



Benjamin Franklin
CHARTER SCHOOL Est. 1995

Beyond the Bell
Before and After School
Program

Parent Handbook

Contents

BFCS Beyond the Bell Childcare Service Classification	2
General Beyond the Bell Program Standards	2
Immediate Access	2
Beyond the Bell Care Registration, Hours, and Rates	3
School Day Before and After School Care Rates	3
Intersession Care Rates	3
Additional Fees and Rates	4
Public School Tax Credit	4
Admission and Release of Children	5
General Food Service	5
Transportation and Field Trips	6
Discipline and Guidance	6
Health and Safety Guidelines	6
Emergency Plan	6
Accidents and Medical Emergencies	7
First Aid	7
Illness, Infestation, and Absences	7
Medication	7
Pets and Animals	7
Notice of Pesticide Application	7
Suspected of Alleged Child Abuse or Neglect	7
Campus Contact Information	8
Permission Form for Self-Administering Medication	9

BFCS Beyond the Bell Childcare Service Classification

The BFCS Beyond the Bell Program is not a licensed childcare facility, and staff will not physically restrain children who insist on leaving without permission (ARS 36-882). It is the guardian's responsibility to advise their child if he/she may or may not leave. Participants must be currently enrolled as a student at BFCS.

General Beyond the Bell Program Standards

The BFCS Beyond the Bell Program prioritizes the health, safety, or welfare of an enrolled child. The Beyond the Bell Program will offer child care services to Kindergarten-6th grade students enrolled at Benjamin Franklin Charter School before school, after school, and during school breaks. Beyond the Bell does not provide services on weekends or recognized holidays. Students in grades 7-12 cannot participate in the Beyond the Bell program.

The Beyond the Bell Program will:

- Ensure that at a minimum of two staff members are on site during Beyond the Bell hours. Staff to student ratios: Less than 30 students: 2 staff, 31-59 students: 3 staff, 60 or more students: 4 staff
- Provide age-appropriate activities, toys, materials, and equipment to each child enrolled.
- Ensure that materials and equipment are located in areas accessible to enrolled children.
- Ensure reasonable modifications will be provided to afford a student with a disability to access the Beyond the Bell program unless the necessary modifications would require a major alteration of the program or constitute an undue financial or administrative burden for the program. Any student may be removed from the program, including students with disabilities, if that student is so disruptive as to jeopardize the safety or participation of other students or employees in the program
- Ensure that an enrolled child will be placed in an age-appropriate or developmentally-appropriate group.
- Provide additional homework completion opportunities to children enrolled in after-school clubs that conflict with the after-school homework club.
- Ensure that temperatures will be maintained between 68 degrees and 82 degrees in each room used by enrolled children.
- Ensure that if an enrolled child remains in the bathroom for more than 3 minutes, the supervising staff member checks on the child to ensure the child's safety.
- Communicate any concerns or issues with parents or guardians immediately.

Immediate Access

The campus administrator shall ensure that the following individuals are allowed immediate access to facility premises during hours of operation:

- A parent or guardian of an enrolled child or an individual designated, in writing, by the parent of an enrolled child
- A representative of:
 - a. the Arizona Department of Health Services - Bureau of Child Care Licensing,
 - b. the local health department,
 - c. Child Protective Services, or
 - d. the local fire department or State Fire Marshal.

Note: "immediate" means without restriction, delay, or hesitation (R9-5-101 [59]).

Beyond the Bell Care Registration, Hours and Rates

Registration is completed through SchoolAdmin. Click on the link below, log in, or, if you have not established a Benjamin Franklin Charter School portal account, please create one. Once you log in/create your account, you will be able to select "Beyond The Bell After School Program" listed under Optional Checklist Items.

<http://bfcsaz.schooladminonline.com/portal/authenticate/5b3bcy8c>

To reserve days and make payments, visit: www.Boonli.com

Parents will only pay for days as they are needed. In order to attend, students must be registered with completed payments before attending Beyond the Bell programs. Late registrations may be accepted for a drop-in rate if sufficient staffing is available.

