



at Dora Erickson

Parent/Student Handbook

2018-2019



21st CCLC Afterschool Program



Dear Parents and Students,

Welcome to Beyond the Bell!

We are excited about your involvement with our afterschool program. This is a great opportunity for you to grow your talents.

We hope you find this handbook helpful. It has important information about Beyond the Bell's expectations, policies and procedures. Beyond the Bell also follows Dora Erickson and School District #91 policies.

An electronic version (PDF) of this handbook can be accessed on our website at <http://erickson.d91.k12.id.us/Beyond-the-Bell>. Additional print copies can be located on the parent information shelf in the main hallway of Dora Erickson. Beyond the Bell reserves the right to revise its expectations, policies, and procedures as deemed appropriate by School District #91, and the program director. Revisions may be necessary to comply with district, state, and federal regulations as well as ensuring a safe environment for students and staff.

If you have any questions about the contents of this handbook, or about the afterschool program, please contact me.

Best regards,
Christina Fullmer
Program Director

fullchri@d91.k12.id.us
(208) 516-0168



Center Information

Mission Statement

- Our mission is to provide youth and families educative experiences in a safe supervised environment and to promote positive youth development through exploration, developing lifelong learning skills, social skills, leadership skills, and success in school all during out-of-school hours.

Vision Statement

• We create positive change, engage in our community, work hard, and learn for life. The Beyond the Bell Community Learning Center program aligns with Dora Erickson's Collective Commitments:

- High Academic Learning for Students
- Positive School Culture
- Growth Mindset
- Safe Place for All
- Engage Students
- Parent Involvement

Objectives

- Advance students' academic performance.
- Help students develop social competence.
- Promote the improvement of student health.
- Provide educational supports to families.
- Build sustainability through community support and partnerships.

Core Values

- Youth have the Power to Lead
- Build a Positive Team Spirit
- Turn Mistakes into Learning and Never Give Up
- Find the Uniqueness of You
- Keys to Learning are Inter Control and Self-Discipline
- Respect for Self, Respect for Others

Policies & Procedures

Enrollment

A primary goal of 21st Century Community Learning Center grants is to support students in economically disadvantaged areas. In alignment with this goal, Beyond the Bell prioritizes the enrollment of students with economic disadvantages. Within this priority we target students who are English Language Learners, those who are at risk academically, and to

some degree those who need behavioral supports. Attendance is an important part of making the most of what our program offers and good attendance supports the funding for this program. Therefore, students who have been a *regular program participant, meaning they have attended for 30 or more days*, in previous years will have the first opportunities for placement since they have already demonstrated commitment to attend.

Our program supports up to 130 students. We reserve 20 enrollment spots for EL students, 60 enrollment spots for students with academic needs as indicated by the IRI and ISAT, and 6 enrollment spots for students with behavior issues.

When parents enroll their children we ask that they commit to their children attending for 30 days or more. They can be in the program as long as they would like once they are enrolled. However, to ensure continued funding for this free program we need to have regular attendance from enrolled students. When students attend for less than 30 days they do not contribute to sustaining the program.

In the event that students are dropped from the program, the parents need to contact the program director to unenroll their student from the program. Then we know not to continue to expect the student and that their spot is available to someone else.

Waitlist

We create a waitlist for the following reasons:

- Recruitment of staff necessary to maintain safe ratios; and
- Recruitment of staff for specific student needs.

When the program has met maximum capacity given the current youth to adult ratios a waiting list will be established. When an opening in the afterschool program occurs the next person on the waitlist is contacted and offered the opening. The program director will notify the Dora Erickson classroom teacher and food services of the addition of the student.

If two (2) or more students from one family are on the waiting list, the afterschool site will offer available openings to the parent/guardian. Every effort will be made to accept all siblings at the same time.

Attendance Policy

Grant resources including personnel are allocated for the program based on enrollment. Enrollment is a commitment by parents that they will have their child attend afterschool every day for the full program day to get the full benefit of the opportunities offered. Early pick-ups and occasional shorter days are acceptable based on specific needs and can be arranged when parents communicate with the program director.

Participants need to attend a minimum of three (3) out of four (4) days per week. If students have excessive absences they may be dismissed from the program.

Please leave a message for the director when students will be absent from the program so we know not to expect them that day. It is also helpful to send a note or call Dora Erickson to inform the classroom teacher so they will not send their student to the after-school program. When students come to after-school we will have them in the gym eating snack until you come to get them unless you have contacted us ahead of time to say they will not be attending that day. It is problematic when students come to after-school and immediately ask to call home, or when they head directly to the office after the regular school day to call home. **Arrangements for students to attend afterschool or be absent from afterschool need to already be in place and communicated to both Dora Erickson and Beyond the Bell before the transition between the regular school day and after-school.**

End of Day Procedures/Policy

When students are dismissed at the end of the afterschool program day, the following procedures must be implemented:

Walking/riding bikes:

- Parent/guardian must give permission to walk home on the student enrollment form, or sign a permission to walk home release form to be added to the enrollment paperwork if the decision is made after enrollment.
- Students that walk home will be released between 6:00 P.M and 6:05 P.M.
- If on occasion there is a need for students to be released before 6:00 p.m. the Parent/guardian must request this in person, or by phone call/text before 5:45 pm.. Please plan and call ahead of time.

Riding the bus:

- Parent/guardian request bus transportation and give permission on the student enrollment form.
- Students riding the bus will line up and be escorted by staff to the bus at 6:00 p.m.
- Students will be loaded onto the bus by 6:05 p.m.
- Students that are signed up for the bus will ride the bus each day unless afterschool staff is notified by parent/guardian of pick-up prior to 5:45 p.m.
- **Parents are required to meet their student at their bus stop.** If an authorized adult is not there to insure the student gets home safely the bus driver will return the student to school. The program director, or a lead teacher, will meet the student at the school. If staff is unable to contact any of the student's contacts within 20 min. then police will be notified.

