

August 2017

Dear Parents,

We would like to welcome you and your child to the Beyond the Bell program for the 2017/2018 school year. Beyond the Bell is the before and after school program offered at Grant Ragan, Maple Grove, Shuler, Walnut Hills, and Woodland Hills Elementary Schools. There are a few changes in policy from past years. Please, continue to read about some changes and some important information regarding the Beyond the Bell program.

MONTHLY FEES

Below are the monthly fees for the Beyond the Bell program for the upcoming school year.

Monthly BtB Fees	1st Child	2nd Child	Each Additional Child
Both Before and After	\$290	\$240	\$165
Either Before or After	\$220	\$185	\$130

- We do have reduced rates for all children that qualify for free and reduced lunch. Contact your site supervisor about receiving the discount.

BEFORE AND AFTER FEES

If your child attends both before and after school, you will receive 2 invoices each month. The following graph shows how the invoices will break down if your child attends both before and after school program. Both of the invoices will need to be paid each month.

	<u>AM Invoice</u>	<u>PM Invoices</u>	<u>Total</u>
1st Child	\$70.00	\$220.00	\$290.00
2nd Child	\$55.00	\$185.00	\$240.00
Additional Child	\$35.00	\$130.00	\$165.00

INVOICES AND PAYMENTS

Invoices will be emailed out on the 25th (or before) with the fees for the following month. (Example: September invoices will be emailed on August 25.) Invoices will only be emailed to the address tied to your RevTrak account.

Payments are due on the 1st of each month. If payment is not received by the 5th of the month, a \$25 late fee will be added to your account. If full payment with late fee is not received by the 10th of the month, care will be terminated until full payment is received.

Payments can be made the following 2 ways:

- Credit / Debit Cards – Payments by credit or debit card can be made online through RevTrak. Directions can be found on our webpage highlighted below.
- Check, money order, or cash – These payments must be mailed or dropped off at the district office at 560 SE University Ave, Waukee, IA 50363. There is a locked drop-box in the parking lot to leave payments when the district office is closed. Payments will not be accepted at the sites.

WEBPAGE

We have a webpage on the school district website. On the district’s homepage at www.waukeeschools.org, you can click the “Child Care” link on the bottom left of the page. On this page is links to the Beyond the Bell Handbook, our DHS Licensing Manual, RevTrak payment instructions, and a few more links. Along the left side you can click the Beyond the Bell link and be sent to another webpage. This page will have information specific to each site including snack calendars, site specific calendars, and site contact information.

ATTENDANCE AND PICK-UP

Please let your site supervisor know if there is a change in plans for your child, especially after school (child will not attend BtB, someone new picking up child, etc.) If there is a change in plans from after school to Beyond the Bell (Riding bus, parent pick-up, home with a friend, etc.) please email the Beyond the Bell site Supervisor, your child's teacher and the building secretary. All other communication can be done through email, writing in the parent communication log on the sign-in table, or calling the site cell phone or site office phone.

HOURS OF OPERATION

Our hours of operation are 6:30 am to the start of school in the morning and from the time school is dismissed until 6:00 pm in the evening. We are open on scheduled early outs from 1:30 to 6:00 and scheduled no school days from 6:30 am to 6:00 pm. The following Holidays and professional development days are the only days we will be closed.

August 14 – August 22 2017

Monday, September 4, 2017

Thursday, Nov 23 - Friday, Nov 24 2017

Monday, Dec. 25 - Tuesday, Dec. 26 2017

Monday, Jan 1 – Tuesday, Jan 2 2017

Monday, May 28 2018

Professional Development

Labor Day

Thanksgiving Holiday

Winter Break Holiday

New Years Break

Memorial Day

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 20th) If termination of care is not received by the 20th of the month 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 having lengthy waiting list for families that want to enroll into the program at each site.

WEATHER POLICY

- **If school is cancelled due to poor weather (Snow / Ice), Beyond the Bell will **NOT** be open**
- **If school is cancelled due to cold temperatures, Beyond the Bell will be open normal full day hours**
- **If school has a late start, Beyond the Bell will open at 6:30 am until the start of school for morning participants **ONLY****
- **If school is dismissed early due to weather, Beyond the Bell will close **1 hour** after dismissal**
- **You will receive an e-mail with weather related announcements**

ON SITE SUPERVISOR HOURS

Our site supervisors are hourly employees and their hours of work will be 6:30-9:15am and 1:00-6:00pm. Please be aware that they will not be responding to you during the hours of 9:15am and 1:00pm or between 6:00pm-6:00am. If you must reach someone during those hours please email Rich Miller or Andrea Wilmes.

Sincerely,

Andrea Wilmes, Program Director, (Office) 987-5161 x4550, awilmes@waukeeschools.org
Rich Miller, Floating Supervisor, (Office) 987-5161 x2249, rmiller@waukeeschools.org
Kelly Brault, Walnut Hills BtB, (C) 326-1537, (O) 987-2738 x6062, kbrault@waukeeschools.org
Doris Deubel, Shuler BtB, (C) 418-5688, (O) 987-8597 x6586, ddeubel@waukeeschools.org
Steph Flink, Woodland Hills BtB, (C) 493-8654, (O) 987-5196 x3128, sflink@waukeeschools.org
Michelle Holmes, Maple Grove BtB, (C) 314-5825, (O) 987-2778 x6162, mholmes@waukeeschools.org
Michelle Macias, Grant Ragan BtB (C) 418-0760, (O) 987-0435 x2526, mmacias@waukeeschools.org