

*Parent Notebook*



2021 / 2022

Afterschool Program



# ***Barren County Barren Beyond the Bell***

## ***Program Goals***

We take pride in offering a well-balanced program for students. Our program includes the following:

- 21st CCLC
- KY State licensed Child Care
- KY All Stars Rated Child Care
- Homework Assistance
- STEM and STEAM Activities
- Healthy Lifestyles
- Physical Activities
- Enrichment Activities
- Community Education – Whole Child Education

## ***Family Involvement***

Family involvement and input is a essential to our programs. We appreciate any suggestions or concerns that families may have. In providing an open relationship with parents/guardians, we believe that we provide better care for each student. Barren County Barren Beyond the Bell maintains an “open door” visitation policy. Parents, teachers, family members, and guests are encouraged to visit the program, anytime, during the hours of operation. Visitors are free to sit in any classroom and view the academic progress and growth being developed. Whenever possible, visitors are also encouraged to participate in the learning activities of the classroom. Please feel free to speak with the site coordinator about your child’s progress or any concerns that you may have about the program. We encourage anyone interested in visiting our program at any time. Any family member with a particular interest or skill to share should notify the program staff as volunteers are always welcome.

Any concerns of parents/guardians will be addressed with care and concern from our site coordinator. If a parent/guardian would like to meet with the site coordinator or the district coordinator, they can call to schedule time with the appropriate person. A list of contacts has been provided in this handbook. The Barren County Barren Beyond the Bell will also provide evaluations of our program for parents/guardians to complete throughout the school year. We are committed to creating partnerships with families.

In addition family events focused on skill building will be offered throughout the year.

## ***After School Site Coordinator Communication***



The Barren County Barren Beyond the Bell believes that communicating to parents/guardians concerning their child's development is included in our programs. It is important that we have a partnership between the school, the student, and the family. Site Coordinator will use notices, bulletin boards, e-mail, remind101, one-call and/or newsletters to inform parents/guardians of program happenings. Information will be e-mailed to the address provided on the Registration Form. Site Coordinator will also share each student's accomplishments and difficulties through daily conversations, phone calls, and conferences. We believe all of these methods are a great way to keep you informed of what and how your child is doing during the program! Please keep the teacher and site coordinator informed of any changes during the school year so we can keep your records updated and also provide better care to your child. These changes may include, but are not limited to, sharing news from home about illness, family changes, alteration in routine, and changes in medical history, address, phone numbers, email address, etc.

## ***Staff***

Our staff consists of a dedicated staff with degrees in education and training that provide special care and warmth for each student as well as skills to promote student learning and development in all areas. We plan age-appropriate activities for school-aged children in a structured and safe environment. Each program site has a site coordinator who is responsible for program plans and staff supervision. The district coordinator meets or exceeds all State of Kentucky Licensing requirements and directly supervises and manages this program. Prior to hiring, each staff member completes a personal interview session, criminal background check, child abuse neglect check and personal and professional reference checks. All Barren County Barren Beyond, the Bell staff members, receive CPR, First Aid, and Child Protection training as part of employment. Also, the staff is required by state law to have 15 training hours each year. This helps to ensure that all staff is continually developing their skills and practices.

## ***Chain of Command***

1. Executive Director – CheyAnne Fant
2. Unit/Site Program Coordinator – Sonya Davis
3. After School Program Group Leader - Site Coordinator
4. Youth Development Professional
5. Youth Development Professional – Homework Staff
6. Teen Specialist Staff

## ***Staff to Participant Ratios***



Staff to child ratio during Barren Beyond Bell programming is one staff member to 15 children. These ratios are lower than required state ratios to ensure your child's safety and success in this program.

