BEFORE THE BELL
Before School Supervision for Middle School Students

PARENT HANDBOOK
2019-2020

Volusia County Schools Vision Statement
Ensuring all students receive a superior 21st century education
Before the Bell Site Contact Information

Site Lead:

BTB Phone Number:

Principal:

School’s Main Phone Number:

School District Federal Taxpayer ID Number: 59-6000884
INTRODUCTION

Volusia County Schools’ Before the Bell program (BTB) offers before school supervision and activities at twelve middle schools each school day for students registered in the program. Before the Bell provides a safe environment for students to work on homework, explore new hobbies and interests, develop friendships and social skills, and participate in varying activities each week.

PROGRAM OPERATION

Student Eligibility
Any student in grades 6 through 8 enrolled in a Volusia County School operating a BTB program is eligible to attend at that site during the school year, as long as they can function in a 1:25 ratio.

Waiting Lists
There are times when a BTB program has a waiting list, due to staffing. The list is kept by the BTB Site Lead. The list contains each student’s name, parent’s (or guardian’s) name, phone number, and the date placed on the waiting list. When an opening occurs, the parent (or guardian) will be called in the order they were placed on the list. Waiting lists will expire yearly upon completion of the school year.

Each program will provide upcoming school year registration and enrollment information. Contact the BTB Site Lead for additional information.

Days and Hours of Operation
Before the Bell will observe the regular school calendar. The program will operate on all student school days. The hours will be 6:30am to 9:00 am. At that time, students will be dismissed to breakfast and to other staff on duty.

Transportation
The parents/guardians will be responsible for transporting or finding transportation for their child(ren) to Before the Bell.

Snacks
Snacks will not be served in the program, but an area will be available each morning for those who bring their own snacks from home. There will be no sharing of snacks among students. Breakfast is served, free of charge, at the schools at approximately 9:00 am.
**Students Arrival Procedures**
Parents and/or guardians (or their designees) are required to sign in their child(ren) daily. They will be informed by their BTB Site Lead of the designated sign in location and method to drop off their child(ren) and all individuals will be listed on the registration form and given a code. Failure to comply with this procedure may result in the dismissal of the child from the program.

It is the parent/guardian’s responsibility to submit court documentation of custodial rights to the Site Lead. If documentation was provided to the school office, it still must also be submitted to the Site Lead.

**Adult to Student Ratio**
It is the intent of the BTB that a ratio of one adult to no more than 25 children is maintained.

**Illness**
The BTB is required to follow all school district protocol regarding contagious conditions (e.g. impetigo). A student may return to the program after receiving clearance from the school nurse.

**Accidents/Emergencies**
BTB employees will make every effort to ensure that a safe environment exists for all students. In the event an accident does occur, the persons designated on the Master Registration Form will be contacted for specific instructions regarding what action to take. If none of the designees listed can be reached, the Site Lead and/or Principal will take prudent and necessary action. Such action on the part of the BTB personnel will not obligate them or the school to assume financial responsibility for the child’s treatment.

**Medication**
School board policy and procedures regulate the administration of prescription medication to students. These procedures apply to all types of medication – aspirin, ibuprofen, antacids, etc. The Authorization Form completed for the regular school day must also specifically include authorization for administration of medication during BTB. When dropping off medications for administration by BTB, the parent/guardian is required to be present when the Site Lead counts to confirm the number of tablets in the container. A record of medications administered will be kept as required, and all medication to be administered will be stored in its original container under lock and key.
**Insurance**
The School District of Volusia County has liability protection for accidents occurring during the school day and other school sponsored activities, including the BTB.

Every registered program participant will be covered through the Special Risk Accident Insurance policy underwritten for the BTB. This insurance policy has a **$25.00 deductible paid by the parent**, which will be applied separately to each claim.

In the event of an injury, the BTB Site Lead will provide the parent with a copy of the Hartford Life and Accident Insurance Claim Form that needs to be completed, signed, and submitted by the parent. This form will not be processed by the insurance company if it is not filled in completely. All documentation such as itemized bills for any medical treatment or hospitalization must accompany the form. The completed form is mailed to:

**Claims Analyst**
Brown & Brown of Florida
220 S. Ridgewood Avenue,
Daytona Bch, FL 32114

386-239-7225 Direct Line
386-323-9185 FAX

Participants also have the option of additional insurance through the purchase of Student Accident Insurance offered at each school in the district.

**Photographs/Videos of Students**
A media release form is provided when a student enrolls in a BTB program. This form must be signed by parents/guardians of all children who are photographed for newspaper publicity or for use in other program-related materials. Parents/guardians have the option of not signing the form if they do not want their child photographed or videotaped.

