



AFTER BELL PROGRAM PARENT HANDBOOK

Revised 7/11/23

2023-2024



The AfterBell program is established as a child care alternative for families whose children attend our school. The program operates during the school year only and is closed on any day school is not in session, unless a designated AfterBell Camp is otherwise announced. The goal of our AfterBell program is to provide a safe, healthy and caring environment, which aids in developing positive, appropriate social and play skills, increased physical coordination and creativity. The program provides activities that are both active and quiet, educational and recreational, indoor and outdoor, teacher directed and self-directed. Participants are expected to respect adults, other scholars and all Leman Academy property. This facility is regulated and licensed by the Arizona Department of Health and Human Services Office of Child Care Licensure.

WELCOME

Dear Families of Leman Academy:

The foundational principles for the educational philosophy of Leman Academy of Excellence have been formed and established by Dr. Kevin Leman, the founder of the school, who has often dreamed of launching a school and learning environment for young people that willingly engages and embraces parents in the educational process, highlighting the parent-teacher-student relationship to bring out the best in each and every child.

Our school's mission statement, core values and beliefs are foundational to Leman Academy of Excellence, establishing a positive school culture and demonstrating an interconnectedness of enhanced academic outcomes with a school climate where scholars feel safe, supported, academically challenged, enthusiastic about learning and socially capable.

Scholar success at Leman Academy is based on our unwavering commitment to combining our classical educational program and its ancient view of learning and traditional teaching methods that promotes critical thinking skills with the present day methodology of data-centered based learning that involves rigorous assessments to measure scholar learning and achievement. Today's world demands that schools focus not on "what was taught" but rather on "what was learned" and to this end we will strive and hold ourselves accountable.

Welcome to Leman Academy of Excellence and our AfterBell Program!

Dennis M. O'Reilly

Head of Schools

520.499.1474

doreilly@lemanacademy.org



AfterBell Contacts

MARANA AFTERBELL DIRECTOR:

Angela Pelton - 520-639-8080 ext. 3100 - apelton@lemanacademy.org

MARANA PRINCIPAL:

Ashley Nicolarsen - 520-639-8080 - ashley.nicolarsen@lemanacademy.org

EAST TUCSON AFTERBELL DIRECTOR:

John Houchin - 520-526-0481 - john.houchin@lemanacademy.org

EAST TUCSON PRINCIPAL:

Eric Carey - 520-526-0474 - ecarey@lemanacademy.org

ADMINISTRATIVE SUPPORT SERVICES MANAGER:

Tracey McCracken - 520-499-1474, ext 2014 - tmccracken@lemanacademy.org



AfterBell Guidelines

AfterBell Vision & Goals

The AfterBell program at Leman Academy of Excellence will provide activities that support the following goals:

- To provide a safe, nurturing, and fun learning environment for scholars after regular school hours.
- To promote a positive sense of identity, competence and self worth within each scholar.
- To provide and encourage the love of art, music, and literacy.
- To provide and develop positive and appropriate social and play skills.
- To provide fun social extracurricular activities that increase physical coordination and creativity.
- To provide a supervised academic session during which time scholars can work on homework and receive some assistance.

AfterBell Schedule

2:25pm - 3:10pm	Sign-In / Snack Time
3:10pm - 3:15pm	Transition to Individual Classrooms
3:15pm - 4:00pm	Homework / Reading Time / Quiet Activities
4:00pm - 5:00pm	Structured Extracurricular Clubs
5:00pm - 5:10pm	Transition to AfterBell Cafeteria
5:10pm - 5:45pm	Recreational Art / Table Games
5:45pm - 6:00pm	Evening Wind Down

Schedule may change to better accommodate scholars' needs.

Early Dismissal Day and Half Days:

Early Dismissal and Half Day schedules are posted on the parent board in the cafeteria.



AfterBell Hours of Operation

School Dismissal to 6:00 PM; or:

Monday: 2:15pm - 6:00pm
Tuesday: 2:15pm - 6:00pm
Wednesday: 2:15pm - 6:00pm
 Wednesday: 1:15pm - 6:00pm (Early Release for East Tucson)
Thursday: 2:15pm - 6:00pm
 Thursday: 1:15pm - 6:00pm (Early Release for Marana)
Friday: 2:15pm - 6:00pm

Half Day Release: 11:15am - 5:00pm - Scholars are still required to provide their own lunch on half days, which they will eat in AfterBell.

Cost

\$6.00 per hour for the first scholar
\$5.00 per hour Reduced Sibling Rate

There will be a **\$30 drop in fee** for scholars who attend on days they are **not signed up for**. Please sign up for the coming week no later than Thursday of the week prior at myprocare.com/account.

A **\$20 late fee** will be charged for any scholar that remains after 6:00pm (5:00pm on half days), in addition to a charge of **\$1.00 per minute** until the scholar is picked up. (e.g. If a scholar is picked up at 6:02, they will be charged an additional \$22 for that day.)