Age Group 2 to 3 - Ratio 1 staff for 10 children

Age Group 3 to 4 - Ratio 1 staff for 12 children

Age Group 4 to 5 - Ratio 1 staff for 14 children

Age Group 5 to 7- Ratio 1 staff for 15 children

Age Group 7 years and older- Ratio 1 staff for 20 children

Age Group Before & After school ONLY / Ratio 1 staff for 25 children

21st CCLC sites Ratio 1 staff to 15 children

Enrollment and Policy Information

## ***The Barren Beyond the Bell programs are not drop-in programs.***

Enrollment must be consistent and in advance. Before attending any Barren County Barren Beyond the Bell program, all students must be registered and be officially enrolled. Program sessions have limited enrollment and registration is on a first come, first-serve basis. During the time of registration, you must complete the Registration Packet. This packet must be completed in full, including payment information, signatures and initials, and be returned before the start of the program. The packet requests pertinent information such as contact information, history of any special medical issues, special needs and food allergies, emergency transportation authorization, payment authorization, etc. A student is not officially enrolled in the Barren Beyond the Bell program until the Registration Packet with completed payment information, an up-to-date immunization form, and payments have been turned in.

It is as easy as 1-2-3! Check out the checklist for a quick and simple reference tool for getting your child officially enrolled!

**ALL REGISTRATION AND ENROLLMENT INFORMATION MUST BE TURNED IN AT LEAST 1 BUSINESS DAY BEFORE THE CHILD IS PERMITTED TO BEGIN ANY BARREN BEYOND THE BELL PROGRAM.**



## ***Permanent Withdrawals***

Barren County Barren Beyond the Bell reserves the right to permanently withdraw a program participant at any time. Reasons for permanent withdrawal may include, but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions with a participant, parental or participant abuse of staff members, actions or behaviors by a participant that has or could severely harm themselves or another participant or any other reason that is deemed fit by the site coordinator and district coordinator. The program reserves the right to deny or terminate the enrollment of any child if the program site coordinator determines it is in the best interest of the program to do so.

## ***BBB Payment Procedures***

### **Barren Beyond the Bell Fees - Self Sustaining Programs HES/NJE/PCE/RCE**

- Fee is \$55 per week, per child for 4 or 5 days of care.
- Flex rate is \$33 per week, per child for 3 days of care.
- If on the Flex plan and participants attend more than three days, the full rate of \$55 will be due.
- All students will be billed if they are enrolled in the program whether they attend or not.
- Fees are set forth by the Barren Co. Board of Education and are subject to change. \*All program activity schedules and fees are subject to change based on guidelines related to COVID-19.

### **Prorated Weeks due to School Closures**

- August 11/12/13, 2021 \$33
- August 25/26/27, 2021 \$33 – Pre-K ONLY
- November 22/23, 2021 \$33
- January 5/6/7, 2022 \$33
- May 16/18, 2022 \$33

### **Barren Beyond the Bell Pre-K Friday**

- Fee is \$15 per Friday, per child from 7:00 am to 5:00 pm.

### **Barren Beyond the Bell Friday – ATE/EES/THE**

- Fee is \$15 per Friday, per child.



## Trojan Way Preschool Center

- Fee is \$125 per week, per child for 4 or 5 days of care.
- Flex rate is \$75 per week, per child for 3 days of care.
- If on the Flex plan and participants attend more than three days, the full rate of \$125 will be due.
- All students will be billed if they are enrolled in the program whether they attend or not.
- Fees are set forth by the Barren Co. Board of Education and are subject to change. \*All program activity schedules and fees are subject to change based on guidelines related to COVID-19.

\*No Fee for 21<sup>st</sup> CCLC Monday – Thursday – ATE/EES/THE

\*No Afterschool program on Friday – BCMS / BCHS

\*\*\*\**KY Child Care Assistance Program is Kynect*).

## Barren Beyond the Bell Friday and Extended Day Pre-K Friday

- All payments are billed weekly through ProCare. Bills will be posted each Friday and will be due the following Tuesday.
- Any payment made after 6:00 p.m. Tuesday will be subject to a \$5.00 late fee per child per day until the balance is paid. If accounts should become delinquent beyond 2 weeks, parents will be required to pay the full amount or request a payment plan. The child may be at risk for temporary suspension until a payment is made. **Please note: school sites will NOT be accepting payments.**
- Coordinator will be responsible for the Friday activities, schedule and supplies.
- Coordinator will be responsible for the Friday sign-in and sign-out sheet. You will be using the DCC signature sheet
- All students must have a registration form for this program.

