



Huron Academy

ACADEMIC EXCELLENCE • CHARACTER • INTEGRITY

BEYOND THE BELL PROGRAM



Huron Academy-A School of Choice authorized by Ferris State University and managed by CS Partners

8/20/2025



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Introduction

Welcome to the Beyond the Bell (BTB) program for Huron Academy (a School of Choice). Our program is designed to care for children from Preschool through eighth grade. Our goal is to provide a safe, nurturing, and engaging environment where students can relax, learn, build friendships, and have fun after the school day ends. We look forward to having your child with us during the school year!

Our Beyond the Bell staff are committed to creating a positive atmosphere that encourages kindness, responsibility, respect, and teamwork. Students will have opportunities to complete homework, participate in structured activities, enjoy outdoor play (weather permitting), create arts and crafts, play games, and build meaningful relationships with their peers. The program strives to provide consistency and continuity to provide childcare between home and school while offering a wide range of growth producing opportunities.

This handbook is provided to acquaint you with the program and its policies, which are designed for your child's well-being. BTB is open Monday through Friday from 6:30 am -7:45 am and 3:30pm - 6:00 pm. There are scheduled half days that BTB is available, please refer to the school calendar for more information.

Communication between families and staff is very important to us. If you have any questions, concerns, or information that will help us better care for your child, please don't hesitate to reach out. We are here to support both you and your child.

Thank you for entrusting us with your child's care. We look forward to a wonderful year filled with learning, laughter, new friendships, and memorable experiences.

Thank you and welcome to the Beyond the Bell family,

Mrs. Melistas

Program Director



Licensing Notebook Summary Sheet

The Beyond the Bell program maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Withdrawal

If it should become necessary for you to withdraw your child from the Beyond the Bell program, we ask that you notify us one week in advance. All payments including late fees will be due by the time of withdrawal. If money is owed to the family we will immediately submit a reimbursement form to our school office, and payment will be mailed to your home within three (3) weeks.

Daily Rate and Payment

Daily Rate: AM (\$8.00) | PM (\$12.00) | Late Start (\$15.00) | Half Day (\$15.00)

Registration and Billing Information:

1. Complete all necessary BTB paperwork and turn it into the school office.
2. A link from Procure will be sent via email, you will need to set-up an account with a credit/debit card or ACH on file.
3. A non-refundable registration fee: \$75.00 (per student) or \$125.00 (per family) The registration fee does not apply to your monthly balance.
4. Scheduling: Provide a written, committed schedule for your children to ensure appropriate student-to-staff ratios.
5. Monthly Billing: Huron Academy processes charges on the 1st of each month, followed by an emailed statement.
6. Payment Issues: Declined payments must be resolved immediately, including any extra charges, to maintain program enrollment.
7. Late Pick-Up Fees: \$10.00 for the first instance and \$20.00 for the second. A third occurrence within a short timeframe results in disenrollment. If your child is not picked up by 6:20 without any notice or phone call the local authorities will be called. This is for the cooperation between parent and school and for the safety of your child.



DAILY SCHEDULE

AM:

- 6:15-6:30 Staff arrive and prepare for the morning.
- 6:30 Doors open, greet parents and children
- 6:30-7:35 Breakfast/ Table Toys/ Games Free Choice /Gross Motor/Gym Play
- 7:35-7:40 Clean up and prepare for School Day
- 7:45 Dismissed to classrooms

PM:

- 3:30 Wash hands for snack time
- 3:40 Snack
- 3:45-4:10 Reading/ Homework Time (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

Dismissal from Program

The following circumstances may result in your child being dismissed from the Beyond the Bell program:

1. Failure to pay for services in a timely manner or failure to repay returned checks
2. Failure to sign a child in and/or out of the program.
3. Dropping off a child prior to the building's designated starting time, resulting in an unsupervised situation.
4. Disregard for the 6:00 p.m. closing time.
5. Any behavior that causes injury to a child or staff member.
6. Any behavior that is not consistent with behavioral expectations set forth during the regular school day.

