



# AFTERBELL FAMILY HANDBOOK

WELCOME TO AFTERBELL

*Revised 10/27/25*

# Table of contents

Welcome Message	1
<hr/>	
What is AfterBell	2
<hr/>	
Our Team	3
<hr/>	
AfterBell Vision, Goals, & Schedule	4
<hr/>	
AfterBell Hours, Rates, & Fees	5
<hr/>	
AfterBell Important Information	6-10
1 Enrollment & Disenrollment 2 Calendar 3 Snack 4 Open Door Policy 5 Homework	6 Activities 7 After School Activity Programs 8 Arrival & Departures 9 Communication Board 10 Illnesses
<hr/>	
Procare set up	11
<hr/>	
Cell Phone Policy & Agreement	12-13
<hr/>	

# Welcome Message



Dear Families of Leman Academy:

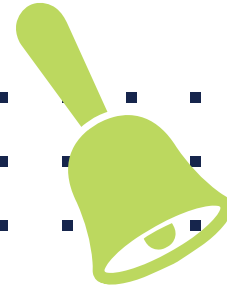
The educational philosophy at Leman Academy of Excellence is rooted in principles crafted by Dr. Kevin Leman, the school's founder. He envisioned creating a learning environment that actively involves and welcomes parents in the educational journey. By emphasizing the parent-teacher-student relationship, the goal is to nurture and maximize the potential of every child.

Leman Academy of Excellence's mission statement, core values, and beliefs are the bedrock of our institution, fostering a positive school culture that links enhanced academic achievements with a nurturing environment. Here, scholars feel safe, supported, challenged academically, eager to learn, and socially adept.

Success at Leman Academy stems from our steadfast dedication to integrating a classical educational program—rooted in ancient learning perspectives and traditional teaching methods that encourage critical thinking—with modern data-driven strategies. Rigorous assessments are employed to gauge scholar learning and achievement. In today's world, it's crucial for schools to focus on "what was learned" rather than "what was taught," and we are committed to this approach, holding ourselves accountable.

Welcome to Leman Academy of Excellence and our AfterBell Program!

# What is AfterBell?



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 Lemman Academy property. This facility is regulated and licensed by the Arizona Department of Health and Human Services Office of Child Care Licensure.





# Our Team



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# AfterBell Vision, Goals & Schedule

## Vision & Goals

At Lemman Academy of Excellence, our AfterBell program is designed to meet several key objectives. We strive to create a safe, nurturing, and enjoyable learning environment for scholars after regular school hours. Additionally, we aim to foster a positive sense of identity, self-worth, and competence within each student. Our program encourages the love of art, music, and literacy, while also promoting positive social skills and appropriate play. We provide extracurricular activities that increase physical coordination and creativity, and a supervised academic session for homework assistance.

## Schedule

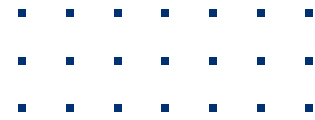
SAMPLE- Schedule may change to better accommodate scholars' needs.

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

### Early Dismissal Day and Half Days:

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

# AfterBell Hours, Rates & Fees



## 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

Thursday: 1:15pm - 6:00pm (Early Release)

Friday: 2:15pm-6:00pm

**Half Day Release:** 11:15am - 6:00pm

\*Scholars are required to provide their own lunch on half days, which they will eat in AfterBell. Snack will be served.

**Camp Hours** are usually 7:30am-6:00pm unless otherwise noted during sign up.

## Rates & Fees



**\$6.35 per hour for the first scholar**

**\$5.35 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, unless the site does not require a schedule for scholars**. Please sign up for the coming week no later than Thursday of the week prior at [myprocare.com/account](http://myprocare.com/account). Reach out the AfterBell Director with any questions.

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 the first school day of the week. Parents will need to preselect the days their scholar will attend AfterBell. 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 checks.

# AfterBell Important Information



## 1 Enrollment/Disenrollment

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To enroll, please fill out the registration packet and return it either via email or in person to the Charter Office or AfterBell Director. All forms must be completed and returned along with a copy of immunization records. Enrollment must be completed each school year, scholar DO NOT rollover year-to-year. 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. Balances sent to collections will affect your scholar's classroom placement in our Charter school program.

