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# BEATITUDES OF OUR LORD SCHOOL

## Afterschool Daycare

**Parent/Student Handbook**

**2021–2022**

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MOVING MINDZ LLC  
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## ABOUT MOVING MINDZ

Moving Mindz will manage the Afterschool Daycare program at Beatitudes of Our Lord School for all grades (TK-8). It will include time for homework assistance, snack, and physical activities, as well as a variety of academic enrichment classes that focus on STEM and the Arts.

## AFTERSCHOOL DAYCARE OPERATIONS

### Location

Beatitudes of Our Lord School (13021 Santa Gertrudes Ave, La Mirada, CA 90638)

### Eligibility

Students (grades TK-8) who are enrolled at Beatitudes of Our Lord School may attend Afterschool Daycare.

### Days/Hours of Operation

The Afterschool Daycare will be open on days when Beatitudes of Our Lord School is in operation from 2:30pm to 6:00pm (12:15pm – 6:00pm on Fridays and Early Dismissal Days)

### Sample Afterschool Daycare Schedules

#### Regular Day Schedule

2:30pm – 3:00pm	Check-in and Snack
3:00pm – 4:00pm	Homework Assistance (Younger students may transition to outdoor time sooner)
4:00pm – 5:00pm	Physical Activity/Outdoor Time
5:00pm – 5:50pm	Academic Enrichment/Activities
5:50pm – 6:00pm	Closing Activity

#### Early Dismissal Day Schedule

12:15pm – 1:00pm	Lunch/Opening Activity
1:00pm – 2:00pm	Homework Assistance (Younger students may transition to outdoor time sooner)
2:00pm – 3:30pm	Physical Activity/Outdoor Time
3:30pm – 4:30pm	Academic Enrichment/Activities
4:30pm – 5:30pm	Games
5:30pm – 6:00pm	Closing Activity

### **Sample Weekly Academic Enrichment Schedule**

Monday	Art Studio
Tuesday	STEM Activity
Wednesday	Fun & Games
Thursday	Genius Hour
Friday	Special Class/Event

#### **Student Enrollment**

Parents/legal guardians must complete the online registration form and must agree to afterschool daycare policies as described in the Moving Mindz Parent-Student Handbook.

For the safety of the students, parents/legal guardians are expected to communicate with Moving Mindz about any changes to contact information (phone, address, designated persons to pick up student, emergency contact) immediately.

#### **Homework**

The completion of homework and studying is ultimately the student's responsibility. Parents/legal guardians may or may not choose to have their student work on homework during the scheduled study time. If you choose to not have your student work on their homework, they will be required to have a book so they can read during this dedicated quiet time.

#### **Medical Information**

In order to support the well-being of each student enrolled in the Afterschool Daycare, it is important that parents/legal guardians make Moving Mindz aware of any medical conditions, allergies, and/or special needs that may affect their student during Afterschool Daycare hours. In the event a student suffers an illness or accident during Afterschool Daycare hours, Moving Mindz may seek medical help and assistance by contacting 911 emergency services or otherwise securing treatment at a medical facility. Moving Mindz does not provide medical treatment or coverage for participants.

#### **Contact Information**

Parents/legal guardians are required to complete a registration form for each student attending Beatitudes of Our Lord School, regardless of enrollment in the Afterschool Daycare. This will ensure that if the student needs to stay in the Afterschool Daycare on a drop-in basis, Moving Mindz will have the most updated contact information for that student in case of an emergency.

## STUDENT BEHAVIOR GUIDELINES

### Behavior Guidelines

All students are expected to observe the following behavior guidelines:

- Treat staff members, volunteers, and other students with respect at all times.
- Follow directions given by staff members or volunteers.
- Show proper respect for the buildings, grounds, equipment, and supplies.
- Use language appropriate to the setting (no foul language, verbal insults, etc.).
- Always play in a safe manner.

If a student violates any of the above guidelines, the following steps will be followed:

1. A verbal warning will be given.
2. In the event of a second violation, the student's parents/legal guardians may be notified in writing of the problem and the student may be asked to leave the Afterschool Daycare for the day.
3. For the third violation, a conference will be scheduled with the student, the student's parents/legal guardians, and the principal.
4. If a fourth violation occurs, the student involved may be permanently dismissed from the Afterschool Daycare.

Serious violations of the behavior guidelines may result in the student being immediately dismissed from the Afterschool Daycare at the discretion of Moving Mindz, and the parent/legal guardian or other authorized person will be contacted and asked to pick up the student. No refund will be given.

## STUDENT ATTENDANCE GUIDELINES

### Student Pick-Up Policy

Your student must be signed out of Afterschool Daycare every day by an authorized adult of 18 years of age or older. Names and contact information of all authorized persons must be given to Moving Mindz in writing on the enrollment form and/or in a letter from the parent/legal guardian. Phone calls to add someone will not be accepted unless extenuating circumstances exist. Parents/legal guardians are responsible for providing Moving Mindz with updated emergency contact information whenever the information changes and for providing written notice of any changes in the list of persons authorized to pick up the student. For the safety of the students, identification of the parent/legal guardian or designated person picking up the student may be requested throughout the year.