**Payments are due on Friday.**



## **Billing and Payments for Barren Beyond the Bell**

- Payments are due weekly and in full by 6:00 p.m. by Friday.
- No payments will be accepted at the sites.
- Parents will be automatically billed through Procure on Monday. This will allow them to set up online payment and they will be charged weekly for the length of the program.
- Any payment made after 6:00 p.m. Friday will be subject to a \$5.00 late fee per child per day until the balance is paid. If accounts should become delinquent beyond 2 weeks, parents will be required to pay the full amount or request a payment plan. The child may be at risk for temporary suspension until a payment is made. **Please note: school sites will NOT be accepting payments.**
- The first week's payment is due at the time of registration for each participant

### ***BBB Overtime/Late Fees***

A late fee of \$1.00 per minute per child will be charged if the child/children are not picked up on time. This payment is to be made in cash upon arrival to pick up the child and given to the staff person who remains after scheduled working hours to be with the child.

### ***BBB Financial Assistance***

Barren Beyond the Bell believes that no child should be excluded from any activity due to the inability to pay. Some families may be eligible to receive assistance through the Commonwealth of Kentucky's Child Care Assistance program (855-306-8959 or [www.kynect.ky.gov](http://www.kynect.ky.gov)). You MUST apply for state assistance before you are eligible to apply for a scholarship.

### ***BBB Tax Information***

Tax information will be given out in January.

***Barren County Barren Beyond the Bell***  
***TAX I.D. NUMBER: 616001283***



## ***Discipline Policies***

We believe that inappropriate behavior is kept to a minimum when a student is actively engaged in developmentally appropriate activities. Expectations of clearly stated and easy to understand rules will allow the student to make positive choices throughout the day. Our students will be given frequent opportunities and guidance to make positive choices. Staff will utilize positive discipline methods to teach our children and encourage them to choose appropriate behavior. When boundaries are broken, it is also essential to provide some form of redirection, understanding, and possible discipline.

Please review form for more information

## ***Afterschool Program Disciplinary Action Form***





There will be three chances for the student in question to modify his/her behavior. If on the third occurrence of the same behavior, there has not been a significant change the parent /guardian will need to sign off, and the student will be suspended one day from the program. If the behavior persists, that student will again have three chances to modify the behavior. If the behavior persists then the child will be suspended from the program until the next session begins.

Name of Child \_\_\_\_\_ Date \_\_\_\_\_

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**#1. Disciplinary action taken:**

Plan for modification:

Signature of Site Coordinator: \_\_\_\_\_

Signature of Child: \_\_\_\_\_ Parents Signature: \_\_\_\_\_

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**#2. Disciplinary action taken:**

Plan for modification:

Signature of Site Coordinator: \_\_\_\_\_

Signature of Child: \_\_\_\_\_ Parents Signature: \_\_\_\_\_

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**#3. Disciplinary action taken:**

Plan for modification:

Signature of Site Coordinator: \_\_\_\_\_

Signature of Child: \_\_\_\_\_ Parents Signature: \_\_\_\_\_

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Signature of Site Coordinator: \_\_\_\_\_

***Barren Beyond the Bell Discipline Policy follows these steps:***



Each student will be treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, appropriate to the situation, and to each student's individual development. Verbalization of feelings for the student, redirection, and problem-solving techniques are the methods used by the staff to guide student behavior.

No cruel, harsh or unusual punishment, and including but not limited to punching, pinching, shaking, spanking, or biting is ever permitted.

No student is ever isolated from the program or confined in an enclosed area as a form of discipline.

In case of physical fighting among students, restraint by the staff may be used for the safety of the student involved, but no form of physical punishment is ever used.

