

BEYOND the BELL

Client Handbook Procedures and Guidelines

Effective August 12, 2019



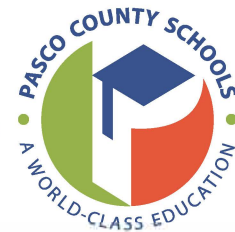
Sports

STEAM
Activities



and so
much more!

Music, Dance
and Drama



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For more information about Beyond the Bell, contact
the Office for After School Enrichment Programs at
(727) 774-2298.

myasep.com/btbprogram

Civility Policy

The District School Board of Pasco County believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all Pasco County students will reach their highest potential.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public.

The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

District staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return. District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting or threatening manner.

Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

District students' rights and responsibilities are further defined within the Code of Student Conduct. Authority: 1001.41(2), F.S PCSB Policy: KFA

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Beyond the Bell is supported solely by fees paid for program services by clients. No educational dollars are used to provide this service to families.

Hours of Operation

1:50 p.m. - 6:00 p.m.

Beyond the Bell Client Calendar

The Beyond the Bell Program client calendar is located at myasep.com/btbprogram under the client information section.

Welcome to the Beyond the Bell Program

Description of Services

The **Beyond the Bell (BTB)** Program is an after-school enrichment program for middle school students. Our goal is to provide a safe, supervised environment that incorporates academic enrichment, skill building, and positive youth development. Enrichment activities will be offered through fun, project based learning opportunities that incorporate science, technology, engineering, the arts and math (STEAM), as well as, healthy living, community service and sports instruction. In addition, homework assistance and group tutoring by certified teaching staff will be offered in the program. The BTB staff will focus on fostering and maintaining collaborative, caring and positive relationships with their students.

Enrollment Criteria/ Equity Statement

Beyond the Bell Program envisions a diverse, equitable, and inclusive academic enrichment environment that is committed to core values of scholarship, community, and integrity. **Beyond the Bell** Program does not discriminate on the basis of race, color, sex/gender, religion, national origin, marital status, disability, age or genetic information in its educational programs, services or activities, or in its hiring and employment practices. Beyond the Bell also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Students will be expected to adhere to the following enrollment criteria:

- Successfully participate independently or in group activities with the ability to transition among activities when directed
- Demonstrate appropriate social skills and emotional self-regulation when interacting with staff and peers
- Be independent in daily self-care needs, such as toileting, feeding and dressing self
- Work in designated spaces without attempting elopement

Beyond the Bell Staff

Beyond the Bell staff are District School Board of Pasco County employees. Our site administrative staff consists of the Site Manager, who oversees all program operations; Assistant Site Manager supports all program operations, fills in for the Site Manager when needed and is responsible for working with students; Senior Group Leader(s) work directly with students and provide facilitation of enrichment activities; certified teacher(s) will provide homework assistance and group tutoring as needed.

Status Descriptions

The following services are provided at each **Beyond the Bell** Program:

- **Full Fee** - For clients who require afternoon services.
- **Drop-In** - For clients who require service other than full-time.
- **Special Interest Activities** - For clients who only want to participate in a special interest activity that may occur throughout the program.

Registration Policy

Registration requires completion of all registration forms by the client, health/accident insurance, and payment of all nonrefundable registration fees and full payment of the weekly tuition for the first week of services.

- Tuition will not be prorated for entering the program mid-week or later
- Health/accident insurance must be maintained while student is enrolled in the **Beyond the Bell** Program
- Transfer clients are required to complete registration forms for the new **Beyond the Bell** Program their student will be attending
- A client or student may not have a balance due at any **Beyond the Bell** Program prior to enrolling
- Clients who have students in attendance on alternating weeks will be expected to pay weekly tuition every week, regardless of custody issues

Tuition and Fees

- Tuition and fees are payable by check, money order or via credit/debit card only. Checks and money orders must contain the check writer's name, address and current telephone numbers.
- The maximum allowable amount of each check, money order or credit/debit card transaction is \$300.00
- Cash and starter checks are not accepted for payment of tuition or any other fees.
- An annual nonrefundable registration fee is required for each student. Registration paperwork will be accepted only with a check/money order for the registration fee for each student. All students are required to re-register and pay the registration fee each school year.
- Tuition is due in advance of the week's service. Tuition in full and all other fees must be received by 11:59 pm on the second day of program to avoid assessment of a late payment fee per student, even when the student is not in attendance.
- The **Beyond the Bell** Program is not responsible for interruptions in the delivery of the U.S. Postal Service which may delay receipt of payment.
- The **Beyond the Bell** Program is not responsible for payments sent in students' backpacks or left at the school office.
- A late payment fee is assessed when payment is not made at the time Drop-In service is utilized. Clients may not utilize Drop-in service if any past due balance is unpaid.
- All students must be signed out by 6:00 pm. **Beginning at 6:01 p.m., a late pick-up fee will be assessed, per student, for every 15 minutes or any part thereof.**
Late pick-up fees are due immediately at the time of the occurrence. Repeated late pick-up may result in termination from the program.
- Weekly tuition is not prorated for short program weeks, acts of God or circumstances beyond our control, or when termination occurs on any day of the week.
- A fee status change may be made two times during the school year and only if there is no