Leman Academy of Excellence AfterBell reserves the right to disenroll your scholar without prior notice if the following situation arises:

- Failure to pay tuition in full or on time
- Repeated late pickups after 6pm/5pm for Half Days and Camp
- Verbal or physical abuse by child or parent/guardian to other children or staff such as; language and behavior that is harmful, sexual language or profanity, throwing items, kicking or hitting or threats of any kind.
- Continued violation of policies by child or parent/guardian.

## 2 Calendar

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The AfterBell program runs on all days when Leman Academy is in session. In addition, camps may be offered during Fall, Winter, Thanksgiving, Spring, and Summer breaks. Keep an eye out for announcements on the Leman Academy of Excellence newsletter regarding tuition costs and fees for these camps. To view the current year's school calendar, take a look at our website or visit the parent board.

## 3 Snack

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The AfterBell program is proud to participate in the Empower Program in conjunction with AZDHS, which offers a nutritious snack containing two components to all scholars who attend AfterBell. However, the snack is only provided to scholars who are signed in to the program that day. Monthly snack menus can be viewed on the Parent Board in the cafeteria. Scholars are free to bring their own snacks and water as well. If your scholar has any dietary restrictions or allergies, please notify the AfterBell Director and accommodations will be provided.



## 4 Open Door Policy

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At any time, parents/guardians can visit and tour the facility. From 10:00am to 6:00pm, the AfterBell Office is available to parents for any inquiries. For any concerns or questions about the program, please contact the AfterBell Director. We encourage open communication between parents and AfterBell teachers, and you can schedule a conference at any time.

## 5 Homework

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To aid scholars in completing their homework and assigned schoolwork, a designated quiet time is available for independent study. Each day, a period of up to forty-five minutes will be set aside for homework, except for Fridays. While teachers are present to offer assistance when needed, this time should not be mistaken for a tutoring session. At AfterBell, we ensure that scholars have the time and resources they need to complete their work, while also respecting their autonomy. If a scholar resists completing their homework, we will not force them to do so. During homework time, scholars can engage in activities such as reading or silent recitation. Those who finish their homework early are expected to remain quiet so as not to disturb their peers.

## 6 Activities

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**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.

**Homework help club:** The Homework Help Club is a supportive environment designed to assist students in achieving academic success. Whether you're struggling with a particular subject or just need a quiet place to study, the club offers your scholar assistance.

**Art:** Our program offers a variety of art activities for scholars to explore and express their creativity. From painting and drawing to sculpture and mixed media, our program provides a fun and engaging environment for scholars to learn and develop their artistic skills.

**Organized Sports:** Safe and enjoyable physical activities, either team or individual, taught with a proper set of rules. Sports can improve a scholars 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.

## 7 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 can include but are not limited to:

1)TGA sports 2)Taekwondo 3)Lego Club 4)Webby 5) Crayola Art Club

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.

## 8 Arrival & Departures

**Sign In:** Scholars up to 3<sup>rd</sup> grade will be escorted to the AfterBell program by a Leman Academy staff member, otherwise, 4<sup>th</sup> graders and higher will report to the AfterBell Cafeteria to sign in with their assigned teacher. Any scholars arriving after their initial dismissal must sign in directly with the AfterBell Director. All scholars will be signed in and out using the Procure program.

### Sign Out Procedures:

- Park in the designated area on the Northeast side of Leman Academy (across from Album Marana). Look for the gate labeled "AfterBell."
- Enter through the AfterBell gate and approach the doors to the left. All doors that access campus are LOCKED, staff must buzz in each person that enters the AfterBell Cafeteria. If nobody is present, press the doorbell on the call box mounted beside the Cafeteria door.
- Be prepared to show a picture ID if requested by staff at pickup. For pickup persons not listed on your authorized pickup list, please make arrangements with the program Director PRIOR by sending an email or message via the Procure app with the person's first and last name as written on their picture ID. Please advise any new pickup persons to bring valid ID.
- **Using your Procure app, scan the QR code to sign your scholar out of the program. Please be sure to ask staff for assistance with signing out if needed. Scholars who are not signed out will be signed out by staff at the close of business; any fees incurred are a parent's responsibility.**

Parents who are late picking up their scholars more than three times during the course of a month may be subject to disenrollment from the AfterBell program.

