PARENT HANDBOOK

SUMMER PROGRAM
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. Current partners in the Beyond the Bell initiative are United Way of Siouxland, Siouxland Human Investment Partnership, Sioux City Community Schools, South Sioux City Community Schools, Bishop Heelan Catholic Schools and Preschool Initiative.

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.

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
Director
Beyond the Bell

*If you are not able to read or translate the handbook, we will provide translation services for you. The handbook is also available is Spanish.
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Mission Statement
At Beyond the Bell, we believe in helping children and families reach their full potential by providing a safe place to play, by creating a quality learning environment, and by promoting growth.

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

Values 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.

Company Culture
At Beyond the Bell:
- We see no one person as being more important than the mission and vision of the organization
- We are approachable and pride ourselves on being serious without a suit
- We are vulnerable without restrictions
- We develop and encourage growth in all team members
- We are strong, showing no weak faces upholding positive communication and body language
- We are enthusiastic with an unrelenting positive mental attitude
- We are committed to each other, always having each other's backs and holding each other accountable
- We are honest and display integrity always living as if others are watching
- We own each day by taking responsibility for our decisions and our actions

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.
As parent or guardian of the child identified below, I agree to the following:

1. I agree to pay the following fees:
   - **Deposit**: $150.00 non-refundable deposit per child is required at time of registration to hold a spot. Deposit will be applied to summer fees balance.
   - **Payments**: To maintain my child's enrollment in Beyond the Bell Summer program, I understand my child's school year balance must be in good standing before summer program begins. Once my child is enrolled in Beyond the Bell Summer Program, to maintain my child's enrollment, I understand that payment is due in full on or before May 29th, 2020.
   - **Payment Options**:
     - CASH or CHECK: I understand I can pay by check or cash at BTB school year site or administrative office.
     - CREDIT CARD PAYMENT: Must call or stop in to BTB admin office a service charge will be applied per transaction.
   - **DHS CHILD CARE ASSISTANCE**: Beyond the Bell accepts DHS Child Care Assistance. If a parent does not have the certificate of enrollment from DHS the parent is responsible for the summer deposit. When the certificate of enrollment is processed by Beyond the Bell the deposit will be refunded. **Please check the box if you receive DHS benefits.**
   - Beyond the Bell accepts DHS Child Care Assistance. I understand that if I have a unit fee. If at any time your assistance is denied or not renewed you will be responsible for the fees accrued. ______________________ (initial)
   - Beyond the Bell will not be in session on July 3rd, 2020 in observance of July 4th, 2020.

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<th>Program Dates:</th>
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<td>June 8th - July 31st</td>
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<tr>
<td>DEPOSIT: DUE AT ENROLLMENT</td>
<td>$150.00</td>
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<tr>
<td>SUMMER TUITION</td>
<td>$800.00</td>
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<td>TOTAL PROGRAM COST</td>
<td>$950.00</td>
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2. **Delinquent Accounts**: I understand if my account is delinquent, Beyond the Bell has the right to discontinue services. All unpaid accounts will be turned over to a collection agency. You will be notified prior to this procedure. Any unpaid account will be sent to collections after 30 days. Students may not be registered for future program opportunities until all past due payments are made. ______________________ (initial)

3. **Absences**: I understand that if my child is absent, I will not receive credit for time not used and fee is still due. ___________ (initial)

4. **Attendance**: Beyond the Bell strives to help prevent summer learning loss for our students. Registered students are expected to attend academic time from 8:30-11:30 am daily during the summer program. 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. Beyond the Bell reserves the right to terminate contracts if regular absences occur.

5. **Withdrawal Policy**: I understand if I decide to withdraw my child from the program, I must provide notice at least 10 business days prior to withdraw from program. If I fail to provide such notice I will be charged for the 10 business days. **No refund will be given for fees paid**. ______ (initial)

6. **Field Trips**: I give permission for my child to participate in Beyond the Bell field trips. I understand that Beyond the Bell staff will supervise all field trips and I will be informed in advance of the destination.

7. **Community Partners**: I give my permission for my child to participate in programming through other community agencies. I understand that Beyond the Bell will supervise and I will be informed in advance.

