

Timberlin Creek Elementary  
"BEYOND THE BELL"  
Extended Day Program  
Policies and Procedures  
2016-2017



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**“BEYOND THE BELL” GOALS:**

- Create a nurturing, safe and positive environment.
- Offer an accessible and convenient Extended Day program for families of Timberlin Creek Elementary School.
- Offer a variety of developmentally appropriate activities that correlate with the student’s grade, age level and interests.
- Meet or exceed the expectations of our parents and the students using our services.

**“BEYOND THE BELL” STAFF:**

Timberlin Creek Elementary “Beyond the Bell” staff consists of responsible, caring adults who enjoy the company of children and who can provide the support and guidance your child needs when absent from your presence. Your children will have the comfort and security of knowing they will see the same warm smiles greet them on a daily basis. Welcoming with words of encouragement, our staff is dedicated to ensuring that your child’s time in our “Beyond the Bell” program is fun, safe and stimulating.

Beyond the Bell is a SJCS D program which requires the same policies, procedures and mandates as the TCES. Our “Beyond the Bell” staff is held to the same high standards of excellence required for your child’s teachers throughout their TCE school day experience. At all times, there will be someone on-site during “Beyond the Bell” hours certified in First Aid and CPR. All staff will undergo required fingerprinting and background checks.

“Beyond the Bell” staff are responsible for the day-to-day operations of the “Beyond the Bell” program. They will monitor daily routines and schedules, ensure that all students are consistently accounted for and having fun in a nurturing and exciting learning environment. “Beyond the Bell” staff report directly to the “Beyond the Bell” Coordinator.

The “Beyond the Bell” workers and Coordinator work together to develop, implement, manage and evaluate the “Beyond the Bell” program.

Any concerns you have regarding the program should be directed to the “Beyond the Bell” Coordinator.

**“BEYOND THE BELL” COORDINATOR:**

The “Beyond the Bell” Coordinator will oversee the operations of the “Beyond the Bell” program and communicate with the parents and staff. The “Beyond the Bell” Coordinator reports directly to the Timberlin Creek Elementary School Principal. The Coordinator will keep the Principal informed of the “Beyond the Bell” activities and operations.

## **HOURS OF OPERATION**

Early Birds (before school): Monday – Friday 6:30 am – 8:05 am  
After Care: Mon/Tues/Thurs/Fri: 2:50 pm – 6:00 pm  
Wednesday 1:50 pm – 6:00 pm

## **SERVICE OPTIONS**

### **EARLY BIRDS:**

Our morning program for Early Birds begins at 6:30 am. Low key activities prepare your children for a day of learning. The fee for Early Birds is \$75.00/month for the first child in each family.

During Early Birds, your child has the opportunity to eat a nutritious breakfast from our TCE cafeteria or you may bring your own. Breakfast is served in the TCE cafeteria from 8:00 am – 8:25 am. Breakfast is not included in the Early Birds fee; payment for breakfast/lunch is paid directly to the cafeteria and is placed in your child’s individual account the same as his/her lunch money. Menu, online cafeteria payment information and free/reduced meal information may be found at: [www-tce.stjohns.k12.fl.us/parents/Eagle Cafe](http://www-tce.stjohns.k12.fl.us/parents/EagleCafe).

### **FULL-TIME:**

Students who attend Beyond the Bell three to five days per week are considered full-time and, therefore are subject to full-time fees. Snacks are included in the fees. Our fees are outlined later in this handout. We also offer Wednesday only and Two-Day attendance options.

### **WEDNESDAY ONLY:**

All St. Johns County School District elementary schools have a modified schedule on Wednesdays where students are dismissed at 1:50 p.m. For your convenience, we offer a ***Wednesday Only*** service. The fee for this service is \$16.00/child per Wednesday they are in attendance or \$60.00/month. Snacks are included in this fee.

### **TWO DAY OPTION:**

We offer a **Two Day Option** for a fee of \$16.00/day. Attendance must be on the same two days each week. In the event there is a need to change the day(s) your child is attending, we must be notified in writing one week in advance.