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

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

## 9 Communication Board

There is a "Parent Board" located in 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 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](http://www.azdhs.gov)  
All inspection reports are available for viewing upon request.

## 10 Illness

To keep all scholars healthy, it is important that you keep your child at home when they are ill. Children with a temperature of 100.4 or higher, diarrhea, possible conjunctivitis (pinkeye), or vomiting will not be allowed into the program. The scholar must be free of illness for 24 hours before returning, unless a physician's written instructions are provided.

If a scholar becomes unwell while in AfterBell, the parent or guardian will be contacted immediately to pick up the scholar. Parents should inform the program if their scholar is contagious, and readmittance will be determined based on the scholar's contagiousness. A "Parent Alert" will be displayed on the communications board if scholars are exposed to any contagious illness. In case of an emergency, a well-stocked First Aid Kit and Epi-Pen are available at all times.

## 11 Medications

At AfterBell, we adhere to state laws regarding the administration of medication. To ensure that our students are safe and healthy, we have established the following guidelines:

- Medication will not be dispensed to any student without express written consent from their parent or guardian.
- Prescription medication will be administered only to the student for whom it was prescribed.
- Over-the-counter medication must have the student's name clearly printed on the container.
- A "Parent Permission to Administer Medication" form must be completed and kept on file at the main office.
- All medications will be kept in the nurse's office. Please provide a second epi-pen for AfterBell when possible.
- The administration of all medication will be done in accordance with state regulations and properly documented.

## 12 Injury Reports

The AfterBell program is committed to the safety of all its scholars. In case of any injury, the following protocol will be followed:

- Parents will receive an Injury Report via our Procure App which describes the injury type and treatment. A printed copy of the report will be available upon a parent's request.
- If the injury is beyond the scope of treatment by AfterBell staff, the scholar will be referred to the School Nurse's Office for medical attention. Please note: the Nurse is not onsite past 4:00 p.m.
- In the event that the School Nurse is unavailable, the Program Lead or Director will contact the parent/guardian for immediate pick up.
- If the injury is severe (e.g. broken bone, possible concussion, severe wound, or allergic reaction), 911 will be called, and parents/guardians will be notified immediately.

## 13 Discipline

At Leman Academy of Excellence, we expect our scholars to adhere to a standard of behavior that aligns with our code of conduct policy, which can be found in the Parent/Scholar Handbook. We believe in using positive reinforcement as our primary form of discipline, along with the behavior guidelines outlined in the handbook. If parents have concerns or need to address specific issues, they can schedule a meeting with our AfterBell Director.

Our approach to discipline is consistent with the Leman Academy philosophy, which emphasizes the promotion of self-discipline through redirection, diversion, and separation. If a scholar's behavior requires escalation beyond these methods, we have established an escalation matrix, which is as follows:

- First Offense: Director/Scholar Conference
- Second Offense: Director/Parent/Scholar Conference
- Third Offense: Suspension from the Program
- Fourth Offense: Disenrollment from the Program

If a scholar's behavior is severe or unmanageable, a parent may be called for immediate pick up if necessary. We will document it on an Incident Report Form and or via Procure App. A copy of this form will be given to the parent/guardian at the time of pick up or logged in the Procure App.

Our goal at Leman Academy is to create a nurturing environment where your scholar can thrive. With your help, we can cultivate a positive culture that encourages personal and educational growth.

## 14 Camps

Looking for a fun and engaging way to spend your school breaks? Look no further than AfterBell Camps! Our program is designed to provide a safe and nurturing environment where kids can learn, play, and grow. With a range of activities including sports, arts and crafts, and educational games, our program is tailored to meet the unique needs and interests of our scholars.

Our experienced staff is passionate about ensuring that every scholar has a positive and meaningful experience at Camp. With each campus offering its own unique camp experience, it's best to check in with your campus director for more details about sign-up requirements and operating hours. Join us for Fall Break, Winter Break, Spring Break, and Summer Break – the ultimate break experience for scholars!