School Day Before and After-School Care Rates

Session	Before School (6:00-7:30 AM)	After School (3:00-6:00 PM)	Before and After School (6:00-7:30 AM) (3:00-6:00 PM)	Half Day (12:00-6:00 PM) Students must bring lunch.
Fee	\$5 per child	\$10 per child	\$15 per child	\$20 per child
Discount	10% for siblings			
Crismon & Power Must register by:	4:00 PM the night <u>before</u> service	2:00 PM the <u>day of</u> service	4:00 PM the night <u>before</u> service	10:00 AM the <u>day of</u> service
Gilbert Must register by:	Due to limited space and large enrollment numbers, Gilbert campus students must register by Friday at 4:00 PM the week before care. Spaces may be available after the registration deadline, but will be subject to staffing availability and drop-in rates will be applied.			
Drop-in rate	Additional \$5 per child	Additional \$5 per child	Additional \$10 per child	Additional \$5 per child

Intersession Care Rates (Care offered during summer and school breaks)

The Beyond the Bell intersession program must meet the minimum requirement of 15 participants in order to operate. If fewer than 15 students are registered, the program may be combined with another campus or canceled.

Session	Half Day (6:00 AM-12:00 PM or 12:00-6:00 PM)	Full Day (6:00 AM-6:00 PM)
Fee	\$15	\$30
Discount	No sibling discount offered during intersession breaks	
Must register by:	Friday at 4:00 PM the <u>week before care</u>	
Drop-in rate	Additional \$5 per child, per day	

Additional Fees and Rates

Registration Fee: With the implementation of this new program, we are waiving the first year's annual registration for the 2021-2022 school year. Beginning in the summer of 2022, non-refundable registration fees will be assessed as follows:

- \$35 per semester per child
- \$20 per summer per child
- \$70 per year per child, including summer care

Drop-in Rates: Registration for the day must be entered and paid for in the registration system (Boonli) by the registration cut-off times. Late registrations may be accepted if sufficient staffing is in place for a drop-in rate of \$5.00 per child per session. In order to take advantage of the drop-in rate, children must be registered to attend Beyond the Bell. Call the school office to check for availability after the registration cut-off times.

Late Fees: A fee of \$1.00 per family will be charged every minute beginning at 6:01pm. Late fees must be paid in full before the child returns to the program. After a child is picked up late from the program three times, a child may be dismissed from the program for a period of time.

Discounts:

- Siblings: School day rates are discounted 10% for siblings. Summer and Intersession rates are discounted from the regular school day rates, so no further discounts are offered. If you are in need of tuition assistance, please reach out to the school administrator.
- Siblings of BFHS Shuttle Riders:
 - Siblings of BFHS shuttle riders may attend the program for free while waiting for a sibling riding the BFHS shuttle.
 - The BFHS shuttle may not operate on half days. Please watch for information from the transportation department regarding half days. When the elementary schools have a half day and the secondary

students do not, elementary students who plan to stay to wait for junior/high school siblings riding the shuttle, should plan to register to attend and pay all associated fees via the school payment platform, Boonli. Students should plan to bring lunch.

- Grades 7-12 shuttle riders may not attend the Beyond the Bell program.
 - Both secondary-age shuttle riders and elementary-age siblings who are attending the Beyond the Bell program for free must be picked up when the shuttle arrives in the afternoon and cannot be dropped off early prior to shuttle pick up in the morning.
 - The front office must be informed if families plan to use this service throughout the school year.
- First Responders: At the request of the parents, a one-time, one-month tuition waiver will be applied for children of first responders and military families. Thank you for your service to our community.
 - Employees: Tuition is waived for Beyond the Bell employees while on duty. During scheduled work hours, children of BFCS employees may attend the Beyond the Bell Program free of charge.

Planned Program Closure Dates

The Beyond the Bell program will be in session on school days and over school breaks. The following dates are planned closure dates:

- Recognized holidays when school is also closed
- July 21, 2022: Back to School Night
- December 26-30, 2022: Offices Closed - Winter Break
- May 25-26, 2023: End of School Year Break
- July 3-7, 2023: Offices Closed - Summer Break
- July 20, 2023: Back to School night

Public School Tax Credit

Arizona taxpayers may use their public school tax credit donations to pay for the Beyond the Bell Program. The maximum credit allowed is \$400 for married filing joint filers and \$200 for single heads of household and married filing separate filers.