Parent Responsibilities

All parents should:

1. Fill out all registration forms completely, and sign them
2. Keep all information on the registration forms current
3. Pay all fees on time.

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4. Read all communications on the parent board
5. Make alternate arrangements if your child is ill. We do not have the facilities to care for sick children.
6. Keep the staff informed of any changes or incidents in the home that may result in a change in your child's behavior or attitude.
7. Listen to the concerns of the staff regarding your child and work with the staff on an agreeable solution.
8. Feel free to discuss any concerns with the School Leader or the Beyond the Bell Director.
9. Label all of your child's clothes and property.

Also:

1. Parents must sign their children in and out of the program.
2. Parents and children are responsible for all personal property.
3. Parents are responsible to check all school work that was completed in the Beyond the Bell setting.

Children's Conduct

In order to ensure a safe and pleasurable experience for all students in the program, please review the following expectations for students during Beyond the Bell.

1. Children must remain in the designated areas
2. Children are to respect the rights and property of others.
3. Children are to act courteously and appropriately, be cooperative and follow the instructions of the caregivers. Appropriate and acceptable language is expected.
4. Children are expected to be responsible for their actions.
5. Children are to work on their homework or be quiet during homework time.
6. Materials and equipment are to be treated properly and returned to the proper place when done.
7. Any child having a problem with another child, a staff member, a visitor, or another parent should inform the caregivers immediately.
8. Complete discipline policy can be found in the Huron Academy Parent/Student Handbook.

Homework

Each Beyond the Bell classroom will have scheduled homework time each and every day. In some cases additional time will be provided but this is not a guarantee that all homework will be completed during Beyond the Bell hours. It is the student's responsibility to work on their homework during the scheduled times and assistance will be provided whenever possible. If a student chooses not to do their homework during the scheduled time they must be quiet and engage in an activity that



is not disruptive (read a book, draw, put their head down, etc...). It is the parent's responsibility to check all school work that was completed in the Beyond the Bell setting.

Student Valuables

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, collectible/trading cards, and the like are tempting targets for theft. Any items brought to school by students are brought at their own risk. Huron Academy cannot be responsible for their safe keeping and will not be liable for loss or damage to personal valuables. No electronic media of any type is permitted at the Academy or at Academy-related activities.

Cell Phones in Beyond the Bell

Students may not possess or use a cell phone without advance written permission from their parents or guardians by signing the Parent Consent Form that is available in the school office. Students who obtain the necessary permission to possess a cell phone before and after school can only use them in the case of an emergency. Phones must be stowed in a locker or backpack. Parents may call students and students may call parents, with supervisor permission only. If a student receives a call during Beyond the Bell from their parents, they are to inform the caregiver that an emergency call is coming in and they will be allowed to answer it. Possession of a cell phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege. In addition, the student who possesses a cell phone shall assume responsibility for its care. At no time shall the Academy be responsible for preventing theft, loss, or damage to cell phones brought onto its property. Also, by bringing a cell phone to school the parents and student volunteer to allow the school to search the contents of the phone for any reason as determined by the administration.

Outdoor Play

Students need fresh air and sunshine. Weather permitting, we will always take children outside so PLEASE dress your children accordingly. The Beyond the Bell Director will determine if a child is underdressed for outdoor play and may restrict that child from going outside so please send sweaters, jackets, gloves, etc...

Movie List

Later in the scheduled hours for Beyond the Bell some of the classrooms will run a movie for the students to enjoy. A movie list is available to view from the Beyond the Bell Director. If a movie has been rated G by the Motion Picture Association of America, we will show it to any audience. We have identified a small group of PG rated films that we show to students 3rd grade and up. If you are concerned by this, then please request a list from the director. If a movie concerns you, we can restrict access to that film for your child.



Snacks

Beyond the Bell does not provide snacks but students are allowed to bring a snack from home. Parents are required to sign a Lunch/Snack agreement Form to show they are in agreement that snacks and lunch will be allowed when your child is in Beyond the Bell.