### **EXTRACURRICULAR ACTIVITIES:**

Extra-curricular, fee-based activities are offered by vendors that are contracted by the St. Johns County School District. These activities are offered to first through fifth grade students that are enrolled in the “Beyond the Bell” program, as well as those that are not. These activities require a monthly fee and must also be paid in advance of services rendered. “Beyond the Bell” acts as a bridge between you and the vendor offering these additional services as a convenience for our parents and students. Students that are not currently enrolled in “Beyond the” pay an additional \$25 Registration Fee to attend the extracurricular, fee-based activities. These activities may include, but are not limited to

Karate, Drama, Pottery and Dance and may change each year. These activities are elective, fee-based and do not begin until September. The fee for the class is due at the time of registration to reserve your child's spot within the class.

The extracurricular, fee-based activities do represent a contracted commitment on your part. Each student has one paid trial month to decide whether to continue taking the class for the rest of the school year or to drop the class. If your child decides to commit to taking the class, **parents will be financially responsible for the monthly class fee for the entire school year whether or not the child attends.** Please discuss the participation policies for these activities carefully with your child. Please avoid picking up your child early on the day of their scheduled activity.

### **ELIGIBILITY:**

Our "Beyond the Bell" program and certain fee-based activities are open to Timberlin Creek Elementary children between the ages of PK – 5<sup>th</sup> Grade. All students taking part in our "Beyond the Bell" program must be potty-trained.

Children will be admitted based upon their needs and appropriateness of the program for the child. If determined that staff training, staff to child ratio, or facilities used create an undesirable situation for your child, other children or the staff, the "Beyond the Bell" Coordinator will advise the Principal and we will request that your child not participate in the program.

### **KINDERGARTEN STAGGERED START**

Kindergarten begins the year on a staggered start schedule. "Beyond the Bell" will work directly with the Kindergarten teachers to ensure that your child arrives at "Beyond the Bell" when they attend school the first week. Kindergarten students will be escorted from their classrooms to their "Beyond the Bell" group leaders until they have a full understanding of our schedule and routine. We know this is a great time of transition for both child and parent; please be assured your children's safety and feeling of security is our first priority.

### **REGISTRATION**

At the time of registration, parents/guardians are required to complete the "Beyond the Bell" registration form with the applicable registration fee as outlined below:

#### **Registration Fees for Beyond the Bell:**

There is a one-time, non-refundable registration fee of \$80/child per school year. Registration allows/ensures full-time and part-time enrollment in our "Beyond the Bell" program. The annual registration fee is required for both new and returning students.

**Registration Fees for Extra-Curricular Activities:**

If your child is not registered in “Beyond the Bell”, however wishes to attend any of our extra-curricular activities (including tutoring), a \$25 registration fee is required the first time you register for extra-curricular activities each year. The annual registration fee is non-refundable and is required for both new and returning students. Registration for contracted, fee-based activities does not begin until September. Registration forms will be available from the “Beyond the Bell” office and on our website.

**PROGRAM FEES:**

If your child will be attending:	<u>First Child</u>	<u>Each Additional Child</u>
Afternoon only (3-5 days)	\$210/month	\$100/each per month
Early Bird & Afternoon (3-5 days)	\$250/month	\$120/each per month
Early Bird only (3-5 days)	\$75/month	\$50/each per month
Wednesday Only (Afternoons)	\$16/Wed or \$60/month	No discounts offered

The school calendar year consists of 180 days that the children are in attendance. We have broken up the “Beyond the Bell” Program fees into ten equal payments for your convenience.

