



BEYOND THE BELL
2017-18 PARENT
HANDBOOK



MISSION STATEMENT & VISION

Dedicated to optimizing individual learning and potential for success in a global community.

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645 NE Dartmoor Drive
Waukee, IA 50263
515.987.0435

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mmacias@waukeeschools.org
Cell Phone: 515.418.0760

MAPLE GROVE ELEMENTARY

1455 98th Street
West Des Moines, IA 50266
515.987.3363

BTB Site Supervisor: Michelle Holmes
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BEYOND THE BELL MANAGEMENT

Waukee Community School District
560 SE University Avenue
Waukee, IA 50263
Phone: 515.987.5161

Associate Director of Child Care Services: Andrea Wilmes
Phone: 515.987.5161 ext. 4550
Fax: 515.987.2701
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Beyond the Bell Floating Supervisor: Rich Miller
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BEYOND THE BELL BEFORE & AFTER SCHOOL CARE

Mission Statement

Beyond the Bell Before and After School programs will provide a safe, fun, and positive environment for children as well as for parents. Staff will be positive role models that will help each child benefit and grow through social interaction. We will provide open communication between the parents and the school to ensure that each child's needs are met on a daily basis. We believe that children have positive attitudes when they are in a positive environment, which then creates positive learning.

Parent Letter

Welcome to the Beyond the Bell Before and After School program. This is a program that is offered to students currently enrolled at Walnut Hills Elementary, Shuler Elementary, Maple Grove Elementary, Woodland Hills Elementary and Grant Ragan Elementary. We offer opportunities to grow, develop and socialize through developing positive learning experiences and social skills.

The staff members will provide developmentally appropriate activities, crafts, and games. Each child will have experiences in the following areas:

- Social Development
- Music
- Art
- Healthy Food Choices
- Fine Motor and Gross Motor Activities
- Science
- Homework Help

Andrea Wilmes is the director of child care services. Andrea has a B.A. degree in human services from Grand View University and has 28 years experience working in the child care field. The on-site supervisors have education/or training in Early Childhood Education or related field as well as many years of experience working with children. All employees have first aid and CPR training, Universal precautions and Mandatory Child Abuse training as well as Essentials Training.

Please feel free to contact the associate director, on-site supervisor, or child care providers at any time. Your communication with us is important to the quality and success of our program!

ATTENDANCE

Absentee Reporting

If your child will not be attending on a scheduled day, please notify the on-site supervisor or the associate director of child care services as well as their school teacher and building secretary. If a child does not report to the program right after school and if the parent has not notified the on-site supervisor, a staff member will check with the school office and then call the parent. If the parent is not available, emergency contact person (s) will be notified. The local police department will be contacted for assistance if necessary.

Access Policy

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have **"unrestricted access"** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

***"Unrestricted access" means that a person has contact with a child alone or is directly responsible for child care.**

***It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**

Persons who do not have unrestricted access will be under the direct **"supervision"** and **"monitoring"** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.

***"Supervision"** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.

***"Monitoring"** means to be in charge of ensuring proper conduct of others.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their

purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):

Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.

Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.

- The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
- If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 - The precise location in the center where the sex offender may be present.
 - The reason for the sex offender’s presence at the facility.
 - The duration of the sex offender’s presence.
 - Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 - The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

Arrival & Departures

A parent or authorized individual must sign their child in and out each day at the sign-in and out location.

The program is not responsible for a child until the child is signed in and under the supervision of a Beyond the Bell staff member. This is to ensure a safe arrival and departure and to meet state licensing requirements.

Authorized Pickup

Children will not depart from the program with someone other than their parent or parent authorized persons 16

years of age or older without written permission from a parent or legal guardian. If the staff does not know the individual, they will be asked to show identification.

Custody/Visitation Agreements

Communication with the staff on custody or visitation issues is very important. Therefore, for the safety of your child, a written copy of the custody/visitation agreement MUST be included with your enrolment form if such an agreement affects your child’s release from the center. If your custody/visitation agreement changes or problems occur with the eligibility of the person to whom the child can or cannot be released, notify the associate director or the on-site supervisor. Notarized documentation of court-ordered changes should be given to one of the above within 24 hours. Legally, the staff cannot hold children from the biological or adoptive parent(s) if there is not a notarized court order specifying otherwise on file at the center. The staff, as well as the local police department, will follow the court order regarding release of the child.

