

Beyond the Bell

Before & After School Program for Grades K-5



Beyond the Bell Parent Handbook

Beyond the Bell

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Welcome

Thank you for registering for a Park Ridge Park District Beyond the Bell (BTB) Before and After School program! We are very excited about meeting your child and will provide a warm, friendly environment with games, crafts, homework time and much more.

If you have any questions or concerns about our program, please feel free to talk to the Site Coordinator and/or staff. We believe it's important that our staff have open communication with our families.

If you need to speak with the Site Coordinator at any time throughout the times of the program, please call or text the cell phone number. This number will be found in your welcome email. If you receive their voicemail, please leave a message and they will return your call as quickly as possible during program hours.

Park District Mission

Park Ridge Park District's mission is to enhance Park Ridge's quality of life by providing park and recreation opportunities for all residents while being environmentally and fiscally responsible.

Session Dates

Beyond the Bell follows District 64's school calendar; and does not run during Thanksgiving, winter or spring breaks or on school holidays or institute days. On days off school you may register your child for the Park District's School's Out Fun Club. This club is designed for days off school and is held at the Maine Park Leisure Center. Registration is separate for School's Out Fun Club. You can register either online at www.prparks.org or in person at the Maine Park Leisure Center, 2701 W. Sibley.

Program Schedule

Beyond the Bell is held Monday through Friday for children who attend Park Ridge-Niles School District 64 schools, Kindergarten through 5th grade. Morning hours are from 7:00 am until the children are dismissed to their classrooms at 8:50 am. Afternoon hours begin at 3:30 pm, (2:40 pm on Wednesdays), and ends at 6:00 pm. Children may be picked up at any time during the afternoon program hours. Participants may choose to attend 1, 2, 3, 4, or 5 days per week. The specific days need to remain consistent for accurate attendance and record keeping. We are unable to accommodate a floating schedule. A change in daily schedule requires notification to Site Coordinators and Youth Coordinator. There will be a \$5.00 service fee for any schedule changes.

The daily schedule may vary from day to day, but will in generally include the below activities:

Before Care

Attendance taken
Homework help
Quiet time/reading
Social distance activities
Dismissal to class

After Care

Attendance taken
Socially distance games and activities
Gym/outdoor play
Homework help/reading
Physical activity centers

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Payment

The registration fees are listed on the Park District website and in the program brochure. For participants that elected to establish a monthly payment plan by credit card, (VISA, MasterCard or Discover), monthly payment cycle will begin on August 15th, and continue the 15th of every month thereafter.

Tax Information/Flex Benefits

The Park Ridge Park District tax identification number is 36-6006042. Each year the registering parent of participants can generate a childcare statement by logging into the Park District Registration software and clicking *Print Childcare Statement*. Flex Benefit Forms for day care reimbursement may be submitted the Park Ridge Park District for processing.

Refund/Credit Policy/Withdrawal

Refunds for the monthly tuition will be given if the participant moves out of the district, withdraws from the program, or has an extended medical leave (5 days in a row or more) with a doctor's note. Refund requests should be made in writing 5 business days prior. The refund will be pro-rated based on the child's attendance, when written notification is given and includes a \$10.00 service charge. *Refunds or credits will not be given for snow days, vacation, illness, extracurricular activities, disciplinary reasons or other temporary childcare arrangements.*

Communication with Beyond the Bell

If you need to get a message to an individual at the Beyond the Bell site, you may contact the site directly. The Park District uses cell phones to communicate with the Beyond the Bell staff at each school.

Site Contact Information

- Carpenter School - (847) 951-9684, washingtonbtb@prparks.org
- Field School Beyond – (847) 951-8604, fieldbtb@prparks.org
- Franklin School - (847) 951-8518, franklinbtb@prparks.org
- Roosevelt School – (847) 951-7896, rooseveltbtb@prparks.org
- Washington School - (847) 951-4704, washingtonbtb@prparks.org
- Robin Battaglia, Youth Coordinator – (847) 692-5127, rbattaglia@prparks.org

Snow/Inclement Weather Closings

If District 64 schools switch to eLearning due to snow/inclement weather for the entire school day, Beyond the Bell will be closed. A refund will not be issued for snow/inclement weather eLearning days. Information will be posted online if available. You may also visit the Park District's website at www.prparks.org for snow/inclement weather.

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Absences

If your child will be absent from Beyond the Bell, please call or text the site cell phone. Absences should be reported by 6:30am for before care and 2:15pm for after care. The Park Ridge Park District and Beyond the Bell staff does not always receive absentee information from the school; we rely on you to get this information to us. There are no refunds for credits for missed days.

