



Monadnock Regional Before, Afterschool, & Summer Program

Who We Are

Project Beyond the Bell is a school-based co-curricular program primarily funded through a 21st Century Community Learning Center grant. This grant is the only federal funding that specifically funds Before, Afterschool, & Summer programming. We have been awarded this grant through the NH Department of Education to ensure all of our students have the opportunity to engage in co-curricular programming that encourages students to try new things, provides hands on experiences, fosters a love for learning, supports the school day academics and helps students develop their sense of community. All of our programming is held right here at the school. It is our mission at Project Beyond the Bell to give all students the opportunity to participate and to provide the highest quality program possible.

Contact Us

Project Beyond the Bell is located at Mt. Caesar School, Cutler Elementary School, Troy Elementary School and Emerson Elementary School.

Frances Ashworth
Program Director

☎ 603-357-2044 / 603-803-0124
✉ fashworth@mrds.org

Gina Bogan
Cutler Site Coordinator

☎ 603-352-3383
✉ gbogan@mrds.org

Maggie Tremblay
Troy Site Coordinator

☎ 603-242-7741
✉ mtremblay@mrds.org

Linda Heath
Assistant Director

☎ 603-357-2043 / 603-803-1001
✉ lheath@mrds.org

Nichole Cross
Mt. Caesar Site Coordinator

☎ 603-352-4797
✉ ncross@mrds.org

Tate VanValkenburg
Emerson Site Coordinator

☎ 603-585-6611
✉ tvanvalkenburg@mrds.org



Monadnock Regional School District Before & Afterschool Program Parent Handbook



Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Program

Dear Families,

Welcome to Project Beyond the Bell, the Monadnock Regional School District Before & Afterschool Program! Project Beyond the Bell is a 21st Century Community Learning Center funded program. Our community received this highly competitive grant funding from the Department of Education to run co-curricular activities and offer a vast array of opportunities to our students, their families and our community. Our program is a school based co-curricular program, we encourage families to take advantage of this great opportunity whether your child needs care when school gets out or not.

Project Beyond the Bell promises to meet the physical, intellectual, social, emotional and recreational needs of students by:

- Offering fun, enriching, academically oriented and recreational activities that help promote confidence, self-esteem and responsibility
- Provide children a safe and secure environment staffed by warm, friendly program leaders
- Provide a relaxed atmosphere where children can socialize and make new friends
- Provide a nutritional snack
- Expose students to new ideas
- Bringing the community into our program
- Bringing our students out to explore our greater community

We strongly believe all students should have equal access and be provided with quality programming that stimulates new interests, encourages creativity and builds self-confidence, while providing them with a space to grow socially and emotionally and that gives their parents “peace of mind”.

This Parent Handbook outlines what you may expect from Project Beyond the Bell and outlines our policies and procedures. We hope it will be helpful and look forward to providing you and your student with quality out of school programming. If you have any questions over the school year please do not hesitate to contact me directly by email at fashworth@mrsd.org or by phone at (603) 357-2044.

I look forward to working with your family,
Frannie Ashworth
Program Director

Non-Beyond the Bell Activities/Additional Tutoring

Students who are enrolled in Project Beyond the Bell must report to the program and check in with Afterschool Staff prior to attending the any non-Project Beyond the Bell activity such as a school based club or extra support with their school day teacher. Written permission must also be provided for your student to attend any non-Project Beyond the Bell activity. To ensure the student’s safety, if a student is needed to work with a teacher on homework or to help the teacher with a specific project after school, the teacher or school staff member must come to the program to get the child out and then bring them back to the program.

Grievance Procedures

Project Beyond the Bell takes all concerns expressed by our families seriously. Should an individual have a grievance, the following procedure should be followed:

- Any concerns regarding your child’s after school care should be brought to the attention of the Site Coordinator.
- If, after discussing the matter with the Site Coordinator, you are not satisfied with the outcome, please contact Frances Ashworth, Program Director.
- If the grievance still exists after the first two steps, the building principal will be consulted and make the final determination in conjunction with the administration team.

Family Literacy Nights

Project Beyond the Bell hosts a variety of family activity nights through the school year. This can consist of family fun nights, parent workshops, shows, community dinners or breakfasts and many more. All community members are encouraged to attend. Notification of these nights will be sent home in school communication folders, available on our website, or sent via Swiftreach.

