



**ST. JOSEPH CATHOLIC SCHOOL**

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# **BEYOND THE BELL ENRICHMENT PROGRAM (BTB)**

***A CHRIST-LIKE, SAFE, FUN, EDUCATIONAL ENVIRONMENT FOR STUDENTS AFTER SCHOOL***

## **PARENT HANDBOOK**

**2020-2021**

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# BEYOND THE BELL ENRICHMENT PROGRAM (BTB)

*A CHRIST-LIKE, SAFE, FUN, EDUCATIONAL ENVIRONMENT FOR STUDENTS AFTER SCHOOL*

## PARENT HANDBOOK 2020-2021

The St. Joseph Beyond the Bell Enrichment Program (BTB) is licensed by the State of Nebraska as a program for school-age students. Our facility and staff meet all the regulations of the State. We are inspected each year by the Department of Health and Human Services and the Fire Department.

### 1. APPLICATION:

- a. Each family must complete the application form and return it to the BTB Director.

### 2. ATTENDANCE:

- a. Only students who are pre-registered to attend on a regular basis are eligible for BTB. We are not equipped to take drop-ins.
- b. Each student will be signed in every day in the cafeteria immediately after school.
  - i. If your student is scheduled to attend BTB (according to your application form) but will not be there, **advance notification is required.** *We take the time and manpower to find every student who is expected to attend.*
  - ii. Notification can be given by calling the school office and asking them to put a message in the BTB mailbox. You can also call or text Mrs. Scott at 402-525-4463 by 1:00 p.m. that day.

**If something comes up at the very last minute you can text Mrs. Scott at 402-525-4463. Phone calls and emails do not come through in the cafeteria.**

**However, text messages usually do.**

- c. If on short notice you realize that you need BTB on a day for which your student is not registered, we will do our best to accommodate your needs provided we have the correct staff-to-student ratio and can stay within the boundaries of the state regulations. However, we cannot **guarantee** that there will be room for your student

### 3. SCHEDULE:

- a. On a regular school day the BTB schedule is approximately as follows:
  - 3:20 – 3:30 Check-in/Wash hands
  - 3:30 – 3:45 Snack time
  - 3:45 – 4:30 Recess\*
  - 4:30 – 5:00 Wash hands/Homework/Reading/Creating, STEM\*
  - 5:00 – 5:30 STEM activities, games and free time

*\*We divide the students into groups and alternate these.*

**Note:** We give the students in 2<sup>nd</sup> – 6<sup>th</sup> grade an opportunity to do homework. We only assist with answering basic questions. We do not check the accuracy of their homework as that is the parents’ responsibility. On Fridays and other days when they have no homework we have longer recess and/or educational play time.

The teachers have requested that the students in Kindergarten and 1<sup>st</sup> Grade not do their homework at BTB as they feel those are optimal ages for the parents to be more involved in that process at home. Students in 2<sup>nd</sup> grade have only a small amount of homework they can do at BTB. The remainder needs parent involvement.

b. On early dismissal days, the schedule is approximately as follows:

- 12:00 – 12:30 Lunch (See below)
- 12:30 – 1:15 Recess
- 1:15 – 2:15 Craft or Project
- 2:15 – 3:00 Recess
- 3:00 – 4:30 Movie and snack
- 4:30 – 5:30 STEM Activities/Games/Recess

c. To abide by state regulations, we must serve at least 2 food/beverage groups per snack and include 4 groups for lunch. A partial list of our snack/lunch menu is below (subject to change without notice).

	Food Group	Item
<b>Drinks</b>	Fruit	Assorted 100% Fruit Juice
	Dairy	Milk - 1% Chocolate/ 1% White
<b>Snacks</b>	Dairy	Ice Cream Sandwiches
	Dairy	Low Fat Yogurt/Go Gurt/Pudding Cups
	Protein	String Cheese
	Fruit	Frozen Fruit Bars, Fruit Snacks/Dried Fruit/Raisins
	Fruit	Go Go Squeeze/Applesauce
	Grain	Animal Crackers – Chocolate or Vanilla
	Grain	Assorted Chips/Sun Chips/Corn Chips & Salsa
	Grain	Cheez-Its
	Grain	Chex Mix – Cheese or Original
	Grain	Cinnamon Crisps
	Grain	Cocoa Puff Bars
	Grain	Cookies-Assorted/Special Holiday Cookies
	Grain	Crackers with Cheese
	Grain	Goldfish
	Grain	Granola Bars/Nutri-Grain Bars
	Grain/Protein	Pizza (lunch only)
	Grain	Pretzels w/cheese sauce
	Grain	Rice Krispy Bars
Vegetable	Carrot Sticks w/Ranch	