By signing below, I acknowledge the following:

1. I have read the Beyond the Bell Summer Handbook and I understand and agree to comply with the policies, procedures and regulations set forth in the handbook including specifically, but not limited to, the discipline policy, bus policies, and payment policies
2. If my child may require emergency medical treatment while I or the emergency contacts that I have listed are unable to be reached, I hereby give my consent to emergency medical treatment or hospitalization. In case of a medical emergency, I understand my child may be transported to the nearest hospital by ambulance if the local emergency resource (police or rescue squad) deems it necessary. I agree to pay the entire costs and fees of any emergency medical care and/or treatment for my child as secured or authorized under this consent. Every effort will be made to notify parents/guardians immediately in case of emergency.
3. All employees of Beyond the Bell are mandated reporters and legally obligated to notify DHS in the event a situation arises that may be questionable.

The signatures below indicate an agreement between the signed parent/guardian and Beyond the Bell. I also agree to provide Beyond the Bell with my child's immunization record and updated information as needed while my child is in care. I also understand Beyond the Bell may change policies as needed with advance written notice.

Parent/Guardian Signature: ___________________________ Date: __________
Child's Name: ___________________________ Summer Site Attending: __________
Beyond the Bell Scholarship Policy
Families will not be able to present their student’s Free and Reduced Lunch eligibility letter and receive an immediate scholarship rate. If you are in need of financial assistance you must fill out a financial assistance form and provided proof of income for household (last two pay stubs or last year’s tax return) which can be located on our website or at our admin office. Scholarships can take up to 5 business days for approval and are dependent on available scholarship funds.

If Beyond the Bell fills all spots allowed within DHS licensing requirements any additional students in need may:
1. Be placed on a waiting list
2. Be considered for a scholarship from other sources (if available)

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, parent should contact your Beyond the Bell On-site Manager 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 your child be dropped from the program, to re-enroll call our administrative office at 712-277-3600.

### GENERIC PROGRAM 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, Tuesday, Thursday and Friday 8:30-5:30 & Wednesday 1:00-5:30  
*Closed: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day & the day after Christmas. Holidays falling on Saturday are observed on the preceding Friday. Those falling on Sunday are observed on the following Monday.

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<tr>
<th>Administrative Office</th>
<th>Title</th>
<th>Contact Information</th>
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<tr>
<td>Jenna Andrews</td>
<td>Program Director</td>
<td>Office: 712-277-3600</td>
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<tr>
<td></td>
<td></td>
<td>Cell: 712-202-3543</td>
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<tr>
<td>Vicki Ackerman</td>
<td>Program Assistant</td>
<td>Office: 712-277-3600 option 9</td>
</tr>
<tr>
<td>Kimberly Brown</td>
<td>Accounts Receivable/ Payable Assistant</td>
<td>Office: 712-277-3600 option 2 &amp; 3</td>
</tr>
<tr>
<td>Abby Kempema</td>
<td>Director of Finance &amp; Compliance</td>
<td>Office: 712-277-3600</td>
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<tr>
<td>Karissa Koser</td>
<td>Co-Director of Sioux City, IA</td>
<td>Office: 712-277-3600</td>
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<td></td>
<td></td>
<td>Cell: 712-635-0267</td>
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<tr>
<td>Diana DeAnda</td>
<td>Co-Director of Sioux City, IA</td>
<td>Office: 712-277-3600 option 5</td>
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<td>Spanish option 1</td>
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<td></td>
<td>Cell: 712-202-3540</td>
</tr>
<tr>
<td>Stacia Hough</td>
<td>Director of South Sioux City, NE- Elementary</td>
<td>Office: 712-277-3600 option 7</td>
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<td></td>
<td></td>
<td>Cell: 712-223-8606</td>
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How to Contact your Child
Should you need to reach your child by phone, please contact the Beyond the Bell On-Site Managers at the cell phone numbers listed below for your child’s school. Each Beyond the Bell Site will have cell phones for use during program hours. These phones will only be on during Beyond the Bell program hours, but you may leave a message on them 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.

Bryant: 712-635-0075  
Loess Hills: 712-635-1387  
Spalding Park: 712-202-3542

**All billing questions should be directed to the Beyond the Bell Administrative Office at 712-277-3600**

Program Locations, Date & Hours
Beyond the Bell offers summer programming at the following schools:

**Bryant Elementary:** 3040 Jones St. Sioux City IA 51104  
**Loess Hills Elementary:** 1717 Casselman St. Sioux City IA 51103  
**Spalding Park Elementary:** 4101 Stone Ave. Sioux City IA 51106

June 8th – July 24th: Academic Program
Help prevent summer learning loss; 7 weeks of morning academics with certified teachers and afternoons of site activities and fieldtrips! *No Program July 3rd*

6:30 AM – 8:30 AM: Sign in/Surround care  
8:00 AM – 8:30 AM: Breakfast  
8:30 AM – 11:30 AM: Academic Time  
11:30 AM – 12:30 PM: Lunch  
12:30 PM – 3:30 PM: At Site Activities/Fieldtrips/Speakers  
3:30 PM – 4:00 PM: Snack  
4:00 PM – 5:30 PM: Pick up/Surround care

July 27th – July 31st: Extra Care Week
No academic time; site activities, fieldtrips, enrichment, and fun!!