- A SJCS D employee discount is available for current employees. Please ask the Coordinator for applicable rates.
- Tuition is due monthly and, *per Florida State Law*, must be paid in advance of services being rendered.
- Tuition is due on the 15<sup>th</sup> of the month prior. For example, October’s payment is due on or before September 15<sup>th</sup>.
- Full tuition is due regardless of your child’s anticipated attendance for the next month.
- Late payments will be charged a \$5.00/week late fee.
- After being late for two consecutive weeks, your “Beyond the Bell” privileges will be suspended until your account is current.
- Your payments to TCE for “Beyond the Bell” should include **only** your “Beyond the Bell” fees. Do not include fees for any other school function in your “Beyond the Bell” check. Fees for extra-curricular activities are paid directly to that vendor.
- Tuition may be paid via credit card (online at SchoolPay.com), cash or check made payable to Timberlin Creek Elementary. Checks sent into school should be placed in an envelope clearly marked with “Beyond the Bell” on the envelope and your child’s name in the memo portion of the check. Checks may also be given to our Receptionist.
- Checks returned by your bank are handled through Chek-Redi at [www.chekredi.com](http://www.chekredi.com).
- A receipt will be placed in your child’s daily folder. At the end of the tax year, you may request an end-of-year tax statement from the “Beyond the Bell” Coordinator. For tax purposes, our tax ID number is 59-6000824.

### **Early Withdrawal Policy/Fees**

If you need to discontinue our services, kindly provide two weeks written notice of your plans. Credits or refunds for any unused portions of childcare cannot be given without two weeks prior written notice. Please also keep in mind other children may be on a waiting list for an available opening. Please know that if we are not aware of your plan to discontinue our services, you will be responsible for the entire month's fee. If your child leaves with any outstanding debts, he/she may not be re-enrolled until these have been satisfied.

### **August and September Payments**

Your registration fee and your August payment are due prior to the beginning of the school year. The September payment is due on or before August 15<sup>th</sup>. Payments for the following months are due on the 15<sup>th</sup> of the month before services are provided.

### **Payment Instructions for Extracurricular Fee-Based Activities**

Monthly class fees for extracurricular fee-based activities should always be made payable directly to the **VENDOR**, not the school. Failure to honor your child's contract for these activities may result in our inability to continue services for your child. This policy has become necessary in order to provide the continuity these activities require for all the participants to be successful in learning these skills.

- Any additional charges such as recital fees, costumes, karate testing fees, and uniforms should be made directly to the vendor.

### **COMMUNICATION**

Attendance and dismissal arrangements, which deviate from the normal weekly schedules, must be communicated to the "Beyond the Bell" office. We must be notified by note or by phone of any change.

**Phone calls from parents will be accepted, but notes are preferred. Please write "Forward to "Beyond the Bell" Office" on all notes sent in to your child's classroom teacher.**

If your child's schedule of attendance changes **weekly**, we would need a note on Monday outlining your child's expected schedule changes for that week. We have blanket forms for this purpose, which may be obtained from the front office. For any plans which you know will come up regularly on a weekly basis: example - a child plays soccer and will be picked up by his/her coach, a "temporary arrangements form" must be filled out. It will then be recorded on the sign out books for the specified time period and we will not expect your child's attendance on those days.

Changes in your child's schedule that occur on a **random** basis (e.g., will be going home with another student and will attending "Beyond the Bell") require a note. Bus passes will also have to be obtained in the front office before a child can request to ride home on the bus. We will not allow his/her dismissal arrangements to change without the proper communication from the parents.

Communication for all upcoming activities such as parties, etc., will be displayed in the checkout area. Please make an effort to read and/or look for "Beyond the Bell" information.

Notices for extracurricular contracted activities, 6-8-week mini-camp payments, and credit notices will be found on your child's sign out page in the checkout area. Notes from teachers may also be left for you at this location.

All "Beyond the Bell" staff members are equipped with walkie-talkies for quick and convenient contact. This provides a faster method to help in the event of an injury or sickness. It also provides us with the convenience of locating your child when you arrive to pick him/her up in the afternoon.

### **DISMISSAL CHANGES**

It is the parent's responsibility to notify the Front Office **and** the "Beyond the Bell" office of any transportation changes that occur once the child is in school for the day. You may reach the "Beyond the Bell" staff at 904-547-7413 or at [heather.omara@stjohns.k12.fl.us](mailto:heather.omara@stjohns.k12.fl.us).