Family Situations

Staff understand and respect the differences in all families and will aim to do our best to work with each individual circumstance. Regarding divorce and separated situations, Park District staff will not act as an intermediary between parents. Parents must communicate with each other first, and then contact the Park District. Staff will not coordinate items such as payments, communication between parents, or who is picking up the child. We understand these situations can be difficult and emotional, but we ask to please refrain from taking out frustrations on staff. We can help by setting up separate accounts and, if requested, we can email both parents/guardians program information. To set up separate family accounts or to request an additional email for communication please contact Debbie Majchszak at dmajchszak@prparks.org or 847-692-5127.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) a Certified Copy of the most recent order and all amendments thereto must be uploaded into ePact in the Shared Files section. The orders of the court will be strictly followed unless the parent or parents with legal custody requests a more liberal variation of the order in writing. In the case where both parents have joint legal custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file, both parents will have equal access to their child as stipulated by law. Without a court order, the Park Ridge Park District cannot limit the access of one parent by request of the other parent, regardless of the reason. Staff will contact the police should a conflict arise.

Accidents and Emergencies

Active children sometimes acquire bumps on the knees, etc. while playing with their friends. We do our best to minimize these accidents through training and supervision, if your child gets hurt, he/she will receive first-aid. The Site Coordinators are certified in CPR, AED, and first-aid. The Site Coordinator will be the primary person in charge of first-aid. Staff is given appropriate instruction on how to respond to accidents and emergencies including but not limited to: bloodborne pathogens, universal precaution training, heat stress, burns, epi-pen, seizures, head injuries, sunburns, nosebleeds, bites, bleeding, severe weather, tornados, fire, intruders, and earthquakes.

In the event that a child needs professional medical attention, local paramedics will be notified by calling 911. Every effort will be made to contact parents/guardians immediately. Staff will provide care for which they are trained until paramedics arrive, and will reassure child through maintaining a safe and calm environment. If the primary contact person is not available, staff will call all emergency contact numbers until an individual is reached.

In all accidents, illnesses, and emergency situations a Park District Camp staff member will stay with the Child until the parent/guardian or emergency pick-up person arrives.

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Health

In the event that your child is ill, we request that he/she be kept at home. If he/she becomes ill during Beyond the Bell, you or your emergency contact will be called and requested to pick your child up from the program. For the well-being of your child, other students, and staff please do not bring a child to camp that is running a fever, experiencing diarrhea, cold symptoms or vomiting. Children should be free of symptoms for twenty-four (24) hours before returning. Parents will be notified by the Site Coordinator to pick up their camper if he/she shows any of the above symptoms or becomes ill during the program.

- ALWAYS report any contagious disease (i.e. chicken pox, measles, roseola, mumps, strep, or rubella) immediately to the BTB Site Coordinator
- Also report any cases of head lice, pink eye, Hand Foot and Mouth, impetigo, or other skin disorders. Children should be free of all symptoms for 24 hours (completely lice or nit free) before returning to the BTB program.

If a child becomes ill during the program, we will contact the primary contact first for pick up. A space will be provided for the ill child as they wait to be picked up. All supervisory staff are trained in CPR/AED/First Aid. First aid equipment is on hand at all times.

Medication

The Beyond the Bell staff may only dispense medication to a participant when a Park District Medicine Packet has been fully completed by the parent or guardian. Please note that staff does not administer medication, but will dispense and remind participants. This form can be found on your child's ePACT.

Face Coverings

Both children and staff will be required to wear face coverings over their nose and mouth while indoors unless eating or drinking water. At the time of releasing this Parent Handbook face coverings are not required outdoors as long as social distancing can be maintained. Should mitigations change, we will follow suit.

Families must provide a face covering for each camper. We suggest packing a few extra as a mask can become uncomfortable to wear if they become damp or dirty, which can happen when playing. In the case that a child forgets their face covering or there is damage to the face covering, a disposable age-appropriate face mask will be provided.

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Social Distancing

Social distancing will be the goal at all District programs until otherwise determined by the County, State, or Federal government. Social distancing means keeping space between yourself and other people outside of your household. Social distancing requires that each employee and participant:

- Do not gather in groups.
- Stay in an assigned area and within individual spaces, except for entering/leaving buildings, lavatories, or to complete a job task.

To the best of our ability, staff and children will practice social distancing while indoors and outdoors.

COVID-19

Any child or staff member suspected of having COVID-19, diagnosed with COVID-19, or having been in contact with someone suspected of or diagnosed with COVID-19 shall not attend the program until they are no longer communicable and have been approved to return by Park District staff. A doctor's note may be required prior to returning to the program.

- Families of children and staff must immediately notify Robin Battaglia, Youth Coordinator at rbattaglia@prparks.org or at (847) 692-5127, if someone in their home has symptoms, tests positive, or if the child has been in close contact with a positive case.

