PICK UP AND DROP OFF PROCEDURES

### **Parent Drop Off/Pick Up**

All parents transporting children to and from the program are required to sign their child in and out each day. This ensures good communication between Beyond the Bell staff, parents, and children.

Only persons listed on the child's registration form will be allowed to pick up your child. If anyone unknown to BTB staff requests to pick up your child, they will be required to show identification.

If you know you will not be picking your child up from the program, please inform the staff as to who they should expect for pick up.

We ask that you not pick up your child until 4 p.m., as children are arriving back to the school from field trips and it's important staff take accurate attendance. Doors will be locked until that time.

### **Late Pick Up**

Parents should pick their children up no later than 5:30 PM. If a child is picked up later than 5:30 PM, the Site Supervisor will contact the parent regarding the situation. Habitual late pick up will result in your child's removal from the program

If a child is left at the program later than 5:30 PM without notification from the parent, the non-emergency police will be called to pick up the child.

### **Early Pick Up**

Should a child need to be picked up early from BTB, they must be picked up no later than 12:30 p.m. After that time students are out of the building on field trips. We respectfully ask that no parent pick up their child from a field trip location away from the building.

### **Walkers**

Children who walk home from BTB will be dismissed as a group at 4:00 PM.

### **Bus Policy**

Children who ride the bus will be expected to follow bus rules set forth by the Sioux City Community School District. Parents will be contacted if any behavior problems occur. There will be no adult supervision at bus stops prior to children getting on the bus or after they have been dropped off.

### **COMMUNICATION WITH BEYOND THE BELL**

Formal and informal exchanges between parents and staff provide valuable insight for both. Problems that your child may have at home could affect behavior at BTB. BTB requests that changes at home affecting your child (moving, parent or sibling hospitalization, alteration in parent's relationship) be reported to staff so we can better provide for the child's needs by being aware of the situation. This will enable BTB to provide the best possible environment for the child's growth and development. BTB has an open door policy...you are encouraged to visit your child at any time. Join the program for field trips, crafts, games, or whatever your schedule allows! However, prolonged visits may cause disruption to your child's daily routine. If disruption occurs, BTB staff has the right to ask you to leave the site.

### **ACADEMIC PROGRESS/SCHOOL RECORDS**

Beyond the Bell is an academic based program designed to help children build and retain reading and math skills. To measure individual student progress and evaluate overall program success, it is important that the evaluation team track student achievement. By enrolling your child in Beyond the Bell, you give your permission for select program evaluation staff to access the academic records of your child. All information is kept strictly confidential and is used in program evaluation only. No identifying information will be shared outside the evaluation team.

## **OPERATING PROCEDURES**

- BTB staff will under no circumstances release a child to anyone other than those authorized by the parents, guardians, or to those authorized by the parents in writing, including relatives and siblings of children. Sign in and out logs will be maintained and kept at the site. Staff will require any unknown persons to show proper identification before releasing your child. Please indicate all possible persons who may pick up your child on the registration form.
- Parents are invited and encouraged to visit BTB at any time and do not need to ask permission or make an appointment to do so.
- Parents will be informed on a regular basis about their child's program participation.
- All staff will be identified by nametags. Children will be instructed to avoid individuals not so identified.
- All staff and volunteers will receive an orientation, which includes written materials explaining BTB policies, procedures, and regulations.
- Staff and volunteers are alert to the physical and emotional state of all children. When any injury or abuse is suspected, it will be reported to the program director.
- Beyond the Bell does not discriminate in regard to race, creed, color, religion, national origin, age, sex, or disability.

## **STAFF BABYSITTING POLICY**

As a client of Beyond the Bell, you are notified that BTB supervises its employees and programs within the confines of the facilities, under the policies of BTB, the programs approved and BTB management. The employees of BTB 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 BTB employees to baby-sit.

## **TOILET TRAINING POLICY**

All children attending Beyond the Bell must be potty trained and able to use the restroom facilities independently. If a child has an accident during program hours, the parent will be called to bring fresh clothes or to pick up the child. BTB staff DO NOT change clothing or aid in going to the bathroom.

## **MANDATORY CHILD ABUSE REPORTING**

Beyond the Bell staff is required by law to report child abuse and/or neglect. When there is a suspicion of child abuse and/or neglect, staff and/or volunteers will follow the following reporting procedures:

1. Fill out an incident report with the facts.
2. Notify Program Director.
3. The incident will be reported to the proper child protective services agency.

Child Protective Services have 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. They will be instructed to discuss matters pertaining to abuse or suspected abuse only with appropriate program directors.

## **MEDICATION REQUESTS**

Should your child need to be medicated while at Beyond the Bell, parents must:

- Turn medication into the BTB site manager in the original container with the child's name, doctor, and drug name on the outside.
- Sign a written permission to medicate slip.
- Give specific written instructions for amounts and times.
- No over the counter medication will be given without a doctor's written order.
- Staff cannot split pills or administer amounts other than specified on the bottle.
- Beyond the Bell does not carry over-the-counter drugs such as aspirin or cough medicine.

**Please note:** Some health management requirements may be beyond the scope of training of BTB staff. Some health conditions will need to be discussed on a case by case basis to determine a child's participation in the program.

## **BEHAVIOR MANAGEMENT**

It is our intent that your child enjoys the activities 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 of (1) how to exercise self-discipline, (2) that the BTB staff is here to help him/her, and (3) that we want him/her to succeed.

