

Beyond the Bell

Before and After School Program

Parent Handbook



*Benjamin Franklin*TM
CHARTER SCHOOL Est. 1995



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2024-2025

TABLE OF CONTENTS	Page
BFCS Beyond the Bell Service Classification	1
General Program Standards	1
Program Registration, Registration, Hours and Rates	1
Drop-In Care (Registered Children Only)	3
Camp Rates	3
Additional Fees and Discounts	3
Payment Policies	4
Absences	5
Refunds	5
Planned Program Closures and Schedule Changes	5
Early Release Days	6
Sign In/Out Procedures	6
Discipline and Guidance	6
Accidents and Medical Emergencies	7
Emergency Plan	7
Field Trips	7
Food Service	8
Illness	8
Immediate Access	8
Mandatory Reporting	8
Medication	9
Notice of Pesticide Application	9
Special Needs	9
Contact Information	9

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 child care 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 child care 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.

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.

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.

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 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 IEP's, allergies, and/or medical needs.
- A registration fee will be assessed and paid as part of the registration process.
- Registration requests may be accepted or declined based on BTB program capacity. Space may be limited and early registration is recommended.
- Due to staffing and material costs, all scheduled days are non-transferable and non-refundable.

Option 1: Consistent Schedule

The consistent schedule option is for children who will:

- attend on a consistent schedule for the entire school year
- attend on the same days or sessions each month

Session	Before School	After School	Half Day
Hours	6:00-7:30 AM	3:00-6:00 PM	12:00-6:00 PM
Fee	\$8/per day or \$40/per week	\$16/per day or \$80/per week	Additional \$5/per day is added to the PM cost on these days
	Registration fee: \$70 per child per school year		
Discount	10% discount for siblings, military, fire and police See additional information in the discount and fees section below.		
Scheduling	Scheduling is completed during initial registration only		
Payments	<u>Invoices are generated Wednesday and due Friday the week prior to care.</u>		
Refunds	Due to staffing and material costs, all scheduled days are non-transferable and non-refundable.		

Option 2: Pick Your Day Schedule (Punch Card)

The pick-your-day schedule option is a good choice for children who will:

- attend different days or sessions each week/month
- attend after-school care only

Session	After School	Half Day
Hours	3:00-6:00 PM	12:00-6:00 PM
Fee	\$16/per day	Additional \$5/per day is added and invoiced to the account
	Registration fee: \$70 per child per school year	
Discount	10% discount for siblings, military, fire and police See additional information in the discount and fees section below.	
Scheduling	Parents should select the “punch card” option <u>Children must be scheduled by Wednesday at midnight the week prior to care.</u>	
Payments	Each time a child is scheduled and attends, an available punch is used.	
Refunds	Due to staffing and material costs, all scheduled days are non-transferable and non-refundable.	

DROP-IN CARE (Registered Children Only)

The drop-in care option is:

- only available for children already registered to participate in the BTB program
- available on school days only
- an additional \$25/day charge (in addition to regular daily rates)
- only accepted if sufficient staffing is in place
- parents should email the BTB email at btb@bfcsaz.com to check for availability

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/per day	\$41/per day	\$46/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 their own lunch.
Fees	\$40 daily
	Registration fee: \$30 per child per school year Camp registration fees will only be paid for the first camp that services are rendered. This fee covers all camps for the remainder of the school year.
Discount	No discounts will be offered for camps.
Scheduling	<u>Wednesday the week before care</u>
Drop-in rate	No drop-ins will be accepted during camps

ADDITIONAL FEES AND DISCOUNTS

Fees	
Late Pick-up Fees	<ul style="list-style-type: none"> • A fee of \$1.00 per family will be charged every minute beginning at 6:01pm. • 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.

