



Parent Handbook

2019-2020

## **Mission**

- Create a safe and fun environment where children can develop friendships and explore new ideas proudly guided by Jewish values.
- Offer a variety of social, recreational, cultural and community service activities.
- Provide time for intellectual and academic pursuits, including offering homework help and special interest activities that expand upon school experiences.
- Build self-confidence in children by helping them to expand their abilities and discover how their actions impact their relationships with others.

## **Medical Information/Pick Up Authorization Information**

It is a requirement that the medical information and the pickup authorization is completed prior to your child attending Beyond the Bell. All of the forms are on CampSite (which you used to register your child for Beyond the Bell). Please follow these steps to access the forms:

- go to [www.campshalom.campmanagement.com/campers](http://www.campshalom.campmanagement.com/campers)
- log on using your credentials (if you need to change your password please let me know)
- once logged on go to the forms tab (3rd from left)
- select the child who will be attending Beyond the Bell
- the forms listed are the forms that must be completed for your child.

If your child attended Camp Shalom then your paperwork should be up to date. However, if you would like to update the information follow the same steps as listed above.

## **Dismissal/Sign-Out Procedures**

If your child will not be attending Beyond the Bell on any given day, it must be notified in advanced to our Beyond the Bell team. This will ensure that children get picked up in a timely manner and avoid any delays in our pick-up process. Students absent from school may still attend the Beyond the Bell program, provided that they are healthy and a parent/guardian has signed them into the program. Only authorized persons as designated in the pickup authorization form can pick up the child. Any changes must be informed in writing. Every child must be properly signed-out every day at the JCC front desk.

## **Late Pick-up Fees**

For every minute that a parent/guardian is late picking up his/her child, a late pick-up fee of \$1.00 is charged. Listed below is a sample time scale of the late pick-up fee charges of \$1.00 per minute.

|           |   |
|-----------|---|
| Part-Time | 2:00-4:30pm, student being picked up at 4:40 will incur a \$10.00 late charge |
| Full-time | 2:00-6:00pm, student being picked up at 6:15 will incur a \$15.00 late charge |

## **Behavior Policies**

Students are encouraged to make responsible choices and are rewarded for appropriate behavior. Inappropriate decisions by students result in logical consequences. The goal is to shape responsible students who have the power to choose the best behavior. Serious offenses may result in a **Beyond the Bell Behavior Report**.

First Report- Report will be sent home. Parent signature required.

Second Report- Report will be sent home. Parents will be called and notified of behavior.

Third Report- Immediate suspension. Parents will have to immediately pick-up student from the JCC. They will be suspended for the remainder of the day and the following day.

If involved in more than 2 suspensions, immediate termination of the student from the program may be imposed.

## **Snack**

Beyond the Bell provides one daily snack on arrival. Our snacks are certified kosher and peanut and nut-free. You are welcome to pack your child extra snacks, however, they must be peanut and nut-free.

## **Health Procedures**

Students unable to stay with their group due to injury or illness are held at the office. If necessary, minor first aid is administered by qualified staff and parents/guardians are notified through a **Boo-Boo Report**. For serious injury or illness, the Beyond the Bell team will contact parents/guardians immediately and immediate pick-up is necessary.

## **Family Involvement & Resources**

Please remember that the door to the afterschool program is always open. Families are considered partners in the Beyond the Bell program. Parents wishing to share their talents with the Beyond the Bell students should contact the Beyond the Bell team. **For any questions contact Nicole Henao at 561-712-5237 or at NicoleH@JCCOnline.com**



## Behavior Report

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Explain what happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken \_\_\_\_\_

Parents Notified: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_

Leadership Team Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_