Statements are emailed on Mondays. Parents will need to preselect the days their scholar will attend After Bell. A payment on file is **required** for your scholar's enrollment in our program. The payment on file can be a Visa, Mastercard or checking account information. AfterBell does not currently accept Discover or American Express. Your scholar will not be allowed to continue in the AfterBell program if balances are not paid by the following Monday. All payments are non-refundable. A **\$25 fee** will be applied for any returned check.



Enrollment/Disenrollment from the AfterBell Program

All enrollment will be done using the link on the Leman Academy website, located under the After School Programs link. All forms must be completed and returned along with a copy of immunization records to the Leman Academy front office or AfterBell program. Once received by the AfterBell Director, the scholar(s) will need to be accepted to the program to begin attending. Any outstanding account balances are due at the time of disenrollment from the program.

Calendar

The AfterBell program operates on all days that Leman Academy is in session. AfterBell may provide camps during Fall, Winter, Thanksgiving, Spring and Summer Breaks. If camps are available, they will be announced in the Leman Academy of Excellence newsletter, along with tuition costs and fees. The current year school calendar can be found on our website or on the parent board.

Snack

The AfterBell program is participating in the Empower Pack, which is a snack of two components that is available through Leman Academy AfterBell to scholars. Snack is provided only to scholars who are signed in to the program that day. A monthly snack menu will be posted on the Parent Board in the cafeteria. Scholars are welcome and encouraged to bring their own snacks and water. Please notify the AfterBell Director should your scholar have any dietary restrictions or allergies.

Open Door Policy

Parents/Guardians have access to enter and tour the facility at any time. Parents may contact the AfterBell Office between 10:00am-6:00pm. Any concerns or questions about the program should be directed to the AfterBell Director. Parent/AfterBell teacher communication is encouraged and a conference can be scheduled at any time.

Description of Educational Programs / Extracurricular Clubs

Homework Help: A designated quiet time in which scholars work independently to complete as much homework/assigned schoolwork as possible. A period of up to forty-five minutes will be offered to every scholar for homework each day, except Friday. The teacher's role is to provide assistance as necessary, however this time is not a tutoring session. AfterBell will always provide homework time and offer assistance, however, we will not force your scholar to complete homework if they resist. Homework time can be utilized for reading, silent recitation practice or a quiet activity, which is what every scholar who is finished with homework is expected to do for the remaining time so as to not disturb other scholars.



Extracurricular Club / Activity Hour: An hour of extracurricular activities/clubs are offered during AfterBell between 4:00pm - 5:00pm daily. Clubs may vary and change according to scholar interests and AfterBell teacher strengths. A full description of all extracurricular clubs may not be provided in this handbook. Detailed club lesson plans will be posted on the Parent Board in the cafeteria and the designated classroom utilized by each club.

S.T.E.A.M: Science, Technology, Engineering, Art, and Math. Scholars will do different projects related to one or a few of these fields. Scholars learn about each discipline through the use of their imaginations in designing, creating, and building crafts, making observations through science experiments, and utilizing their knowledge on technology and engineering. The class builds off what students have learned in their science, math, and art classes to combine these disciplines through club activities.

Art: Shall partner with the Leman Academy curriculum. Scholars learn about various artists, art and its history. Scholars will recreate various forms of art as well as create their own.

Organized Sports: Safe and enjoyable physical activities, either team or individual, taught with a proper set of rules. Sports can improve a child's self-esteem while teaching them about teamwork, self-discipline and social skills. May include: basketball, dodgeball, various forms of tag, relay races and other gym based sports. The AfterBell organized sports club is not affiliated with any Leman Academy sports teams or games.

Recess: A time for scholars to engage in physical activities, either of their own choice or as a group activity planned by the AfterBell staff. Recess is held on the main playground, outdoor play area or gym.

Table Games: Used for recreational and relaxation purposes. Scholars are assisted in selection of games that are age appropriate. Socialization and group play is encouraged to develop memory and cognitive skills.

Movies: May be shown on half days, rainy days, or special occasions. All movies are either educational or recreational in nature and will carry a "G" or "PG" rating. If you wish to opt out of the "PG" movies or any movies, please notify the program Director. We will provide another activity for your child.



After School Activity Programs

Leman Academy of Excellence has partnered up with the following vendors for the enrichment classes after school; these programs are not affiliated with AfterBell:

- 1) TGA sports 2) Taekwondo 3) Lego Club 4) Webby

Each vendor is responsible for walking the scholar to and signing in any scholar who will attend AfterBell. If you wish to Authorize an adult to pick up your scholar please contact the After Bell director.

Arrival and Departure Procedure

Sign In: As age appropriate, scholars will either be escorted to the AfterBell program by a Leman Academy teacher or AfterBell staff member, or will report to the cafeteria to be admitted into the program where attendance will be taken. For our scholars that are regular AfterBell enrollees, we will cross check the enrollment log with the school's list of scholars who are absent from school. All students will check into the program with the program Director and/or program lead who will sign them into a classroom roster and the sign in/out computer program.

Sign Out: Parents will park in the designated area **on the North side of** Leman Academy and enter through the gate labeled "AfterBell". Parents will enter the cafeteria and sign out their scholar from the program using fingerprint ID or the QR code and signature on the procare app. Be prepared to show a picture ID to pick up your child if you have not yet registered your fingerprint with the AfterBell computer sign in/out program. The ID will be verified against the Arizona Department of Health and Human Services Office of Child Care Licensure Emergency Card list on file. If you are sending someone NOT on your written approved pick up list, please make arrangements with the program Director PRIOR to pick up.