past due balance on the account. Changes in fee status will require amending and initialing the Enrollment Status Form. Each additional status change will incur an additional registration fee, per child. Status changes to Drop-In will not be considered for any client who has a balance due. A change in fee status will be effective on Monday of the following week. A change in fee status will not be granted after the fact.

- Client adjustments will not be issued for late payment of tuition, late pick-up or registration fees.
- Client adjustments will not be issued for late pick-ups due to traffic related incidents.
- All past due balances must be paid by the last day of program in the week for which the balance is due to avoid termination of the account. Students will not be permitted to reenter program until past due balances are paid in full.
- A break in service will require completing new registration forms and paying the registration fee, per child.
- Students and/or clients may not transfer to another **Beyond the Bell** Program, re-enter any program, change status to Drop-in or continue in program with a balance due.
- Clients are billed weekly, regardless of their student's attendance.
- Nonpayment of weekly tuition/fees or failure to pay for returned checks/fees to the collection agency will result in termination of the account.
- The **Beyond the Bell** Program reserves the right to require payment by money order.
- When suspension or termination occurs during any part of a week, unused weekly tuition is nonrefundable.
- Pre-paid tuition for weeks when no attendance occurred will not be refunded.

Drop-In Status

Clients who do not require regular afternoon program services, but may need to have their student occasionally drop-in to the program during the week, may register in advance for Drop-In status. **Payment for Drop-in service is due at the time of service or a late payment fee will be assessed, per student.**

- Drop-in service will not be offered or continued for any client who owes money to any **Beyond the Bell** Program.

Vacation

The **Beyond the Bell** Program operates on all days that school is open for students. We do not provide service on teacher planning days, spring or winter breaks or any other day that school is closed to students. Therefore, the program does not allow for unbilled vacation time.

Check-In/Check-Out

Each student must be signed in and out of the program daily on the touch screen computer by the parent, student or other authorized person. Only students with a written permission slip signed by the parent/guardian are permitted to sign themselves out to attend another activity on campus or to leave campus for the day. Picture identification is required for anyone to sign out a student when they are unknown to site personnel.

Custody Issues

Certified copies of any court orders provided by the custodial parent, which restricts a parent's ability to seek release of his/her student, should be submitted to the **Beyond the Bell** Program office. Should a parent come to program and request to see or remove his/her student, **Beyond the Bell** staff cannot prohibit the action unless these papers are on file.

Attendance

Students are to report to the **Beyond the Bell** Program immediately upon school dismissal unless other arrangements have been made. Clients must notify the Site Manager, in writing, if their student participates in any type of authorized after school activity that would delay their attendance at **Beyond the Bell**.

If a student is absent from school or leaves school early and is enrolled in the Beyond the Bell Program, the parent/guardian must notify the Site Manager otherwise, it will be assumed that the student will be in attendance for the program that day.

Late Pick-Up

Beyond the Bell closes at 6:00 p.m. and all students must be signed out.

Beginning at 6:01 p.m., a late pick-up fee will be assessed per student for every 15 minutes, or any portion thereof. Late clients will be required to sign a late pick up notification to acknowledge the charge that will be incurred. Clients must maintain up to date telephone numbers for all persons permitted to pick up their student. The following steps will be taken if any student remains at the site 30 minutes after closing without notification from the client:

- The Site Manager will attempt to contact persons permitted to pick up the student as indicated on the Registration Form
- If no authorized person is reached by 6:30 pm, the Site Manager will contact local law enforcement to pick up the student.

First Aid/Injuries

A staff member trained in first aid will apply ice packs, wash scrapes with soap and water and provide first aid to minor cuts, scrapes and bruises. A log of accidents/injuries is maintained at each site. Clients will be notified of minor injuries and requested to sign the log at the time the student is signed out. An effort will be made to telephone a client or emergency contact person if the injury requires additional treatment.