**Parent Conferences**
Conferences relating to students enrolled in the BTB may be necessary in certain situations. For example: late tuition payments, behavior issues, not following procedures and policies.

**Movies/Videos**
Only G and PG-rated movies/videos will be available for viewing. Parental permission for viewing PG videos is on the Master Registration Form. Children are not required to view the
videos and an alternate activity will be provided for any child(ren) whose parents do not grant permission for viewing the selected PG videos or for those students choosing not to watch a video.

**Student Conduct**
BTB participants are bound by the School Board-adopted Code of Student Conduct as well as the following rules:
- Exhibit good sportsmanship and fair play at all times;
- Be respectful of school property and other people’s property;
- Use courteous and respectful language at all times;
- Treat other people with kindness;
- Be responsible for your own belongings;
- Obey BTB staff at all times;
- Remain with your assigned BTB staff at all times;

**Discipline and Suspensions**
**Participation in BTB is a privilege.** When a child breaks a rule established by the School Board or the BTB, a Citizenship Warning Slip will be issued. This warning slip will be dated and will contain specific information about the student’s misbehavior. The parent/guardian will sign the form, indicating that they have received a copy. A copy will also be kept with the student’s registration information. Upon receipt of the third Citizenship Warning within the school year, the student may receive a one-week suspension from the program. Depending on the severity of the incident, the school may administer suspension prior to the third warning. Payment is still required to hold the spot.

**Permanent removal from the program may result after four warnings within the school year.** If the parent/guardian desires a conference concerning the offense, one may be scheduled with the program Site Lead and the school administration.

The VCS Before The Bell reserves the right to permanently remove any student whose behavior is determined by the Site Lead and the school administration as dangerous to himself and/or others. Each case will be reviewed individually to determine the necessity of permanent removal.

Depending on the severity of the incident, the school administration may enforce consequences during the regular school day, based on the Code of Student Conduct.

**BTB PERSONNEL**

All BTB staff members are hired in accordance with School Board approved policies. Each program is supervised by a Site Lead and has BTB Assistants to supervise and implement
activities. There will also be a certified teacher on site in most programs. Training programs and program orientation for all BTB staff is mandatory. The EDEP District Specialist and/or EDEP District Facilitators will schedule these training activities.

**Site Lead**
A Site Lead supervises each BTB program. The Site Lead has direct responsibility for the program during all hours of operation. The School Principal, along with input from the District EDEP staff, selects the Site Lead, based on ability and experience in working effectively with students and managing staff and organized activities. For issues relating to BTB, parents/guardians should schedule conferences with the Site Lead.

**BTB Assistants**
Our goal is to have BTB Assistants work directly with groups of no more than 25 children. They supervise activities as assigned by the Site Lead.

**STUDENT REGISTRATION**
All children who participate in BTB programs during the school year must be officially registered by the parent/guardian at the school where they will attend the program. A Master Registration Form must be completed and submitted to the Site Lead. An annual registration fee and first week’s tuition must be paid before a child can participate in BTB for the school year.

**Master Registration Form**
The BTB must have a completed Master Registration Form for each child. Changes in information must be communicated in writing to the Site Lead by parents/guardians as they occur. A new Master Registration Form must be completed each school year and updated as changes are made.

The health information requested on the form will assist BTB staff in providing for the health and safety of program participants.

**STUDENT FEES**

**Registration Fee**
A non-refundable registration fee will be assessed upon registration. If the student transfers to another BTB site within the same school year no duplicate registration fee will be charged. However, placement in the new BTB site is subject to availability.

If a child withdraws from the program, a re-enrollment fee is charged for each additional re-entry.
Weekly Tuition Payment Schedule
According to the Constitution of the State of Florida, Article VII, Section 10, it is a violation for public schools to operate on a “credit” basis. *All payments must be made in advance prior to the start of the attendance period.* Tuition is **due in full and must be paid in advance of the service period.** You will not be given a bill, but will be expected to make the scheduled payments each week as stated on the **Weekly Fee Schedule,** distributed at the time of registration. Cash payments must have the exact amount paid or allow the extra money to sit on the account as a credit. No change will be provided. Checks or money orders shall be made payable to the individual school and submitted no later than 9:00 am Friday (*unless otherwise noted on the Weekly Fee Schedule*) of the week prior to the service period.

For those who pay using the Online School Payments (OSP) available at the sites, payment must still be made by the close of the program (9:00 am) on the scheduled date of payments. Anything after that time will be assessed a late fee.

