



# THE ACADEMY

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## BEFORE & AFTER

# Parent Handbook

School Year: 2024 - 2025

### LOCATIONS

#### **ALA-Anthem**

4380 N. Hunt Highway  
Florence, AZ 85132  
(480) 344-9800

#### **ALA- Gilbert**

3155 S Santan Village  
Pkwy  
Gilbert, AZ 85295  
(480)-988-3204

#### **ALA- Gilbert North**

1070 S. Higley Rd.  
Gilbert, AZ 85296  
(480)-344-9895

#### **ALA-Gilbert South**

1750 E. Riggs Rd.  
Gilbert, AZ 85298  
(480) 344-9894

#### **ALA- Ironwood**

650 W. Combs Rd.  
Queen Creek, AZ 85140  
(480)-344-9899

#### **ALA-Mesa**

4507 S. Mountain Rd.  
Mesa, AZ 85212  
(480) 420-2110

#### **ALA- Mesa North**

5901 E. Thomas Rd.  
Mesa, AZ 85215

#### **ALA - San Tan Valley**

34696 N Village Ln  
Queen Creek, AZ 85142  
(480) 420-2100

#### **ALA Sierra Vista**

3039 Leadership Way  
Sierra Vista, AZ 85635

#### **ALA-Signal Butte**

22512 S. Signal Butte Rd  
Queen Creek, 85142  
(480) 344-9893

#### **ALA-Queen Creek**

19843 E. Chandler  
Heights Rd.  
Queen Creek, AZ 85142  
(480) 987-4500

#### **ALA-West Foothills**

17608 W. Olive Ave.  
Wadell, AZ 85355  
(623) 288-6240



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# THE ACADEMY

BEFORE & AFTER

## Vision

Learn, Lead, Change the world!

## Mission

Provide a safe and enriching extended care program for all students that supports their individual growth.

## Values

Respect, Accountability, Integrity, Service, and Excellence

**BEFORE AND AFTER CARE OFFERING, COSTS AND ELIGIBILITY**

	<b>Before School</b>	<b>After School</b>
Monthly Rate 1 Day/Week	\$73	\$108
Monthly Rate 2 Days/Week	\$119	\$175
Monthly Rate 3 Days/Week	\$167	\$247
Monthly Rate 4 Days/Week	\$199	\$298
Monthly Rate 5 Days/Week	\$218	\$324

Drop-in Rate Pre-Scheduled	\$20	\$29
Drop-in Rate Unscheduled	\$25	\$34

Early Dismissal Drop-in Rates	\$35/day
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Vacation Day Rates	\$65/day
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\*All classes are based on availability and are subject to change

The Academy welcomes potty-trained students in Kindergarten- 6th grade.

**REGISTRATION FEE**

There is a non-refundable **\$59.00 registration fee** due within 7 days of enrollment.

For families with **multiple children** attending, a non-refundable **\$99.00 registration fee** is due within 7 days of enrollment.

## **ENROLLMENT**

Parents will enroll their child through ProCare, which will serve as an enrollment site, billing, parent-teacher communication and attendance all in one. Parents will be able to enroll their child through the ProCare link posted on The Academy website. If any issues arise along the way with enrollment, our Customer Service Representative will be happy to assist.

## **TUITION AND PAYMENT PROCEDURES**

Monthly payments are due on or before the 1st day of the month of service. A late fee of \$35.00 will be assessed for payments received after the 5th of the month. All late fees will be assessed immediately on the 6<sup>th</sup> of the month. Failure to make payment on all late fees and tuition before 3pm on the 10<sup>th</sup> day of the month may result in disenrollment or withdrawal of the student from the program. To be eligible to reapply, the account must be current, will be subject to the waitlist, and to a new registration fee.

**Note:** Tuition is not refundable for absences due to illness or vacation

## **AVAILABLE DISCOUNTS**

Military: 10% off monthly fee (must be verified by current military ID)

ALA (K-12) Sibling: 10% off monthly fee

Employee's Children: 50% off

## **ACCEPTABLE FORMS OF PAYMENT:**

- Checks
- Cash
- Online payments (major credit cards accepted)

Online payments can be made through ProCare or by contacting our Customer Service Representative.

**Non-Sufficient Funds (NSF) or returned checks will be charged** a \$35 fee per check. You may be required to provide a cashier's check or money order for future payment transactions.