Discipline is never imposed for failure to eat or toileting accidents, nor is food, rest, or toilet use ever withheld as a means of discipline.

No child is ever shamed, humiliated, or frightened by any form of discipline.

No child is subjected to profane language, verbal abuse, or abused/neglected while in our care.

We utilize redirection and time-out as methods of dealing with negative behaviors.

### **Actions by Staff:**

1. Verbal reprimand
2. Removal from class
3. Setout Procedures
4. Parent Contact
5. Program staff / student behavioral action form



## ***Setout Procedures***

We use the Q-1-2 Setout Method in our programs. We review with students what behaviors will lead to set out as part of the program. The set-out area is away from others where a student can sit quietly and think about the consequences of their behavior and still be monitored. A teacher will remind the student that as soon as he/she is calm, the timing will begin. Setout will not begin until the behavior ceases. Alternative behavior will be reinforced so that undesired behavior will not reappear.

Question: The students will be spoken to once for their behavior and will be reminded that it is the child's choice to discontinue the behavior. Staff will engage with conversation and questions to help the student understand how their behavior impacts the program and participants.

1 Warning: Next, the student will be given one warning. They will also be given corrective actions to be taken to fix the behavior or concerns.

2 Set-Out: After already being engaged twice about the behavior, the last step results in a set-out based on the student's age. When being placed in a set-out and removed from the set-out, the child will be reminded of why they were being placed there and discuss what actions will happen if the problem occurs again.

## ***Student Code of Conduct Policies***

We intend that each student enjoy the activities planned and understand that he or she is responsible for his/her actions. With prior knowledge of our basic rules of safety and proper conduct, each child is made aware of how to exercise self-discipline and that we are here to help him/her succeed.

As in any group activity, the inappropriate behavior of a few students can spoil the experience for the entire group. Therefore, the following conduct policies apply directly to each student and will be used in determining his/her eligibility to continue as a participant in the program. In accordance with the severity of the infraction and the number of times the infraction occurs, a student may: (A) lose the privilege of participation in a specific activity, (B) be written up, (C) be suspended from the program, or (D) be terminated from the program for:

- Intentionally and repeatedly going to unauthorized areas or leaving the premises without staff permission.
- Repeatedly using foul language and being repeatedly rude and discourteous to staff and peers.
- Consistently disregarding the rules and authority of the staff.
- Verbal or physical aggression toward staff or other adults.
- Repeated incidents of physical and verbal aggression toward other students.



- Exhibiting behavior that endangers the safety of the student.
- Defacing school property.
- Stealing or defacing other student's property.
- Possession or pretending to possess weapons of any kind.

Students need to understand the importance of listening to staff in group settings and one on one. This is important to each student's enjoyment and personal safety.

## ***Suspension/Expulsion Policies***

Unfortunately, there are times when common guidance techniques are not working, and despite working with family, the inappropriate behavior may continue. When this happens, Barren County Barren Beyond the Bell can exercise the option to suspend a student from the program. If problems continue despite the suspension and no progress is demonstrated, the students will be subject to expulsion from the program.

If a student is affected by this policy, the parent will be notified before any action taken by the staff. As we state in our program goals, our program promotes "opportunities to develop personal discipline including taking responsibility for one's actions, setting and accepting limits, respecting the rights and property of others." We strive to help each student reach his or her full potential as a productive, responsible human being.

## ***Student Guidelines***

- Keep your hands to yourself
- Follow all rules that pertain to the program
- Listen to and respect others
- Use appropriate language
- Do not go into unauthorized areas
- Running is limited to recreational and outdoor activities
- Do not deface school property or classmate's property
- Please follow all directions
- Use basic rules of safety
- Stay with your group
- Do not use abusive behavior (no profanity, threats, derogatory remarks, verbal abuse, physical abuse, etc.)
- Keeping school grounds clean and litter free



## ***Homework Time***

- Bring your assigned work to the after school program every day. You will not be allowed to return to your classroom for work/books that you forgot.
- If you come to afterschool without homework to complete, you will be asked to read silently or you will be given additional work.
- Follow all the directions the first time they are given.
- Stay in the assigned area.

