

Pacetti Bay Middle School
“After the Bell”
Extended Day Program
Policies & Procedures
Handbook



Courtney Mazerolle
“After the Bell” Manager
904-547-8760
After 3:30pm: 904-547-8786
Email: Courtney.mazerolle@stjohns.k12.fl.us

“After the Bell” Goals:

- Provide a positive environment that allows students time to complete required homework and receive assistance if needed.
- Offer an easily accessible and convenient Extended Day Program for families of Pacetti Bay Middle School.
- Meet or exceed the expectations of our parents and the students using our services.

“After the Bell” Staff:

At all times, there will be someone on-site during “After the Bell” hours that is certified in First Aid and medication administration. All staff will submit to fingerprinting and background checks.

All “After the Bell” staff are responsible for monitoring daily routines and ensuring that all students are consistently accounted for and working to complete daily assignments. “After the Bell” staff and manager report to the principal.

Any concerns you have regarding the program should be directed toward the “After the Bell” manager.

“After the Bell” Manager:

The “After the Bell” Manager will oversee the operations of the “After the Bell” Program and communicate with the parents and staff. The Manager will keep the Principal informed of the “After the Bell” activities and operations.

Hours of Operation:

Monday	2-6pm
Tuesday	2-6pm
Wednesday	1-6pm
Thursday	2-6pm
Friday	2-6pm

Service Options:

1	Before Start Date	Aug 10 th -Sept 5 th
2	Aug 15 th	Sept 6 th -Sept 29 th
3	Sept 15 th	Oct 2 nd -Oct 26 th
4	Oct 17 th	Oct 27 th -Nov 27 th
5	Nov 15 th	Nov 28 th -Dec 20 th
6	Dec 15 th	Dec 21 st -Jan 31 st
7	Jan 16 th	Feb 1 st -Feb 26 th
8	Feb 15 th	Feb 27 th -Mar 22 nd
9	Mar 15 th	Mar 23 rd -Apr 30 th
10	Apr 16 th	May 1 st -May 24 th

**** see PBMS website for ATB color-coded Fee Schedule****

- Tuition is due monthly and, *per Florida State Law*, must be paid in advance of services being rendered.
- Late payments will be charged a \$5/day late fee.
- Payments are cash or check only. Make checks payable to PBMS with your child's name in the memo. Payments are given to the paraprofessional on duty by the specified date.

A receipt will be placed in your child's folder. At the end of the tax year, you may request an end-of-year tax statement for the "After the Bell" Manager. For tax purposes, our tax ID number is 59-6000824

Early Withdrawal Policy/Fees:

If you need to discontinue our services, kindly provide two weeks written notice of your plans. Credits or refunds for any unused portions of childcare cannot be given without two weeks prior written notice. Please know that if we are not aware of your plan to

discontinue our services, you will be responsible for the entire month's fee. If your child leaves with any outstanding debts, he/she may not be re-enrolled until these debts have been satisfied.

Communication:

The best form of communication with the "After the Bell" Manager is via email. Please note, because the Manager has other duties during the day, an immediate response to your email may not be possible. The Manager does check every morning at 8:30am and every afternoon at 1:30pm for any correspondence from parents/guardians. If you have an emergency, please call the school (904-547-8760) and the receptionist with forward your call to the Manager.

Each child will have a personal folder in a rolling file located where you sign out your child from "After the Bell". Receipts of all payments or any other correspondence will be filed in your child's personal folder for you to pick up at your convenience.

Dismissal Changes:

Unlike an elementary school extended day program, it is not mandatory to inform the Manager which days your child will/will not be attending the program. However, if you find an email to the Manager is helpful to remind your child, please feel free to email.

If you would like to have your student leave After the Bell without an adult (i.e. ride a bike/or walk) for any reason, you **must** notify the manager with a phone call or by email. Courtney.mazerolle@stjohns.k12.fl.us or call 547-8760 before 3:30 and 547-8781 after 3:30pm.

Afternoon Snack:

Afternoon snacks are included in the fee charged for "After the Bell". The snacks that are available include, but are not limited to: pretzels, popcorn, graham crackers, cookies, and chips. Water is provided as a drink. Feel free to pack extra/different snacks for your child. Students are welcome to enjoy them as well during extended day.

Emergency Closings:

“After the Bell” will close when St. Johns County Schools are closed due to severe weather conditions or other emergency conditions affecting the county. In severe weather, you will be notified and you will need to come in and check your child out through normal check-out procedures.

Late Pick-Up Policy/Fee:

Each student must be picked up and signed out by 6:00pm. At 6:01 pm and after, you will be asked to sign a late pick-up sheet. We recognize that circumstances may arise and cause an unavoidable late pick-up.