### **CORRESPONDENCE**

Each child will have a personal folder in a rolling file located where you sign out your child from "Beyond the Bell". Receipts of all payments or any other correspondence will be filed in your child's personal folder for you to pick up at your convenience.

### **AFTERNOON SNACK**

Afternoon snacks are included in the fee charged for "Beyond the Bell". The snacks that are available include, but are not limited to, pudding, bananas, apples, oranges, string cheese yogurt, pretzels, popcorn, fruit roll-ups, graham cracker cookies, oatmeal cookies, Nutri-grain bars, baked chip options, etc. Drinks generally consist of water. Dairy-free and/or gluten-free items are also available upon request. Parents are free to send in additional snacks.

### **EMERGENCY CLOSINGS:**

"Beyond the Bell" will close when St. Johns County Schools are closed due to severe weather conditions or other emergency conditions affecting the county. In severe weather, the children will be brought inside Timberlin Creek Elementary School. You may check out your child through normal check-out procedures.

### **ACCIDENTS/ILLNESSES:**

The safety of your child is the number one priority to us. The children should report all injuries and when they are not feeling well to the "Beyond the Bell" staff.

If a child is injured, the staff will make every effort to contact the parent(s). If you or other emergency contacts cannot be reached and the injury is considered serious, the ambulance service will be called and one of our teachers will accompany your child to the hospital. Timberlin Creek Elementary has a registered nurse on campus until 3:30 pm. An accident/incident form will be completed and kept on file when an injury occurs.

All “Beyond the Bell” workers are required to be trained in CPR and First Aid. It is School Board Policy to use “Universal Precautions” and treat every person or incident as if there were possibility of transmission of disease. The use of approved disinfectant, rubber gloves and recommended precautions are all consistently reinforced to help maintain a healthy working and playing environment.

If your child arrives at “Beyond the Bell” ill, you will be asked to take him/her home. If your child becomes ill, you or an authorized person will be called to pick up your child. Please respect this request when made; it is meant to keep everyone as healthy as possible when they are at “Beyond the Bell”.

Other conditions may warrant your child’s removal from the “Beyond the Bell” at the discretion of the “Beyond the Bell” Coordinator.

It is the parent’s responsibility to maintain an accurate list of emergency contact numbers. This allows “Beyond the Bell” to contact alternate individuals when your child is ill and we are unable to reach you.

#### **PERSONAL ITEMS:**

“Beyond the Bell” is NOT responsible for any personal items lost during “Beyond the Bell”. It is highly recommended that students not remove personal items from their backpack during “Beyond the Bell”. If your child has brought an item of value to school, they may leave same with the “Beyond the Bell” Coordinator for safekeeping. Parents are welcome to visit our Lost/Found area on the stage in the Cafetorium if their child has lost an item. At no time are students allowed to use cell phones or iPads from home.

#### **DRESS CODE:**

Weather permitting, your child will have playtime outside during “Beyond the Bell”. Please keep this in mind when dressing your child in the morning. It is always best to dress your child:

- in comfortable play clothes.
- in appropriate clothing for all weather conditions.

Please do not:

- send your child in with jewelry
- send your child with open-toe or backless shoes or cowboy boots. **Sneakers are the best shoe in which to send your child to school!**

If your child has a problem with bathroom accidents, please leave an extra change of clothes in a large zip-lock bag LABELED WITH YOUR CHILD’S NAME in their backpack.

#### **CURRICULUM:**

“Beyond the Bell” staff will provide a variety of developmentally appropriate activities, including expressive art, active play, sports, games, crafts, homework lab and social skills building.



## **HOMEWORK LAB**

We realize that time spent on homework is an important part of your child's after school experience. In an effort to meet your child's academic needs we have a structured Homework Lab schedule that is followed diligently. Students in First-Fifth grades report to Homework Lab Monday through Thursday. Students are required to attend Homework Lab for the first 30 minutes unless we have a written request from their parent/guardian stating that they may be released from Homework Lab early. When your child states that s/he has completed all homework, we must assume this is true and that it includes the 20 minutes of required reading each child should do four nights/week. Should you find that your child is coming home with homework NOT complete, please contact the Beyond the Bell Coordinator.