Admission and Release of Children

Each morning, enrolled children in the before-school program will be released to the playground when gates are opened to all BFCS students at 7:30 AM. Each afternoon, enrolled children will go to homework club after school. After homework club, enrolled children will be escorted to the Beyond the Bell Program room. The Program Director will collect daily attendance records and ensure each Beyond the Bell staff member documents children's attendance and their arrival and departure, including any temporary absences of the child from the activity area. The program shall not release the enrolled child to an individual other than the child's parent or an individual designated, in writing, by the child's parent.

A school administrator will ensure that any individual that is not a staff member who is on facility premises where enrolled children are present is checked in at the office before entering the building.

General Food Service

BFCS Beyond the Bell Program will offer snacks to all enrolled students.

Transportation and Field Trips

BFCS Beyond the Bell Program will not provide transportation or conduct field trips during the school year. Field trips may be offered during intersession care at an additional cost.

Discipline & Guidance

The BFCS Beyond the Bell Program shall ensure that a staff member:

- Defines and maintains consistent and reasonable guidelines and limitations for an enrolled child's behavior;
- Teaches, models, and encourages orderly conduct, personal control, and age-appropriate behavior;
- Explains to an enrolled child why a particular behavior is not allowed, suggests an alternative, and assists the enrolled child to become engaged in an alternative activity.

A staff member may be allowed to separate an enrolled child from other enrolled children for unacceptable behavior. The separation period shall be for no longer than three minutes after the enrolled child has regained control or composure. A staff member shall not allow an enrolled child to be separated for longer than ten minutes without the staff member interacting with the child. If this break time does not result in the needed change to behavior, then the three-step discipline plan may be enacted:

Step One: Verbal notice to parents

Step Two: Written notice to parents

Step Three: Meeting with parents, Beyond the Bell Program Director, and school administrator to consider additional options or possible dismissal from the program for a period of time.

Severe disruptions including, but not limited to, swearing, insubordination, disrespect, and fighting will result in the student being referred immediately to the assistant principal or principal and may result in dismissal from the program.

The BFCS Beyond the Bell Program does not use or permit any method of discipline that could cause harm to the health, safety, or welfare of an enrolled child such as:

- Corporal punishment
- Abusive language
- Discipline associated with eating, napping, sleeping, toileting, or medication
- Mechanical restraint
- Discipline administered to any enrolled child by another enrolled child

Health and Safety Guidelines

Emergency Plan

BFCS Beyond the Bell Program shall prepare and date a written fire and emergency plan. BFCS Beyond the Bell Program shall post, near an activity area or a room's designated exit, a building evacuation plan that details the designated exits from the activity area or room and the facility. At least once a month, and at different times of the day, staff must conduct an unannounced fire and emergency evacuation drill.

Accidents and Medical Emergencies

The school health assistant will not be available during the hours of operation. If while attending a facility an enrolled child has an accident, injury, or emergency that, based on evaluation by a staff member, requires medical treatment by a health care provider, the program director or school administrator shall ensure that a staff member:

1. Notifies the enrolled child's parent immediately after the accident, injury, or emergency;
2. Contacts emergency professionals, if needed;
3. Completes a description of the accident, injury, or emergency, including the date, time and location of the accident, injury, or emergency; the method used to notify the enrolled child's parent; and the time the enrolled child's parent was notified.

First Aid

BFCS Beyond the Bell Program shall ensure that there is a first aid kit on facility premises that contains first aid supplies in a quantity sufficient to meet the needs of enrolled children including the following:

1. Sterile bandages including adhesive bandages of assorted sizes, sterile gauze pads, and sterile gauze rolls
2. Antiseptic solution or sealed antiseptic wipes
3. A pair of scissors
4. Adhesive tape
5. Single-use, non-porous gloves
6. Reclosable plastic bags of at least one-gallon size
7. Digital thermometer

BFCS Beyond the Bell Program shall ensure the first aid kit is accessible to staff members but inaccessible to enrolled children.

Illness, Infestation and Absences

BFCS Beyond the Bell Program shall not permit an enrolled child to remain at the facility if a staff member determines that the enrolled child shows signs of illness or infestation. If an enrolled child exhibits signs of illness or infestation at a facility, a staff member will:

1. immediately separate the enrolled child from other enrolled children, and
2. immediately notify the enrolled child's parent by telephone to arrange for the enrolled child's departure from the facility.