School Year Calendar/Program Cancellations

Our program follows the school district calendar and will be closed on all holidays, school vacations and workshop days. If after school activities are canceled due to inclement weather, our program will also be closed. Notification will be sent out from the school. In the case of a closure, please contact the school ASAP with an alternative end of the day plan for your child.

Project Beyond the Bell also hosts a district wide summer camp program. Additional information will be available regarding camp in mid-March.

Health/Safety/Medications

Every site is equipped with a first aid kit and emergency plan. A written record will be kept of all injuries and accidents requiring first aid. A copy of the accident report will be sent home to the parent/guardian with the child, and a copy will be kept on file. In case of emergency, illness, or injury, the parent or guardian will be notified immediately. If the parents/guardian cannot be reached, emergency contacts will be called. In the event of an emergency warranting medical 911 will be called.

Discipline

We utilize the Responsive Classroom Behavior Model that includes positive reinforcement, redirection, and conflict resolution. Students who have not been successful with redirection and reminders, or exhibits extreme or dangerous behavior will be sent to the home. In extreme cases of behavior such as running away, fighting, extreme disruption, threats of violence, or destruction of school property, the parent and/or guardian will be called to pick up their child immediately and the child may be immediately suspended for the remainder of the week from the after school program. School behavior policies carry over into afterschool, extreme behaviors may result in ISS or OSS from school. If the problem persists, a parent/guardian conference will be scheduled at which the areas of concern will be discussed and the steps which will be taken to help improve your child's behavior.

Personnel

Project Beyond the Bell strives to maintain a staff to child ratio of 1 staff member for every 15 students during enrichment activities and 1 staff member for every 7 students during homework assistance. All staff members must meet educational and experience requirements for the position that they hold. Each staff member undergoes the same criteria for employment as school day personnel.

Hours of Operation:

Mt. Caesar Elementary School

Before School: 6:30am-8:25am
Afterschool: 3:15pm-6:00pm

Cutler Elementary School

Before School: offered at Mt. Caesar-
students are bussed to Cutler each morning.
Afterschool: 3:10pm-6:00pm

Troy Elementary School

Before School: 6:30am-8:30am
Afterschool: 3:15pm-6:00pm

Emerson Elementary School

Before School: 6:30am-8:30am
Afterschool: 3:15pm-6:00pm

Daily Schedule

3:10-3:30 Crew Time & Snack

3:30-4:45 Clubs

4:45 Open Pick Up Begins

4:45-5:15 Discovery Through Play

5:15-6:00 Homework/Enrichment

* Our daily schedule times may differ throughout the year due to daylight savings time or other scheduling needs.

Crew Time & Snack: During crew time staff check in with students regarding their day. This time of our day is spent reflecting on the student's day and going over our afternoon programming. Social learning is the focus during crew time. Snack is offered to every student from the Monadnock Food Service program at no cost. Additional snacks may be brought from home if desired.

Clubs: A wide variety of clubs are offered throughout the school year. There are 2-3 clubs offered at each site every day of the week. Each club runs one day per week for a 5-7 week session. Club newsletters are sent home prior to each new club session. Students sign up for clubs based on their grade, interests, and schedules. When a student is enrolled full time they are automatically signed up for clubs each day. The Site Coordinator will work with your child to ensure they are in the club that is the best fit. If a family sends in a club sign-up sheet, the clubs from that sheet will be used to determine which clubs your child will be in. Clubs are designed to have students utilizing the skills they have been taught throughout the school day and giving students ample opportunity to put these skills to use in a hands-on, innovative way. Our program helps students learn new skills, foster the development of competent, self-directed contributing community members, and assist students in finding undiscovered interests. Clubs scaffold the skills and core concepts that are being taught, which lead our activities to carry over week to week.

Discovery Through Play: Play is an imperative part of a child's development. Our play time is held primarily outdoors. Please send your child with appropriate outerwear each day.

Homework/Enrichment: Homework Assistance is provided Monday-Thursday, if a student does not have homework we will work with your child on academic concepts in a hands-on, fun and engaging manner. A quiet environment is created and homework supplies are provided. Our staff understands the importance of homework, if the time of homework assistance is an issue for your families schedule, please communicate that to the Site Coordinator and we will work to ensure your family's needs are met.