**A late pick-up fee will be charged** if children are not picked up within 5 minutes after dismissal. The site clock determines the late pick up time. Repeated pickups past the program closing time of 6PM may result in suspension and/or withdrawal from The Academy. If your student(s) are not picked up by 6:15PM emergency contacts will be called to pick up your student(s). If the emergency contacts are not able to pick up your student(s) immediately, emergency services will be contacted.

- ❑ 5-15 minutes late = \$15.00
- ❑ 16-30 minutes late = \$30.00
- ❑ 31-60 minutes late = \$45.00

### **WITHDRAWAL POLICY**

If tuition payment is ten (10) days late, the child may be withdrawn from the program.

### **THE ACADEMY'S CURRICULUM:**

The Academy Before and Aftercare is designed to provide a nurturing and stimulating environment for children, focusing on holistic child development through academic support, engaging play, and the cultivation of essential social skills. Our curriculum is carefully crafted to foster creativity, curiosity, and collaboration, laying a strong foundation for lifelong learning and leadership skills. The Academy incorporates Bi-Weekly Themes, STEM, Language, Numbers, Literacy, Arts and Community Building into our everyday activities, further enhancing your child's development and growth.

#### Key Objectives:

1. **Academic Support and Skill Building:** We recognize the importance of academic reinforcement beyond the traditional school day. Our program offers homework assistance, educational enrichment activities, and opportunities for skill development in areas such as literacy, numeracy, and critical thinking. We aim to complement the academic curriculum of American Leadership Academy by providing engaging and stimulating learning experiences while striving for continued academic excellence.
2. **Social Skill Development:** Through interactive group activities, team projects, and cooperative games, children learn valuable social skills such as communication, cooperation, empathy, and conflict resolution. In addition to free play and structured games, our program offers enrichment activities in various areas such as arts and crafts, STEM (Science, Technology, Engineering, and Mathematics), and outdoor exploration. We provide a supportive environment where children can develop positive relationships with peers and adults alike. We include a deliberate focus on leadership through the R.A.I.S.E. Leadership Program.
3. **Safe and Supervised Environment:** The safety and security of our students are our top priorities. Our program is held in a secure facility, and all staff members undergo thorough background checks and training in child safety and first aid.
4. **Leadership Development:** Building upon the R.A.I.S.E. values of American Leadership Academy, our before and after school program integrates leadership principles and practices into daily activities and interactions. Through our R.A.I.S.E. leadership curriculum, students have the opportunity to develop essential leadership qualities such as communication, collaboration, problem solving, and service to others. We empower students to become confident and ethical leaders within their school

community and beyond.

### **WHAT YOUR CHILD WILL NEED**

In general all students need to have the following supplies:

- Regular sized backpack with first and last name on it.
- Water bottle with first and last name on it.

We ask that students refrain from bringing items from home that are considered unsafe or a distraction.

### **DRESS CODE & UNIFORM REQUIREMENTS**

ALA's dress code applies as explained in the school handbook.

- Red, white, navy blue, or ALA polos.
- Any color bottoms. Jeans, athletic shorts, and leggings in good condition are allowed.
- Shorts, skirts, or dresses must be no shorter than mid-thigh when standing.
- Girls should wear shorts underneath dresses and skirts.
- Shirts and bottoms should be appropriate size and clean
- Closed toed shoes are required for safety.
- Hair should be above the collar for boys. Extreme hairstyles are not allowed.

### **STAFF PERSONNEL**

Designated, qualified staff members including, but not limited to Site Administrator, Administrative Staff, Teacher's Assistants and Substitute Teachers, will assist The Academy's classrooms and students with day to day duties.

### **DISCIPLINE AND GUIDANCE**

The Academy's discipline plan reflects the R.A.I.S.E. values (Respect, Accountability, Integrity, Service, and Excellence.) In addition to our values, we use positive discipline to create an environment conducive to learning. Staff facilitates the development of self-control in children by designing classroom environments which emphasize routine and consistency. Staff use positive guidance techniques such as modeling, natural consequences, encouraging expected behavior, redirecting children to a more acceptable activity, direct teaching of appropriate behavior, positive redirection, and setting clear limits and instruction in problem solving skills. Staff help children foster a respect for self, others, and property. Children develop skills to help them make appropriate choices and resolve conflict. Although our program promotes positive reinforcement



and redirection, harmful behaviors are not tolerated. Students who repeatedly display physical or verbal aggression toward other classmates or staff members, may be disenrolled from the program.