Expectations for Homework Lab are as follows:

- To be quiet and not talk with their neighbor.
- To bring all necessary materials from the classroom with them to "Beyond the Bell". This will reinforce the goal of being responsible; children are unable to return to their class to retrieve forgotten items.
- To complete their homework and/or reading.

## **PICK UP PROCEDURES**

For the safety of all children, you **MUST** walk into "Beyond the Bell" and pick up your child at the end of the day. All children **must** be signed out with your signature and the time your child was picked up each day.

- **Each child must be signed out every day by the parent or guardian.** Students are not allowed to sign themselves out.
- At the end of the day, each child must be picked up by you or someone on your approved pick-up list. Please inform all parties on your approved list that they will need to provide a picture ID at pick-up.
- If changes need to be made to the parties on your approved list, we must receive those changes in writing from you.
- Children will not be released to anyone that is not on their approved pick-up list or those who cannot provide picture ID.
- If your child is enrolled in an extra-curricular, fee-based activity, please avoid picking up your child early on the day of their scheduled activity.

## **LATE PICK-UP POLICY/FEE**

Each student must be picked-up and signed out by 6:00 pm. At 6:01 pm and after, you will be asked to sign a late pick-up sheet. We recognize that circumstances may arise and cause an unavoidable late pick-up. When that occurs, we ask that you notify us before 6:00 pm. Your waiting child will feel more reassured as well. We extend our understanding by offering you three excused late pick-ups. After three late pick-ups, you will be asked to make other arrangements for after-school care.

A list of care providers that pick up from TCE and provide after school care is available in the “Beyond the Bell” program office.

**Additionally, in the event you are late picking up your child, you will be charged \$1.00 per minute you are late.** This is a St. Johns County School District policy and is strictly enforced. Your late fee will be determined using Timberlin Creek’s clock and is due when you pick up your child. When arriving, please do NOT dispute the fee charged. Any questions you may have regarding this policy should be addressed with the “Beyond the Bell” Coordinator or School Principal, and not the attendant caring for your child at the time of pick up.

**BEHAVIOR:**

Our children are well versed in the Character Counts principles and know the difference between right and wrong. However, when problems do occur, we have rules and consequences that will be enforced. We feel strongly that when we have support from parents at home, we can be more effective in helping children who have made an error in judgment. You will note that all incidents, except the first minor office visit, require that you be notified. Being able to work with the support of our parents will minimize the likelihood of having to repeat the process.

**PLEASE READ OVER THESE POLICIES WITH YOUR CHILD!** We will make you aware of minor issues in order to prevent potentially larger problems before they occur. You will note on your form that after a fourth reprimand, a child may be permanently removed from our program. This is a policy we hope we do not have to enforce, but sometimes is necessary to ensure a smooth running program for all children attending. It is a privilege and convince to attend the “Beyond the Bell” program. **POSITIVE BEHAVIOR IS A MUST!!!**

**CITIZENSHIP RULES AND WARNINGS**

1. Children are required to remain with their teachers during their designated time and/or are responsible for informing their teachers of their whereabouts by reporting in for ROLL CALL at the beginning of “Beyond the Bell”.
2. Good sportsmanship and fair play must be displayed at all times.
3. Disrespect in any form and/or to anyone will not be tolerated.
4. No foul or abusive language or hand gestures.
5. No defacing or abusing of school property, materials or equipment.
6. Children are responsible for their own belongings.
7. No fighting, hitting, kicking, or other abusive behavior towards fellow students or teachers.
8. Teachers are to be shown respect and are to be obeyed at all times.
9. No chewing gum or eating lollipops.
10. All injuries, conflicts or mishaps, no matter how small, must be reported to the teachers immediately.
11. No dangerous items of any type are to be brought to school.
12. All valuable items should be checked in to the “Beyond the Bell” office. However, “Beyond the Bell” will not be responsible for their care. Bring at your own risk!
13. Electronics (Game Boys, iPod touch, iPad, cell phones, etc.) are generally not permitted. These items may be allowed on occasion as a privilege. The “Beyond the Bell” teacher will let you

know if/when this is permitted. When this occurs, we must have prior permission from the parents and a note releasing Timberlin Creek “Beyond the Bell” and school of any liability. These items must stay in your child’s backpack until he/she arrives to “Beyond the Bell”. They may be used at designated times as instructed by the “Beyond the Bell” staff.