Registration

A completed registration form is required prior to your child attending the program. Registrations are available by contacting the Program Director, Site Coordinator or online at www.mrsd.org. Once a completed registration has been received, the Site Coordinator will contact you regarding your child's start date. Please be sure to update your information when necessary.

Enrollment

Full Time: Students enrolled Full Time in Before School, Afterschool, or both, are welcome any and all days of the week. All fees or dues are included in your student's tuition. Full Time enrolled students take top priority and have the first choice of which clubs they would like to join. Any student enrolled for 3 or more days are automatically considered Full Time.

By the Club: Clubs run for 5-6 weeks and are offered one day per week. A newsletter announcing which clubs will be offered will be sent home each session. Snack, homework help and free play are also covered all days that your child is attending.

By the Day: Before School Only- you may sign up by the day of the week if not enrolled full time. You are responsible for payment for the days of the week that you are signed up for, even if your child does not attend that day.

Drop In: If your child does not regularly attend the program full time or by the club they may "drop in" the program if they are in need of Afterschool programming every once in a while. A registration must be completed and on file for your child to drop in.

Exceptional Student Registration

Students who may have special accommodations are welcome in the Afterschool Program. To ensure that there is adequate and safe supervision for all children, please contact Project Beyond the Bell prior to enrolling your child. If your child's needs exceed the expertise of our staff, we will make every effort to work with your family and the school to make a plan that supports your child. Please note, school day 1:1 paras are not provided during Afterschool hours.

Payment Information

- There are 10 payment periods during the school year.
- Payment is due on the 1st of each month.
- All payments must be made in advance prior to the start of the attendance period.
- Payments may come to school in the students backpack, dropped off in our payment slot by the parent mailboxes, or given to the school secretary. Payments must be in an envelope labeled Project Beyond the Bell.
- Please make all checks payable to MRSDBASP.
- Please make sure your child's full name and school appear on the check
- If a check is returned, you are responsible for all charges, including the return check fee.

Priority and Targeted Participants

Following the guidelines and expectations of our 21st CCLC funding, students who may be at risk for academic failure or who have been identified as a student who would benefit from our program will be given priority. We work directly with the school to identify families who are given an invitation to the program. This process is confidential between the family and the program.

Scholarship Programs

The intent of our 21st CCLC funding is to ensure all priority students are able to participate without financial barriers. Scholarships are available for all families in need of financial assistance beyond the rate they qualify for. A family requesting a scholarship can make individual arrangements with the Assistant Program Director.

Additional Specific Scholarships

- MRAC- full scholarships are available for grandparents or other family members who may be raising children due to parents being absent from the home.
- Keene Housing Authority- full scholarships are available for families who reside in a Keene Housing development. Please contact Kids Collaborative for details!

Attendance

We would like to have as many students participate as possible, however, space is limited. We ask that families follow the guidelines below to ensure we are able to have the highest quality of programs offered.

- Students sign up for clubs that they are interested in and attend the program for the entirety of the club. Pick is between 4:45 and 6:00.
- Students attend the program consistently and regularly.

Our staff is expecting your child to attend the program every day, unless otherwise specified on your registration. It is your responsibility to inform us if your child will be absent prior to the start of the program. ***To report an absence please contact your Site Coordinator.***

Sign Out Procedures

Open pick up does not begin until 4:45pm. Each pick up door has a door bell that intercoms the Site Coordinator. An early pick up is available if arranged ahead of time. Please understand that this procedure is to ensure that all children participating in our program are able to participate completely, with limited interruptions. Only authorized adults may pick up your child from the program. A photo ID will be required if staff is unfamiliar with the adult picking up. If an alternative pick up is arranged, please send written permission to the Site Coordinator.

Late Pick Up

Afterschool closes promptly each evening at 6:00pm. Please pick up your children on time. If you are unable to do so, it is your responsibility to notify the Site Coordinator that you will be sending an alternate to pick up your child. After 6pm a staff member will attempt to contact the parent, guardian, or emergency contact person by phone. If contact is unsuccessful, the local police department may be contacted for further assistance.