Discipline

Huron Academy's Student Code of Conduct is always in effect during the Beyond the Bell program.

The foundation of our discipline policy is a climate of mutual caring and respect. Our goal is to provide a safe and nurturing environment for children by planning many experiences and activities. When a problem occurs, the staff uses positive methods of discipline, which encourages self-control, self-direction, self-esteem, and cooperation. Redirection, discussion of feelings regarding the specific problem that occurred, and having the child move away from the group are some of the methods that are used.

Most disruptive behavior can be handled with a "quiet time" in order for the child to calm down and think about their actions. However, if a child's behavior causes chronic disruption, the following four-step plan is in place to handle the situation:

1. The parent is notified verbally and/or in writing about the behavior or incident causing the disruption.
2. If negative behaviors continue, the caregivers have the right to assign sentences, take away recess privileges, assign detentions, etc.
3. If the behavior is still apparent, the program director will set up a meeting between the parents and the administration.
4. After ample time has been given for corrections, and the behaviors continue your child will be suspended from the program.

Health and Injury Procedures

If your child has any of the following conditions, the parents will be notified to pick up their child immediately: contagious disease, vomiting, fever, or diarrhea. If your child receives a minor cut, scrape, or bruising while in our care, a staff member will clean the wound with water and apply a bandage and/or ice if necessary. If your child is injured while at the Beyond the Bell program, a parent or emergency contact (listed on the Child Information Card) will be contacted either by phone or at pickup. Our staff is trained in CPR and First Aid. If immediate medical attention is necessary, an ambulance will be called.



Medication

The parent must complete and sign a medication authorization form provided by the school for any prescription or over the counter medicine. All medication must be in its original container and accompanied by the doctor's directions. The child's physician must fill out the form for injectable medication, aspirin, or an inhaler. These medications can only be distributed in the front office during school hours. No medications will be given in the Beyond the Bell room at all.

Prior to the beginning of the school year, parents/guardians are responsible for informing the Academy in writing of any medical issues that may require intervention during the school year. Examples of medical issues may include, but are not limited to, life-threatening allergies (i.e., the need for an epinephrine injector, Epi-Pen®), diabetes, epilepsy, asthma, seizures or any condition of a serious nature affecting the health of the student. The Academy, parents/guardians and the student's physician will participate in developing a medical action plan.

Holidays and Breaks

1. The Beyond the Bell program services will be closed whenever Huron Academy is closed for a vacation, break or inclement weather.
2. Beyond the Bell may or may not be provided on days that school is in session for half days. See school calendar for details.
3. It is pertinent that you send a lunch for your child on half-days (if service is available) in order for your child to be able to attend Beyond the Bell. Microwave ovens are not available so please do not send items that need to be heated.
4. If your child does not have a lunch, one will be provided and you will be billed accordingly. If you are planning to pick up your child and do not want them to eat lunch with the others you must communicate that with the Beyond the Bell Director. The hot lunch program does not operate on half-days so your child may receive a cold lunch.

Volunteer Policy

All volunteers must complete the MEP Services provide volunteer form that will give permission to conduct a background check through the Internet Criminal History Access Tool (ICHAT). Former students who wish to volunteer for their secondary level community service requirement may do so with the approval of the school administration. Guidelines for this program are available through the school office.



CHILD PROTECTION LAW

The Michigan Child Protection Law (Public Act 238 of 1975, as amended: MCL 722.621 et seq.) mandates that certain professionals report their suspicions of child abuse or neglect to Children's Protective Services (CPS) at the Department of Humans Services (DHS).

Mandated reporters in schools include:

- a. Psychologists
- b. Social workers
- c. School administrators
- d. School counselors
- e. Teachers

Mandated reporters are required to make an immediate oral report to CPS. The oral report can be made by calling (855) 444-3911. The individual who had contact with the child must complete the call and provide as much information regarding the following:

- a. name of the child
- b. age of child
- c. description of abuse or neglect
- d. names and address of child's parents/guardians
- e. the person with whom the child resides
- f. other information available to the reporting person that might establish the cause of the abuse or neglect, and the manner in which the abuse or neglect occurred

The reporting person is also required to file a written report within 72 hours. The written report form is DSS-3200.