<p style="text-align: center;"><b><u>Morning Program</u></b></p> <p style="text-align: center;">Monday, Tuesday, Wednesday, Thursday and Friday 6:00 am-8:15 am</p> <p style="text-align: center;"><b><u>Afternoon Program</u></b></p> <p style="text-align: center;">Monday, Tuesday, Wednesday, Thursday and Friday 2:45 pm- 6:00 pm</p>
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**DAYS AND HOURS OF ATTENDANCE FOR THE ACADEMY'S PROGRAM**

**DAILY SCHEDULE**

This list provides a general idea of the daily routine of your child's day.

**MORNING PROGRAM**

Meet & Greet	10 minutes
Open Centers	30 minutes
Gross Motor Play	25 minutes
Open Centers/Arts & Crafts	50 minutes
Closing	5 minutes

**AFTERNOON PROGRAM**

Meet & Greet	20 minutes
Snack Time	20 minutes
Homework/Small Group Activities	45 minutes
Reading- Individual, Partner Or Whole Group	10 minutes
Active Games/Physical Fitness	40 minutes
Large Group Activities	25 minutes
Children's Choice- Centers	15 minutes
Goodbyes/Closing	5 minutes

**HOLIDAYS/SCHEDULE CHANGES**

The Academy observes all holidays in accordance with the ALA calendar.

## **DAILY SIGNING IN AND OUT**

Students must be signed in and out by a parent, guardian, or another adult specified and approved by the parent or guardian written on the student's Emergency Card. Written permission for pickup by a designated individual must be provided prior to the time of pickup. Designated emergency contacts must present a government-issued photo ID each time a student is checked in or out. Students must be escorted to the designated check in/out area.

## **HEALTH INFORMATION**

### **HAND WASHING**

Hand washing is a part of the daily routine in the school setting. It not only helps children to remain healthy, but it promotes a healthy lifestyle. At a minimum, children wash their hands when they enter every day, after using the restroom, and before and after eating a meal or snack.

### **ILLNESS**

Children who are ill or who have had a fever or vomiting in the past 24 hours **will not be allowed to remain at school**. If a child becomes sick during the program, the staff will contact a parent or guardian and arrange for pickup. So that the child does not infect other children, he/she will remain apart from the rest of the students until an authorized adult arrives to take the child home. If no one can be reached, the other authorized persons listed on the emergency card will be contacted until someone is reached. The child must be picked up immediately.

The Academy staff appreciates your cooperation in maintaining a healthy school environment. Please keep your child home from school if they have any of the following symptoms:

Chicken pox	Exclude until all blisters are scabbed over and dry and fever free 24 hours without the use of fever reducing medications
Pink Eye	Exclude until completed 24 hours of appropriate treatment and signs and symptoms greatly reduced
Fifth Disease	Exclude until fever free for 24 hours without the use of fever reducing medications
Diarrhea	Exclude until no diarrhea, cramping or fever for 24 hours, students must be able to tolerate a normal diet
Coxsackie virus	Exclude until fever free without use of medication and Doctor note to return (Hand, Foot & Mouth Disease)

Head Lice	Exclude until the student has been treated. Before returning, the student should be examined by trained staff and can return with a visible reduction of nits. Students with live lice present will be sent home.
Impetigo	Exclude as long as untreated sores are present or until sores have been treated by antibiotics
Flu (Influenza)	Exclude until symptoms subside and the individual is fever-free for 24 hours without the use of medication.
Measles (Rubella)	Exclude from the time of onset of illness through the 4 <sup>th</sup> day after rash occurs. Please contact the campus immediately if your child has been diagnosed with Measles
MRSA	Exclude from school if sores cannot be covered and bandage kept dry and intact
Mumps	Exclude until swelling subsides and child is fever free (or 9 days after the onset of swelling)
Ringworm	Cover affected areas and exclude if infected
Rosella	Exclude until fever free 24 hours without the use of medication.
Scabies	Exclude until treatment has been completed
Strep Throat	Exclude for at least 24 hours after the first dose of antibiotics and student is fever-free
Scarlet Fever	Exclude for at least 24 hours after the first dose of antibiotics and student is fever-free
Tuberculosis	Exclude until written permission to return by Doctor
Whooping Cough	Exclude for 5 days and may return with Doctor note
COVID-19	Exclude for 10 days from the day of symptom onset. If asymptomatic, exclude for 10 days from the first positive PCR/Antigen test date. <b>Contact the campus if your student or anyone in your household is positive for COVID-19.</b>

## **MEDICATIONS**

The Academy staff will not administer medications, whether prescription or over the counter, to students during program hours. Should your student need prescription medication during this time,

parents will need to make the necessary arrangements.