Additionally, you will be charged \$1.00 every minute you are late. This is a St. Johns County School District policy and is strictly enforced. Your late fee will be determined using PBMS’s clock and is ***due when you pick up your child.*** When arriving, please do NOT dispute the fee charged. This is a fee we DO NOT wish to have to collect. Any questions you may have regarding this policy should be addressed to the “After the Bell” Manager or school Principal, and NOT to the paraprofessional supervising your child at the time of pick-up.

We recognize that circumstances may arise and cause an unavoidable late pick-up. When that occurs, we ask that you notify us before 6:00 pm. We extend our understanding by offering you three excused late pick-ups. After three late pick-ups, you may be asked to make other arrangements for after-school care.

Accident/Illnesses:

The safety of your child is the number one priority to us. The children should report any and all injuries and when they are not feeling well to the “After the Bell” staff.

If a child is injured, the staff will make every effort to contact the parent(s). If you or other emergency contacts cannot be reached and the injury is considered serious, the ambulance service will be called and one of our teachers will accompany your child to the hospital. PBMS has a LPN on campus until 3:30pm. An accident/injury form will be completed and kept on file when an injury occurs.

If your child arrives at “After the Bell” ill, you will be asked to take him/her home. If your child becomes ill, you or an authorized person will be called to pick up your child. Please respect this request when made; it is meant to keep everyone as healthy as possible when at “After the Bell”.

Other conditions may warrant your child’s removal from “After the Bell” at the discretion of the “After the Bell” Manager and Principal.

It is the parent's responsibility to maintain an accurate list of emergency contact numbers. This allows "After the Bell" to contact alternate individuals when your child is ill and we are unable to reach you.

Personal Items:

"After the Bell" is NOT responsible for any personal items lost during "After the Bell". It is highly recommended students not remove personal items from their backpacks during "After the Bell". Students are welcome to check the Lost & Found in the front office.

Cell Phone Usage:

Cell phones are NOT permitted for use in "After the Bell". If a student is found using a cell phone, the student will be asked to hand over the cell phone to the Manager/teacher for safekeeping until the parent arrives. The student will receive one verbal warning. If the student continues to use the cell phone, disciplinary actions will be taken as outlined later in the handbook.

Kindles, laptops, and iPads are allowed in "After the Bell" so long as the Acceptable Use and Procedures form has been completed and turned into the front office at the beginning of the school year with other required St. Johns County District forms and they are used for school work or for reading **not for games**.

Schedule & Homework Lab:

Students will arrive at the media center upon dismissal. A paraprofessional will supervise from dismissal until 6pm each day. Students are required to sign in and fill out a homework slip **everyday** (regardless if they have homework or not). Students must sign in at "After the Bell" **before being** allowed to leave the media center to attend a teacher's review or help session, attend a club meeting, or a sport's practice. We need to know that all of our students are accounted for at all times.

Also during this time, students will be provided a drink and a snack. They will be allowed 20-30 minutes of "down time". After, homework is to begin. Certified Staff will be supervising and assisting with homework.

When your child states that he/she has completed all homework, we must assume this is true. Staff will check off that they have seen the students working on assignments and that what they have seen looks completed. Please feel free to discuss with the staff at pick up what your child has been working on and if there were any issues. We are here to help and encourage the students. Should you find that your child is coming home with homework that could have been completed at "After the Bell", please contact the After the Bell Manager for corrective action.

Pick-Up Procedures:

Please walk into “After the Bell” (in the media center through the exterior door) and pick up your child at the end of the day. All children must be signed out with your signature and the time your child was picked up.

- Each child must be signed out every day.
- At the end of the day, each child must be picked up by someone on your approved pick-up list. Please inform all parties on your approved list that they will need to provide a picture ID at pick-up.
- If changes need to be made to the parties on your approved list, we must receive those changes in writing from you.
- Children will not be released to anyone that is not on their approved pick-up list or those who cannot provide picture ID.

Behavior:

Our students are well versed in Character Counts principles and *know the difference between right and wrong*. However, when problems do occur, we have rules and consequences that will be enforced. We feel strongly that when we have support from parents at home, we can be more effective in helping children who have made an error in judgment. You will note that all incidents will require you to be notified. Being able to work with the support of the parents will minimize the likelihood of having to repeat the process.