	<ul style="list-style-type: none"> Late pick-up fees must be paid in full before a child returns to the program.
Late Payment Fee	<ul style="list-style-type: none"> Payments not received by Monday will result in a late fee of \$25 per child.
Drop-in Fee	<ul style="list-style-type: none"> Late enrollments may be accepted if sufficient staffing is in place for a drop-in rate of \$25.00 per child per day. Drop in rates are assessed in addition to regular daily rates.
Program Change Fee	<ul style="list-style-type: none"> Any program changes that need to be made after the scheduling deadline, Wednesday the week before care, are subject to a \$10 rescheduling fee per child. Schedule changes are subject to availability.
Discounts	
*Siblings 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). 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. Upon verification, a discount code will be emailed to you and registration can be completed.
Employee Discount Rates	<ul style="list-style-type: none"> Tuition is waived for BTB employees while on duty. During scheduled work hours, children of BFCS employees may attend the BTB Program free of charge. On school days, classroom teachers may leave their children in the program free of charge until 3:45pm or as directed by campus administration.
<p>*Discounts cannot be combined. Email btb@bfcsaz.com to receive your eligible discount via coupon code.</p>	

PAYMENT POLICIES

- Payment is due prior to attending the program. Invoices are sent on Wednesdays and will reflect the upcoming week of service. Payments are due by Friday of each week.
- All payments are made through our online Line Leader registration and payment system at www.lineleader.com.
- BTB fees are non-transferable and non-refundable. BTB does not offer credits or refunds for unused days.**
- In order to attend the program, all children must be registered with completed payments. All invoices must be in good standing.
- Courtesy emails, texts, and/or calls are made on Mondays for any outstanding invoices.

- Payments not received by Monday will result in interruption of services and/or late payment fee of \$25 per child.
- Suspension of services/potential termination of contracts will occur after 5 days of non-payment.
- BTB closes promptly at 6:00 p.m. daily. Late pick-up fees are incurred at the rate of \$1.00 per minute, per child. After 15 minutes non-emergency services will be called.

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.

REFUNDS (NO-REFUND POLICY)

In order to schedule and hold a spot, the BTB program is a prepaid program only. Parents are invoiced for days scheduled, not days a child attends. Invoices are always due on the Friday, the week before care. A late fee of \$25 is assessed if not paid by the due date.

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:

DATE	BTB HOURS	REASON
July 15th - July 19th 2024	Closed	Back to School Preparation
September 2, 2024	Closed	Labor Day
November 11, 2024	Closed	Veterans Day
November 27, 2024	7:00am - 12:00pm	Thanksgiving Holiday Early Closure
November 28 - 29, 2024	Closed	Thanksgiving
December 20, 2024	6:00-7:30am only Closed for PM hours.	Winter Break Early Closure
December 24, 2024	7:00am - 12:00pm	Christmas Holiday Early Closure
December 25 - 31, 2024	Closed	Winter Break - Campus Closed
January 1, 2025	Closed	New Year's Day
January 20, 2025	Closed	Civil Rights Day
February 17, 2025	Closed	Presidents' Day
April 18 & 21, 2025	Closed	Spring Holiday
May 22, 2025	6:00-7:30am only Closed for PM hours.	Last Day of School Early Closure
May 23, 2025	Closed	End of School Year Break
May 26, 2025	Memorial Day	Holiday

June 30 -July 4, 2025	Closed	Summer Break - Campus Closed
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EARLY RELEASE DAYS

When schools are scheduled to release children early (see school calendar), the 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 individuals 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 is an essential part of childhood 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 ● overt or repeated defiance <p>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.</p>
*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 an accident, injury, or emergency while attending the BTB Program and requires medical treatment by a health care provider, the program director or school administrator shall 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.

BFCS BTB Program shall ensure that there is a first aid kit on facility premises that contains sufficient supplies to meet the needs of children. BFCS BTB Program shall ensure the first aid kit is accessible to staff members but inaccessible to children.

EMERGENCY PLAN

BFCS BTB Program shall prepare and date a written fire and emergency plan. BFCS BTB 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.

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 on-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 behavior expectations above apply to behavior on bus and at the field trip location.

FOOD SERVICE

BTB will offer snacks to all children in attendance during our after school program. Snack time is approximately 4:00 pm during school days. Camp days snacks are offered to all children in attendance in the afternoon at approximately 2:00 pm. Snacks are not served during morning sessions. Children must bring their own lunch for half days and camp days.

ILLNESS

BTB shall not permit a child to remain at the facility if a staff member determines that the child shows signs of illness. If a child exhibits signs of illness at a facility, a staff member will:

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

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,
- Child Protective Services, or
- the 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 be kept in a secure location as designated by staff. Staff will provide child access to medication as outlined on the medication self-administration permission form. Prescription medication self-administration permission forms will be provided by the BTB director at the parent's request.

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 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.

CONTACT INFORMATION

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

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 the health and ability of my child to participate in the BTB 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.

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