## **EMERGENCY PROCEDURES**

**Minor injury:** Children will receive basic first aid treatment at school, an email or written notification will be sent to the parents/guardians.

**Other injury:** First aid will be administered and the parent/guardian will be notified by telephone to pick up the child for further care. If the parent/guardian cannot be located, a person listed on the emergency card will be called to take the child for further care.

**Life threatening injury:** In case of serious accidents, the paramedics will be summoned for treatment. They will advise whether the child should be taken to the nearest hospital or doctor's office by ambulance. Parents/guardians will be notified as quickly as possible.

**NOTE: It is the responsibility of the parents/guardians to update any changes for emergency contacts.**

## **TRANSPORTATION FOR THE ACADEMY**

Student transportation is not provided.

## **SNACKS**

AM Students are not provided with a snack, however they may bring a snack from home. Students are welcome to breakfast in the ALA Cafeterias in the mornings.

PM Students are provided with snacks from The Academy. If your child has specific dietary needs, it is recommended to bring a snack from home, just to be safe.

## **PARENT/SCHOOL COMMUNICATION**

There are a variety of ways you can communicate with your child's teacher. Through our messaging platform on ProCare is the quickest way to communicate with teachers. Always feel comfortable emailing or talking directly with The Academy staff. Staff should contact you within 24 hours of receiving your call/email. If you have a specific question or concern and would like to meet with your child's teacher, please contact them directly to schedule an appointment.

## **PARENT INVOLVEMENT**

Staff is committed to involving parents in the education of their children. Parents are an integral part of the learning process and a variety of opportunities for parental involvement will be offered throughout the school year.

- Opportunities for parents to learn about our curriculum and developmentally appropriate learning activities for young children will be available.
- We will request that parents complete a yearly satisfaction survey so that we can continue

to improve in the achievement of our goals.

## **INSURANCE**

Documentation of liability insurance coverage is available for review upon request.

## **PHOTO RELEASE**

When completing your child's application through IProCare, all families will be asked to sign permission on a photo release form for us to take photos or videos of your child. This includes individual pictures, group pictures, pictures for the school newsletter or classroom newsletter, and videos made throughout the day.

That permission may be revoked at any time. If permission is revoked at a later date, the parent must sign a new form indicating that decision.

## **MEDIA RELEASE FORM ELECTRONIC/PRINT MEDIA**

Because of the intense interest in public education, print and electronic media representatives sometimes request to visit schools for stories about programs and current events. In accordance with such activities, policy requires parental approval be obtained before the media may take close up pictures of students, or use a student's photo in non-school publications. Please indicate by checking the appropriate box whether you will allow your child to be interviewed and photographed by the print and/or electronic media.

Academy Media: In the interest of promoting the successful programs of The Academy and improving outside communications, The Academy is increasingly using and distributing photographs and video footage of students in our schools. This agreement constitutes permission to use photographs and video footage of the student named below in presentations about our programs and people which may be distributed by The Academy. All photographs and video footage shall remain the sole property of The Academy. I understand that no compensation will be made to me for this use.

World Wide Web & Internet Publishing: The Academy recognizes the limitless potential for research, information and communication provided by the Internet and World Wide Web. Therefore, The Academy encourages the creation of school and district Web pages for publication on the Internet. However, all Web publications are subject to the following terms:

- Student work may be published only as it relates to a curricular-related or school activity.
- All Web page documents may include only students' first names.
- No confidential student information shall be published or linked to a Web page, unless authorized by The Academy.
- No names may be associated with pictures.

Child's Name (Please print using first and last name): \_\_\_\_\_

\_\_\_\_\_ Yes, I give permission for my child to participate in any public or school media publication.

\_\_\_\_\_ No, I do not consent to The Academy's use of my child's photograph, voice and/or name in various media projects.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this signed page to the ALA Office or The Academy staff.