If there is a possible exposure or positive case, the Park District will email anyone who may have had close contact**. Close contact is defined by the CDC as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

** Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).*

When a BTB family or a staff member notifies the District of a COVID-19 case, the Park Ridge Park District Safety Committee has a COVID-19 response plan based on recommendations from the CDC, the IDPH, and DCFS. See the following COVID-19 scenarios.

COVID-19 SCENERIOS

Participant with Possible Exposure to COVID-19

Parents and staff will monitor participant and any siblings for symptoms. Participant is allowed to attend BTB as long as they do not exhibit any symptoms. The Park District must be notified of the possible exposure.

Participant Exhibits COVID-19 symptoms at Camp

Should a participant exhibit symptoms of COVID-19 while at BTB, parents/emergency contacts will be contacted to pick up the child from BTB. The child will be removed from the BTB group immediately

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and will remain in a separate location with a staff member until parent/emergency contact arrives. Parent/emergency contact will need to pick up the child within 30 minutes. Out of an abundance of caution, any sibling in BTB will need to be picked up at the same time. Participant and staff will wear a face shield and/or cloth face covering. Staff will monitor all other participants and staff for symptoms.

Child is to remain at home until at least 10 days have passed since the symptoms first appeared and 24 hours fever/symptom free. Before returning, please communicate with the Park District to receive an approval to return. A doctor's note may be required to return to the program.

Participant Exposed to a Confirmed Case of COVID-19

If a Participant has been exposed to a confirmed case of COVID-19, then according to CDC guidelines, the participant will need to stay home and monitor their health for 14 days after the last day of exposure to see if they develop symptoms or become sick. Any siblings should also follow these same guidelines. The Park District must be notified of the possible exposure.

Parents of any Participant who may have had contact with the Participant exposed to COVID-19 will be informed of the exposure.

Participant has Confirmed Case of COVID-19

If a Participant has a confirmed case of COVID-19, the Park District must be notified and the Participant will need to remain isolated at home. The Park District will follow CDC current guidelines for when a participant can return. At the time the manual Participant can return to the Park District when ALL the following criteria are met:

1. At least 10 days have passed since onset of symptoms AND
2. At least 24 hours have passed since all symptoms have resolved without the use of pain/fever-reducing medication AND
3. A lessening of ALL symptoms except loss of taste/smell
4. Participant can reply "no" to all items on the Wellness Screening Questionnaire
5. Doctor's note may be required

Before returning, please communicate with the Park District to receive an approval to return. A doctor's note may be required to return to the program.

Parents of any children who may have had contact with the Participant with a confirmed case of COVID-19 will be notified. An exposed Participant will need to stay home and monitor their health for 14 days after exposure to see if they develop symptoms or become sick.

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Pick Up Procedure

When picking up your child, you must enter the Beyond the Bell site through the designated door and sign them out. You will be asked to provide a picture ID until our staff gets to know you. Only a parent, guardian or the designated pick-up person will be allowed to pick up your child. You may email or text written authorization directly to your Site Coordinator if another individual not on this list will be picking up your child. Ongoing additions to your pick-up list need to be updated in your child's ePact account. The Beyond the Bell staff will ask for identification from anyone they do not recognize.

Late Pick-Up Procedure

Beyond the Bell ends at 6:00pm daily. We ask that you make every effort to have your child picked up on time. If you are late picking up your child, a fee will be charged after 10 minutes of \$1.00 per minute. You will have one week from the day of the late arrival to remit payment.

- Exceptions will be made due to uncontrollable circumstance (i.e. car accident, death, illness). Beyond the Bell staff and the Youth Coordinator shall determine what constitutes an uncontrollable circumstance.
- If a parent or guardian does not arrive for pick-up after 30 minutes and staff has not been able to speak with a parent or guardian and/or all other contacts have been exhausted, the Police Department will be notified.
- If late pick-up is habitual, there is a risk of your child being dismissed from the Beyond the Bell program.

Change of Days

If you need to change the days that your child attends Beyond the Bell, please contact the Site Coordinator with the appropriate information. You may also email Robin Battaglia at the Park Ridge Park District at rbattaglia@prparks.org for any adjustments in your child's schedule. Due to the high demand of the program we may not be able to accommodate your request to switch days. Five business days are required to process any changes. A \$5 service fee per schedule change will be charged to your account.

Physical Activity

The after-school program is sensitive to the fact that children are in need of physical activity after school. Therefore, each day will have time set aside for recreation. Please dress them appropriately for the weather. During this time we may also play socially distance games in larger groups. The focus of physical activities will be to have fun and be active. Students will follow the same rules on the playground and in the gym after school that they follow during the school day at D64.

Snacks

Beyond the Bell will not be providing snacks. Your child will need to bring a nut free snack from home to have during Beyond the Bell. We will not have extra snacks on site if your child forgets to pack a snack. If your child has any dietary restrictions or allergies, please indicate this on their ePact form.