## ***Bully or Harass Others***

- We treat others, as we would like to be treated.
- We tell someone in authority if someone is being bullied or harassed.

## ***Appropriate Use of Technology***

- Use the network for educational purposes ONLY.
- Do not bring electronics into the afterschool programs. These will be taken up and given back when you leave the student that day.

## ***Procedures for Emergencies or Accidents***

All efforts to ensure safety are made at all times. Although all students will be supervised at all times by staff, an emergency incident or accident may occur. The following general policies are in place to help ensure the safety of all students:

- The program site has a telephone available for emergencies as well as for communication with parents/guardians. Please talk to the site Coordinator to find out the best number to contact for each program your student is enrolled in.
- An emergency plan is posted in the program room that explains the responsibilities of staff and actions to be taken in case of a fire emergency and weather alerts. Fire, tornado, and earthquake drills are practiced monthly.
- First Aid Kits are located in the program rooms. Emergencies and accidents will be handled as requested by the parent(s) indicated on the Emergency Medical Authorization section of the Enrollment Application.
- Children's information is kept on file to be accessed whenever necessary.



- Barren County Barren Beyond the Bell personnel will NOT transport a student in their vehicles, even in emergency situations.

## ***In the Case of a General Emergency***

General emergencies include threats to the safety of students due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, and loss of power, heat or water. The staff will follow the posted procedures by the Barren County Schools regarding general emergencies.

If the program site has to be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff. Once students are in a safe place, staff will alert parents/guardians of their whereabouts and the emergency situation at hand. Staff will be with the student at all times, and no one will be left unsupervised. In the event of a facility lock-down, we will relocate the children to a designated space in the building depending on the emergency.

In any event, where there would be a loss of power, heat, or water, we would contact parents/guardians at that time to notify them that their students are to be picked up and removed from the program.

## ***Emergency Transportation Authorization***

We are unable to accept enrollment for families who refuse to grant permission for their child/children to be transported for emergency medical or dental treatment. During the time of registration, you will receive a Registration Application that contains many essential forms that must be completed and kept on file, including documentation on Emergency Transportation Authorization.

## ***In the Case of an Accident/Illness***

The site coordinator in charge will attend to the accident and illness. All other staff shall clear the area and supervise the other children. Minor accidents such as cuts, bruises, etc., will be treated by a staff member. If warranted, the director will immediately call the appropriate emergency contact numbers. If the parents or guardians cannot be reached, the physician or dentist will be notified. Please keep your emergency contacts up to date.

## ***In the Case of a Serious Accident/Illness***

If a student is injured or becomes severely ill during a childcare program, the parents/guardians will be called first. If the situation requires transportation to a hospital or practitioner, our staff will call 911, and an emergency squad will transport the student to the appropriate facility. Emergencies and accidents will be handled as requested by the parent/guardian indicated on the Emergency Medical Authorization section of the



Enrollment Application. A staff member will accompany the student until a parent or guardian arrives. The staff member will take a copy of the signed Emergency Medical Authorization, as well as any other vital medical information.

## ***In the Case of Child Abuse or Neglect***

Staff members are trained to observe children on a daily basis as they enter the program to look for a variety of signs of child abuse and neglect. The Barren Beyond the Bell and the program itself has many policies and procedures in place designed to help safeguard and protect children from abuse and neglect. All staff is required by law to report any suspicion of child abuse or neglect to Child Protection Services.

## ***Incident/Accident Report***

If a student is involved in an incident or accident during the program, the staff will complete an Incident/Accident Report.

Incidents or injuries that require an Incident/Accident Report include but are not limited to illness, accident, or injury which requires first aid treatment, a bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff, etc.