#### 4. RECESS:

- a. Your students have been in school all day and they NEED to run and release their energy. Therefore, please insure that they have proper clothing available – sweatshirt/jacket, and long pants, hats, gloves and warm coats for snowy and cold days. We appreciate your help in this area so your student remains happy, healthy and benefits from exercise and fresh air.
- b. We utilize the gym for recess when it is available and have numerous balls and activities for both outside and in the gym.
- c. When we must stay in the cafeteria we have a number of indoor activities such as bowling sets, bean bag throws, bucket ball toss, egg/spoon walk, etc. We can be very creative in helping the students be physical and work off some of that pent-up after-school energy.
- d. Other indoor educational activities and games include Bingo, play foam, art supplies, puzzles, games such as Life, Uno, Connect Four, Simon, Guess Who, Mancala, Legos, K-Nex Sets, Circuit Boards, Lincoln Logs, Stacking Cups, Dominos and Twister, etc.

#### 5. DISMISSAL:

- a. Students are picked up at the back doors to the cafeteria (back parking lot) to the left of the maintenance door by the dumpsters (opposite end from the gym). The door remains locked at all times, so you need to press the buzzer located up high to the right side of the door. **Please stand in front of the peep hole so we can confirm your identity before opening the door.** We will answer the door as quickly as possible.
- b. Your student must be signed out every day by you or your authorized representative as stated on the application form. Everyone we do not personally know will need to show their ID.
- c. If your student is outside playing at the time you pick him/her up, please come to the cafeteria first to sign them out. We will then relay a message to the staff to excuse your student so they can meet you.
- d. Please show *respect* for your students by refraining from using your cell phones when you pick them up so you can give them your undivided attention. Oftentimes they have crafts to show or an exciting story from their day to share with you.
- e. Your students must leave the premises no later than 5:30.
- f. We have been asked about our policy when a student does not want to leave when someone arrives to pick them up whether it is to play longer, finish artwork, a game, etc. Our policy is that your student needs to quickly and quietly put away their activities and prepare to go home with you. This reinforces your student's proper show of *respect* toward you. (They always have the option of either finishing a project at home or during their next day at BTB.)
- g. **LATE POLICY:** We have found it necessary to implement a late fee in order to insure proper respect for the staff. The details are noted under FEE Section 7.

#### 6. ILLNESS/INJURY/MEDICATIONS:

- a. The same policy applies to BTB as to the school. If your student gets ill, we will call you and request that you come and pick them up.
- b. If your student receives a minor injury, we treat it with soap and water and a band aid. If their injury is more serious, we will call you to see how you want us to proceed. If an injury is critical we will call 911.

- c. Please keep in mind that we do not administer medication. It has worked out well for the school office to keep all medication so the student can go to the office prior to school dismissal to receive it.

**7. DISCIPLINE:**

- a. We want BTB to be fun and free from stress for the students. However, we still need to follow the basic rules of the school and the Christian rules of how to treat others and belongings with respect. Therefore, we try to follow the school’s guidelines and practices. Below is our policy regarding behaviors and consequences.

## Saint Joseph School – Beyond the Bell

### Behavioral Expectations and Consequences

**LIMITING BEHAVIORS/LIFE-BLOCKING CHOICES:**

When students act at the less mature levels of “All About Me” and “Being Better Than Others”, they engage in limiting behaviors/life-blocking choices. They limit their own moral development, positive social growth and effective learning to some degree. Behaviors listed on the following chart are grounds for discipline at that level. Repeated behaviors may be elevated to a higher level.

MINOR OFFENSES	INTERMEDIATE OFFENSES	MAJOR OFFENSES
Behaviors that <u>have minor effect</u> on moral development, positive social growth and effective learning	Behaviors that <u>limit</u> moral development, positive social growth and effective learning	Behaviors that <u>prohibit</u> moral development, positive social growth and effective learning
<p><u>Consequence:</u></p> <p>Verbal reminder</p> <p>Third reminder in one day warrants a 1<sup>st</sup> Incident Report</p>	<p><u>Consequence:</u></p> <p>2<sup>nd</sup> Incident Report, sent to Director, miss remaining daily activities.</p> <p>Third check in 1week warrants suspension from BTB the following scheduled day.</p>	<p><u>Consequence:</u></p> <p>3<sup>rd</sup> Incident Report, sent to Director, miss remaining daily activities and suspension from BTB for one week.</p>

