



THE ACADEMY

BEFORE & AFTER

Parent Handbook

School Year: 2026 - 2027

ARIZONA LOCATIONS

ALA-Anthem

4380 N. Hunt Highway
Florence, AZ 85132
(623) 309-6665

ALA- Gilbert

3155 S Santan Village
Pkwy
Gilbert, AZ 85295
(623)-309-8886

ALA- Gilbert North

1070 S. Higley Rd.
Gilbert, AZ 85296
(623)-309-8726

ALA-Gilbert South

1750 E. Riggs Rd.
Gilbert, AZ 85298
(623) 309-8807

ALA- Ironwood

650 W. Combs Rd.
Queen Creek, AZ 85140
(623)-309-7056

ALA-Radiance

3301 W. Warner Rd.
Apache Junction,
AZ 85120
(623) 309-8883

ALA- Mesa North

5901 E. Thomas Rd.
Mesa, AZ 85215
(623) 309-7282

ALA - San Tan Valley

34696 N Village Ln
Queen Creek, AZ 85142
(623) 309-8863

ALA Sierra Vista

3039 Leadership Way
Sierra Vista, AZ 85635
(623) 309-7066

ALA-Signal Butte

22512 S. Signal Butte Rd
Queen Creek, 85142
(623) 309-7059

ALA-Queen Creek

19843 E. Chandler
Heights Rd.
Queen Creek, AZ 85142
(623) 309-8924

ALA-West Foothills

17608 W. Olive Ave.
Waddell, AZ 85355
(623) 309-8925

ALA Vistancia

28800 N El Mirage Rd
Peoria, AZ 85383
480-662-8604

NORTH/SOUTH CAROLINA LOCATIONS

ALA Blythewood

10301 Wilson Blvd
Blythewood SC 29016
More info to come soon!

ALA Coastal

1135 Pandion Dr,
Wilmington, NC 28411
984-295-0903

ALA Charlotte

8000 Robinson Church
Rd, Charlotte, NC 28215
984-295-0970

ALA Johnston

3770 US-70 BUS,
Clayton, NC 27520
984-295-0943

ALA Lexington

115 Innovation Pl
Lexington, SC 29072
984-295-0975

ALA Monroe

2505 Weddington
Rd, Monroe, NC 28110
More info to come soon!

Wake Prep Academy

14111 Capital Blvd,
Wake Forest, NC 27587
Pre-K: 984-295-0967
K-8th: 984-295-0826

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THE ACADEMY

BEFORE & AFTER

The Academy's Vision

Learn, Lead, Change the world!

The Academy's Mission

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

The Academy's Values

Respect, Accountability, Integrity, Service, and Excellence

ARIZONA CAMPUS BEFORE AND AFTER CARE OFFERING, COSTS AND ELIGIBILITY

Monthly Tuition Schedule Options	AM Program- Monthly Tuition Cost	PM Program- Monthly Tuition Cost
1 Day Per Week	\$73 per month	\$108 per month
2 Days Per Week	\$119 per month	\$175 per month
3 Days Per Week	\$167 per month	\$247 per month
4 Days Per Week	\$199 per month	\$298 per month
5 Days Per Week	\$218 per month	\$324 per month

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

Early Dismissal Drop-in Rates	\$35 per day
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*All classes are based on availability and are subject to change. **Please note that not every campus offers a morning program.** Seek our Administrative team for further information regarding morning programs offered.

REGISTRATION FEE

There is a non-refundable **\$59.00 registration fee** due at the time of registration.

For families with **multiple children** attending, a non-refundable **\$99.00 registration fee** is due at the time of registration.

DISCOUNTS OFFERED

- 10% off sibling tuition
- 10% off state/federal worker tuition
- 15% off Military/Veteran/First Responders
- 50% ALA Employee

ALA CHARLOTTE, COASTAL, MONROE, LEXINGTON & BLYTHEWOOD BEFORE AND AFTERCARE OFFERING, COSTS AND ELIGIBILITY

Monthly Tuition Schedule Options	AM Program- Monthly Tuition Cost	PM Program- Monthly Tuition Cost
1 Day Per Week	\$45 per month	\$95 per month
2 Days Per Week	\$85 per month	\$175 per month
3 Days Per Week	\$109 per month	\$225 per month
4 Days Per Week	\$119 per month	\$255 per month
5 Days Per Week	\$129 per month	\$275 per month
Drop-in Rate Pre-Scheduled	\$13.50 per day	\$26 per day
Drop-in Rate Unscheduled	\$18.50 per day	\$31 per day
Early Dismissal Days	\$32 per day	

*All classes are based on availability and are subject to change. **Please note that not every campus offers a morning program.** Seek our Administrative team for further information regarding morning programs offered.