## ***Management of Illness***

For the safety of all children in the program, we cannot allow an ill student to attend. Even “mildly ill” students should not be in attendance. A mildly ill student is defined as someone who is experiencing minor cold symptoms. If a student cannot participate in the regularly scheduled programs, he/she should remain at home. Note that our employees will also abide by the same communicable disease policies as the student. This means that no employee shall be permitted to work if they display any symptoms listed in our illness policy. A child who becomes ill during the day will be discharged to the care of his/her parent or guardian as promptly as possible. If the parent or guardian is unable to pick the student up, the staff will discharge the ill child to the person who has been designated by the parent/guardian. The Barren Beyond the Bell should be informed about the nature of any illness your student may come down with. In the case of exposure to a communicable disease, parents/guardians will be notified by email or newsletter.

## ***Illness Policies***



All staff members are trained to recognize the signs of communicable diseases and other illnesses. A trained staff member will observe each student as he or she enters the program. All students will be required to wash their hands upon entering the program area and before eating meals. Any student who develops the following symptoms while in our program will be isolated immediately in the designated First Aid area until discharged to his/her parent or guardian.

### ***The symptoms include:***

- The temperature of at least 100°F when in combination with any other sign or symptom of illness.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, clear discharge, matted eyelashes, burning, itching of the eye.
- Stiff neck with elevated temperature.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A student exhibiting other symptoms will be isolated and discharged and may be readmitted to the program after he/she is free from all symptoms for 24 hours.

### ***These symptoms include:***

- Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- Evidence of untreated lice, scabies or other parasitic infestations.
- Untreated infected skin patches, unusual spots or rashes.
- A sore throat or difficulty in swallowing.

## ***Medications***





Administration of medication or special diets will be undertaken by the program, after receipt of a completed Request for the Administration of Medication Form signed by a Parent/guardian. This form can be obtained from the site coordinator. The site coordinator must receive this form before any prescribed medications can be given. The site coordinator, in a confidential log, will note all administrations of medications. A parent/guardian must sign this log on a daily basis to permit the staff to administer the medication. All medications must be properly labeled with name, address, dosage, etc. in its original bottle.

***Please see Site Coordinator for forms:***

- ***Form 09.36 AP .211 will need to be filled out for each Afterschool related field trip.***
- ***For meal modification please contact Nutrition Services at (270)651-3787***

## ***Inhalers and Other Emergency Medications***

Pertinent information regarding any unique medical issues, special needs and allergies must be explicitly noted in the Health History section of your student's Enrollment Application. A student who is in need of an inhaler needs to have a Request for the Administration of Medication form on file. Please send an extra inhaler for the site coordinator to keep in the locked medication box.

It is essential to keep staff aware of any allergies your child may have such as possible allergic reactions to bee stings, peanuts, other food allergies, etc. If you know your child is allergic to something, please note this information on his/her health history and note the severity of a possible reaction. Please provide any emergency medications (bee sting kits, Epi-pens, etc.) for your child.

## ***Arrival/Departure***

All students must be signed in and out of the programs they attend every day. As students arrive in the After School program, they will be signed in on the appropriate form by staff and must be signed out by a Parent/Guardian. Students are NOT to be dropped off at the door for any program; they MUST be escorted in by a parent or guardian.

Barren Beyond the Bell staff is unable to deny a parent/guardian access to their child unless legal documentation is on file with the site coordinator, which may include a custody agreement. No child will be released from a program to anyone other than the parents, legal guardians, or other persons specifically indicated in the Registration Application. We require that you give an advance, written notification to the program when changes occur. Staff can and will ask for verification of identity before releasing a child to someone, even if the child seems to know the adult and ask for the code words. For the safety of your child, he/she will only be released to the parents or designated pickup person. Should another adult be picking up your child, please send written notification and be advised that they will need



photo identification. Once a child is released to his/her parent or designated pickup person, the child's care and safety are the responsibility of the parent or designated adult.

Please make sure we are fully informed of all issues of child custody that may affect us. If there are court orders in effect on your child, we will need copies of any legal documentation.