Pick-up:

Students are to be picked up between 6:00 and 6:10 P.M.

- Only the approved name(s), as posted on the enrollment form, can pick-up student from Beyond the Bell.
- If parent would like to add/remove someone from the approved list then they must talk in person with the program director or her secretary.

- *Parents in cars will pull up as far as possible in the pick-up lane.* Staff will wave students to their car once all cars are safely stopped. Please be aware that when it is dark we may use flash lights to help us properly identify drivers. We hope you will understand and help us with the safe dismissal of the students.
- Parents can park in the parking lot and walk across the crosswalk to pick-up their child.
- If students are not picked up and staff is unable to contact any of the student's contacts within 30 minutes of the 6:10 pick-up time, then police will be notified.
- Four (4) late pickups of 15 minutes or later may result in student's dismissal from the program.

Early Pick-up:

If parents need to pick-up their child before 6:00 p.m. they will need to call the program director to let them into the building.

- The parent/guardian must come inside and sign their complete legal name and record the exact time of pick-up on the Sign-out Sheet.
- Only afterschool staff may be assigned the responsibility for sign-out.
- Only authorized persons listed on a student's enrollment form may sign-out students. If they are unknown to staff they will be asked to show a photo ID.

Please Note-

For safety reasons the school will be locked during the afterschool program. If you need to come in for any reason during afterschool hours you will need to call or text the program director (208)516-0168.

In order to safely facilitate the release of students from the afterschool program **we will not be answering phone calls or opening the doors between 5:45-6:05** except in the case of emergencies. Please plan and call ahead of that time if you need to pick-up your child early or for any other reason.

Behavior & Discipline Policy

We want everyone to be safe and have a good time during our afterschool program. In order to help that happen we all need to know and follow the rules.

The three 'Big Rules' for afterschool are; Be Safe, Listen and Learn, Have Fun!

Standard rules students are expected to follow include:

1. Be respectful of yourself, the other children, and staff at all times.
2. Use kind words.
3. Always ask permission before leaving the room for any reason.
4. Always use objects safely and only for their intended purpose.
5. Keep hands, and feet to yourself.
6. Play safely and be a good sport at all times.
7. Never open the door to the building for anyone for any reason!
8. Follow directions the FIRST time they are given and understand that no means no.

When correcting a student's behavior:

- Staff verbalizes and demonstrates to the student positive alternatives rather than focusing on the unwanted behavior.
- Staff encourages the student to solve problems and work out conflicts with better choices.
- Staff explains the reasons for the rules students are asked to follow. (Beyond the Bell follows Dora Erickson rules.)
- Staff allows student to move to a separate area to cool off and work through issues.
- Staff give the student an opportunity to practice a better behavioral choice for the situation.
- If the problem remains unsolved staff will fill out a minor incident form.
- If the problem continues staff will refer the student to the office.
- If the problem is serious enough or can't be resolved the director will call parents to pick their child up early.

If the staff is unable to resolve ongoing or serious behavior issues (i.e. aggressive, abusive, disturbing, or destructive behavior), then a three strike system is in place:

- Strike 1 - Parents are notified of the misbehavior and the frequency of the behavior.
- Strike 2 - The program director and/or lead teacher have a conference with parents and/or child to establish a behavior plan to follow.
- Strike 3 - If the problem cannot be resolved with the behavior plan the program director may dismiss student from the program.

(Ongoing behavior issues would include students who have 8 or more minor incident forms turned in to the office in a four week time frame.)

Positive Reinforcement:

We reinforce good behaviors. One way we will do this is to give out terrific tiger paws. Students get a stamp on each toe of the paw in recognition of good behavior. Completed tiger paws are put into weekly drawings for prizes.

Field Trip Policy

Field trips are part of the academic enrichment and student development we are striving to achieve in Beyond the Bell. Our field trips follow State Department of Education, School District, and Beyond the Bell policies. The program director arranges all field trips and approves them through the district office. Transportation for field trips to and from the activity is provided by School District buses and follows School District #91 policies.

Field trip permission is determined by parents upon enrollment. (See enrollment form)

To ensure proper parent communication field trip notifications will be distributed one (1) week prior to each field trip. If parents determine that they want to change field trip permissions for their student they must notify the office a minimum of one (1) day before the field trip. If

parents have declined student permission to attend field trips that student will not attend Beyond the Bell on the day of the field trip.

Movie Policy

Beyond the Bell may on occasion show G and PG movies. Parents choose upon enrollment if their child can participate (see enrollment form). Notification of the exact movies to be shown will be given to parents prior to a movie being shown.

Photography/Video Policy

Photography/video of program operations will be used to promote community awareness and involvement. Photography/video may be used in newsletters, social media, advisory board, program manuals, media reports, slideshows, and more. Beyond the Bell will follow the policies as outlined by School District.#91.

Photography/video will focus on group activities. Parents/Guardians must give consent for student to participate in photography/video (see enrollment form).

Clean-up

As guests in the school we are expected to leave things as clean, or cleaner, than we found them. Students need to clean up their own messes and put things back where they belong. Students are in charge of the things they bring to Beyond the Bell from the regular school day. They need to keep their items their backpacks and keep the backpacks in the designated bins for their group. **(No personal items, except for school work, may be out of student's backpacks unless they have permission and are in the gym. This includes water bottles, drinks, and food. Items such as toys will be held in the office for students to pick up the next school day.)**

Students will occasionally be assigned special clean-up duties that give them the opportunity to demonstrate responsible leadership by helping staff with clean up in the gym/cafeteria.

Snack We provide a snack at 3:00. Students can bring their own to eat at that time.