REGISTRATION FEE

A non-refundable \$59.00 registration fee is due at the time of enrollment.

For families with **multiple children** attending, a non-refundable **\$99.00 registration fee** is due at the time of enrollment.

DISCOUNTS OFFERED

- 10% off sibling tuition
- 10% off state/federal worker tuition
- 15% off Military/Veteran/First Responders
- 50% ALA Employee

WAKE PREP & ALA JOHNSTON BEFORE AND AFTERCARE OFFERING, COSTS AND ELIGIBILITY

Monthly Tuition Schedule Options	AM Program- Monthly Tuition Cost	PM Program- Monthly Tuition Cost
1 Day Per Week	\$52 per month	\$99 per month
2 Days Per Week	\$95 per month	\$179 per month
3 Days Per Week	\$109 per month	\$239 per month
4 Days Per Week	\$129 per month	\$269 per month
5 Days Per Week	\$139 per month	\$289 per month

Drop-in Rate Pre-Scheduled	\$13.50 per day	\$26 per day
Drop-in Rate Unscheduled	\$18.50 per day	\$31 per day

Early Dismissal Days	\$32 per day
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REGISTRATION FEE

A non-refundable \$59.00 registration fee is due at the time of enrollment.

For families with **multiple children** attending, a non-refundable **\$99.00 registration fee** is due at the time of enrollment.

DISCOUNTS OFFERED

- 10% off sibling tuition
- 10% off state/federal worker tuition
- 15% off Military/Veteran/First Responders
- 50% ALA Employee

AGE GROUPS SERVED

Arizona:

Our Arizona locations provide services for students attending ALA who are in Kindergarten through 6th grade.

North Carolina:

Our North Carolina locations provide services for students attending ALA who are in Kindergarten through 8th grade. At our Wake Prep Academy location, services are available for students in Pre-K through 8th grade.

South Carolina:

Our South Carolina locations provide services for students attending ALA who are in Rising Kindergarten through 8th grade. *Please note that students enrolled in Kindergarten must be 6 years old before attending The Academy for our South Carolina locations.*

ENROLLMENT

All registrations for our program must be completed through **EZChildTrack**, our secure online registration and account management system. Families can create an account, submit enrollment forms, manage billing, and update child information all in one convenient location.

To begin the enrollment process:

1. Visit the EZChildTrack portal on our website, www.academycare.org in our "Registration" section.
2. Create a new account or log in to your existing account. For new families, please use the **purple box for enrollment**. For returning families, please use the **green box for enrollment**.
3. Complete the required registration forms for each child you wish to enroll.
4. Submit any required documentation.
5. Pay the registration fee to finalize your application.

Once your application is submitted, it will be reviewed by our administrative team. You will first receive an email when you have submitted the enrollment. You will then also receive an email confirmation once your student's enrollment has been approved. **Please note that submitting an application does not guarantee immediate enrollment.** If space is not available in the program at the time of submission, your student may be placed on a waitlist. You will be notified if and when a spot becomes available.

SCHEDULING DROP-IN DAYS

Log into the parent portal in the EZChildTrack app or browser. Please visit the **purple “Registration” tab> Scroll Down to Flex Scheduled Activities> Add/Remove Dates > Select Dates and Activity(AM or PM) > Save and Close> Return to Child List> Review and Pay.** We ask that parents also let on-site staff know when your child will be attending any Drop-Ins, so they can anticipate their attendance.

REGISTERING FOR EARLY RELEASE DAYS

Log into the parent portal in the EZChildTrack app or browser. Please visit the **purple “Registration” tab> Select School Year> View and Enroll> Upcoming One Time Events> Select Green Enroll Button for date needed.** We ask that parents also let on-site staff know when your child will be attending any Early Release Days, so they can anticipate their attendance.

NOTE: Early Release Days are not included in regular tuition because they require additional hours of care. If your child needs to attend on an Early Release Day, a separate registration must be completed through EZChildTrack. If a child arrives at The Academy on an Early Release Day without being registered, they will be sent to the front office to wait for pick-up.