6:30 AM – 8:30 AM: Sign in/Surround care  
8:00 AM – 8:30 AM: Breakfast  
8:30 AM – 11:30 AM: At Site Activities  
11:30 AM – 12:30 PM: Lunch  
12:30 PM – 3:30 PM: At Site Activities/Fieldtrips  
3:30 PM – 4:00 PM: Snack  
4:00 PM – 5:30 PM: Pick up/Surround care

Iowa DHS Child Care Assistance Policy

- As a child care provider licensed by the Iowa Department of Human Services, Beyond the Bell accepts Iowa Child Care Assistance subsidy for qualifying families.  
- Parents are required to notify their case worker that Beyond the Bell is the primary provider on record for the student.  
- If a child loses DHS subsidy eligibility at any point in the school year, the parent will be assessed fees from that point forward.  
- Parents are responsible for any family fees not covered by Iowa Department of Human Services childcare benefits.
• Parents of a child with child care assistance are required to complete all required paperwork on a timely basis. Parents are also required to sign a BTB contract, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive the benefits.

• If a parent is newly applying for DHS and does not have notification BTB will charge the account on a weekly basis. Payment is required on the 3rd week if no communication has occurred regarding the status of their eligibility. If at any time after this their application is approved the parent/guardian will be reimbursed for any payments made.

Communication between BTB and Parents/Guardians
Parents will be informed on a regular basis about their child's program participation and academic progress via end of the summer progress reports. Formal and informal exchanges between parents, staff, and teachers provide valuable insight to help your child succeed.

Beyond the Bell requests that staff is kept informed of any change affecting your child’s attendance with our program so that we can better provide for his or her needs by being aware of the situation. This will enable Beyond the Bell to provide the best possible program environment. All information will be kept strictly confidential.

Program Access Policy
Access to Program Areas
All Beyond the Bell staff must pass a state and federal background and fingerprint check. Beyond the Bell program volunteers must also pass a background check and be at least 18 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.

No known convicted sex offender shall operate, manage, be employed by, or act as a contractor or volunteer at Beyond the Bell.

Fieldtrips and Other Special Events
Occasionally, Beyond the Bell partner agencies offer special events/program opportunities for Beyond the Bell children. Parents will be notified in writing if their child will be leaving the site for a field trip. If parents do not authorize travel for field trips, they may be asked to pick up their child from program that day.

Sun Screen Policy
Sunscreen will be applied to all children enrolled in a center-based classroom 30 minutes prior to sun exposure. If parent/guardian desires lip balm for their child, they should notify the BTB staff.

Procedure:
• Sunscreen will be applied during outdoor times.
• If parent/guardian wants their children to have a specific SPF sunscreen, then the sunscreen must be provided by the parent.
• If parent/guardian wants to supply their own sunscreen or lip balm:
  o Must supply the product in its original container and clearly label the product with the child’s name.
• Sunscreen will be applied in a thick layer evenly on all exposed skin areas except eyelids, mouth, and palms of hands and fingers 30 minutes prior to outside activities.
• Staff persons will reapply the sunscreen according to label directions every 2 hours.
• Lip balm will be applied by the child. If help is needed from staff please let us know.

EXPECTATION OF PARENTS AND GUARDIANS

Child Custody Expectations
In most cases, when parents are divorced, both parents retain legal parental rights. If you have a court order that limits the rights of one parent in matters such as custody or visitation, you must provide a copy 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.

**Termination of Child’s Enrollment**
If you wish to terminate your child's enrollment in the Beyond the Bell program, please give a written notice to the On Site Manager at your child’s school or mail directly to Beyond the Bell’s administrative office and there will be no refunds given.

**Payment Policy**
To maintain enrollment in Beyond the Bell summer program, my child’s school year balance must be in good standing. All summer program tuition is due on or before summer open house.

**Pick Up/ Drop Off**
Beyond the Bell policy requires every child to be signed into morning program and out of afternoon program by an adult. Students should never be dropped off and sent into the building alone-parents will be asked to escort their children into the program and sign them in. This policy ensures good communication and keeps our programs in compliance for the safety of your child.

