

BEYOND THE BELL
2025-2026 PARENT/STUDENT HANDBOOK



GOAL AND OBJECTIVE

Beyond the Bell is a self-sufficient program designed to provide a safe and secure environment for the children of the East Greenwich Township Public Schools both before class starts and after dismissal. It is not an extension of the school day. We ask that you share with us any special circumstances we may need to be aware of for your child. We have a program at both the Jeffrey Clark School and the Samuel Mickle School. All students, from Beginners through 6th grade, are eligible to register for our program. We also have a session for the Pre-K program, with limited space available.

HOURS OF OPERATION

Our morning program begins at 6:30 a.m. and runs until 8:25 a.m. when the children are dismissed directly into their classrooms. Our afternoon program for Pre-K begins at dismissal at 2:40 p.m. and for Beginners through 6th grade begins at dismissal at 3:20 p.m., as the children are dismissed directly into our program. Children must be picked up no later than 6:00 p.m.

In the event of a school closing for inclement weather or other emergency, Beyond the Bell will also be closed. In the event of a delayed opening we will also operate on a delayed schedule. Our delayed start will reflect what the delayed opening of the school would be. For example, if the school has a 2 hour delay due to snow, the starting time of our program would be 8:30 a.m. On scheduled early dismissal days we operate an extended schedule which begins at dismissal and runs until 6:00 p.m.

The school nurse is not available during our hours. All our staff is Red Cross First Aid and CPR certified. In the event of an emergency we will attempt to contact all contacts provided to us, starting with the parents. For this reason it is imperative that you provide us with accurate contact information and update us with any changes. If it is necessary, 911 will be called prior to calling the parent/guardian.

ILLNESS POLICY

In the interest of trying to prevent the spread of illness, If your child shows any signs of illness, you will be required to pick up them up as soon as possible. If you child has a fever of 100 degrees or higher, we will report this to the school nurse and they will be encouraged to stay home from school for at least 24 hours after being fever free without fever medication.

ARRIVAL AND DISMISSAL

When arriving in the morning, a parent/guardian is required to exit their car with their child and walk the child to the entry door. For the safety of all the children, no child is permitted to walk from the car to the door without a parent or guardian. At the Jeffrey Clark School you must park in a designated parking spot in the parking lot. You are not permitted to go beyond the yellow line painted on the parking lot pavement. There are NO EXCEPTIONS to this.

When picking up your child, you are required to pick up your child at the designated time for the session that your child is registered for. PM 1 must be picked up by 4:40 p.m. and PM 2 must be picked up by 6:00 p.m. For PM 1, 4:41 p.m. is considered late. On the third late pick up,

you will be charged \$25 per child and changed to PM 2 for the remainder of the school year. For PM 2 on the third late pick up, you will be charged \$25 for each additional late pick up. After the 6th late pick up, we will need to have a review to determine if your child will be able to continue in our program. The person picking up your child must be included on your list of approved pick up people. All persons picking up a child in our program is subject to providing a government or employer issued ID.

SCHEDULE CHANGES

If you change your child's schedule, you must complete a change of dismissal form. This form must be submitted to the schools main office. Beyond the Bell will receive a copy. In the event there is a question as to whether or not your child should be dismissed to us or sent home on the bus, we will always keep your child. For the safety of your child we will always err on the side of caution. If you intend to change your child's monthly calendar, you must notify the Beyond the Bell site leader.

PROGRAM OPTIONS AND FEES

Our program offers different sessions to accommodate your varied schedules. We have 2 AM sessions and 2 PM sessions. We also offer 2 FLEX options. Current fees are as follows and are subject to change. All prices are per month.

BEGINNER THROUGH 6TH GRADE		PRE-K	
AM	\$145	AM	\$145
PM 1 (3:20-4:40)	\$155	PM 1 (2:40-4:40)	\$190
PM 2(3:20-6:00)	\$190	PM 2 (2:40-6:00)	\$225
AM and PM 1	\$230	AM and PM 1	\$265
AM and PM 2	\$290	AM and PM 2	\$325

There is no drop in service for Pre-K

The Beyond the Bell Pre-K program will not be available on the following early dismissal days: October 10th 2025, October 27th 2025, January 15th 2026, and February 12th 2026.