Late Pickup Fees

Children should be picked up before the center closes. The center closes each night at 6:00 p.m. If you are 1-10 minutes late you will be charged \$20.00 per child. You will also be charged \$1.00 for each minute after the first 10 minutes per child (i.e. 6:01-6:10 p.m., \$20.00; 6:11 p.m., \$21.00; 6:12 p.m., \$22.00). The late charge will need to be paid the following scheduled day the child is to attend the program. If you are more than an hour late and the staff have not heard from you, and if the staff are unable to reach the emergency contacts, a staff member will call the local police department for assistance. Child Care may be terminated in the event of recurring or extreme lateness.

BEHAVIOR GUIDELINES

Discipline Policy

Our goal is to provide support and guidance to help your child deal with conflicts and changes, to help your child accept responsibility for his/her actions, and to help your child develop self-control and discipline. Teachers use the following techniques to foster positive self-concept of children when guiding their behavior:

- Redirection-offering an alternative or positive choice.
- Positive statements-telling the children what the behavior is and then modeling that behavior in role-playing situations.
- Giving attention to the child who is hurt before giving attention to the child who hurt someone.
- Guiding children to use “I” statements to

verbalize their feelings.

- Giving the child time away to calm down and regain control.

Behavior reports will be filled out and need to be signed by the on-site supervisor, the child, and the parent. If a child receives multiple behavior reports that are similar in nature, then a meeting will need to be held with the associate director and/or on-site supervisor, parents and child to develop a plan for the child to be successful in the program.

Termination of Services

Disruptive/unsafe behavior, which does not respond to intervention, will require the associate director or the on-site supervisor to contact the parent. If at any time a child makes physical contact with an adult or uses profanity towards an adult, the parent will be contacted and will need to pick up the child immediately. The associate director of child care services will determine the length of suspension. The child will be able to return to the program after a behavioral plan is discussed between the parents, on-site supervisor, and/or the associate director of child care services. If the child does not improve his/her behavior using the “three strikes system”, the associate director may recommend child care services be terminated. Before such a decision is finalized, the associate director of child care services will discuss the situation with **the director of community education and the chief financial officer.**

BREAKFAST & SNACK

Before & After School

Breakfast will be offered to the students. Breakfast will be deducted from their breakfast/lunch account (SNAP). A monthly menu is available on line to each participant in advance and is posted at the program site. Please inform the on-site supervisor if your child has special dietary needs or food allergies, which affect his or her breakfast or snacks. Breakfast is offered at approximately 8 a.m. The afternoon snack is served at approximately 4 p.m. and includes 100% juice.

Guidelines for Severe Food Allergies

The incidence of severe food allergies in the general population is increasing. Anaphylactic shock can be caused when an allergic person is exposed to even a small amount of the allergen. Exposure can occur by swallowing, touching, and/or inhaling airborne particles or absorbing residues from other surfaces. Peanuts are the most common cause of fatal food reactions. Studies have shown that the school is by far the most common place for a fatal allergic reaction to occur. In order to minimize the incidence of life threatening allergic

reactions, Waukee Community School District will maintain a system-wide emergency plan for addressing life threatening allergic reactions. ([Board Policy 504.12](#)) . Training and education for Waukee Community School District employees, as well as building based student education, will occur to raise the level of awareness. Further, the District will utilize proactive procedures to minimize the chance of a child experiencing a life threatening allergic reaction.

- School staff and parents in classrooms where one or more students with a life threatening allergy will be notified of the health threat and be provided with a list of foods and materials to avoid.
- The school district requests that parents and students avoid including peanuts and peanut products in lunches and snacks in grades PreK-12.
- No homemade treats or food items for students, will be brought into our schools either by parents or staff. **All treats must be commercially prepared and packaged for distribution with intact ingredient labels.** Classrooms with students who have life threatening allergies may have more specific guidelines.
- Food preparation as related to the curriculum may occur during nutrition lessons and food and candy items may also be used as a part of a craft project.
- Only non-food manipulatives will be used in classrooms. Peanut butter jars will not be used for storage of manipulatives.
- Visiting pets are prohibited in our schools unless they are service animals or part of the approved classroom curriculum unit.
- Whenever students travel on field trips, a clear plan to activate EMS will be in place.
- The District Transportation Supervisor will be notified of student(s) who have life threatening allergies and it with the supervisor’s responsibility to communicate this information to drivers.
- Lunchroom Procedures
 - All students and staff are encouraged to wash their hands with soap and water after eating and/or handling food. Elementary children who consume cold lunch will be required to wash their hands before they go to the playground or back to their classrooms.
 - All elementary lunchrooms will identify tables that will consistently be used for school purchased lunch and others for cold lunch. Should a student with a peanut allergy choose to bring a cold lunch that student will eat his/her cold

- o lunch at the same table as students eating school lunch.
- o The school will also promote a “No Food Trading” and “No Utensil Sharing” policy.
- o After lunch, students with food allergies will place their lunch containers in a separate location (health office) prior to going out for recess. Similar guidelines will be followed when students participate in field trips.
- o Lunchroom tables will be cleaned after each lunch shift.