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.

**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, 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 program.

**Bus Riders:**
Any students riding a bus home must have written permission from his/her parent. 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.

Beyond the Bell staff are required to make sure each child is received by an authorized person who is indicated on the child’s registration or as authorized by the parent/guardian. Parents/Guardians are expected to greet their child/ren at their designated bus stop. If a parent/guardian is not at the bus stop it is BTB policy to call the parent/guardian to pick up the child, if we are unable to reach the parent or other emergency contacts listed on the registration form the child will return to the school on the bus and the parent will need to pick up their child at the school site before closing time at 5:30PM.

**Drug/Alcohol Policy**
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**
Failure to follow pick and drop off procedures may jeopardize your child’s participation in the Beyond the Bell program. If a child is left 30 minutes or longer after the program end time, the non-emergency police and Department of Human Services may be notified.
Admission Requirements
• All registration information must be filled out completely, and fees, (if applicable) turned in to the Beyond the Bell staff or Administrative Office prior to your child's attendance, without exception.

• Forms include: registration form, parent contract, Sioux City Community School District release form, medication administration forms (if applicable), disclosure of IEP behaviors and copies of any legal forms that may pertain to the child's attendance in the program and a physical form. Beyond the Bell MUST have a current copy of immunization records for all children 12 years and younger 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 enrollment forms, parents and children agree to indemnify and hold harmless Beyond the Bell and its employees affiliated with the program from 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 program.

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.

Restroom Policy and Procedure
Students should not attend the bathroom unsupervised.
Staff will:
• Call restroom breaks every half hour.
• Take groups of children to the restroom.
• Prop the doors open or put foot in door so staff can hear what is going on in the restroom.
• If restrooms are in different areas, separate into two groups of boys and girls.

Possessions/Belongings
Beyond the Bell is not responsible for lost or stolen property. Please label all your child's belongings. Children may not bring toys, games, CD, Game Boys, iPODs, iPad, trading cards, Cell phones 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 to the Beyond the Bell program.

Should a child have personal items at Beyond the Bell and refuses to leave them in his/her bag, Beyond the Bell staff will confiscate the item. Parents may pick up the child's belongings at dismissal.

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 program.

What to Bring:
• Backpack
• Tennis Shoes ONLY
• Swimsuit & Towel every day
• Water Bottle

*All belongings should be labeled
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:

1. How to exercise self-discipline
2. That Beyond the Bell staff is here to help
3. That we want 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 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 the child’s behavior. During this time, suspension or termination from the program may be discussed.

4th Offense: Removal from program for remainder of summer program.

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

Biting Policy
Biting in school age children is much less common. 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

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 at school.
If you suspect your child is being bullied while attending the Beyond the Bell program, contact your On Site Manager immediately to insure the proper steps are taken to continue the safety and wellbeing of your child.

**BTB STAFF EXPECTATIONS**

**Site Staffing Policy**
- Beyond the Bell staffs the program in a 1 adult to 12 student ratio for kindergarten students and a 1 adult to 15 student ratio for all other grades.
- All program staff will wear a Beyond the Bell t-shirt and nametag. Children will be instructed to avoid individuals not so identified.
- All staff and volunteers will receive an orientation, which includes written materials explaining Beyond the Bell policies, procedures and regulations.
- All staff and volunteers directly supervising children must pass a state and federal background check.
- All staff are required to meet the training and health standards set forth by the Department of Human Services licensing 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 Beyond the Bell director.

**Mandatory Child Abuse Reporting**
All Beyond the Bell staff are required by law to report child abuse and/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 On-Site Managers or Beyond the Bell director.

**Medication Administration**
Should your child need to take medication while at Beyond the Bell, the following policy will be in enforced:

- Parent must fill out written permission to medicate 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, and possible side effects.
- Parent must provide medication in original container with the child's name, name of medication, dosage instructions, doctor, and pharmacist listed on the label.
- No over the counter medications will be given without a doctor's signed order and must be in original container and completed medication administration log. Beyond the Bell does not carry over the counter medications such as aspirin or cough syrup.
- Staff cannot administer amounts of medication other than specified on the bottle.
- Staff cannot administer a new medication for the first time to a child while he or she is in care.
- If a child refuses to take prescribed medication, the parent will be notified right away.

**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 On Site Manager 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.

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.

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 On Site Manager in writing.

Beyond the Bell will uphold any current and additional policies laid out in the Sioux City Community School District student handbook.