If you need assistance with the registration process or have questions, please contact our Arizona administrative office at **480-393-4880 EXT 1050** or by email at info@academycare.org. For our North and South Carolina locations, please contact **480-393-4880 EXT 1071** or by email at seinfo@academycare.org. We are happy to help!

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 6th of the month. Failure to make payment on all late fees and tuition before 3pm on the 10th 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.

TUITION AND REFUND POLICY

Please note that **tuition is non-refundable** under the following circumstances:

- **No refunds will be issued for absences due to illness, vacations, weather-related or emergency school closures, or a family’s decision not to attend scheduled sessions.**

We appreciate your understanding, as staffing and program resources are planned in advance based on enrollment.

Our tuition is billed monthly, with the total annual tuition divided by the number of school days in the

year. Specifically, we have 180 school days, which allows us to evenly distribute costs over the 10 months of the school year.

Here's a brief breakdown:

1. **Total Annual Tuition:** This is the full cost for your child's before/aftercare for the year.
2. **Divided by School Days:** The total tuition is divided by 180 school days.
3. **Monthly Billing:** The result is billed monthly over 10 months, providing a consistent payment schedule.

Regardless of the number of days in a specific month, the pricing remains the same. Whether there are 20, 15, or 10 school days in a month, the tuition amount will not change. This structure helps families plan and budget throughout the year.

NOTE: Non-school days, such as breaks, are not included in the monthly tuition.

These school break programs are additional services provided by The Academy, which is why they have separate fees.

AVAILABLE DISCOUNTS

Military/First Responders: 15% off monthly fee (Must be verified by current Military/First Responder ID)

Federal/State Employee: 10% off monthly fee (Must be verified by current work ID)

ALA Employee's Children: 50% off monthly fee

Sibling Discount: 10% off monthly fee

The Academy Employee's Children: Tuition Waived if working on site.

NOTE: Please understand that multiple discounts cannot be combined. If your family qualifies for more than one discount, only the highest discount will be applied to your monthly tuition.

ACCEPTABLE FORMS OF PAYMENT:

- Online payments Debit/Credit (major credit cards accepted)
- E-Checks

Online payments are made through our EZChildTrack Billing System. Please contact our customer service team if you have any difficulties throughout the payment process.

Non-Sufficient Funds (NSF) or returned checks will be charged a \$35 fee per check.

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.

ACCOUNT SUSPENSION POLICY

Families are expected to keep their accounts in good standing through EZChildTrack. In the event of a late or missed payment, The Academy's administrative team will attempt to contact the parent or guardian via email and/or phone to resolve the outstanding balance.

If an account remains unpaid and is **suspended**, and the student arrives for programming, the following steps will be taken:

- The child will be signed in using a paper sign-in sheet and On-site staff will notify the parent/guardian at pick-up that the student may not attend The Academy again until the balance is paid in full or a payment plan has been arranged with the Program Coordinator.

If the child returns again while the account is still suspended:

- The student will be immediately sent to the ALA/Wake Prep front office.
- The Academy staff will begin contacting all emergency contacts listed in the child's account until a guardian is reached and able to pick the child up.

Maintaining current account payments ensures that we can provide a consistent, high-quality experience for all students. We appreciate your cooperation in keeping accounts up to date.

NOTE: If there are any changes to your child's attendance, parents *must* reach out to our Customer Service team via phone or email with the updates. Your account will continue to be charged for the tuition that was put in place until parents contact Customer Service. Please understand that our on-site staff does not have access to billing and any updates to tuition must be done through our Administrative team.

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 Weekly Themes, RAISE Values, 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. Please note that cell phones and other electronic devices must be kept away in the student's backpack during program hours. If parents need to reach their students during program hours, they are welcome to call their Teachers on their site phone numbers. Teachers may ask students to place their phones in a "teacher bin" until the program is over if students refuse to keep

their phones in their back[acks.

NOTE: For the safety of all participants, students observed taking pictures and/or videos with their cell phones will be asked to turn their phones in at the parent table until pickup time. Consequences may range from a conference with the parent/guardian to automatic disenrollment.

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. The Academy Staff is trained in CPR/First Aid and attends formal training on classroom management, recreational and instructional strategies throughout each year.

