

## Welcome to Beyond the Bell



Welcome parents and students! My name is Susan Pfeifer and I am the Director of the Beyond the Bell program. My assistant is Jessi Knickerbocker. We are very pleased to be back among you and your children. Together with our staff, we hope to provide your children with a safe, nurturing, and stimulating after school experience. We are all looking forward to a full and exciting year at BTB.

### Office Hours-

The main office at Trinity Catholic School is open until 3:30pm daily. After that time, there may not be anyone there to answer the phone. **It is crucial that if you need to reach BTB for any reason that you call or text me directly on my cellphone at (850) 591-0793. If you cannot reach me, then please try my assistant, Jessi, on her cell at (407) 421-4884.** We will have our phones on us at all times during aftercare so you can reach us or your children after school hours.

### Uniforms-

School uniforms are to be worn at BTB at all times. The exception to this policy is children who have to change for extracurricular activities (gymnastics, karate, etc.). Another exception to this policy is “No Uniform Days” set by the school administration. Students may wear a hat or sunglasses outside for sun protection by your written request. Additionally, we can help your child apply sunscreen if you send it in a bag with your child’s name on it.

### Pick Up-

Your child’s safety is our number one concern. We try our best to recognize vehicles and faces, but for the first few weeks will ask you to have your ID with you to pick up your child. If someone else is going to pick up your child, we ask that you let us know their name and the type of vehicle they drive ahead of time. You can send in a note with your child or text us the information. This helps to ensure that this individual has permission to remove your child from our care and ensures the safety of your child. The pickup location for your child/children is the loop in front of the main office off Brevard Street. Beyond the Bell is open until 6:00pm on school days. We have our clocks coordinated with the school’s time and will use this in assessing any late fees. A late fee of \$5 per minute per child will be added for each minute a child is in our care after 6:00pm. Please contact me if you have a problem getting to Trinity by 6:00pm. If we know when to expect you and the nature of the delay, we can explain this to your children as they tend to become anxious when they are the last children left.

### Activities-

We schedule daily crafts, games, and activities for your children. We also provide a quiet homework/study environment and transition time for all students PreK-8<sup>th</sup> grade. We make every effort

to see that your child gets a good start on their daily homework assignments, while also giving them time to play outside and participate in fun indoor activities.

### **Snack-**

A light snack will be provided at BTB. If your child would like something more substantial, they may bring a snack and/or beverage in their lunch box to be eaten at BTB. **For the safety of our students, snacks with peanuts, peanut butter, or traces of nuts are not allowed at BTB!!!**

### **Knights' Out Days-**

Most Knights' Out calendar days are covered from 12pm – 6pm with BTB. Please be sure to consult the approved school calendar for exceptions. There is no additional fee for the extended care provided on these days. **Your child will need to pack a PEANUT FREE lunch/drink on these scheduled days!!**

### **Discipline-**

All students are expected to follow the rules of conduct outlined in the School Student Handbook. In addition, we require your child/children to treat counselors and other students with kindness and respect. Any discipline issues that persist and cannot be resolved will be addressed with parents.

### **Attendance-**

If your child is registered as a monthly attendee, we ask that you let us know if your child will not be attending BTB on a given day. Knowing your child's whereabouts helps us tremendously to ensure your child's safety and security. If you pick your child up early or call in to report your child being absent, please send in a note for BTB or let the front desk know to pass the information along to the BTB staff. If your child is registered on a drop-in basis, please let us know your child will be attending BTB at least 24 hours in advance, whenever possible. This helps us in planning our activities and snacks. More importantly, it alerts us to watch for your child on that particular day.

### **Communication-**

Messages can be called in to the front office until 3:30pm or you can call me (Susan Pfeifer) at **(850) 591-0793**. You can email me at [susandpfeifer@gmail.com](mailto:susandpfeifer@gmail.com). If you have trouble reaching me, please contact my assistant director Jessi at **(407) 421-4884**. **Please add our cellphone numbers and contact information to your phones. As stated above, after 3:30pm, you may not be able to get through to the front office. The only way to reach BTB after the front office closes is by calling or texting our cellphones. Please pass our contact information on to anyone caring for or picking up your child in your absence.**