Other than the Online School Payments, all payments are to be given to and receipted by the Site Lead (or designee), during program hours only. **Fees are due even if the child is absent from the BTB on the day payment is due.** Children enrolled who are not in attendance every day or who miss one or two days because of illness (or any other reason) must still pay for the entire week. Prolonged absences due to illness will be considered on a case-by-case basis. **There is no daily rate.** There are no vacation weeks during the school year. Enrollment in the BTB may be terminated if a student is absent for more than two weeks. A student’s return to the program will be based on space availability and a re-registration fee will be accessed.

The fees for BTB during the school year are based on 38 equal payments per school year. Tuition fees for BTB will be established periodically by the School Board.

Late Payments
A late payment fee of $5.00 per child is charged when tuition is not paid on or before the Friday (or date otherwise noted on the Weekly Fee Schedule) of the week prior to the service period. All balances must be paid in full or late fees will be assessed.

Outstanding account balances must be paid in full prior to the next service period due date. If not, the child may be removed from the current BTB. The child will not be permitted to attend any Volusia County Schools BTB until the account is paid in full and will only be accepted back into the program if space is available. If no space is available, the child will be placed at the end of the current waiting list for the school where BTB services are being requested. If the child was withdrawn for non-payment, a re-enrollment fee will be assessed and must be paid, along with all past due balances, in order for the child to return to the program.
Reduced Tuition Fees
Reduced tuition fees are available at each site. Due to confidentiality, it is the parent’s responsibility to communicate a need and provide verification to the Site Lead establishing eligibility. To verify free & reduced fee status you need to provide the BTB Site Lead at your school with a copy of the Notification of Eligibility letter received from the school district. An BTB EN Verification of Free/Reduced Lunch Status form is also acceptable. These forms are available from the Site Lead.

Collection of Insufficient Funds
We recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by the bank. In order to recover these funds in a private and professional manner, Volusia County Schools has contracted CHECKredi, a company specializing in the collection of returned checks.

Each check written to a school or the District must have the maker's name, address, and one phone number. When a person writes a check to a school or the District, the person writing the check agrees that, if the check is returned, it may be re-presented electronically on the same account for the full-face amount and a fee established by Florida law.

CHECKredi will contact you by mail and by telephone in order to make arrangements to pay before attempting to re-present the check electronically. Payments of the check and fee may also be made online at http://www.checkredi.com/ using a credit card, debit card or electronic check without any additional fees. For a convenience fee, payments may be made over the telephone at (877) 524-7334 by credit card, debit card, or electronic check. Payments cannot be made at a school or the District.

Internal Revenue Service Form W-10
The Volusia County School District’s Taxpayer Identification Number (TIN) is 59-6000884. Use this number to claim the childcare credit on income tax returns. A copy of IRS Form W-10 Dependent Care Provider’s Identification and Certification will be provided to each parent/guardian at the time of enrollment in Before the Bell.

It is the responsibility of the parent/guardian to retain their tuition receipts as proof of the amount spent for childcare during the year. Site Leads are not required to provide parents/guardians with a total of the amount they have paid during the year.
STUDENT SAFETY AND SECURITY

All official School Board policies relating to discipline, safety and emergencies shall be followed. It is the joint responsibility of the Site Lead, the Principal and the District EDEP staff to advise BTB staff of these policies and to assure compliance. These include but are not limited to the following:

- Instruction on handling emergencies
- Severe weather procedures
- Emergency/severe weather drills
- Evacuation procedures
- Discipline procedures

Each school has a plan for emergency evacuation of the BTB program. The Master Registration Form contact information will be used to notify parents/designees of BTB emergency. Parents/guardians must inform the Site Lead of any change regarding emergency contacts.

BTB personnel are not responsible for special toys, cell phones, electronic/digital devices or items brought by a student to a program. It is recommended that students do not bring personal items to BTB. Enrichment activities and games are provided for students by the BTB.

Each BTB has a telephone available during the hours of operation. The telephone number(s) is listed on page 3 as part of the “BTB Site Contact Information.”
### Volusia County Schools
**Before the Bell**

**Fee Schedule**
**(Effective SY 2019-2020)**

#### Registration Fee Schedule

<table>
<thead>
<tr>
<th>Registration Fee</th>
<th>Per child</th>
</tr>
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<tbody>
<tr>
<td>School Year</td>
<td>$25.00</td>
</tr>
<tr>
<td>BTB Staff, Free Lunch and Reduced Lunch Tuition</td>
<td>$10.00</td>
</tr>
<tr>
<td>Re-enrollment Fee</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

#### Tuition Schedule

<table>
<thead>
<tr>
<th></th>
<th>1st Child</th>
<th>Sibling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Tuition</td>
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<td>$30</td>
</tr>
<tr>
<td>Reduced Lunch Tuition</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Free Lunch Tuition</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>VCS Employee Discount</td>
<td>$28</td>
<td>$24</td>
</tr>
</tbody>
</table>