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 facilitate the development of self-control in children by designing classroom environments that emphasize routine and consistency. Positive guidance techniques include modeling, natural consequences, encouraging expected behavior, redirecting children to a more acceptable activity, direct teaching of appropriate behavior, positive reinforcement, setting clear limits, and instruction in problem-solving skills.

Staff help children foster respect for themselves, others, and property while building the skills necessary to 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 classmates or staff may be subject to suspension or disenrollment from the program.

The Academy follows the same Yellow Card behavior system used by ALA/Wake Prep during the school day. This system helps ensure consistency between the school and the aftercare program. Behavior concerns may be documented through the Yellow Card system, and families will be notified when incidents occur.

BEHAVIOR POLICY

In alignment with our behavior expectations, if a student violates the behavior contract three or more times, they may be withdrawn from the program. Each incident will be documented, and families will be notified. While we are committed to working with families to support positive behavior, repeated violations may result in dismissal in order to maintain a safe and respectful environment for all participants.

In certain circumstances, **a student may be suspended or disenrolled immediately if an incident is deemed severe enough**, even if it is a first occurrence.

There are **no refunds for suspension or termination due to unacceptable behavior**.

Examples of behaviors that are **NOT tolerated** include, but are not limited to:

- Physical aggression (hitting, kicking, biting, etc.)
- Verbal aggression (name-calling, threats, yelling at staff or peers)
- Bullying, hazing or harassment of any kind
- Repeated refusal to follow staff instructions
- Destruction of property
- Inappropriate language or gestures
- Leaving the group or designated area without permission

Examples of **expected behavior** include:

- Using kind and respectful language with peers and staff
- Following directions the first time they are given

- Keeping hands, feet, and objects to oneself
- Respecting personal and program property
- Practicing problem-solving and asking for help when needed
- Demonstrating the **RAISE values**

Our goal is to teach and support appropriate behavior while maintaining a fun, inclusive, and safe environment for every child.

DISCIPLINARY PROCEDURE

To maintain a safe, respectful, and supportive environment, The Academy follows a progressive disciplinary process:

1st Incident:

The parent/guardian will be notified verbally and in writing regarding the behavior concern.

2nd Incident:

The student will receive a written warning and may be suspended from the program for one day.

3rd Incident or Gross Violation:

The response will be determined at the discretion of the **Director of Aftercare Programs and/or Program Coordinator** after appropriate consultation with the parent/guardian. Consequences may include extended suspension or removal from the program.

Severe Incidents:

In cases involving serious safety concerns, physical aggression, or other significant violations, a student may be **suspended or disenrolled immediately**, regardless of the number of prior incidents.

All incidents will be documented. Our goal is always to partner with families to support positive behavior and prevent future incidents whenever possible.

ADULT CONDUCT POLICY

All adult conduct must align with The Academy expectations to ensure the safety and well-being of all students, staff, and families. Parents, guardians, and authorized adults are expected to engage in **respectful, appropriate, and non-threatening communication** with all Academy staff—both on district premises and at any off-campus, district-sponsored events.

Inappropriate behavior may include, but is not limited to:

- Disrespectful or aggressive language
- Threatening or intimidating behavior
- Disruption of program operations
- Failure to follow program policies or staff direction

If unsafe or inappropriate conduct continues after a warning, **the student may be withdrawn from the program.** We are committed to fostering a safe and supportive environment for everyone, and we appreciate your partnership in upholding these standards.

SPECIAL NEEDS

Our goal at The Academy is to serve as many families and students as possible, including students of all abilities. Our before and afterschool program however, does not offer special education services to our students and does not provide accommodations. If your child requires special education services, we encourage you to work through other local providers, which may include local before and aftercare providers to ensure your student accesses the services they need.

DAYS AND HOURS OF ATTENDANCE FOR THE ACADEMY'S PROGRAM

<p><u>Morning Program</u> ARIZONA HOURS: Monday - Friday 6:00 AM - 7:30 AM NORTH/SOUTH CAROLINA HOURS: Monday - Friday 6:30 AM - 7:40 AM</p>
<p><u>Afternoon Program</u> ARIZONA HOURS: Monday - Friday 3:00 PM - 6:00 PM NORTH/SOUTH CAROLINA HOURS: Monday - Friday 3:10 PM - 6:00 PM</p>
<p><u>Early Release Days</u> ARIZONA HOURS: 1:00 PM-6:00 PM NORTH/SOUTH CAROLINA HOURS: 1:30PM - 5:30PM</p>

PROGRAM HOURS & AVAILABILITY

Morning programming is **not guaranteed at every campus**. The Academy will open registration for the AM program each year; however, a **minimum of six (6) enrolled students is required** for the program to operate.