The Academy is not required to determine whether abuse or neglect has actually occurred. Investigation and appropriate action are the responsibility of Children's Protective Services.

The following procedure should be followed when reporting child abuse or neglect:

- a. Staff who suspects child abuse or neglect of a student will contact the School Leader or his or her designee regarding their concerns, either prior to or after their reporting the suspected abuse. If administration is not available, proceed with filing the report.
- b. A DSS 3200 form is available in the School Office.
- c. The staff member who suspects abuse can request assistance in filing the oral or written report. However, just reporting your suspicions to another staff member or a member of the administration does not relieve your responsibility to report the suspected abuse/neglect. All reports should be a first-hand account of the suspicions.



d. A copy of the written DSS 3200 report should be kept on file at the Academy with the School Leader or his/her designee to support and document your filing. Having a copy of the report will also assist the school when, or if, a school visit is made by a DSS worker.

An abuse/neglect report is confidential. The identity of the reporter should be kept confidential as well, subject to disclosure only by court order or consent. No one can or should interfere with an effort to file a report of abuse/neglect filed by a mandatory reporter. There is no liability for making a legitimate report if later proven unsubstantiated as long as made in good faith.

For additional resources, including potential indicators of child abuse and/or neglect, visit http://www.michigan.gov/dhs/0,4562,7-124-7119_50648_44443---,00.html.



Huron Academy

Parent Handbook Agreement Contract

By enrolling my child in the Huron Academy Beyond the Bell (BTB) Program, I acknowledge that I have read, understand, and agree to comply with the following policies and expectations. I understand that failure to comply with these policies may result in suspension or dismissal from the program.

Initial the following:

I understand that the Beyond the Bell Program is a structured after-school program designed to provide a safe, supervised, and engaging environment for students.

_____ I understand that tuition will be processed by Huron Academy through Tuition Express. I agree to maintain a valid payment method (ACH or credit/debit card) on file.

_____ I understand that failure to make tuition payments may result in my child being unable to attend the program until the account is brought current.

_____ I understand that registration fees and tuition payments are non-refundable unless otherwise approved by school administration.

_____ I understand that only individuals listed on my child's emergency contact form may pick up my child. A photo ID may be required.

_____ I understand that children must be signed out each day by an authorized adult.

_____ I agree that if my child does abide by Huron Academy's code of conduct they will be disenrolled from the program.

_____ I agree to pick up my child no later than the program's closing time. I understand that repeated late pick-ups may result in late fees and/or dismissal from the program.

Parent Acknowledgment

By signing below, I acknowledge that I have received, read, and understand the Huron Academy Beyond the Bell Parent Handbook and agree to follow all program policies and procedures.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



Physical Health Immunizations Parental Acknowledgement for School Age Programs

This acknowledges that my child, _____, (date of birth _____) who attends the Huron Academy Beyond the Bell Program (a school age program licensed/approved by the Division of Child Day Care Licensing) is in good health and his/her immunizations are current. I understand that I assume responsibility for my child's health while at the center. Further, any health restrictions, allergies, medications taken by the child, and/or any other needs are noted below:

Signature of Parent/Guardian: _____

Date of Signature: _____

(This form is to be updated annually)



Lunch/Snack Agreement Form

Student Name: _____

Parent Name: _____

Please read and sign the following:

- I hereby agree to provide my child with snacks and/or lunch while he/she attends the Huron Academy Beyond the Bell program.
- I understand that snacks and lunch are not provided by Huron Academy during the Beyond the Bell Program.
- I agree that I will send ample snacks as well as a well-balanced, nutritional lunch for my child when they are in Beyond the Bell and a lunch is required.

(Parent Signature)

(Date)