Beyond the Bell believes that discipline should be used as an educational tool. We will therefore make every effort in our behavior management procedures to teach children good judgment and life skills.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following conduct policies apply directly to each child and will be used in determining his/her eligibility to continue as a participant in Beyond the Bell.

If any BTB staff member deems the actions of your child inappropriate, disciplinary steps may follow. The infractions listed are some examples of misconduct. However, this is not inclusive of all possible misconduct.

1. Intentionally and repeatedly disrupting program opportunities.
2. Repeatedly using inappropriate language and/or being rude to peers and staff.
3. Defacing property of the school, program or partner agency.
4. Repeatedly fighting as his/her only means to solve an issue.
5. Bringing or using illegal substance including cigarettes, chewing tobacco, as well as alcohol or non-prescribed drugs.
6. Repeatedly refusing to follow basic rules of safety while at BTB or being transported to and from program activities.
7. Stealing or defacing other children's property.
8. Refusing to remain with his/her group.
9. Causing intended injury to another child or staff.
10. Repeated unwillingness to follow directions or procedures of Beyond the Bell.

Below is the standard discipline process of Beyond the Bell. However, the program reserves the right to address each situation on an individual basis and disciplinary actions can be taken in any order.

**1. Verbal Reminder:**

“Tommy you need stop yelling because it is not very caring toward the bus driver.” Use this as an opportunity to help participants discover why their actions are inappropriate. Make sure they know what they have done and why it is not allowed.

**2. Verbal Warning: (from this point on, document all discipline)**

“Tommy, I asked you to stop yelling. If I have to ask you again, you will have to sit out of swimming for 5 minutes.

Once again reason with the participant, helping them remember that they need to be responsible for their actions and that there are consequences for breaking rules.

**3. Removal from specific activity:**

This is the consequence you have given during the verbal warning. Never give a consequence you cannot carry out, and always carry out your consequence. This should not be used as a time out, but rather an opportunity to discuss the inappropriate behavior with the child.

**4. Written Warning Home:**

If a behavior is continual, the youth worker will write a written behavior report for the parents to sign. He/She will then give the report to the Site Supervisor who will discuss the incident with the parents.

**5. Parent Conferences:**

If a child has continual behavior problems, a conference will be requested with the parent, child, site manager and youth worker. A behavior contract will be formed.

**6. Termination of Enrollment:**

If a child cannot honor his/her behavior contract, the child will be terminated from the program for a time determined by the Site Manager.

In the event that your child proves unwilling to respect the policies of the program, 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 the program site.
- Meet with the program supervisor for a conference concerning the infraction, during which, the time of suspension or termination from program may be discussed.
- **Should a child be terminated from the program, no refund of fees paid will be given.**

## **WHAT TO BRING**

**HINT:** Students who carry their things in a backpack tend to lose their belongings less frequently.

- Bathing Suit: Please ensure that the suit fits properly and does not have holes.
- Towel
- Tennis Shoes: Due to the vast amount of hiking, walking and games, students must wear tennis shoes.
- Sunscreen: Staff will be available to help apply
- Good attitude: be ready to have fun and learn new skills

**PLEASE LABEL ALL BELONGINGS!!**

**Beyond the Bell is not responsible for lost or stolen items.**

## **THE FOLLOWING ITEMS ARE NOT ALLOWED AT BEYOND THE BELL**

- Toys/Games/Books/Cards from home
- Radio or Walkman
- Cell Phones or Pagers
- CD's
- Game Boys
- Poor Attitude
- Bad Language
- Judgmental Comments
- Gum
- Cigarettes, Drugs, Alcohol
- Knives, Guns, or other Weapons
- Flip Flop Sandals Should Not Be Worn

Beyond the Bell staff will confiscate any of the above items. Non-dangerous items will be stored until the end of the day, then given to the parent or guardian. If a child brings a weapon or other dangerous item to Beyond the Bell, the parent/police will be called immediately, and the child may be expelled from the program.

Attention Parents:

Please sign the statement below, verifying that you have received, read, and understand the policies set forth by the Beyond the Bell program. This form must be signed and returned before your child will be allowed to attend the summer program. If you have any questions, please contact me at (712) 277-3600.

Brenda Hervey, Director  
Beyond the Bell

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I verify that I have received, read, and understand the policies and procedures in the Parent Handbook for Beyond the Bell.

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Child's Name (Please Print)

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Parent's Name (Please Print)

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Parent's Signature

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School

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\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Beyond the Bell  
Staff Contact List

Site Managers:

Stacie White, East Middle School            202-3543  
swhite@beyondthebell.us.com

Diana De Anda, Leeds Elementary School    202-3540  
ddeanda@beyondthebell.us.com

Katie Henrichs, West Middle School        202-3541  
khenrichs@beyondthebell.us.com

Nicole Hale, Harney Elementary School    202-3542  
nhale@beyondthebell.us.com

Molly Scott, Cardinal Elementary School   202-3539  
mscott@beyondthebell.us.com

Administrative Office:

Brenda Hervey, Director                    277-3600  
bhervey@beyondthebell.us.com

Candace Borrall, Asst. Director           277-3600  
cborral@beyondthebell.us.com

Vicki Davis, Program Assistant            277-3600  
vdavis@beyondthebell.us.com

## Beyond the Bell

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