Enrollment in the morning program will be **reviewed quarterly** to determine whether the program will remain open. If enrollment falls below the minimum requirement, the morning program may close. Families will be **notified in advance if the AM program will be opening or closing** based on enrollment.

SCHOOL BREAKS

The Academy may run Spring, Fall and Summer programs at certain locations, but it is not guaranteed to run and is based off of enrollment. To register, please visit our website for available programs or contact our customer service team to learn more. Our program hours of operation during school breaks or full day programs are from 6am-6pm and are subject to change. *Please note that The Academy is unable to provide full day services to Pre-K aged students.*

DAILY SCHEDULE

This list provides a general idea of the daily routine of your child's day. The schedule may vary campus by campus.

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	45 minutes
Large Group Activities	20 minutes
Children's Choice- Centers	15 minutes
Goodbyes/Closing	5 minutes

HOMEWORK POLICY

The Academy provides up to **30-45 minutes of designated homework time** each day to help students get started on their assignments in a quiet, structured environment. However, please note:

- The Academy staff are not tutors and are not responsible for ensuring homework is completed correctly or turned in. Please keep in mind that The Academy staff does not have access to ALA curriculum and/or is not trained in ALA's curriculum.
- We strongly encourage students and parents to review homework together at home to ensure accuracy and understanding.
- The "Homework List" is a list used by teachers to double-check that students have started their homework while at the program. Parents should check in with The Academy staff to confirm whether their child is listed on the Homework List and ensure they've begun their homework.

HOLIDAYS/SCHEDULE CHANGES

The Academy observes all holidays in accordance with the ALA calendar. The Academy may host Fall Break, Spring and Summer camps at certain campuses throughout the school year. The Academy does not run a Winter Break Program. Please check with The Academy staff and/or Customer Service team to learn more about our vacation days offered/available.

STUDENT SIGN-IN/SIGN-OUT & AUTHORIZED PICKUPS

Our program uses the **EZChildTrack** system to manage all student check-ins and check-outs. Students must be signed in and out **daily** by a parent, guardian, or another adult who has been authorized by the parent/guardian and is listed on the student's Emergency Card within EZChildTrack. Many of our locations will also require that parents check students in and out on a paper roster as well. Parents *must* use their provided Parent PIN Code to sign in or out their children.

Important Guidelines:

- Written permission for pickup by a designated individual **must be submitted in advance** through EZChildTrack or in writing to our Admin Team.
- All authorized individuals, including emergency contacts, **must present a valid government-issued photo ID** at the time of pickup- **no exceptions**.
- A sibling may **not sign out a child** unless they are listed on the student's emergency contact form as an **authorized pick-up person** and are **18 years of age or older**. A sibling under the age of 18 may drop a student off for AM programming *only* if they have been approved by Academy Administration as an authorized person in the EZChildTrack account, holds a PIN

and a signed authorization form has been submitted to the administration. Please contact Customer Service for additional information or assistance with authorization.

- **Students must be escorted to and from the designated check-in/out area by the approved adult.** Please ensure you have communicated with The Academy staff during drop off and pick up and that your child has been checked in/out properly.
- For your child's safety, phone calls or verbal authorizations at the time of pickup **will not be accepted** in place of prior written approval.

For the safety of all students, The Academy will only release a child to their parent/guardian and to adults specifically designated on the child's enrollment form in EZChildTrack. Only those listed as authorized contacts may make updates or changes to your child's information, and all changes must be made directly through the EZChildTrack Parent Portal or through our Admin team.

If a parent or guardian is not permitted to pick up a child, The Academy must be provided with a court order signed by a judge. Without this legal documentation, we are required to release the child to either parent/guardian if both are listed on the enrollment paperwork. We will only act in accordance with the terms outlined in the court order. In the case of a difficult or high-conflict custody situation, we ask that you contact the Director of Aftercare Programs to establish appropriate pick-up and communication guidelines. A copy of all relevant court documents *must* be submitted to the program.

