

# Beyond the Bell Program Policies & Procedures

## Program Activities

The afternoon will begin with a snack and homework time. Remaining time will consist of recreational activities in the cafeteria, gymnasium, or classroom. The Beyond the Bell Program does not meet on days the school is closed. The Beyond the Bell Program will meet on scheduled early dismissal days.

## Sign In/Sign Out

Following the last school bell, students must go to their lockers, retrieve all necessary materials, and sign themselves in at the Beyond the Bell Program. Participants must be signed out by a parent, guardian, or authorized adult (children may sign themselves out with written permission from the parent or guardian). Authorized adults must be listed on the registration form. Any changes must be submitted in writing. Participants will not be released to any person not listed. Staff will ask for proper ID prior to signing out. Please notify the Community Center if your child will not be attending.

## Emergency Contact

Two emergency contacts for each participant are required to be on file. If participant becomes ill or injured during program hours, parent/guardian will be contacted immediately. If parent/guardian is not available, emergency contact will be called.

## Inclement Weather

The Beyond the Bell Program will have normal operations on all days when the school may announce "all after school and evening activities canceled." On early dismissal closures due to inclement weather, the Beyond the Bell Program will operate for three hours after the early dismissal time of the particular school.

## Code of Conduct

The Code of Conduct is included in this packet so that participants and their families are informed of the behavior expected of all participants for the safety, health and happiness of the participants and staff.

- Participants are treated with respect and are to be respectful of others.
- Participants are to be respectful of school property and the property of others.
- Participants are to use proper language.
- Participants are to stay with their designated group and leaders during the program and obey designated program boundaries.
- Participants are to show good sportsmanship.

## Disciplinary Policy/Procedures

Participants are expected to conduct themselves in a manner which does not jeopardize themselves, other participants, staff, or the facility. The following

procedures will be used to address disciplinary problems for participants who fail to abide by rules and regulations set by Charles County Department of Recreation, Parks & Tourism.

**1<sup>st</sup> Infraction** — Verbal warning by staff. Parent/Guardian will be verbally notified of incident.

**2<sup>nd</sup> Infraction** — Written warning sent home. Parent/Guardian will be called by staff to discuss incident. Child may be denied the right to participate in the next activity or special event.

**3<sup>rd</sup> Infraction** — Parent/Guardian conference will be scheduled immediately to identify problem and discuss solutions.

After a conference, if child's behavior does not improve, child may be expelled from program. Parent will forfeit any fees for the remainder of the session. If a child is suspended from any public school, they may not attend any afterschool activities.

**NOTE: Serious infractions may warrant immediate expulsion from program.**

## Late Pick-Up Fee

All Beyond the Bell Programs end at 6 p.m. Participants are to be picked up no later than 6 p.m. A late pick-up fee of \$10 per child will be assessed for the first 15 minutes (or part thereof). The fee will be \$1 per minute thereafter.

## Registration Policies & Procedures

The attached registration form can be completed when registering online. Customers who do not register online can complete and send the form with payment manually. The registration form is mandatory one time only, per school year, and can be updated at the parent discretion. Go to [www.CharlesCountyParks.com](http://www.CharlesCountyParks.com) to register online.

## Weekly Fees

The Beyond the Bell Program is an ongoing program requiring weekly registration and payments (\$50/wk). Payment is due the Friday before the upcoming week. **A \$10 late payment fee** will be assessed if payment is not received by Monday at midnight of each week. Once a late fee has been assessed, the registered student will be allowed to participate in the program for that week; however, will not be permitted to attend the following week until the balance is cleared and an advance payment is made for the next week.

## Online Registration [www.charlescountyparks.com](http://www.charlescountyparks.com)

Online registration is available for most programs. Please take note of the following regarding your online registration:

- Instructions for logging into the system are provided online.
- Registration for minors (18 and younger) requires adult input and information.

Online payments are accepted by MasterCard, Visa and Discover only.

## Standard Enrollment

Payment is due at the time of registration.

Checks and money orders must specify the program by code and must be for the exact amount, payable to:

### Charles County Commissioners

Checks must include the current address, telephone number, and drivers license number with expiration. Information must be included for the person making payment.

Cash payment is only accepted at the main office at 8190 Port Tobacco Road. Cash is not accepted at our Community Centers.

Discover, MasterCard and Visa payments are accepted in person, and by mail or fax at all Community Centers and the Recreation office.

Phone-in registration is not available.

Mail-in payments with a signed registration form are only accepted at:

Charles County Dept of Recreation, Parks & Tourism  
Attn: Registration Office  
8190 Port Tobacco Road  
Port Tobacco, MD 20677

## Refund Policies

All requests for refunds must be received, in writing, seven working days prior to the start of a program. Fax requests for refunds are accepted at 301-934-5624. Written requests can be mailed to [webtrac@charlescounty.org](mailto:webtrac@charlescounty.org)

After the program has begun, a prorated refund, based on participation, may be approved if requested in writing with medical verification received prior to the end of the program.

No refunds will be considered after a program has ended.

Approved refunds will be assessed a \$10 administrative fee per child, per session regardless of circumstances.

Late fees are non-refundable.

## Returned Check Fees

Checks returned for insufficient funds or other reason will incur a fee of up to, but not more than, \$35 for each occurrence. We do not re-deposit returned checks. Only cash or money order accepted for face value of check, plus above-mentioned return check fee. Persons who fail to rectify this obligation will be denied participation in all Charles County Government programs.