Health

Clients will be notified if their student becomes ill while at **Beyond the Bell** and needs to be picked up. It is very important that information on contact persons be current, so that someone can be reached in the case of illness or emergencies. A client will be contacted if a student is suspected of having a communicable disease, has a fever or symptoms which include, but are not limited to, any one of the following: diarrhea, rash, pink eye, skin infection. The child must be removed from the program as soon as possible. Any child who has had a communicable disease may not return to the program until the signs and symptoms are no longer present or the child has a statement from a doctor.

Medication

School Board Policy JHCD “Administering Medicines to Students” states the following: “Administration of medicine during school hours should occur only when medication schedules cannot be adjusted to provide for administration at home.”

If a student participating in the program is required to be administered medication, it is the parent’s responsibility to complete the necessary paperwork and provide the medication to the Site Manager. Medication must be in the original prescription container and is not shared between the school and the **Beyond the Bell** Program. Regulated nonprescription medication will not be administered at school without a physician’s statement dated for the current school year.

Nutrition

Students will receive an afternoon snack provided by the DSBPC Food and Nutrition Department.

Special Interest Activity

Special interest activities are planned throughout the year. Students who are not registered as a full-time participant, may participate in the special interest activity with the following provisions:

- Student must be completely registered in the program for Special Interest Activity status.
- Payment for a special interest activity is due at the time of service or a late payment fee will be assessed, per student.
- If the special interest activity is conducted on a select number of days, the client may pay for all days in advance.

Field Trips & Guest Presentations

In order to schedule adequate supervision and transportation, students must be registered for optional field trips or guest presentations according to the deadline dates. Parent Release Forms for the respective activity must be turned in according to established deadlines. **No student will be allowed to go on any trip or attend any presentation without the client submitting the Parent Release Form prior to the deadline for the given activity.**

Volunteer

All volunteers who are not employees of the District School Board of Pasco County must submit a School Volunteer Application online at www.pasco.k12.fl.us/comm/volunteer to be renewed July 1st of each year. Volunteers must be 18 or older and not attending Pasco County Schools. DSBPC students who wish to be peer volunteers must download and complete MIS form #661 and submit it to the District Volunteer Program Office.

The volunteer coordinator and student’s parent must sign the form. A background check is not required for peer volunteers.

Program Information

Program information is available on the **Beyond the Bell** website, which includes such items as the Tuition and Fee Schedule, location information, site schedules, monthly activity calendars, and special announcements.

Please visit myasep.com/btbprogram to keep abreast of important program information.

Personal Belongings

We assume no liability for lost/damaged items. Students should keep personal belongings including cell phones and other electronic devices in their backpack, if they bring them to school. Students are NOT permitted to return to their lockers or classrooms once the regular school day is over.

Employees of the District School Board of Pasco County

Current fulltime employees of the District School Board of Pasco County receive 10% discount on their weekly tuition.

- The application for this discount must be submitted every time a student is registered or reregistered.
- The discount will take effect following district office approval.

End-of-Year Client Statements

Beyond the Bell does not automatically issue a receipt for payments made. Receipts will be provided at the client's request. A yearly charge/credit summary will be supplied upon request. The Employer Identification Number is 59-6000792.

Behavior/Disciplinary Action

Our program discipline policies align with those of the District School Board of Pasco County's Student Code of Conduct. The parents, students and staff of **Beyond the Bell** are expected to adhere to the District's Civility Policy and treat each other with respect, tolerance, kindness, and consideration. Students are to exhibit professional, respectful conduct at all times. Inappropriate behavior, including yelling, using profanity or fighting will not be tolerated. The guidelines for behavior are posted at each **Beyond the Bell** location and are available on line at myasep.com. When necessary, disciplinary action is noted on a Behavior Notice that is to be signed by the parent within 24 hours of the incident. Suspension will commence no later than 24 hours after a serious or repeated behavioral incident occurs. A parent conference will be requested if disruptive behavior continues. Termination from the program will occur when a student displays chronically disruptive and/or dangerous behavior.

Problem Resolution

When dealing with problems that cannot be resolved at the **Beyond the Bell** site level, you may contact the Pasco County Schools Office for After School Enrichment Programs at (813)794-2298, (352)524-2298 or (727)774-2298. You can also visit the web page at myasep.com/btbprogram for further assistance.



Pasco County Schools

Providing a world-class education for all students

Kurt S. Browning, Superintendent of Schools

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