- AM Drop In/Maintenance is \$15 per month/per child and includes your first day that month. Each additional drop in day is \$15.
- PM Drop in/Maintenance is \$17 per month/per child and includes your first day that month. Each additional drop in day is \$17.
- PM Drop in on extended days (early dismissal) is \$34 per day/per child. In order to use the drop in program you must be registered in our program and give us 24 hours notice. There is no multiple child discounts for drop ins.

Note: All fees are due no later than the 5th of the month and are subject to change. A 10% sibling discount is given for the 2nd and any addition children. For discount purposes children in the Pre-K program our considered the 1st child. If you have a child in Pre-k and a child in B-6th, the discount is taken on the older child. No cash will be accepted, payment must be made by check or money order. For tax purposes our tax ID number is 21-6000259.

RULES FOR BEYOND THE BELL

- No physical contact of any kind will be tolerated
- No verbal abuse of any kind will be tolerated
- Children are expected to clean up after themselves
- General playground rules of the school apply (i.e. recess rules)
- Respect for staff and other children is always expected
- Sharing and playing with other children is encouraged

SUSPENSION/EXPULSION POLICY

When a rule is broken, it is met with corrective action from our staff. Depending on the severity and frequency, the child will be written up by a staff member, and is subject to a suspension. A parent/guardian will be notified. If a child receives three write ups, there will be a suspension and you will be required to attend a conference to determine if the child will be allowed to return to the program for the rest of the school year.

Suspension: Suspension from the program will occur after three write ups. Immediate suspension will occur for any of the following :

- Uncontrolled tantrums/angry outbursts
- Ongoing verbal abuse of staff or other children
- Kicking, biting, or physical abuse of staff or other children
- Continuous attempts to elope from the program

The first time suspension will be for 1 to 3 days depending on the severity of the offense. A second time suspension will be for 5 days.

Expulsion: After the completion of 2 suspensions, any additional behaviors that would lead to suspension could result in expulsion from the program.

Immediate expulsion will occur for any of the following:

- Child is at risk of causing serious injury to themselves, staff or other children.
- Parent threatens physical or intimidating actions against staff or other children.
- Parent or child exhibits verbal abuse towards staff.

TYPICAL BEYOND THE BELL SESSIONS

AM Session

After the parent/guardian drops the child off at the door, the child puts their belongings in one of the baskets provided. They are then offered breakfast. Breakfast consists of a variety of cereals, yogurts, cereal bars, muffins, milk, juice, and other assorted items. Two to three times a week we offer a hot breakfast such as waffles, bagels or French toast sticks. Children are offered various games and toys to share and play with. A last call for breakfast is at 7:50 a.m., breakfast is over at 8:00 a.m., and between 8:00 a.m. and 8:20 a.m. we prepare the children for the school day. They are then dismissed to their classrooms.

PM Session

Children are dismissed directly to Beyond the Bell. Children are required to check in and put their belongings in one of the provided baskets. We ask that they be seated while roll call is taken. We then provide them with a snack that consists of choices such as chips, cookies, crackers, milk or juice, and various fruits. Our program is tree nut free. If your child has any allergies or restrictions, please let us know. If your child does not like any of the snacks we offer, you can send in a tree nut free snack they would enjoy. After snack, children in grades 1 through 6 are offered an opportunity to do homework depending on staffing. If you want your child to do their homework, you must let the staff know. We offer basic help, however we are not tutors, and if they are struggling they will be told to complete the homework at home. If this happens we will inform the person picking up the child. Children are also offered the opportunity to go outside, weather permitting, and play on the playground equipment. There is also a large assortment of indoor activities and toys for the children to play with. During extended day sessions (early dismissal) you will be required to provide a lunch for your child. Please make sure they know that the lunch is to be eaten at Beyond the Bell.

Special Notes for Pre K students

It is mandatory that all children be potty trained and be able to take care of their own needs when using the lavatory. We ask that you send in a change of clothes in their backpack and include a resealable plastic bag. Make sure you have your child's name on the items they bring in. Please do not send in any personal toys with your child as we cannot be responsible for any personal items. There will be plenty of toys and activities to keep your child active and more importantly safe.

CONTACT INFORMATION

Director
Assistant Director/Jeffrey Clark Site Leader
Site Leader Samuel Mickle School

Beth Elberson
Amy O'Hara
Vinny Laurelli

Phone Number-856-423-0412
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Jeffrey Clark School extension 1075