CONTINUOUS NOTICE OF NON-DISCRIMINATION

It is the policy of Waukee Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment) marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact one of the following:

Human Resources Manager: Roxy Livermore
 Waukee Community School District
 560 SE University Avenue, Waukee, IA 50263
 Phone: 515.987.5161
 Fax: 515.987.2701
 Email: rlivermore@waukeeschools.org

Director of the Iowa Civil Rights Commission
 Grimes State Office Building
 400 E. 14th Street, Des Moines, Iowa
 Phone: 1.800.457.4416

Director of the Region VII Office of Civil Rights
 Department of Education
 Citigroup Center, 500 W. Madison Street, Suite 1475,
 Chicago, IL 60661-7204
 Phone: 312.730.1560
 Fax: 312.730.1576
 Email: OCR.Chicago@ed.gov

The Waukee Community School District complaint procedure is outlined in [Board Policy 405.51](#).

EARLY DISMISSAL/FULL-DAY CARE DURING SCHOOL YEAR

Early Dismissals

Fees for early dismissals are included in your monthly tuition. There will be sign-up sheets for the children to determine how many students will be attending on early dismissal days. If you are not currently enrolled in Beyond the Bell you may come to early dismissal days with payment and sign up made one week in advance. This will help us to provide adequate staff for the children.

Full-Day Care

Fees for Full-Day Care are included in your monthly tuition. There will be sign-up sheets for the children to determine how many students will be attending. If you are not currently enrolled in Beyond the Bell you may come to Full No school days with payment and sign up made one week in advance. This will help us to provide adequate staff for the children. A morning and an afternoon snack are included in your fees. This fee does NOT include lunch or a lunch drink. Your child **must bring a lunch and a drink** with their name on the outside of the sack, unless you are notified otherwise.

EMERGENCY PROCEDURES INTOXICATED/IMPAIRED PARENT

The district’s Childcare Care Services cares about the safety and well being of the children participating in the program. This concern does not end when a parent/guardian or other authorized person comes to pick up a child from the program. If a staff member observes conduct by an individual wishing to pick up a child that reasonably leads the staff member to believe the individual is impaired, the staff member may take action to address these concerns. If necessary, an authorized individual on the pick up permission slip will be contacted. If the parent/guardian decides to take the child, the proper authorities will be contacted.

LOST OR ABDUCTED CHILD

The following steps will be taken if a child is lost or abducted from the program.

1. Immediate notification of the police will occur once an initial search of the facility has been made and rapid attempts have been made to confirm whether or not a family member may have picked up the child.
2. A search will be conducted in all areas of the facility, including closets, cabinets, etc., and the immediate surrounding area.

3. The parent will then be contacted.
4. The Director or on site supervisor will remain at the site as the point person and to gather information/description of the child to share with authorities.

EMERGENCY DRILLS

Drills for fire, tornadoes, and disasters are practiced monthly. An emergency plan is posted in each room for evacuation procedures. In the event of a bomb threat, power failure, chemical spills, or other disasters, the program will be evacuated and parents will be asked to pick up their child/children at the area designated for emergencies. In the event of a blizzard, when school is cancelled, the parents will have 1 hour from the time of the elementary schools early dismissal to pick up their children.

INTRUDER/UNAUTHORIZED PERSON

Intruder is an unauthorized person who enters school property. As the instructor, if you observe an intruder on school grounds, please follow the suggested protocol:

- Children will be relocated within the school and supervised by other teachers until proper authorities arrive to assist.
- Politely greet intruder and identify yourself.
- Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the main office.
- Ask intruder the purpose of his/her visit. If possible, attempt to identify the Individual and/or vehicle.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify building administrator or law enforcement and the district office at 987.5161. If intruder refuses to leave:
- Notify building administrator to implement a building lockdown.
- Notify law enforcement and give a full description of intruder, including last known location, physical description, and known weapon or other device.
- Immediately following, notify district office at 515.987.5161.
- Back away from intruder, with hands raised, if he/she indicates a potential for violence. Allow an avenue of escape for the individual. To the extent safely possible, maintain visual contact.
- Be aware of intruder's actions at this time (where he/she is located in school building, whether he/she is carrying a weapon or package, etc). **Approved October 13, 2014**

ENROLLMENT POLICY

The program is available to children K-5 and who are enrolled in Walnut Hills Elementary, Maple Grove Elementary, Shuler Elementary, Woodland Hills Elementary and Grant Ragan Elementary. All children attending Beyond the Bell will need to complete online registration. All registration information can be located on the district website at www.waukeeschools.org. Beyond the Bell at Walnut Hills, Maple Grove, Shuler, Woodland Hills, and Grant Ragan will open on the first day of school.