### Weekly Camp Rates:

**2 Half Days \$106 3 Half Days \$137 4-5 Half Days \$168**  
**2 Full Days \$127 3 Full Days \$168 4-5 Full Days \$189**

### Enrollment fee for SUMMER CAMP ONLY:

The enrollment fee for our Summer camp is \$67, which will be deducted from your camp billing at the end.





## PROCARE APP SET-UP



Leman Academy of Excellence is pleased to offer a free app for you to access your AfterBell account information and easily pay tuition, set up your scholar's schedule, and sign out each day. Please use the following directions to get yourself connected with the app.

Procure app for your mobile device:



1. Download the Procure app on your mobile device
2. Look for an email from Procure with an invitation code. Be sure to check spam!
3. Set up your account with the email provided in your enrollment packet and the invitation code.
4. Then you may:
  - a. Sign your scholar out each day using the QR code
  - b. Send and receive messages and reports, review your child's schedule, time card, and more.



## PARENT POLICY AGREEMENT

**To enroll your child at Leman Academy AfterBell, please review, initial, and acknowledge the following criteria:**

- ☐ 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.)
- ☐ An automatic Tuition Express form must be on file at the time of enrollment.
- ☐ Statements are emailed on the first school day of the week. Payments are due by Friday each week. Your scholar will not be allowed to continue in the AfterBell program if balances are not paid by the following Monday.
- ☐ I understand if I receive childcare subsidies or scholarships, any fees not covered by these funds will be my financial responsibility.
- ☐ There will be a **\$30 drop-in fee** for scholars who attend AfterBell without prior notice. Please sign up for the coming week no later than Thursday of the week prior at [myprocare.com/account](http://myprocare.com/account).
- ☐ If my account is delinquent for more than two weeks, my AfterBell services will be suspended until my account is made current.
- ☐ All payments are non-refundable. A \$25 fee will be applied for any returned checks.
- ☐ **There is a \$67 nonrefundable Summer Camp Fee, which will be deducted from your camp billing at the end.**
- ☐ Child Protective Services and/or the police department may be notified after 30 minutes if listed parents/guardians or emergency contacts cannot be reached for late pick-up.
- ☐ Notifying the Director at Leman Academy AfterBell of any changes in contact information is my responsibility.
- ☐ If my child's behavior becomes unsafe for others or themselves, I will be asked to pick them up from school. Continued unsafe behavior may result in my child's disenrollment from the program.
- ☐ If my child is ill, they must be symptom-free without the use of medication for 24 hours or have a doctor's note stating that the child is "not contagious" before returning to Leman Academy AfterBell.
- ☐ Leman Academy AfterBell communicates with parents mainly through our Procure App and email provided below. Please notify the Director of other communication preferences if needed.
- ☐ I understand it is expected that in the event of my child's illness or misbehavior, someone will be available to arrive within 45 minutes of notification.
- ☐ Leman Academy AfterBell may be closed for staff professional development to better enrich our program. Notice will be given a month in advance and/or scheduled on the AfterBell calendar.
- ☐ I understand it is my responsibility to sign my scholar out of AfterBell each day. **Failure to sign out may lead to additional fees.**
- ☐ A parent or someone over the age of 18 must sign my child out of Leman Academy AfterBell. Written permission must be given for anyone other than those listed as emergency contacts to pick up my child. Proper identification will be required at the time of pick-up.
- ☐ **Leman Academy AfterBell is authorized to my scholar sign in/out in the event of technical difficulties or if the pickup person fails to sign out using Procure. All scholars will be signed out no later than close of business by a staff member and all fees incurred are a parent's responsibility.**

\_\_\_\_\_  
Parent email address

\_\_\_\_\_  
Parent email address

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Parent Name (Signature)

\_\_\_\_\_  
Date

**RETURN THIS FORM TO THE AFTERBELL DIRECTOR**

# Handbook Acknowledgement

By signing this page I acknowledge to have read and agree to the following rules and regulations at Leman Academy of Excellence Afterbell stated in the AfterBell Family Handbook  
(Available at [lemanacademy.com](http://lemanacademy.com))

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Scholars Name

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DOB

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Scholars Signature

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Date

---

Parents/Guardian Name

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Parent/Guardian Signature

---

Date

---

Parent/Guardian email address

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Parent/Guardian email address

RETURN THIS FORM TO THE AFTERBELL DIRECTOR



## PROCARE APP SET-UP



Leman Academy of Excellence is pleased to offer a free app for you to access your AfterBell account information and easily pay tuition, set up your scholar's schedule, and sign out each day. Please use the following directions to get yourself connected with the app.