Please read over these policies with your child! Know that we will make you aware of minor issues to prevent potentially larger problems before they occur. You will note on your form that after a fourth reprimand, a child may be permanently expelled from our program. This is a policy we hope we do not have to enforce, but sometimes is necessary to ensure a smooth running program for all children attending. It is a **privilege, not a right**, to attend the “After the Bell” program. **Positive behavior is a must!!!**

Extended Day Behavior Expectations:

- 1. Disrespect in any form will not be tolerated.**
- 2. No foul or abusive language or hand gestures.**

3. **No defacing or abusing of school property, materials, or equipment.**
4. **Children are responsible for their own belongings and for cleaning up their space in the library before leaving.**
5. **No hitting, kicking, fighting, or other abusive behavior towards fellow students, teachers, or property.**
6. **Teachers and staff are to be shown respect and are to be obeyed at all times.**
7. **NO CHEWING GUM. No other food items allowed except in designated areas.**
8. **No dangerous items are to be brought into the school.**
9. **NO CELL PHONE USE.**
10. **Be respectful of others and allow fellow students the environment to complete homework assignments.**

Parents will be notified when their child is unable to meet our student behavior expectations. A pattern of continuous behavior issues may lead to a modified schedule, a temporary suspension or complete removal from the “After the Bell” Program as outlined below:

Informal Warning:

For the first official offense, the child will be warned and given time to correct his/her behavior. He/she may be given methods and/or time to prove he/she is able to adhere to policy. Informal warnings will be removed from the child’s record if the child exhibits acceptable corrected behavior.

1st & 2nd Incidents:

Parents will be notified of incidents by way of a formal or informal parent conference. Written documentation, signed by parent, is required. Record of the incident will remain on file. **At this point, the following actions may be taken: parent conference, modified schedule, temporary removal from program, or other action deemed necessary by administration.**

3rd Incident:

Parents will be notified of any incidents through formal/informal parent conference. Written documentation, signed by the parent, is required. Record of the incident will

remain on file. **At this point, the child may be suspended from the “After the Bell” program for up to 1 week depending on the offense.**

4th Incident:

Parents will be notified of incident through formal or informal parent conference. As with the prior incidents, this conference is often done by a verbal discussion and written documentation. The documentation will require a parent signature. The record of the incident will remain on file. **At this point, the child will be expelled from the “After the Bell” program.**

Please print, sign, and turn in the IMPORTANT INFORMATION page stating you and your child have read and understand the policies/procedures explained in the “After the Bell” Handbook.

IMPORTANT INFORMATION

PBMS

“After the Bell”

_____ We have read and reviewed the PBMS “After the Bell Handbook”. We understand the policies and procedures explained within the handbook.

_____ We understand that Extended Day Care is a PRIVILEGE NOT A RIGHT. If a child continues to show inappropriate or disruptive behavior, they may be removed from the program to insure a pleasant environment for the other students. Make sure to go over the rules with your child, as BOTH will be held accountable. Please pay attention to any notes sent home concerning inappropriate behavior. These policies and procedures are available on the PBMS website at www-pbm.stjohns.k12.fl.us

_____ **Medical Release for Care & Treatment-** In case of accident or serious illness during Extended Day hours, PBMS will contact the legal guardian. PBMS’s “After the bell Program” (PBMS ATB) may make whatever arrangements necessary to provide care and treatment for my child including contacting a physician. In case of an emergency, I hereby give PBMS ATB permission for my child to be transported by Emergence Medical Services to the hospital and given necessary treatment. I understand I will be responsible for any and all related charges. In the case of an accident or serious illness where immediate treatment of my child is not indicated but where he/she is unable to remain in the school, PBMS ATB will contact the parent to arrange pick-up of the child. If PBMS ATB is unable to reach me, I authorize them to contact one of the persons listed and request them to come to the school and transport my child home/to their home. I understand that it is the parent/guardian’s responsibility to notify the school of any changes in the information throughout the school year.

_____ **General Release of Liability-**The undersigned agrees to release and forever discharge Pacetti Bay Middle School Extended Day Program and the St. Johns County School District, St. Johns County School Board, their officers, servants, agents, and employees, from all claims, demands, rights and causes of action of any kind the undersigned now has or hereafter may have on account of or in any way arising from personal injuries and or property damage known or unknown to the undersigned at the present time that results from any occurrences which may happen to the below stated child during time spent in the PBMS Extended Day Program, barring proven supervisory neglect.

_____ **Late Pick-Up Fees-** There is a \$1 late fee for every minute after 6:00. Monies are due at pick-up.

_____ **Late Payment Fees-**There is a \$5/day late payment fee. Payments MUST BE made PRIOR to your child staying with ATB.

_____ We have read and understand all the Important Information outlined above and agree to policies & procedures of the PBMS “After the Bell” Program.

Parent Signature

Date

Student Signature

Date