### ***Pick-up from After School:***

- Parent will pull up to designated spot
- Parent will text or call coordinator
- Coordinator will escort the student out to the pick-up area.

### ***Late Pick-up Policy***

If you are more than 10 minutes late picking up your child, we will attempt to contact the parent/guardian or emergency contacts. If pick up is more than one hour late, Child Protective Services or local law enforcement will be contacted to care for the child until the parents/guardians can be contacted. Excessive late pick-ups may result in the student dismissal from the program. (A late fee of \$1.00 per minute per student will be charged if students are not picked up by the end of the scheduled program time.)

**Note: In order that your child is not left feeling confused or upset, we ask that you make every attempt to pick up your child on time.**

### ***Absences & Vacations***

We cannot deduct missed/absent days from your weekly fee. Your fee pays for direct operating costs, staff, and materials. All of these things must be available for your child. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether or not he/she attends. In cases of hospitalization or extended illness verified by a physician, a credit may be issued after discussing the situation with your District Coordinator.

### ***Verify Absences***



When your child will be absent from the program, please notify the staff. Parents/Guardians are encouraged to notify the site coordinator by calling or emailing. Parents/guardians will be contacted by telephone by a staff member if a student has not arrived for their registered program, and we have not received any notification (There is no refund for absences).

## ***Weather Policy and Holiday/Snow Days / School Breaks***

Barren Beyond the Bell programs follow the calendar of the Barren County school systems. After School programs will be closed on any days that these schools are closed for holidays, snow days, or professional days.

## ***Program Closings Due to Inclement Weather***

If emergency weather conditions or other unforeseen emergencies occur, the Snow Day program site reserves the right to declare an emergency closing for the appropriate time. We follow the Barren County School system for school closings. Watch the local television station or radio station for announcements regarding school closings, delayed starts or early release.

When the Barren County Schools are closed or close early due to inclement weather, all Barren Beyond the Bell programs will also be closed. If the school cancels all after-school activities, then the After School Program is cancelled.

In the event that the Afterschool Program is in session, and the weather becomes dangerous, the parents are encouraged to arrive early to pick up their child for the program. Please be sure to call ahead and make arrangements for someone to meet you at the door.

NOTE: Payments will NOT be refunded for snow days, but in turn, there will be NO additional fees if make-up days are added at the end of the school year. You are never charged for holidays or professional days (only the 162 days students are scheduled to attend school).

## **Nutritional Program**

Daily nutrition plays a vital role in the student's day. Staff and students spend quality group time together in a relaxed atmosphere to enjoy eating and snacking. Student's daily nutritional needs are met through planned super snacks that follow USDA guidelines. Menus are posted every month. Parents/Guardians are asked to inform staff of any special dietary needs or food allergies. In our After School program, snack time is offered once they arrive and wash their hands.

## ***Hand Washing***



It is Kentucky law and good practice for students to wash their hands upon entering the program. Hand washing is encouraged after using the bathroom; wiping the nose; changing clothes after a toileting accident; before eating, serving or preparing food; and whenever a person has been sneezed or coughed upon.

## ***Appropriate Dress***

Students will actively participate in many activities. It is essential that your child is dressed in a manner that is comfortable and allows the freedom to experiment and enjoy the many opportunities for learning and play. We also ask that you consider having your child dress in clothing that he/she can fasten and unfasten by themselves; this encourages independence and excellent motor skill development when using the restroom. Comfortable, sturdy shoes will make active play much safer and more enjoyable. There will be occasions when clothing becomes soiled

## ***Toys from Home / Lost and Found***

Since toys from home can be lost or cause friction among students, all toys should be kept at home or in their backpack. Students should not bring electronic devices, games, game cards, card games, etc. Students should also leave beauty products (lipstick, nail polish, etc.) at home. Cell phones are permitted in the program and will need to be kept in the backpack. A staff member will confiscate these items and return it to the parent/guardian at the end of the day.

Any found items will be placed in the school lost-and-found. Note that the Barren Beyond the Bell is not financially responsible for student's losses, but will make every effort to locate the lost items.