NOTE: The Academy does not mediate disputes between parents or guardians. It is the responsibility of the parents to resolve any personal or legal matters that may arise due to a child's participation in our program.

These policies help ensure the safety and security of every student in our care. Thank you for your cooperation!

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 The Academy.**

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.**

Fever/Temperature: Students that have a temperature of 100 degrees or higher should be kept home from school. Students may return to school **AFTER** being symptom and fever-free for at least 24 hours without the use of fever reducing medication such as Tylenol or Motrin.

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 th 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. Contact the campus if your student or anyone in your household is positive for COVID-19.

MEDICATION POLICY

The Academy staff is not permitted to administer any medications, whether over-the-counter or prescription. Should your student need prescription medication during this time, parents will need to make the necessary arrangements.

If a student requires self-administration of medication (such as an inhaler, EpiPen, or insulin):

- Families must contact **ALA Health Services** and complete all required medical authorization forms.
- The student must demonstrate the ability to safely and independently self-administer the medication.

No self-administered medication will be permitted at The Academy without prior approval and documentation through ALA Health Services.

NOTE: Parents are responsible for updating children's medical/health information on their student's profile in EZChildTrack.

EMERGENCY PROCEDURES

Minor injury: Children will receive basic first aid treatment at The Academy, an email or written notification through EZChildTrack 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.

FIELD TRIPS

Students in the Academy will not participate in field trips off-site. During Summer, Fall and Spring Break, The Academy may have in-house field trips.

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. (Not all sites provide breakfast- please check with ALA Admin on if your campus has breakfast options).

PM Students in K-8th grade 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.

NOTE: Each student will receive one light, healthy snack per day during our program. Snacks typically include a fruit or vegetable paired with a grain, protein, or dairy item. Please note that **only one serving is provided to each child**. If your child tends to get hungry or requires more than one snack during the afternoon, we kindly ask that you send additional snacks from home to ensure they stay comfortable and satisfied throughout the program.

NOTE: (North Carolina only)- Due to state regulations, The Academy is not permitted to provide snacks for **Pre-K students during afternoon (PM) programming**. As a result, families are asked to send a snack with their child each day. This helps ensure your child has the nourishment they need to stay energized and comfortable during the afternoon portion of our program.

PARENT/SCHOOL COMMUNICATION

At The Academy, we believe consistent and open communication between families and staff is essential. We offer multiple ways for parents to stay informed and connected throughout their child's time with us.

- Our program uses EZChildTrack for billing and email communication. Be sure to keep your contact information up to date in the system to receive important updates.
- We also use ClassDojo, a communication app that allows teachers and parents to message each other, view important program updates, and see photos of student activities. ClassDojo is our preferred method of communication during the school year. Please reach out to our Customer Service Team or on-site staff on signing up for ClassDojo.
- Parents are always welcome to communicate with teachers face-to-face during pick-up or drop-off and may request a meeting with a teacher at any time.
- Families may call the on-site phone *during program hours* AZ(6:00–7:30 AM and 3:00–6:00 PM) NC/SC (6:30-7:40AM and 3:10-6:00PM) to speak with staff or relay a message to their child's teacher.
- For additional assistance, our Customer Service Administrative Team is available by phone or email 9:00AM–5:00 PM Monday- Friday.

We are committed to maintaining strong and responsive communication to support your child's success and experience at The Academy.

ATTENDANCE AND MISSING CHILD PROCEDURES

If your child is scheduled to attend The Academy Before or Aftercare program but will not be present, it is the parent/guardian's responsibility to notify both ALA and The Academy Site Lead before the start of programming. This communication helps ensure the safety and accountability of all students in our care.

If your child will be attending another after-school activity (such as tutoring, music lessons, clubs, or athletics), it is the parent/guardian's responsibility to notify both ALA staff and The Academy staff that the student will be participating in that activity.

Students are responsible for traveling to and from their activity location, as Academy staff may not always be available to escort students to other programs or activities on campus.

If ALA staff escort a student to or from an activity, the student must be signed in and out on The Academy's paper roster by the escorting staff member to ensure proper attendance documentation.

MISSING CHILD PROCEDURE

If a child is scheduled to attend PM programming and does not arrive as expected-and no notice of absence has been provided-we will immediately implement our **Missing Child Procedure** to account for the child's whereabouts. This process includes:

- Confirming school attendance with ALA staff.
- Checking with the child's teacher and other school personnel.
- Contacting the parent/guardian by phone.
- Searching the school perimeter.
- Notifying The Academy administrative team.