Procure app for your mobile device:



1. Download the Procure app on your mobile device
2. Look for an email from Procure with an invitation code. Be sure to check spam!
3. Set up your account with the email provided in your enrollment packet and the invitation code.
4. Then you may:
  - a. Sign your scholar out each day using the QR code
  - b. Send and receive messages and reports, review your child's schedule, time card, and more.





# AFTERBELL ELECTRONIC DEVICE POLICY

At AfterBell, we have implemented a "no cell phone" policy (this includes smart watches). This document serves as the Cell Phone Policy and Confiscation Protocols in accordance with the Leman Academy of Excellence Family Handbook § VI. Scholar Information || A. Scholar Code of conduct: 12. Scholars may not bring an electronic device (cell phone, games, tablet, CD player, etc.) to school unless given permission by their teacher to be used for class. Smart watches are also not permitted at school.

## Purpose:

- To cultivate a more engaging and focused environment for students. By limiting access to mobile devices, we encourage students to interact with their peers and actively participate in activities, free from the distractions that cell phones often create.
- To enhance communication skills, creativity, and active involvement in program activities. If the AfterBell Director designates specific times when cell phone use is permitted, parents will be informed in advance via email and/or the Procure app.

## Possible Exceptions (with permission from AfterBell Staff):

- A scholar may need to use their phone for homework purposes.
- A scholar may need to call a parent or guardian.
- A parent may request that their scholar have access to their phone.

AfterBell staff members may confiscate an electronic device from a scholar during the AfterBell program per this policy. Staff members will follow these protocols to ensure scholar privacy, device safety, and proper handling of the device:

1. Ask the scholar to power down the device.
2. Write the scholar's name, date, and confiscating staff member's name on the outside of an envelope.
3. Ask the scholar to place the device in the envelope.
4. Staff members will deliver the envelope with the device to the AfterBell Director or designee.
5. AfterBell Director or designee will hold the device until the scholar is picked up.
6. AfterBell Director or designee will document the incident.

In case of an emergency, scholars may request to use the AfterBell phone or ask staff for assistance. Parents needing to reach their scholar should contact the AfterBell Director directly.

## Disciplinary Actions for Unauthorized Cell Phone Use:

- First Infraction: Scholars will be asked to put their phones away.
- Second Infraction: AfterBell Staff will place the phone in a secure location for the scholar to retrieve at the end of the day, and parents will be notified.
- Third Infraction: Staff will communicate with parents to discuss a plan moving forward.
- Infractions are tracked per semester. After three infractions, a scholar may be placed on a device restriction plan for the remainder of the semester.



# AFTERBELL ELECTRONIC DEVICE POLICY ACKNOWLEDGEMENT PAGE

## Leman Academy of Excellence 2025-2026 Personal Electronic Devices Policy

Scholar cell phones are to be turned off and stored in the scholar's backpack and/or locker when they arrive at school. Scholars may use their cell phones only with permission from, and in the presence of an adult. If a scholar is observed using a cell phone without permission, the cell phone is to be confiscated and turned into the front office. Scholars are able to pick up the cell phone themselves after the 1st confiscation. Parents/guardians are required to pick up cell phones after any further confiscations.

Scholars may bring laptops or tablets to school with teacher permission for academic purposes only. Devices must be stored safely in backpacks or lockers. If a scholar is observed using the laptop/tablet inappropriately, the device will be confiscated and a parent/guardian will be responsible for picking it from the front office.

By signing below, I acknowledge and agree to respect the personal electronic devices policy, and to take responsibility for bringing a personal electronic device to school. Leman Academy staff and/or scholars will not be held responsible for damaged, lost, stolen, or broken personal devices. If a scholar chooses to bring their personal device to school, they are responsible for the device at all times.

\_\_\_\_\_  
Scholar Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
AfterBell Director

\_\_\_\_\_  
Grade