### ***Lost and Found:***

There will be NO "lost and found."

## ***A Day in the Life of Your Child***



Barren Beyond the Bell School programs are designed to support your student's overall growth and development, with a focus on academic achievement, health and wellness and social-emotional skills. Through a variety of activities, the Barren Beyond the Bell helps prepare students for success in school and life.

Each day, your child will have the opportunity to participate in a variety of activities. The program starts with a healthy snack option. Followed by quiet time for completing their homework and reading. Staff are available to assist students with their work and ensure that they comprehend their assignments. Once homework is completed, they can participate in a variety of enrichment activities that are grouped into pre-planned centers. This includes arts, science activities, literacy games, dramatic play and more. The academic enrichment activities are aligned with the Common Core Content Standards- supporting what your child is learning during school. After sitting for most of the day, Barren Beyond the Bell programs make sure that students have time to be active.

## ***Things to Remember ..... ON-SITE PROCEDURES***

### ***SIGN-IN/SIGN-OUT PROCEDURES***

Each student must be signed in and out each day he/she attends BBB the after-school, using the designated sheet by a parent, guardian, or adult designated by the parent or guardian. A minor/sibling may sign out a program participant only if the parent/guardian has given written permission. Full signature is required. Initials will not suffice. Parents must note the time that they check their student(s) into or out of the program. Students are released only to those persons listed on the application form. Anyone arriving to pick up a student whose name is not on the application form will be required to wait while a staff member contacts the parent to receive verification. Parents, guardians, and anyone else picking up a student must show photo identification. Law enforcement authorities will be contacted and will assume custody of students left on site past closing time if the site supervisor has not been contacted by the parents or guardians.

### ***BELONGINGS***

All belongings (clothing, book bags, lunch boxes, etc.) must be labeled clearly, preferably in permanent marker, with your student's name. Barren Beyond the Bell is not responsible for lost, stolen or damaged items. Toys and electronics are not permitted.

### ***COMMUNICATION***

Site Coordinator will post important information regarding the program. Please take time to read special messages at the sign in/out table and parent/student board. Notices, reminders and other information will be available on bulletin boards, e-mail, remind101, one-call and/or newsletters to inform parents/guardians of program happenings.

### ***COVID-19 Communication:***

**All afterschool business and services will be conducted via phone or Internet to the greatest extent practicable.**

### ***FIELD TRIPS***

Barren Beyond the Bell programs may take field trips based on the availability of the school facilities, school transportation, theme-related activities, and/or as a reward to students. All parents or guardians must sign a permission slip prior to the field trip date and pay cost if applicable. Field trips usually are optional; in most cases care will be provided on site for students not attending field trips. If a field trip is mandatory due to staffing or other issues, you will be notified well in advance.

### ***NO Field Trips***

### ***DAMAGES***

Any parent/guardian whose student willfully damages Barren Beyond the Bell or school property must compensate the property owner.



**ENROLL NOW  
2021-22  
Afterschool  
Digital Enrollment**

**Visit [www.barren.kyschools.us](http://www.barren.kyschools.us) and then click on  
“After School Services” to find registration links.**

**Certified copy of child’s up-to-date immunizations**

**We can NOT request this from the school, but you may do so!!!!**





**2021/20022 Site Coordinator:**

**21st CCLC Eastern Elementary - Kasandra Dillard**

**21st CCLC Austin Tracy Elementary - Gabby Mesker**

**21st CCLC Temple Hill Elementary - Holly Stout**

**BBB - North Jackson Elementary - Desiree Martin**

**BBB - Red Cross Elementary - Janet Harp**

**BBB - Park City Elementary - Maelyn Yarberry**

**BBB - Hiseville Elementary - Kendra Morrison**

**BBB Trojan Way Center - Nicole Shores**

**BBB Afterschool Staff:**



**Sonya Davis - 606-217-1066**

**Belinda Dillon - 270-316-2260**