We will strive to provide the best care for your child, however if it is determined that his/ her individual needs cannot be met by the program, parents may be asked to remove the child from the program.

HEALTH POLICY

Accidents & Incidents

For the safety of the children, all of the staff is trained in First Aid and CPR. Incidents involving a child, including minor injuries, minor changes in health status, or behavioral concerns, shall be reported to the parent on the day of the incident. Incidents resulting in an injury to a child shall be reported to the parent on the day of the incident. Incidents resulting in a serious injury to a child or significant change in health status shall be verbally reported to the parents, guardian, and legal custodians immediately as well as 911 if necessary. The parents, guardians, and legal custodians of any child included in incidents involving inappropriate, sexually acting-out behavior shall be notified immediately after the incident. (DHS regulation)

Illness

If your child becomes ill while attending the program, you will be called to pick up your child within an HOUR from the initial phone call. If your child is unable to attend school due to an illness, they are also unable to attend the program. Please follow school guidelines for your child's return to school and the program.

STUDENTS WITH THE FOLLOWING SYMPTOMS WILL BE SENT HOME

- Temperature of 100 or above (oral) or equivalent (normal temperature for 24 hours before returning to school)
- Vomiting (free from vomiting for 24 hours before returning to school)
- Diarrhea (free from diarrhea for 24 hours before returning to school)
- Unexplained abdominal pain

- Severe cold and/or cough
- Unexplained skin eruptions or rash
- Swelling, redness, tenderness, discharge of eyes (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Communicable disease (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Any health condition that in the nurse's judgment is of concern for the child's or other's health

Medication

We will only administer prescription medication that is stored in the original container with physician's instructions. Beyond the Bell does not have access to the nurse's office so the program would need its own labeled bottle. The label also must have the child's name on it, dispensing instructions and prescription number. Parents must sign and date a medication permission slip for all medications given to your child while they are in the program. Over the counter medication also requires written documentation from the doctor. An assigned staff member will administer the medication.

Responsibility to Protect Children

All staff and other Waukeee Community School District employees working directly with children are Mandatory Reporters of suspected child abuse. Employees are required by law to report any suspicion of physical, sexual or emotional abuse.

Special Needs

Please inform the staff of your child's special needs or limitations. We want to provide each child with the best care possible. Please contact the associate director of child care services at 515.987.5161 to discuss any of these situations. The Americans with Disabilities Act states that we will make reasonable accommodations for children with special needs as long as this does not fundamentally alter the nature of our program.

PAYMENT INFORMATION

Beyond the Bell is a self-supporting program financed by parent's monthly fees. The cost of supplies, staff salaries, food, and transportation fees and other expenses are derived from fee payments. Please contact the associate director of child care services at 515.987.5161 if you cannot make a payment. Failure to make payment or arrangements may result in termination of child care services.

Tuition

Tuition is due on the first day of the month. Early Dismissal and No School day attendance **requires a**

one-week notice with payment.

Early Out and No School Days **only** Cancellation Policy

In order to receive a refund on your payment for Early Outs and No School Days only, you will need to submit a cancellation request in writing to the associate director of child care services three business days prior to the day that care is needed.

The monthly fees include early dismissal days as well as regularly scheduled No School days. Year-end statements can now be accessed online.

If you qualify for free or reduced lunches with the Waukeee Community School District Nutrition Department then there is a discounted rate for child care at Beyond the Bell. Please supply the associate director of child care services with a copy of the nutrition acceptance letter and pro-rated tuition will begin once the approval letter is received.

Cancellations

Cancellation of care needs to be sent in writing or by email to the On site supervisor NO LATER than the 20th of the month PRIOR to care. (Example: If terminating for the month of March then cancellation would need to be made by February 20) If termination of care is not received by the 20th then payment of services will be charged to your account. If care is cancelled for any period of time re-enrollment into the program will be required if space and staff allow. This is due to the waiting list for families that want to enroll into the program.

