

Huron Academy

Beyond the Bell

Parent Contract (2025–2026)

PROGRAM OVERVIEW

Welcome to our latchkey program, Beyond the Bell; an extended-hour service provided by Huron Academy for preschool through 8th grade. Students will be assigned to a classroom with age-appropriate peers where they will follow the daily schedule. The program is offered Monday-Friday 6:30 am to 8:00 am and 3:15 pm to 6:00 pm. Beyond the Bell is a safe and structured environment that is led by trained and experienced staff. The daily schedule includes homework support (if needed), fine and gross motor skills activities, and inside and outside (weather permitted) supervised play.

BEHAVIOR EXPECTATIONS

Students are expected to follow the same behavior standards as during the school day. Disruptive, disrespectful, or unsafe behavior will result in parent notification and may lead to suspension or removal from the program.

DAILY SCHEDULE

AM:

- 6:15-6:30 Staff arrive and prepare for the morning.
- 6:30 Doors open, greet parents and children
- 6:30-7:50 Breakfast/ Table Toys/ Games Free Choice /Gross Motor/Gym Play
- 7:50-7:55 Clean up and prepare for School Day
- 7:55 Dismissed to classrooms

PM:

- 3:15- 3:25 Wash hands for snack time
- 3:30-3:45 Snack
- 3:45-4:10 Reading Time/ Homework Assistance (if needed)
- 4:10-4:15 Student count, combine if applicable
- 4:15 - 5:40 Games free choice/art/gym (when gym is available) /Outside play
- 5:40 5:50 Clean up
- 5:50-6:00 Media center during pick-up

EMERGENCY CONTACTS & PICK-UP AUTHORIZATION

Only those individuals listed on your child's emergency contact form will be permitted to pick up your child. Photo identification may be requested.

PAYMENT PROGRAMS AND OPTIONS

At Huron Academy, we are excited to offer our families two flexible Beyond the Bell options to best meet your needs: **Unlimited** and **Drop-in**

UNLIMITED

This is perfect for families who require consistent before and/or after-school care. With Unlimited Use, your child is **guaranteed a spot every day**, so you never have to worry about availability. We offer **three convenient payment plans** to fit your budget.

NON-REFUNDABLE REGISTRATION FEE: \$100.00 (PER FAMILY)

PAYMENT OPTIONS (PER CHILD)

Option 1: Pay in full by August 20: \$1,100.00 (Registration is deducted from the total)

Option 2: Pay in full after August 20: \$1,200.00 (rate will be prorated according to time of registration)

Option 3: Pay three payments of \$400.00 (Due September 3, November 5 & February 5)

DROP-IN

NON-REFUNDABLE REGISTRATION FEE: \$100.00 (PER FAMILY)

HOURLY RATE: \$6.00

For families needing occasional care we offer up to **six hours per week**. **Payment must be prepaid on a monthly basis. For services used in emergency situations, payment must be made within two weeks of the service date.**

If your child will need Beyond the Bell care, please be sure to **notify the school in advance** by emailing: beyondthebellattendance@huronacademy.org

** Include your child's name, date of service and their teacher's name.

*Late payments will result in the suspension of service until the account is current.

SIGN-IN / SIGN-OUT POLICY

- A parent or authorized adult must sign the child in and out each day using the daycare attendance log.
- Children may not sign themselves in or out under any circumstance.
- This process is mandatory for both safety and billing records.

LATE PICK-UP POLICY

- Door closes promptly at **6:00 PM**.
- If a parent/guardian arrives after this time, the following fees apply:
 - \$6.00 for the first 5 minutes (or any portion thereof)
 - \$1.00 for each additional minute past the first 5-minute increment

-Please note that your child will not be allowed to return to the Beyond the Bell program until the outstanding late payment has been received. Payment can be made with cash upon pickup.

- Repeated late pickups may result in dismissal from the program.

ABSENCES & CANCELLATIONS

- No refunds or prorations will be given for absences, school closings, holidays, or snow days.
- Please notify us via email beyondthebellattendance@huronacademy.org in advance if your child will not attend on a scheduled day; prior to 6:00 am for morning care and noon for afternoon care. Please make sure to put your child's first and last , their teacher's name and include the date of absence.

LICENSING NOTEBOOK ACKNOWLEDGMENT

Huron Academy maintains a Licensing Notebook containing all licensing inspection reports, special investigation reports, and any related corrective action plans. The notebook is available for parental review during regular business hours. Reports from the past two years can be accessed at: www.michigan.gov/michildcare**PARENT ACKNOWLEDGMENT & AGREEMENT**

PARENT/GUARDIAN ACKNOWLEDGEMENT

I acknowledge I have received and read the full **Huron Academy Daycare Contract** and **Health Care Plan**.

I understand and agree to all policies, procedures, and payment obligations outlined above.

I agree to keep emergency and contact information updated throughout the school year.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Student Name: _____

Grade: _____ | Classroom: _____

I agree to:

Pay the \$100.00 non-refundable registration fee (per family) ____

The best option for my family is:

1. **UNLIMITED**, which permits my child(ren) to utilize the program during both AM and PM sessions. ____

The unlimited package has 3 different type of payment options:

Option 1 _____

Pay in full by August 20: \$1,100.00 (\$100.00 Registration fee is deducted from the total)

Option 2 _____

Pay in full after August 20: \$1,200.00 (rate will be prorated according to registration date)

Option 3 _____

Pay three payments of \$400.00 (Due September 3 , November 5 & February 5)

Or

2. **DROP-IN** which allows my child(ren) to attend the program for no more than 6 hours per week at \$6.00 an hour.. Payment will be made through EZ Pay ____