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Homework

We support the idea that homework is the child's responsibility and that homework habits should be developed and supported in the home. Time is scheduled to provide students time to complete homework. Students will be encouraged to do homework during this time but will not be required to do so. The children will be expected to work independently, but help is available from the staff. It is not the responsibility of the Beyond the Bell staff to force children to do their homework. Your child may not always finish all their homework during the after-school program but may work on it during the time provided. Parents will maintain full responsibility for ensuring accuracy and completeness of all assignments.

Clothing/Lost & Found/Toys

Weather permitting, the children in Beyond the Bell will go outside on a daily basis, so please dress your child appropriately. Jackets, hats, mitten, backpacks, etc. should be clearly labeled with your child's name. Items left at the Beyond the Bell site that are found and turned in will be placed in the school's lost and found container. Hats may not be worn indoors during Beyond the Bell. Roller shoes should not be worn. Flip-flops are strongly discouraged, as they are unsafe for use on playground equipment. All toys and electronic games should be left at home as they can get lost, stolen, or broken. Beyond the Bell is not responsible for items that are lost, stolen or broken.

Do not bring:

- Toys, stuffed animals, Pokémon cards, beyblades, etc.
- Electronics (cell phones, video games, electronic devices, etc.)
- Weapons or toys that look like weapons

We have many toys, games and plan activities for children to enjoy while at Beyond the Bell.

Electronic Device Policy

For the purpose of establishing this policy, an electronic device is defined as any mechanical or electrical device that is capable of playing, recording, storing, or transmitting sounds, images or data. Examples of these types of devices include cell phones, GizmoWatch, Apple Watch, iPods, and MP3 players. CD players, radios, media players, PDA's, hand held video game units, laptops, IPAD's, Chromebooks, and computers.

- Electronic devices will not be permitted for use during Beyond the Bell. Repeated violations of this policy may subject the student to progressive disciplinary action as outlined in the behavior policy.
- District Chromebooks can be used for homework only during homework time. Beyond the Bell is not responsible for damage that happens to a Chromebook during the program.

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Behavior & Discipline

Code of Conduct

Parents and staff need to be role models for the children and are expected to follow the program's code of conduct and treat everyone with respect. Please be respectful to all school and BTB patrons, staff and other parents. All program, staff issues, comments or concerns should be directed to your Site Coordinator or the Youth Coordinator. If a parent (or anyone who drops off or picks up) is verbally abusive towards the staff, the child may be removed from the program. This includes negative comments, sarcasm, criticism, yelling and or screaming directed at staff and or other parents. The police will be called to remove any parent who appears to be out of control.

The Beyond the Bell Staff has implemented a code of conduct policy for our Beyond the Bell program. These rules apply to all participants, parents, guardians and staff. In an effort to make the program experiences positive and successful for all enrolled in the Beyond the Bell program parents, children and staff are asked to read and follow the guidelines listed below.

- No bullying, verbal or physical, threatening, obscene, disrespectful or physical behavior will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the proper authorities
- Participants, parents and guardians, must show respect to all staff and participants.
- Participants are asked to be respectful of the equipment and property at the Beyond the Bell site.
- No physical or verbal harm towards any participant, parent, guardian or staff member will be tolerated.
- Participants may not place themselves or others in a dangerous situation through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings, i.e. bags, jackets, school supplies, items brought from home with permission, etc.
- No refunds will be issued for suspensions or suspended days of BTB.

Discipline Procedure

It is our philosophy that discipline can teach participants to take responsibility for their own actions. We try to accomplish this by using specific directions, redirecting a child, using positive reinforcement and motivation and by leading by example. Since each participant may have different ways of learning, several methods may be used.

- **1st Offense** – Verbal Warning (depending on the severity, several warnings may be given).
- **2nd Offense** – A behavior report will be filled out. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions).
- **3rd Offense** – Suspension, depending on the severity, the participant may be suspended from the program for one to three days. The suspension can be in effect immediately or the first day

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following. Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report.

*Dismissal from the program is for the calendar school year. A child who has been dismissed from the program may request to be allowed back into the program after meeting with the Program Supervisor. A participant that is physically or verbally abusive to another participant or Park District staff could be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and could result in an immediate suspension and possible dismissal from the program. Physical violence is not tolerated in this program. Violations of this procedure may result in a participant's removal from the program.

The safety and security of our participants is our number one priority at Beyond the Bell. We strive to create a fun and inclusive environment for our participants to grow in!

Thank You

Thank you for choosing the Park Ridge Park District's Beyond the Bell Program for your child care needs. We are looking forward to spending the school year with you and your child. Please feel free to reach out with and questions or concerns.

Robin Battaglia, Youth Coordinator
(847) 292-8901

rbattaglia@prparks.org

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