Late Payments

Payments received 5 days after the scheduled payment date is considered **late**. A late charge of \$25 per week/family will be charged to your account. If payment is not received by the tenth day of the month, child care services will be terminated. Payments may be made by a personal check, money order, cash, or on RevTrak located on the district website. All payments other than online payments will need to be mailed or dropped off at the District office prior to the due date. If you are notified that your personal check is returned for insufficient funds, payment needs to be made in cash within three banking days. You will then be required to pay by cash ONLY. Once personal checks privileges have been taken away, they will not be reinstated. The associate director of child care services reserves the right to terminate child care services if payments are chronically late or withheld.

PROGRAM OPERATIONS

School Year Program Hours

Beyond the Bell hours are Monday-Friday, 6:30-8:45 a.m. and 3:40-6:00 p.m. **The center will be closed on the following days:**

- 4th of July, July 4, 2017,
- Professional Development, August 14-August 22, 2017
- Labor Day, Monday, September 4, 2017
- Thanksgiving Holiday, Thursday, November 23-Friday, November 24, 2017
- Winter Break Holiday, Monday, December 25 - Tuesday, December 26, 2017
- New Years Break, Monday, January 1 - Tuesday, January 2, 2018
- Memorial Day, Monday, May 28, 2018

SPECIAL PROGRAMS

Field Trips

Field trips will be planned for full-day care. There may be an additional fee for field trips. If your child will not be participating in a field trip, you are responsible for making alternate child care arrangements in advance. Our staff will not be able to remain at the school during the field trip because they are needed with the group.

Toys from Home/Electronics

Beyond the Bell has a no toy from home policy. Belongings brought from home often cause conflict between the children. We offer a variety of manipulatives, games, and activities to keep everyone busy. Electronic devices are also not allowed while the children are in our care. Items brought from home are to stay inside of the children's backpacks unless there is a special day designated by the site supervisor.

Transportation

Waukee Community School District buses will be used to transport children on field trips. District guidelines regarding proper school bus behavior are discussed with all participants prior to the field trip. If a child does not follow guidelines they may be denied bus privileges and the parent would then be responsible for alternative transportation arrangements.

POSITIVE GUIDANCE & BITING POLICY

Our goal is to provide support and guidance to help your

child deal with conflicts and changes, to help your child accept responsibility for his/her actions, and to help your child develop self-control and discipline. This perspective is the same in regards to incidents of biting. Teachers use the following techniques to foster positive self-concept of children when guiding their behavior and in cases where biting occurs:

- Assess the situation – Who is involved, what was happening and where was the teacher at time of incident.
- Redirection-offering an alternative or positive choice.
- Positive statements-telling the children what the behavior is and then modeling that behavior in role-playing situations.
- Giving attention to the child who is hurt before giving attention to the child who has hurt someone.
- Guiding children to use "I" statements to verbalize their feelings.
- Giving the child time away to calm down and regain control.
- In cases where a mark is left on another child as a result of biting or other injury, the staff will notify both parents as soon as the situation is under control. The staff will complete an incident report listing the details of the incident for the children involved. Documents will be held by the staff until parent pick up. At pick up time, the parent of the individual child will be shown and asked to sign one copy of the report that will be placed in child's file for documentation.

In situations where biting occurs, the following first aid procedure will be followed:

- For a surface bite, ice will be applied to reduce any swelling or bruising.
- For a bite that breaks through the skin, the area will first be cleaned with soap and water. Bite mark will be bandaged and child will be monitored for any changes. Should changes occur, the parent will be contacted immediately.

Disruptive/unsafe behavior or biting, which does not respond to intervention, will require the Director or teacher to contact the parent. The parent and teacher will then meet to develop an individual plan to meet the needs of the child and the center. **Approved October 13, 2014.**

WEATHER POLICY

In the event of severe weather or weather-related emergencies, the following policies are in effect:

School Cancellation

If school is cancelled due to snow or ice then the program will be **CLOSED** as well. For the safety of the children and the staff we will not be operating on school cancellation days. If school is cancelled due to **cold** temperatures then Beyond the Bell will be **open** at regular time.

School Early Dismissal

If school dismisses early, the program will begin at the time of dismissal. Parents are required to pick up their child within 1 hour of dismissal time to ensure the safety of everyone traveling home.

School Late Start

We will operate our normal opening time of 6:30 a.m. on late start days and care will be for children enrolled in the morning session **only**. If for some reason after the children are at school and school is then cancelled, the parents will be asked to come and pick up their child within an hour from the announcement of the cancellation.