Parents will be notified when their child is unable to meet our student behavior expectations. A pattern of continuous behavior issues may lead to a temporary suspension or removal from the “Beyond the Bell” program as outlined below:

**INFORMAL WARNING:**

For the first official offense, a conference with the child in the Coordinator/Principal’s office will occur. The child will be given time to correct his/her behavior, he/she may be given methods and/or time to prove he/she is able to adhere to policy. Informal warnings will be removed from the child’s record if the child exhibits acceptable corrected behavior for a nine week period. A parent is not asked for a conference with an informal warning.

**FIRST and SECOND REPRIMANDS:**

Parents will be notified of any warning offenses by way of a formal or informal parent conference. Written documentation, signed by the parent, is required. The record of offense remains on file.

**THIRD REPRIMAND:**

Parents will be notified of any warning offenses by way of a formal/informal verbal parent conference. Written documentation, signed by the parent is required. The record of offense remains on file. **At this point, the CHILD IS SUSPENDED FROM THE “BEYOND THE BELL” PROGRAM FOR A PERIOD OF ONE WEEK.**

**FOURTH REPRIMAND:**

Parents will be notified of any warning offenses by way of a formal/informal verbal parent conference. As with the prior reprimands, this conference is often done by verbal discussion with the parents. Written documentation, signed by the parent is required. The record of offense remains on file. **At this point, the CHILD WILL BE EXPELLED FROM THE “BEYOND THE BELL” PROGRAM, INDEFINITELY.**

**REMOVAL FROM THE “BEYOND THE BELL” PROGRAM:**

**The Principal has the right to withdraw your child from the program if:**

- Parent is repeatedly late picking up their child.
- Fees are not paid in advance or are continuously delinquent.
- Your child does not benefit from our program.
- Your child displays inappropriate behaviors or if an incident warrants removal.
- There is concern for the safety and/or well-being of any member of the “Beyond the Bell” Program due to actions of the student in question.

### **YOUR CHILD'S PROGRESS:**

Communication is a key element at our "Beyond the Bell" program. Please feel free to ask any questions of our "Beyond the Bell" Coordinator. Email your child's Beyond the Bell teacher if you have concerns or information you need to share with them. Email addresses may be found on our website. Don't forget to check your child's "Beyond the Bell" folder daily.

## **"BEYOND THE BELL" TUTORING PROGRAM**

In an effort to develop a plan designed to meet the academic needs of our students at all grade levels, we offer Tutoring through "Beyond the Bell" program. It is our hope that the Tutoring Program will assist children who need that extra help to achieve the academic confidence we want all our children to acquire.

The Timberlin Creek Elementary "Beyond the Bell" Tutoring Program offers professional tutoring for grades K-5. Tutoring can only be scheduled when a certified teacher is available. Contact Mrs. O'Mara for further details at 904-547-7413 or [heather.omara@stjohns.k12.fl.us](mailto:heather.omara@stjohns.k12.fl.us).

### **Program Hours:**

Tutoring sessions take place between 3:30 p.m. and 5:30 p.m. All tutoring sessions must end by 6:00 p.m.

### **Tutor Qualifications & Policies:**

1. Tutor must be a St. Johns County School District employee.
2. Must be a certified teacher employed full time or part time.
3. Tutor may not be the student's current classroom teacher.
4. Tutor will conduct "one on one" sessions (i.e. One tutor to one student ratio)
5. Tutor assignment will be given student grade level priority, when possible.
6. Tutoring for absences due to "special" circumstances may be teacher recommended.
7. The tutor and the student's classroom teacher will confer regarding academics.
8. Tutor may attend parent/teacher conferences, upon request.