If the child still cannot be located, **911 may be called**, and authorities will be involved to ensure the child's safety.

Please understand that this process is time-consuming and can take staff away from supervising the rest of the group. To avoid unnecessary safety risks and delays, we strongly urge all families to **report absences ahead of time** by calling the site phone and/or emailing the Site Lead.

CONTACT INFORMATION

Arizona Customer Service Team: (480)-393-4880 EXT 1050 Email: info@academycare.org

North/South Carolina Customer Service Team: (480)-393-4880 EXT 1071

Email: seinfo@academycare.org

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.

VISITING THE CLASSROOM

Only persons having a purpose and authorization to be in the classrooms will be allowed access. Parents/guardians are always welcome to visit the classroom and have access to any areas that their child is receiving services. It will be necessary for you to sign in at the office and get a visitor's badge.

INSURANCE

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

FIRE DRILLS

Unannounced fire drills are practiced on campus by each class at least quarterly.

EMERGENCY PREPAREDNESS PLAN

At The Academy Before and After, the safety and well-being of our students is our top priority. Our staff members receive regular training in emergency preparedness, including responses to natural disasters (such as floods, tornados, and hurricanes), hostile intruder situations, and fire safety. Clear protocols and escape routes are covered thoroughly during staff training.

We conduct quarterly fire drills, as well as periodic severe weather and lockdown drills, to ensure both staff and children are familiar with emergency procedures. In the event of a gas leak or other situation requiring evacuation, children will be relocated to a secure off-site location. Families will be contacted immediately for prompt pick-up.

Evacuation plans include designated safe areas or alternate shelters, which are known to all employees, caregivers, and volunteers. Special accommodations are in place for children with limited mobility or other special needs, including those with mental, visual, or hearing impairments. During any evacuation, head counts and roll sheets will be used by at least two staff members to account for every child.

In cases of inclement weather, The Academy Before and After program will follow the guidance of the local school district. If ALA/WPA schools are closed, delayed, or cancel all after-school extracurricular activities due to weather, our program will also be closed.

If the school district announces a delayed start due to weather, The Academy will not operate the morning program. If weather conditions worsen during the day, families may be asked to arrange early pick-up so that staff members can return home safely.

Our goal is to maintain a calm, organized, and secure environment in any emergency situation. We appreciate your support and cooperation in keeping every child safe.

MANDATED REPORTING

All staff at The Academy Before and After are **mandated reporters** and are required by law to report any known or suspected cases of child abuse or neglect within 24 hours to the appropriate child protective services or local law enforcement. Failure to report may result in legal consequences. The safety and well-being of every child in our care is our top priority.

PHOTO RELEASE

When completing your child's application through EZChildTrack, 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.

CLASS DOJO PHOTO & MEDIA RELEASE:

The Academy uses **ClassDojo** as a communication platform to share updates with families about daily activities, events, and classroom experiences. Through ClassDojo, staff may occasionally post photos or short videos of students participating in program activities.

These posts are only visible to authorized families connected to the program's ClassDojo account and are intended solely for program communication and family engagement. Photos and videos shared on ClassDojo may include students participating in activities such as crafts, games, STEM projects, celebrations, or other program events. Images posted on ClassDojo will not be used for marketing, advertising, promotional materials, or public media without a separate marketing photo release.

By signing below, you grant permission for The Academy staff to:

- Take photos or short videos of your child during program activities
- Share these images within the private ClassDojo platform for viewing by enrolled families and staff
- Use the images solely for program communication purposes to families

Parents and guardians understand that:

- ClassDojo is a family communication tool, and posts are only shared with approved program families.
- Images shared on ClassDojo will not be used for public marketing or promotional purposes without separate consent.
- Families are asked to respect the privacy of other students and refrain from downloading or sharing photos outside the ClassDojo platform.

Participation in ClassDojo photo sharing is **voluntary**. Choosing not to grant permission will not affect your child's participation in program activities.

Parent/Guardian Consent

Student Name: _____

Parent/Guardian Name: _____

I give permission for my child to appear in photos/videos shared on ClassDojo for program communication purposes.

I do NOT give permission for my child to appear in photos/videos shared on ClassDojo.

Parent/Guardian Signature: _____

Date: _____