All scholars **MUST** be picked up by **6:00pm**. A **\$20 late fee** will be charged for any scholar that remains after 6:00pm (4:00pm on half days), in addition to a charge of \$1.00 per minute until the scholar is picked up. (e.g. If a scholar is picked up at 6:02, they will be charged an additional \$22 for that day.)

Parents who are late picking up their scholars more than three times during the course of a month may face being disenrolled from the AfterBell program.

If your scholar is "left" at the school past 6:30pm and the school has not been notified of proper arrangements for pick up, we are authorized to call the Tucson Police Department to escort your child home.

The AfterBell program DOES NOT transport any children. There are no outside field trips.



Communications Board

There is a “Parent Board” located in the entrance of the AfterBell cafeteria. All program information and parent communication is posted on this board, including but not limited to the following events/notices: any state inspection report, any recent communicable illness, scheduled pesticide services (posted 48 hours prior to fumigation), a copy of Leman Academy Liability Insurance, monthly snack schedule, monthly club lesson plans and weekly classroom lesson plans.

Accident/Evacuation procedures and are posted in both the cafeteria and in the classrooms used by the AfterBell program. Leman Academy will provide a written Evacuation Procedure upon request.

The Leman Academy AfterBell is licensed by The AZ Department of Health Services at: 400 West Congress, Suite #100 Tucson, AZ 85701 / Phone #: (520) 628-6541 / www.azdhs.gov
All inspection reports are available for viewing upon request.

Illness

It is in the best interest of your scholar, and all other scholars, to keep your child at home when ill. Scholars with a fever (100.4 and over), diarrhea, possible conjunctivitis (pinkeye), and/or vomiting will not be admitted to the program. The scholar **MUST BE ILLNESS FREE FOR 24 HOURS** before returning, unless accompanied by written instructions from a physician. If a scholar becomes ill while in AfterBell, the parent/guardian will be called immediately to pick up the scholar. Parents must notify the program if their scholar is contagious. Scholars will be readmitted when they are no longer contagious. AfterBell will post a “Parent Alert” on the communications board if scholars are exposed to any contagious illness. A well stocked First Aid Kit and Epi-Pen is available for emergency use at all times.

Medication

In accordance with state law, the AfterBell Staff will not dispense any medication to any scholar without advanced written consent from the parent/guardian. Prescription medication may be given only to the scholar for whom it is prescribed. Over the counter medication must have the scholar’s name clearly printed on the container. The parent/guardian must complete and have on file at the main office a “Parent Permission to Administer Medication” form. All medications are stored in the nurse’s office. All administered medication will be properly documented and administered according to state regulations.



Injury Reports

Scholars who have any form of injury during their time in the AfterBell program will be sent home with a copy of an Injury Report. The Injury Report will describe the type of injury and treatment. If an injury is not treatable by the AfterBell staff, the scholar will be sent to the School Nurse's Office to seek medical attention. If the School Nurse is not available, the Program Lead or Director will call the parent/guardian for immediate pick up from AfterBell. Any severe injury, such as a broken bone, hard fall with possible concussion, severe wound or allergic reaction may result in calling 911. Parents will be informed immediately in the event 911 is called to treat their scholar.

Discipline Policy

Scholars are expected to behave in a manner consistent with the code of conduct policy found in the Leman Academy of Excellence Parent/Scholar Handbook. Positive reinforcement is the main form of discipline, aside from the guidelines for behavior established in the Parent/Scholar Handbook.

Parents may set up a meeting with the AfterBell Director to discuss individual needs and concerns. Keeping with the Leman Academy philosophy we will use a consistent, positive approach including redirection, diversion, and separation, with an eye toward promoting self discipline. Below is the typical discipline escalation matrix, however, in some cases, a scholar's behavior may require immediate escalation up to removal from the program.

First Offense: Director/Scholar Conference

Second Offense: Director/Parent/Scholar Conference

Third Offense: Suspension From the Program

Fourth Offense: Dropped From the Program

If necessary, a scholar's behavior will be documented on an Incident Report Form and a copy will be provided to the parent/guardian at time of pick up. If a scholar's offense is serious or their behavior cannot be controlled, the parent/guardian may be called for immediate pick up.

Leman Academy of Excellence, Leman Academy AfterBell and all Leman Academy Staff strive to create a safe, warm and caring environment for your scholar that encourages and inspires educational and personal growth. Together with your help, we believe we can cultivate a positive culture in which every scholar can thrive.



**PLEASE SIGN AND RETURN THIS PAGE
TO THE AFTERBELL DIRECTOR:**

By signing below, I acknowledge that I have read and agree to the rules and regulations set forth in the Leman Academy of Excellence AfterBell Parent Handbook.

Parent/Guardian Signature: _____ Date: _____

Printed name: _____

Scholar Signature: _____ Date: _____

Director Signature: _____ Date: _____