### Late Pick-Up Policy

If the person picking up a student is going to be late, we ask that person to contact Moving Mindz to inform them immediately. At the time of pick-up, the parent/legal guardian must complete and submit a Late Pick-Up Form specifying the date, pick-up time, and the reason for being late. In addition, when a student is not picked up in a

timely manner, if we are unable to contact any of the people authorized to pick up the student, or anyone listed as an emergency contact, we may need to call law enforcement for assistance.

## DAYCARE FEES

The following is the fee schedule for Afterschool Daycare effective August 1, 2021. Afterschool Daycare fees are due in advance of care on the first of each month beginning September 2021 to May 2022 for a total of 9 monthly payments. The payments received for these months will additionally cover the days of daycare services provided in August 2021 and June 2022.

Number of Students	Monthly Total
1 student	\$190 per month
2 students	\$245 per month
3 students	\$300 per month
4 students	\$350 per month

### General Fee Policy

Fees are based on enrollment not attendance. Fee reductions will not be permitted, nor will monthly fees be prorated for any reason. Monthly fees need to be paid in full by or before the first of the month unless otherwise stated.

If you plan on paying monthly, we must be notified and/or receive the payment in full by or before the first of the month. If we are not notified or if we do not receive a monthly payment in full by or before the first of the month, you will be charged a Drop-In Fee according to the fee schedule shown below, for the remaining days of the month that your student attended Daycare.

### Drop-In Fee

Any student not picked up from school or afterschool activities by pickup time will be sent to daycare and assessed the Drop-In Fee according to the fee schedule shown below. This fee will be charged to your debit/credit card on file or placed on your monthly bill.

Day	Drop-In Fee
Monday-Thursday	\$10 per student per day
Friday (picked up before 4pm)	\$10 per student per day
Friday (picked up between 4pm and 6pm)	\$20 per student per day
Early Dismissal Day (picked up before 4pm)	\$10 per student per day
Early Dismissal Day (picked up between 4pm and 6pm)	\$20 per student per day

**Late Pick-Up Fee**

The Late Pick-Up Fee for pick-up after 6:00pm is \$5 per student per minute after 6:00pm. This fee will be charged to your debit/credit card on file or placed on your monthly bill.

**Refund Policy**

Payments made in advance and not used are refundable. Fees are due and payable by or before the first of each month.

**Late Payment Policy**

A Late Fee of \$10 per day will be charged to any account that has not been paid by the first of the month. If a payment is more than 30 days late, we will discontinue the Monthly Fee rate and charge you at the Drop-In Fee rate. We reserve the right to deny admittance to any student whose fees have not been paid by the first of the month.

In order to avoid a Late Fee, all payments must be made by the due date listed on the invoice and all credit card transactions will be processed on the first of the month.

**Returned Check Fee**

A Returned Check Fee of \$30 shall be charged for any returned check. If more than two checks are returned within a calendar year, you will be required to pay with certified funds (cash, money order, debit/credit card etc.) for the remainder of the school year.

## DAYCARE ONLINE PORTAL

**How to Register for Afterschool Care**

You will receive an email with the subject line "Register Your Kangarootime Account." This is the initial invitation email sent by Moving Mindz via Kangarootime. In that email, you will receive instructions for completing registration.

It will provide you with links to download the Kangarootime app for Android and for Apple devices. As soon as you download and install the app, please select "Sign Up," then follow the prompts to complete your registration.

Once you register, you will be able to:

- Easily communicate with the staff
- Sign your child out of Daycare contact-free using the app
- Get real time program updates
- Add/designate other adults who may sign out your child
- Manage payments online

If you need any technical assistance with downloading/installing the app, completing the registration process, or managing your account, please reach out to the Kangarootime Team at [support@kangarootime.com](mailto:support@kangarootime.com) or call (716) 261-9889.

All program-related questions and billing questions, please reach out to Moving Mindz at [bold daycare@movingmindz.com](mailto:bold daycare@movingmindz.com) or call (562) 329-9737.

**How to View Invoices**

*Steps to view your invoice:*

- Load the app
- Log in to your account
- In the menu, click on "Billing"
- Under "Options," click on "Invoices"

From here, you should be able to view all of your invoices.

**How to Make Payments**

Once you have registered your account, you will be able to access the payment portal and pay invoices online. Invoices will be sent on the 25<sup>th</sup> of each month (this date may vary depending on the month), with payment due by the 1<sup>st</sup> of the following month. Kangarootime provides a safe and secure platform for entering and processing your payment. You may use credit card, debit card, or ACH to make payment.

*Steps to make a payment:*

- Load the app
- Log in to your account
- In the menu, click on "Billing"
- Under "Options," click on "Pay My Bill"

After clicking on "Pay My Bill," you can enter your payment information to proceed with paying your bill, or you may pay using the payment information you have stored in the platform. You also have the option of setting up automatic withdrawal.