Students are permitted to be in attendance at Beyond the Bell under the following conditions:

- fever free for 24 hours without medication
- no vomiting for 24 hours without medication and able to eat 2 meals without vomiting
- no diarrhea for 24 hours without medication
- sore throat and other symptoms (nasal congestion, coughing, etc) are improved
- in attendance at school that same day

Medication

BFCS Beyond the Bell Program does not allow or administer prescribed or nonprescription medication during before- or after-school care.

During intersession care, parents may authorize children to self-administer prescription medication with the approval and supervision of an employee. Prescription medication self-administration permission forms will be provided by the Beyond the Bell director at the parent's request.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel. In case of an emergency, especially anaphylactic reaction or risk of such reaction, a trained staff member may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to the order of the student's health care provider as written in the student's health care plan.

Pets and Animals

Pets and animals are prohibited in the BFCS Beyond the Bell Program (with the exception of service animals).

Notice of Pesticide Application

The BFCS Beyond the Bell Program will provide notification of pesticide application at the entrance of the facility, at least 48 hours before a pesticide is applied on the facility's premises. The pesticide notice shall include the date and time of the pesticide application and a statement that written pesticide information is available from the school office upon request.

Suspected or Alleged Child Abuse or Neglect

All BFCS employees shall report suspected or alleged child abuse or neglect to Department of Child Safety (DCS) or to a local law enforcement agency. The staff

member shall also send documentation to DCS and any local law enforcement agency previously notified within 3 days of the initial report and maintain documentation on facility premises for 12 months after the date of a report. The Principal shall report suspected or alleged child abuse by a staff member to DCS and to a local law enforcement agency. The Principal shall also send documentation to DCS and to any law enforcement agency previously notified within 3 days of the initial report and maintain documentation of a child abuse report on facility premises for 12 months after the date of the report.

Contact Information

Crismon Campus Office Number	Phone	Email
Beyond the Bell Phone Number	(480) 549-2418	-
Assistant Principal: Julie Wilson	(480) 987-0722	jwilson@bfcsaz.com
Beyond the Bell Director: Victoria Greene	(480) 987-0722	vgreene@bfcsaz.com

Gilbert Campus Office Number	Phone	Email
Beyond the Bell Phone Number	(480) 549-2596	-
Assistant Principal: Sherry Stevens	(480) 632-0722	sstevens@bfcsaz.com
Beyond the Bell Director: Taylor Zamudio	(480) 632-0722	tzamudio@bfcsaz.com

Power Campus Office Number	Phone	Email
Beyond the Bell Phone Number	(480) 549-3473	-
Assistant Principal: Bianca DeAnda	(480) 677-8400	bdeanda@bfcsaz.com
Beyond the Bell Director: Kristina Arnold	(480) 677-8400	karnold@bfcsaz.com



Administering Medicine During Intersession Care Settings

BFCS strongly recommends that all medications be given at home by the parent or guardian whenever possible. When this is not possible, school personnel, who are working in the Beyond the Bell intersession care program, may support students in self-administering medication. "Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider.

In order for Beyond the Bell employees to support students in self-administering medication, the following criteria must be met:

1. Medications to self-administer must be necessary to the health and ability to participate in the intersession care program. Approval from a school administrator is required.
2. The self-administering medication option is only available during the longer hours offered during intersession care.
3. The parental permission form for self-administering medication in the intersession care setting must be completed.
4. Prescription medicine must be sent to the school in the original packaging with name dosage, name of medication, and expiration date.
5. Beyond the Bell employees may support a student with self-administration of a prescription drug only in compliance with the written prescription instructions and written parental directions.
6. The campus administrator or program director will store any medication to be administered in a securely locked storage container.

Permission Form for Self-Administering Medication in the Intersession Care Setting

I have received and read the Self-Administered Medication Policy. I hereby give permission for the prescribed medication to be self-administered by my child under the direction and with the support of the program employee during the intersession care program hours. My child is capable and has been instructed in the proper method of self-administering this medication needed for an illness that may affect the health and ability of my child to participate in the intersession care program.

I give parental consent for my child to self-administer this medication with the full understanding and acknowledgement that Benjamin Franklin Charter School shall incur no liability as a result of any injury resulting from the self-administration of medication. I further indemnify and hold harmless Benjamin Franklin Charter School and its employees against any claims arising from my child's self-administration of medication.

Student Name:	Parent Name:
Medication Name:	Parent Contact Number:
Dosage (amount):	Signature:
Times to administer:	Date:
School Administrator Approval	Administrator: Signature: Date: