

Beyond the Bell

Before and After School Program

Parent Handbook



Benjamin Franklin
CHARTER SCHOOL Est. 1995



Beyond the Bell

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Parent Handbook

2025-2026

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BFCS BEYOND THE BELL CHILDCARE SERVICE CLASSIFICATION

While the BFCS Beyond the Bell (BTB) Program prioritizes the health, safety, and welfare of children, it is not a licensed childcare facility. Staff will not physically restrain children who insist on leaving without permission (ARS 36-882). It is the parent/legal guardian's responsibility to advise their child if he/she may or may not leave. Participants must be enrolled as current students at BFCS.

GENERAL PROGRAM STANDARDS

The BTB Program offers childcare services to kindergarten-6th grade students who are enrolled at Benjamin Franklin Charter School. Families may take advantage of before and after-school care during the school year as well as childcare camps during school breaks. The BTB Program is an out-of-school program that offers a variety of activities, including homework time (not tutoring), play-based activities, developmental centers, arts and crafts, and more. During school breaks, BTB provides camps for enrolled kindergarten-6th grade students. Additional activities during camps may include field trips, theme days, and unique learning opportunities. BTB does not provide services on weekends or recognized holidays.

Incoming kindergarten students are not eligible to participate in BTB until the school year begins. Students who are pre-kindergarten or in grades 7-12 are not eligible to participate in the BTB program.

Additional program standards include:

- A minimum of two staff members are on site during BTB hours. Staff-to-child ratios are 15:1.
- Children are placed in age-appropriate groups.
- BTB staff will communicate any concerns or issues to parents immediately.
- Regular communication via email with families is a priority.

PROGRAM REGISTRATION, HOURS AND RATES

Parents may register and pay for the program via the Line Leader website at www.lineleader.com or visit the Line Leader links provided on the BFCS website at www.bfcsaz.com.

- Only a parent or legal guardian may register a child for the BTB program.
- A completed registration must be submitted online for each child. Failure to fully complete all sections of the enrollment packet may delay entry into the program.
- Only one account may be set up per child. Parents of children living in dual households have the option to set up split billing in account settings.
- Parents must provide information upon registration regarding special needs, including any IEPs, allergies, and/or medical needs.
- A registration fee will be assessed and paid as part of the registration process.
- A valid payment card is required at the time of registration and will be securely stored. In accordance with the BTB payment policy, the card may be charged for any outstanding fees following prior notification of nonpayment.
- Registration requests may be accepted or declined based on BTB program capacity. Space may be limited, so early registration is recommended.
- Due to staffing and material costs, all scheduled days are non-refundable.
- Scheduled days may not be transferred after the end of the day on Wednesday of the week prior to service.

Morning Care

Session	Before School
Hours	6:00-7:30 AM
Fee	\$8.00/per day or \$40.00/per week
	Registration fee: \$70.00 per child per school year
Discount	10% discount for siblings, military, fire and police (See additional information in the discounts section below.)
Scheduling	Scheduling is completed during initial registration. Schedule changes must be submitted before the end of the day each Wednesday prior to the week of service.
Payments	Invoices are generated Thursday and due Friday the week prior to care.
Refunds	Due to staffing and material costs, all scheduled days are non-refundable.

Afternoon Care

Session	After School	Half Day
Hours	3:00-6:00 PM	12:00-6:00 PM
Fee	\$16.00/per day	Additional \$5.00/per day is added and invoiced to the account
	Registration fee: \$70.00 per child per school year	
Discount	10% discount for siblings, military, fire, and police (See additional information in the discounts section below.)	
Scheduling	Once the punch card is purchased, parents will click on "schedule" to select dates their child will attend. Children must be scheduled by the end of the day each Wednesday prior to the week of service.	
Payments	Parents must schedule dates for service. Pre-paid punches are used on scheduled dates.	
Refunds	Due to staffing and material costs, all scheduled days are non-refundable.	

DROP-IN CARE

A \$25 drop-in fee will be charged for any child attending morning care or afternoon care without prior scheduling or for any unscheduled punches after the deadline.

The drop-in care option is:

- only available for children already registered to participate in the BTB program
- available on school days only (half-day kindergarten- see options below)
- only accepted if sufficient staffing is in place (Parents should email the BTB email at btb@bfcsaz.com to check for availability.)

Drop-in rates are assessed in addition to regular daily rates as listed below:

Session	Before School	After School	Half Day
Hours	6:00-7:30 AM	3:00-6:00 PM	12:00-6:00 PM
Fee	\$33.00/per day	\$41.00/per day	\$46.00/per day

CAMP RATES (Care offered during summer and school breaks)

The BTB Camp Program must meet the minimum requirement of 15 participants in order to operate. If fewer than 15 children are registered, the program may be combined with another campus or canceled.

Session	Full Day Program
Hours	7:00 AM-5:00 PM
Meals and Snacks	Snacks provided. Children must bring a lunch.
Fees	\$50.00 daily
	Children must be registered, and program fees must be paid prior to attending.
Discount	No discounts will be offered for camps.
Registration and Scheduling	Camp registration information will be communicated by BTB Director prior to each session. All camps will have a designated registration start date and a specified deadline. Scheduling will need to be secured during the registration process.
Drop-in rate	No drop-ins will be accepted during camps.

DISCOUNTS

Discounts	
*Sibling Discount Rates	<ul style="list-style-type: none"> • 10% on school days • No sibling discounts are offered during camps
*Military Discount Rates	<ul style="list-style-type: none"> • At the request of the parents, a 10% discount will be applied to military families (police and fire included) upon verification of eligibility. Thank you for your service to the community. • Discount may only be used for the daily rate school day programs. Discounts do not apply to drop-ins, late pick-up charges, camps, or registration fees.
*Employee Discount Rates	<ul style="list-style-type: none"> • Tuition is waived for BTB employees during shifts. • During scheduled work hours, children of BFCS employees may attend the BTB Program free of charge. • On school days, BFCS employees may utilize the program free of charge until 3:45pm or as directed by campus administration. • All staff children must be properly registered in order to attend BTB.
Additional Discount Information	<ul style="list-style-type: none"> • Discounts cannot be combined.* • Email btb@bfcsaz.com to verify and receive an eligible discount via coupon code.

Payment Policies and Additional Fees

Payment Policies and Additional Fees	
Payment Policies	<ul style="list-style-type: none"> • In order to attend the program, all children must be registered with completed payments, and all invoices must be in good standing. • Invoices are sent on Thursdays for morning care only and will reflect the upcoming week of service. • All payments are due by Friday of each week. • All payments are made online through the Line Leader registration and payment system at www.lineleader.com.
Refunds (No Refund Policy)	<ul style="list-style-type: none"> • BTB program is a prepaid program only. Fees must be paid in advance in order to schedule and hold a spot. • Parents are invoiced for days scheduled, not days a child attends. • Due to staffing and material costs, all scheduled days are non-refundable.
Late Payment Fees	<p>Payments not received by Monday will result in:</p> <ul style="list-style-type: none"> • an interruption of services • a late payment fee of \$25.00 per child

Late Pick-up Fees	<ul style="list-style-type: none"> • BTB closes promptly at 6:00 pm daily. Late pick-up fees are incurred at the rate of \$5.00 per minute per child beginning at 6:01pm. • After 15 minutes, non-emergency services will be called. • Three late pick-ups may result in dismissal from the program for a period of time. • Late pick-up fees must be paid in full before a child returns to the program.
Schedule Change Fee	<ul style="list-style-type: none"> • Any program changes that need to be made after the scheduling deadline of Wednesday, the week before care, are subject to a \$10.00 rescheduling fee per child. • Schedule changes may only be accepted if sufficient staffing is in place and are subject to availability.
Outstanding Fee Resolution	<ul style="list-style-type: none"> • Courtesy emails, texts, and/or calls are made on Mondays for any outstanding fees. • After three courtesy reminders, any outstanding fees will be charged to the payment card on file. • Suspension of services/potential termination of contracts will occur after 5 days of non-payment. • In order to attend the program, all children must be registered with completed payments, and all invoices must be in good standing.

ABSENCES

In the event that a child will not attend Beyond the Bell as scheduled, it is the parent's responsibility to contact Beyond the Bell program site to report the absence. Parents should contact BTB directly via email at btb@bfcsaz.com. **We do not refund or credit family accounts for unused program days.** A child that is absent from school may not attend BTB.

PLANNED PROGRAM CLOSURES AND SCHEDULE CHANGES

The BTB Program will be in session on school days and over school breaks. The following dates are planned schedule changes and closure dates:

CLOSURES	
Last Week of Summer Break <i>(The week just before the first day of school.)</i> Labor Day Veterans Day Thanksgiving Week Break Winter Break	New Year's Day Civil Rights Day Presidents' Day Spring Holiday Memorial Day July 4th Week Break
SCHEDULE CHANGES	
Last Day of School	6:00-7:30 am only, Closed for PM hours.

EARLY RELEASE DAYS

When schools are scheduled to release children early (see school calendar), the BTB program will open at dismissal time. Early Release days are not part of the daily rates program and are subject to the half-day rate.

SIGN-IN/SIGN-OUT PROCEDURES

The safety of the children is the top priority of the BTB program. Parents will be assigned an access code to use for dropping off/picking up their children and will be responsible for safeguarding it. For the safety of the children, any individual removing children from the program will be required to show proof of identification to the site staff. A child will not be released to an individual refusing to show ID. **Always bring a valid (state) issued picture ID to the site.**

- The BTB program requires hand-to-hand service, which means parents must walk children into the school and deliver them to a staff member by signing the child in. Additionally, parents must get out of the vehicle and wait for their child(ren) at the door, where each child is to be signed out by a staff member. BTB does not allow children to walk in or leave the school without a parent (or authorized pick-up person) as an escort.
- A child will be released to those persons specifically listed as an authorized pick-up person. **A sibling may not sign out a child unless he/she is listed as an authorized pick-up person. Siblings must have a valid state-issued picture ID.**
- Unless restricted by court-issued documents or custodial orders, both parents have the right to pick up a child from the BTB program. For children residing in dual households, BFCS recommends that the enrolling parent submits official court documents (e.g., current restraining order, sole custody decree) that provide information regarding custodial responsibilities. Without documentation, BTB may release the child to either parent.

DISCIPLINE AND GUIDANCE

Social growth and learning are essential parts of childhood, and for this reason, BTB staff will work with children to learn how to display appropriate behaviors. Behavioral guidelines are established to maintain the physical and emotional well-being of each child and to teach self-discipline, good judgment, and virtue. Positive behavior management strategies, like positive reinforcement, are used to guide children's behavior. Parents and staff are partners in guiding each child's development.

If program administration determines that a child cannot safely function within the program, or that the child's behavior presents a danger to the child or others (children and staff), BTB reserves the right to remove the child from the program. This decision is based on three documented incident reports. Appropriate behavior is essential to learning and growing and is based on mutual respect for the rights and property of others, including staff, and other children. Children are expected to display reasonable behavior during the program.

Staff will take the following progressive steps to correct a problem and/or inappropriate behavior:

Step 1	Verbal notice to parents
Step 2	First written notice to parents (incident report)
Step 3	Second written notice (incident report): <ul style="list-style-type: none"> • suspension from the program for one day.* • meeting is scheduled with parents
Step 4	Third written notice (incident report): <ul style="list-style-type: none"> • suspension from the program for one week.* • a meeting is scheduled with parents.
Step 5	Fourth written notice: <ul style="list-style-type: none"> • immediate removal from BTB.*
Severe Disruptions	Severe behaviors including, but not limited to: <ul style="list-style-type: none"> • aggression towards self or others; • actions that harm or could harm another person; • overt or repeated disruption of the BTB program setting; • or overt or repeated defiance; may result in the child being referred immediately to the BTB Director or campus administration. Depending on the circumstances of the misconduct, campus administration may be required to notify local authorities. Severe disruptions may result in suspension or dismissal from the program.

*The BTB Program Director and/or campus administrator may at any time consider additional corrective action and/or possible dismissal from the program for a period of time.

ACCIDENTS AND MEDICAL EMERGENCIES

School health assistants are not available during the hours of BTB operation. If a child has a serious accident, injury, or emergency while attending the BTB Program and requires medical treatment by a health care provider, the program director or school administrator will ensure that a staff member:

1. Notifies the child's parent immediately after the accident, injury, or emergency;
2. Contacts emergency services, if needed;
3. Completes a description of the accident, injury, or emergency, including the date, time and location of the incident, documenting all communication with parents and emergency professionals.

The BFCs BTB Program will ensure that a first aid kit on the facility's premises contains sufficient supplies to meet the needs of children. The first aid kit will be accessible to staff members but inaccessible to children.

EMERGENCY PLAN

BFCS BTB Program will maintain a written fire and emergency plan and 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.

FIELD TRIPS

Field trips may be offered during school break camps. Parents must complete a field trip permission slip in order for their child to participate. All children registered for camp on a field trip day must attend the field trip as there will be no school-site supervision. If permission is not granted by the parent to attend, the child will not be allowed to participate in the program on field trip days. Field trips are an earned privilege, and the behavior expectations above apply to behavior on the bus and at the field trip location. In order to promote safety and enhance visibility during off-site field trips, Camp Beyond the Bell t-shirts are available for purchase for approximately \$10.00.

FOOD SERVICE

BTB will offer snacks to all children in attendance during our after school program. Snack time is at approximately 4:00 pm on school days. A morning and afternoon snack are offered on camp days. Children must bring a lunch for half days and camp days.

ILLNESS

If a child exhibits signs of illness at a facility, a staff member will notify parents to arrange for pickup.

Children are permitted to be in attendance at BTB 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

IMMEDIATE ACCESS

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

- A representative of the Arizona Department of Health Services - Bureau of Child Care Licensing;
- the local health department;
- Department of Child Safety employees;
- Local fire department or State Fire Marshal.

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

MANDATORY REPORTING

Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature, or who reasonably believes that there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. § 36-2281, shall immediately report or cause reports to be made of this information to a peace officer or to Department of Child Safety, except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a peace officer only. If a child reports anything concerning their own welfare, report the incident to campus administration for further direction.

MEDICATION

BTB does not allow or administer prescribed or nonprescription medication during before- or after-school care. During camps, parents may authorize children to self-administer prescription medication with the approval and supervision of a BTB employee. Medication must be given to BTB staff upon the child's arrival and kept in a secure location as designated by staff.

In case of an emergency, especially an anaphylactic reaction or risk of such reaction, a trained staff member may administer emergency oral or injectable medication to any child in need thereof on school grounds, in a school building, or at a school function, according to the order of the child's health care provider.

NOTICE OF PESTICIDE APPLICATION

The BTB 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 campus front office upon request.

SPECIAL NEEDS

BFCS Beyond the Bell Program fully complies with the requirements of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, applicable Department of Health Services (DHS) regulations, and applicable federal, state, and local laws.

Reasonable accommodations will be provided to afford a student with a disability meaningful access to the BFCS Beyond the Bell Program, unless demonstrated that the accommodation would be a fundamental alteration in the nature of the BFCS Beyond the Bell Program, or constitute an undue financial and administrative burden.

Any student, including students with disabilities, may be removed from the BFCS Beyond the Bell Program if that student, even with reasonable accommodations, is so disruptive as to jeopardize the safety, enjoyment, and learning environment of other students and staff.

BFCS Beyond the Bell Program is a group-based program and not a one-on-one program.

If your child has special needs or disabilities, please notify the Beyond the Bell Director **prior** to registration.

BEYOND THE BELL CONTACT INFORMATION

BTB Director	Phone	Email
Rachelle Thomas	(480) 632-0722	btb@bfcsaz.com

PARENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received and reviewed a copy of the BFCS Beyond the Bell Before and After School Program Parent Handbook. I understand the policies, procedures, and expectations outlined within and agree to abide by them. I have discussed the contents of this handbook with my child and will ensure they follow the guidelines established. I further understand that the school may update policies within the handbook as needed, and I will be notified of any changes.

Parent Signature	Date

Administering Medicine During Beyond the Bell Camp Program Hours

BFCS strongly recommends that all medications be given at home by the parent whenever possible. When this is not possible, BTB personnel may support children in self-administering medication during camp program hours. "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 BTB employees to support children in self-administering medication, the following criteria must be met:



- Medications to self-administer must be necessary to the health and ability to participate in the BTB Camp program.
- Approval from campus administration is required.
- The parental permission form for self-administering medication must be completed.
- Prescription medicine must be sent to the program in the original packaging with name, dosage, name of medication, and expiration date.
- BTB employees may support a child with self-administration of a prescription drug only in compliance with the written prescription instructions and written parental directions.
- 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 During Camp Program Hours

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 BTB Camp Program care 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 my child's health and ability of participate in the BTB care program.

I give parental consent for my child to self-administer this medication with the full understanding and acknowledgment 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.

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