<p><b>Behaviors include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Distraction when teacher is speaking or giving directions</li> <li>• Not accepting criticism/"no"</li> <li>• Not following instructions</li> <li>• Calling out</li> <li>• Bossing others</li> <li>• Bothering others</li> <li>• Unwanted following/chasing others</li> <li>• Possessiveness</li> <li>• Failure to take turns</li> <li>• Lack of concern for others' feelings,</li> <li>• Intolerance for others' differences</li> <li>• Unkind words</li> <li>• Invading others' personal space</li> <li>• Insensitivity to others' feelings</li> <li>• Not finishing tasks</li> <li>• Borrowing without permission</li> <li>• Not returning borrowed items</li> <li>• Bragging</li> <li>• Making excuses</li> <li>• Not admitting mistakes</li> </ul>	<p><b>Behaviors include, but are not limited to:</b> <i>Anything under the first column that continues.</i></p> <ul style="list-style-type: none"> <li>• Careless taking of God's name</li> <li>• in vain</li> <li>• Misbehavior during prayer</li> <li>• Disrespect to teachers/adults</li> <li>• Talking back</li> <li>• Disruptive/uncooperative behavior</li> <li>• Excessive Tardiness</li> <li>• Leaving without permission</li> <li>• Physical aggression (hitting, kicking, pushing, etc.)</li> <li>• Verbal aggression (name calling, teasing, gossip, rumors, etc.)</li> <li>• Not including others</li> <li>• Mean faces/gestures</li> <li>• Poor anger control</li> <li>• Holding a grudge</li> <li>• Inappropriate boundaries</li> <li>• Telling inappropriate jokes</li> <li>• Using inappropriate words</li> <li>• Damage of property</li> <li>• Not reporting damage the student has done</li> <li>• Losing/breaking something without replacing it</li> <li>• Blaming others</li> <li>• Lying by omission (withholding information)</li> </ul>	<p><b>Behaviors include, but are not limited to:</b> <i>Anything under the second column that continues.</i></p> <ul style="list-style-type: none"> <li>• Disrespect for things of God</li> <li>• Repeated taking God's name</li> <li>• in vain</li> <li>• Repeated swearing/cursing</li> <li>• Deliberate disobedience/ defiance of authority</li> <li>• Aggressive words and actions toward authority</li> <li>• Leaving the building/property without permission</li> <li>• Deliberate bodily harm to self or others</li> <li>• Jeopardizing safety of others</li> <li>• Deliberate bullying over time</li> <li>• Deliberate exclusion of others</li> <li>• Serious fighting</li> <li>• Malicious notes</li> <li>• Malicious rumors and gossip</li> <li>• Serious threats and intimidation</li> <li>• False fire alarm</li> <li>• Possession/use of weapons</li> <li>• Possession/use of drugs, alcohol, tobacco</li> <li>• Sexual harassment</li> <li>• Sexual or vulgar language</li> <li>• Obscene gestures</li> <li>• Public display of affection</li> <li>• Theft</li> <li>• Breaking and entering</li> <li>• Trespassing</li> <li>• Vandalism</li> <li>• Destruction of property</li> <li>• Cheating</li> <li>• Plagiarism</li> <li>• Lying</li> <li>• Forgery</li> </ul>
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**8. EMERGENCY PREPAREDNESS:**

- a. We follow the same Emergency Preparedness Plan as the school.

**9. FEES:**

- a. On regular dismissal days, the fees are \$12 per day for the first student and \$10 per day for each additional student. For the one early dismissal day per month the fee is \$24 for the first student and \$20 for each additional student. You will be charged this amount for each day you have checked on the application form.
- b. If we are notified 7 days prior that your student will not be attending BTB, you will not be charged for that day. You are also not charged for snow days.
- c. All invoices are prepared and distributed monthly by the 10<sup>th</sup> of each month. They are sent home in your student's backpack or handed to you directly when you pick up your student. If you have a question about your invoice, please contact Andrea Scott. If you have a question about your balance or a statement, please contact Ann Wackel.
- d. **LATE FEE:** The fee for late pickup is \$10.00 for the first 5 minutes, and \$5 for each following minute, per student, beginning at 5:30 pm. These fees are to be paid upon your arrival, directly to the person who stayed late to care for your student/students.
- e. **SNACKS** on regular days and **LUNCH** on early dismissal days are included in the daily price.

**10. EARLY DISMISSAL EXCEPTIONS**

- a. The only early dismissal day when we offer BTB is for the Monthly Faculty Meeting.

**11. SUGGESTIONS:**

**We are always open to suggestions.** We have restrictions and limitations due to the facilities regarding food service, space, etc., as well as abiding by state regulations. However, we will respectfully consider any suggestions you pass along to us. Our goal is the same as yours...to provide a Christ-like, loving, caring, safe, educational, fun place for your students and we are always looking for new ideas!

**As required by DHHS, please complete, sign, and return this form to BTB as soon as possible.**

## **St. Joseph's After School Program (BTB)**

### **ACKNOWLEDGEMENT**

I have received and read the St. Joseph's BTB Parent Handbook for the 2020-2021 school year and agree to abide by its conditions and terms.

Name of student/students:

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**Signature of parent**

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**Date**

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